



INTRODUCTION

This handbook has been developed as a guide for MSCA leaders. The purpose of the manual is to answer questions and provide a procedural outline of the organization. It is not intended to be a permanent document but rather will undergo change based on the needs of the organization. If the MSCA Handbook is updated regularly it can serve as a valuable guide for members in new leadership positions and provide important continuity in the Association's activities.

It is not the acceptance of responsibility but the fulfillment of it that determines the growth and development of both the individual and the organization.

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MINNESOTA SCHOOL COUNSELORS ASSOCIATION

BYLAWS (revised 2011)

ARTICLE I: NAME AND PURPOSE

SECTION 1. Name. The official name of the association shall be the Minnesota School Counselors Association (MSCA) - an independent division of the American School Counselor Association (ASCA).

SECTION 2. Use of Name. The official name of the association as specified in Article 1, Section 1, and the official Logo as adopted by the Governing Board shall be employed in connection with all official business and communications pertaining to the association.

SECTION 3. Purposes. The purposes of the association shall be as follows:

- a. To advance the profession of school counseling in order to maximize the academic, career planning, and personal-social growth of each student.
- b. To advance professional development opportunities in areas of critical need and make such opportunities available to all Minnesota Professional School Counselors.
- c. To make available relevant research and evaluation that supports school counseling as an integral component of education.
- d. To sponsor and promote legislative policy supporting Minnesota Professional School Counselors and child advocacy.
- e. To educate on and uphold professional and ethical standards which articulate the code of conduct and professional behavior for Minnesota Professional School Counselors.
- f. To strengthen strategic partnerships with stakeholders to benefit Minnesota Professional School Counselors and their students.
- g. To develop and be leaders at the local and state level to champion and lead change initiatives.

ARTICLE II: MEMBERSHIP

SECTION 1. Types of Membership. This association shall include three types of membership - Professional, Retired, and Student.

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

- a. Professional membership. The member must hold a masters degree or higher in counseling or the substantial equivalent and be a school counselor licensed by the Minnesota Board of

Teaching or must be engaged in counseling and guidance in a post-secondary school in Minnesota.

- b. Retired member. A member having reached the age of retirement shall be entitled to reduced annual dues and shall maintain all privileges of professional membership, except where noted in these bylaws.
- c. Student member. A student member must be engaged in a planned program of counselor education designed to result in a degree or certificate as a counselor. No person shall be eligible to be or continue as a student member who has held that status for a total of three years who is otherwise eligible to become a professional member.

SECTION 3. Membership Dues. Dues shall be set by the officers and governing board for all categories of members.

SECTION 4. Counselor Defined. The term “counselor”, wherever, used herein, shall include persons engaged for the requisite periods of study or employment at any level of education or employment related to counseling, guidance, or testing activities.

SECTION 5. Rights and Privileges. Professional, student, and retired members may vote on all matters coming before the Association. Subject to any limitations or exceptions otherwise stated herein, only professional members shall be eligible for elective office or appointment to the Governing Board.

SECTION 6. Severance of Membership.

- a. A member may be dropped from membership by action of the Governing Board for any conduct that tends to injure the association or adversely affects its reputation, or which violates principles stated in the Bylaws of MSCA, or engages in activities that the MSCA Governing Board finds unethical. Any member charged with engaging in such conduct shall be give the opportunity to present evidence through witnesses and the opportunity to file an appeal and to have a hearing before the Governing Board, whose decision is final.
- b. A member may be dropped from membership for nonpayment of dues.

SECTION 7. Nondiscrimination Clause. There shall be no discrimination against any individual on the basis of ethnic origin, color, creed, religion, gender, sexual orientation, disabling condition, or age.

ARTICLE III: MSCA DIVISIONS

SECTION 1. Geographical Areas Into Divisions. The Minnesota School Counselors Association is divided into eleven geographical areas called Divisions. They are as follows: Anoka, Central, Lake Area, Minneapolis, Northeast, Northwest, Southeast, Southwest, St. Paul, St.

Paul Suburban and West Central. The Governing Board of the Association shall have the power to change the number of Divisions and to reestablish the boundaries thereof.

SECTION 2. Organization of Divisions. Each Division shall have such officers as respective members shall determine, may hold meetings, establish rules for its government, and promote the purposes of this Association within its Division. The president of each Division shall represent the MSCA members of their respective Division and are a voting member of the Governing Board of this State Association. If unavailable to attend an MSCA Governing Board meeting, the Division president will have a substitute attend the meetings to represent the MSCA membership interests of their Division. The substitute will vote on behalf of the Division. The substitute MUST be a member of MSCA and the Division they are representing.

ARTICLE IV: MSCA OFFICERS AND GOVERNING BOARD

SECTION 1. Officers. The officers of MSCA shall be the President, President Elect, Immediate Past President, Secretary, Treasurer as well as the four Level Vice-Presidents.

SECTION 2: Powers and Functions.

- a. The Governing Board shall be the agency through which the general administrative and executive functions of the Association are affected. The Governing Board shall conduct the governance of MSCA but shall not take any action contrary to the bylaws adopted by the Membership. The President of the Association shall be the chairperson of the Governing Board.
- b. The Executive Committee shall conduct, manage, and control the business of the Association between its official meetings.
- c. The Governing Board has the authority to create policies to carry out the purposes of MSCA.
- d. The Governing Board shall have the power to establish regulations and application forms to determine whether applicants for membership meet the requirements for membership as specified by the bylaws.

SECTION 3. Governing Board Members and Terms of Office.

- a. The voting members of the MSCA Governing Board shall consist of the President, President-Elect, Immediate Past President, four Level Vice Presidents, eleven Division Presidents and seven Standing Committee Chairpersons. The Standing Committee Chairpersons will be appointed by the President for two-year terms.
- b. All board members of the Association shall be selected from the membership of the Association.
- c. The President Elect shall serve one year as President-Elect, the succeeding year as President, and one additional year as Immediate Past President.

- d. Four Level Vice Presidents, a Secretary, and a Treasurer shall be elected by the membership and shall each serve a term of two years, except as provided for in section 3e. of this article.
- e. An elected officer shall not be a candidate to succeed to the same office, with the exception of Secretary and Treasurer, who may succeed to that position for one additional term.
- f. The term of office for any elected officer of MSCA shall begin on July 1 and continue until succeeded in office.

In the event that the president shall not complete the full term of office, the president-elect shall succeed to the unexpired president's term and continue through the year of the next term. In the event the president-elect should be unable to complete the president's unexpired term, the Executive Committee shall call for a special election of the president and president-elect to serve until the next election.

SECTION 4. Nominations and Elections of Governing Board Members.

- a. The president-elect shall be elected annually by ballot.
- b. Four level vice presidents shall be elected by the membership using the following procedure: The middle/junior high and post-secondary vice presidents shall be elected in even-numbered years; the senior high and elementary vice presidents shall be elected in odd-numbered years. Each member is entitled to vote for any or all of the four level vice presidents representing the four work settings.
- c. The secretary and treasurer shall be elected biennially on even-numbered years by ballot.
- d. The election of all officers shall be by online secret ballot, by individual members of the Association during the month of March.
- e. To be eligible for any office in the Association, including membership on the Governing Board, a candidate must be a professional member of MSCA employed in the state of Minnesota or a retired member of MSCA, a member of their Division Association and are strongly encouraged to join the American School Counselor Association. The Vice-Presidents are required to be employed at the level they represent. All the elected officers who may become ASCA delegates must be members of ASCA. The Nominations and Elections Committee shall verify the eligibility of those members nominated and shall select for placement on the election ballot the names of at least two candidate for each of the following positions: president & the four vice presidents.
- f. The Nominations and Elections Committee shall conduct elections according to MSCA policies that address nominations and elections.
- g. Nominations and Elections guidelines shall be developed by the Nominations and Elections Committee and approved by the Governing Board.
- h. If any elected officer should be unable to assume office on July 1 or should resign during

his/her term of office, the next ranking candidate on the election return shall be asked to assume the office. If the candidate declines, the president, with the approval of the Governing Board, shall appoint the officer for the term or unexpired term.

SECTION 5. Compensation and Expenses of Officers. None of the officers of the Association shall receive compensation for services rendered. The necessary expenses of the officers and committee chairpersons may be paid from the funds of the Association by specific authorization of the President but within and following the budget adopted by the Governing Board. Any expenditure of MSCA funds for each line item in the budget, which for each year exceeds the budgeted amount, must have the prior approval of the Governing Board.

SECTION 6. Meetings.

- a. The Governing Board shall meet for its annual meeting the first day of the Annual Conference. In addition to the annual meeting the Governing Board shall meet at three other scheduled times each year; a fall meeting, a winter meeting and at the MSCA summer Leadership Development Institute. This schedule can be changed on a temporary basis by a majority vote of the Governing Board. The Governing Board may meet at additional times as designated by a majority of the elected officers or by a majority vote of the members of the Governing Board.
- b. The parliamentary authority for the meetings of the Association shall be Robert's *Rules of Order* - Current Edition. Robert's Rules in addition to the bylaws facilitate all governance meeting. The chair as well as all group members should be versed in parliamentary law. The secretary and past president are the parliamentarians for the Governing Board.
- c. A majority of the voting members of the Governing Board shall constitute a quorum.
- d. The members of the Governing Board attending meetings of the MSCA Board shall be paid mileage according to Board financial policy. A Governing Board member who lives over 150 miles from the site of the Governing Board meetings will be reimbursed for expenses to stay one night in a hotel. The amount shall be established by financial policy of the Governing Board.
- e. Voting. Each member of the Governing Board holds only one position on the Governing Board and has only one vote to cast on any issue. Voting by proxy is not allowed.
- f. The scheduled meetings of the Governing Board can be changed or canceled as needed on a temporary basis by a majority vote of the Governing Board.
- g. Governing Board members are required to attend all Governing Board meetings and other functions in accordance with MSCA policies that address governance.

ARTICLE V: BUSINESS AFFAIRS OF THE ASSOCIATION

SECTION 1. Fiscal Year. The fiscal year shall be from July 1 to June 30.

SECTION 2. Property of the Association. In the event the Association should be dissolved, none of its property shall be distributed to any of the members. Instead, all its property shall be transferred to such organization or organizations as the Governing Board shall determine to have purposes and activities most nearly consonant with those of the Association, provided, however, that such organization or organizations shall be exempt under Section 501 (c) (3) of the Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

ARTICLE VI: COMMITTEES

SECTION 1. Standing and Special Committees. The committees of MSCA shall consist of Standing Committees and special committees appointed by the President and/or Governing Board. All committees shall file a written report with the Governing Board at its annual meeting. A special committee may serve for a period of one year.

SECTION 2. Standing Committees. The Standing Committees shall be:

- a. Professional Development. Oversee and promote professional development in the academic, career and personal/social domains. Chair appointed by the President.
- b. Guidelines Editor and Committee. Editor appointed by the President and committee chaired by the Guidelines Editor.
- c. Human Relations/Ethics Committee. Oversee and promote human rights issues for MSCA. Review the professional standards and ethics of the MSCA annually and notify of deviations as specified elsewhere in this document; assist the membership in understanding the Associations' professional standards and ethical practices. Report unethical practices to the appropriate authorities. Write articles for each issue of *GUIDELINES* and other publications as requested. Chair appointed by the President.
- d. Government Relations and Public Policy Committee. Coordinate and oversee all legislative and government relation's activities with the approval of the Governing Board. Write articles for each issue of *GUIDELINES* and other publications as requested. Chair appointed by the President.
- e. Public Relations Committee. Oversee and coordinate all publications and public relations activities with the approval of the Governing Board. Write articles for each issue of *GUIDELINES* and other publications as requested. Chair appointed by the President.
- f. Technology Committee. Connect with and inform MSCA of new and current methods of technology, which will enhance the profession of school counseling. Shall gather and share information with the MSCA membership on updates in the area of technology. Maintain and relay communications between the Web Master and the MSCA Board. Write articles for

each issue of *GUIDELINES* and other publications as requested. Chair appointed by the President.

- SECTION 3. Special Committees. The Special Committees shall be, but not limited to:
- a. Annual Conference Committee. The Divisions rotate this committee to plan, develop and coordinate all MSCA annual conference activities and programs for the annual conference. The committee submits a final report to the MSCA Governing Board at the fall meeting of the Governing Board and transfers funds to MSCA. Division assigned on a yearly rotating basis.
 - b. Bylaws Committee. Review the Bylaws of the Association at least every five years or the year previous to when rotation for reviewal by ASCA is due. Make recommendations concerning revisions to the Governing Board. Chaired by the President-Elect.
 - c. Finance Committee. Composed of the treasurer, immediate past president, president and president-elect. Chaired by the treasurer. Develop a yearly operating budget for consideration and revision, and eventual adoption by the Governing Board at the MSCA summer LDI. Suggest financial policy statements and make fiscal recommendations to the Governing Board.
 - d. Nominations and Elections Committees. Fulfill duties as stated in Article IV, Section 4 (a) of these bylaws. Chaired by President-Elect.
 - e. Professional Recognition Awards Committee. Recommend to the Governing Board criteria for awards; solicit nominations for the awards, select winners, present awards at the annual conference; publicize winners. Chaired by the past president.
 - f. Student Services Coalition for Effective Education Representative. Appointed by the President.
 - g. MACAC Representative. Served by the Secondary Vice President or appointed by the President.

ARTICLE VII: AMENDMENT PROPOSALS AND ADOPTION RULES

SECTION 1. Amendment by Members: Proposed amendments to these Bylaws may be submitted in writing to the Bylaws Committee by any member over the signature of not less than 10 members in good standing not less than 30 days prior to the meeting at which the Governing Board has a first reading and discussion of the proposed amendments. Unless a special meeting of the Governing Board is approved and held, the proposed amendments must be presented for a second reading at the next scheduled meeting of the Board and must be voted upon at said meeting of the Board.

Proposed amendments to the MSCA Bylaws can be adopted by the following method: Amendments shall be discussed and finalized by the Governing Board and then submitted for ballot. Such proposed amendments shall be available for review on the official MSCA website no less than 30 days following the date of presentation for a vote by the membership. The membership may vote by ballot for acceptance or rejection.

SECTION 2. Amendment by Governing Board: Any Bylaw other than a Bylaw fixing a quorum for meetings of members, prescribing procedures for removing directors or filling vacancies in the board, or fixing the number of directors or their classifications, qualifications, or terms of office may be adopted, amended or repealed by a 2/3's majority vote of the Board taken at a meeting where a quorum is present.

ARTICLE VIII: INDEMNIFICATION

SECTION 1. The Association shall indemnify each member of the Governing Board, as described in Articles V and VI, and each of its officers, as described in Article V, VI, and VII, for the defense of civil or criminal actions or proceedings as hereinafter provided and, notwithstanding any provision in these Bylaws, in a manner and to the extent permitted by applicable law.

SECTION 2. The Association shall indemnify each of its directors and officers, as aforesaid, from and against any and all judgments, fines, amounts paid in settlement, and reasonable expenses, including attorney's fees, actually and necessarily incurred or imposed as a result of such action or proceedings, or an appeal therein, imposed upon or asserted against him or her by reason of being or having been such a director or officer and acting within the scope of his or her official duties, but only when the determination shall have been made judicially or in the manner hereinafter provided that he or she acted in good faith for the purpose which he or she reasonably believed to be in the best interests of the Association and, in the case of criminal action or proceeding, in addition, had not reasonable cause to believe that his or her conduct was unlawful. This indemnification shall be made only if the Association shall be advised by its Governing Board acting (1) by quorum consisting of Governing Board members who are not parties to such section or proceedings upon a finding that, or (2) if a quorum under (1) is not obtainable with due diligence, upon the opinion in writing of independent legal counsel that, the Governing Board or officer has met the foregoing applicable standard of conduct. If the undergoing determination is to be made by the Governing Board, it may rely as to all questions of law on the advice of independent legal counsel.

SECTION 3. Every reference herein to a member of the Governing Board or officer of the Association shall include every member and officer thereof or former member and officer thereof. This indemnification shall apply to all judgments, fines, amounts in settlement, and reasonable expenses described above whenever arising allowable as above-stated. The right of indemnification herein provided shall be in addition to any and all rights to which any member or officer of the Association might otherwise be entitled and the provisions hereof shall neither impair nor adversely affect such rights.



Minnesota School Counselors Association

GOVERNING POLICIES

ENDS POLICIES

Article I

Professional development opportunities in areas of critical need are made available to all Professional School Counselors.

Article II

Legislative policy exists that supports Professional School Counselors and child advocacy.

Article III

Professional and ethical standards articulate the code of conduct and professional behavior for Professional School Counselors.

Article IV

Relevant research and evaluation substantiates and supports school counseling as an integral component of education.

Article V

Strategic partnerships with stakeholders exist to benefit Professional School Counselors and their students.

Article VI

Leaders at local and state champion and lead change initiatives.

Article VII

An organizational structure and administrative functions facilitate the accomplishment of the Ends Policies.

OPERATIONAL PARAMETERS

The MSCA Governing Board shall not cause or allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics or compromises the profession of school counselors.

Article I: Treatment of members

With respect to interactions with members or those applying to be members, the MSCA Governing Board shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.

Section A. Membership

1. Membership Categories

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. The member must hold a masters degree or higher in counseling or the substantial equivalent and be a school counselor licensed by the Minnesota Board of Teaching or must be engaged in counseling and guidance in a post-secondary school in Minnesota.
- b. Retired member. A member having reached the age of retirement shall be entitled to reduced annual dues and shall maintain all privileges of Professional membership, except where noted in these Bylaws.
- c. Student member. A student member must be engaged in a planned program of counselor education designed to result in a degree or certificate as a counselor. No person shall be eligible to be or continue as a student member who has held that status for a total of three years who is otherwise eligible to become a Professional member.

2. Rights and Privileges.

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

3. Severance of Membership.

Association members may be disciplined or expelled from membership for one or more of the following reasons.

- a. A member may be dropped from membership by action of the Governing Board for any conduct that tends to injure the association or adversely affects its reputation, or which violates principles stated in the Bylaws of MSCA, or engages in activities that the MSCA Governing Board finds unethical. Any member charged with engaging in such conduct shall be given the opportunity to present evidence through witnesses and the opportunity to file an appeal and to have a hearing before the Governing Board, whose decision is final.

- b. A member may be dropped from membership for nonpayment of dues.

Revocation Process

The following process shall be used to determine revocation of MSCA 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 MSCA Membership Chair by certified mail. The charges must be made over the signature of at least 10 MSCA members in good standing, or one or more members of the MSCA Governing Board.
- a. To initiate action regarding the revocation of membership, a notice of intent to revoke must first be passed by a majority of the MSCA Governing Board members present and voting. The member(s) in question must be advised in writing of the reasons for the proposed action.
- b. 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 MSCA Membership Chair.
- c. Member(s) who receive a notice of intent to revoke membership shall be given the opportunity to appear before MSCA's Governing Board 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 Governing Board. Such impartial body shall exclude any MSCA 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 revocation, remediation and reinstatement to the Governing Board within 30 days following the hearing and gathering of all evidence.
- d. 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 MSCA Membership Chair 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.
- e. Revocation, remediation and reinstatement of membership must be approved by two-thirds of the MSCA Governing Board members present and voting. Any members of MSCA's Governing Board who are involved in the charges in any way shall refrain from voting or taking part in the consideration of the issue.
- f. Decisions made by the Governing Board regarding revocation, remediation and reinstatement of membership shall be considered final.
- g. The member(s) charged with violations of Ethical Standards and the person(s) bringing those charges shall be notified by the MSCA Human Relations/Ethics Chair within 30 days in writing by certified mail of the final action taken by the Governing Board.

4. Dues Structure

The dues structure is approved by the Governing Board based on recommendations of the Membership Chair. MSCA has a reduced fee for students and retired counselors.

The following annual membership dues are in effect:

- Professional \$50.00
- Student \$15.00
- Retired FREE

5. Membership List Rental

The Executive Committee reviews and approves or disapproves all requests for list rental and distribution of materials produced by other organizations to MSCA members. Charges for consultant cost are to be paid by the group/organization requesting the membership list.

Section B. MSCA Divisions:

MSCA's membership is divided into eleven geographical areas called Divisions.

Anoka, St. Paul, St. Paul Suburban, Minneapolis Metro, Lake Area, Central, Southeast, Southwest, Northeast, Northwestern, and West Central.

Benefits

- a. MSCA supports divisions, and promotes divisional membership and activities.
- b. MSCA assists divisions by providing organizational and management expertise and consultation about issues relevant to them.
- c. Divisions may use MSCA's logo in materials and may incorporate MSCA's logo into division logos, with MSCA's approval.
- d. Division presidents are required to attend MSCA's Leadership Development Institute.
- e. Divisions may host MSCA's annual conference on a rotation.

Responsibilities

- a. Divisions shall support MSCA .
- b. Division leaders shall act ethically and with integrity in a professional manner.
- c. Divisions shall promote membership in MSCA.
- d. Divisions shall use MSCA's logo responsibly and professionally. MSCA 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. Division bylaws must not be in conflict with MSCA bylaws.
- f. Divisions shall submit a list of leaders, including board members, officers and committee chairs each year.
- g. Divisions shall submit a list of all state division members, with contact information, to MSCA each year.
- h. Divisions shall submit dates and locations of conferences and other meetings to MSCA each year.
- i. Divisions shall promote leadership opportunities in MSCA.
- j. Divisions shall not hold conferences, seminars or other meetings or activities that conflict or compete with MSCA activities without prior approval from MSCA.
- l. Divisions shall agree to fulfill the responsibilities stated herein.

Section C: American School Counseling Association

MSCA is organized in accordance with the Articles of Incorporation and Bylaws of ASCA, and as such, the Governing Board may not cause or allow conditions or practices that result in noncompliance with ASCA bylaws.

Article II: Treatment of Volunteers

With respect to the treatment of volunteers, the Governing Board may not cause or allow conditions that are unfair, unsafe, or undignified.

Article III: Financial Planning and Budgeting

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's Ends priorities or risk fiscal jeopardy.

Section A: Information

The Treasurer shall not allow budgeting that contains too little information to enable credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

Section B: Net income

The Treasurer shall not allow budgeting that plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.

Section C: Reserves

The Treasurer shall not allow budgeting that reduces the current assets at any time to less than 25 percent of the current annual budget.

Section D: Board Prerogatives

The Treasurer shall not allow budgeting that provides less for Board prerogatives during the year than is set forth in the Financial policies.

Article IV: Financial Condition and Activities

With respect to the actual, ongoing financial conditions and activities, the Treasurer shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in Ends policies.

Section A: Board Member Responsibilities

Governing Board members of the association shall assume a fiduciary duty and shall be entrusted by the membership to conduct the business of the association in a fiscally responsible manner. In order to carry out that mandate, all persons who perform functions on behalf of the association (elected leaders or appointed leaders) shall know and adhere to the financial policies of the association and shall carry out MSCA duties in a cost efficient manner.

GOVERNANCE PROCESS POLICIES

The purpose of the Governing Board, on behalf of members, is to see to it that the Minnesota School Counselors Association (1) achieves what it should and (2) avoids unacceptable actions and situations.

Article I: Governing Style

The Board 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 roles, (5) collective rather than individual decisions, (6) future rather than past or present, and (7) proactivity rather than reactivity.

- The Board shall cultivate a sense of group responsibility. The Board shall be responsible for excellence in governing. The Board shall be the initiator of policy, not merely a reactor to initiatives. The Board shall use the expertise of individual members to enhance the ability of the Board as a body 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 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 the intended long-term effects outside the organization, not on the administrative or programmatic means of attaining those effects.
- The Board 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 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.

Section A. Ground Rules for Board Meetings

Governing Board Members shall abide to the following rules during Board 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.

Section B. Board Dispute Resolution Process

The Board 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 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 member(s) to serve as mediators(s)

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

If an issue is brought to the Board, 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 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 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 Members' Code of Conduct

1. Ethics

Board members must adhere to the MSCA 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

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

a) Definitions. An interested person, for purposes of this conflict of interest policy is any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below:

- 1) 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 Organization has a transaction or arrangement,
 - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. The fact that one of the interests described above has occurred does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances that a conflict exists precludes board action. The board shall determine whether a conflict exists.

b) The Board shall not enter into any contract or transaction with (a) one or more of its directors, (b) a director of a related organization or (c) an organization in or of which a director of this Organization is a director, officer or legal representative, or in some other way has a material financial interest unless:

- 1) Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2) Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3) Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4) Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

The interested Director may be present for discussion to answer questions, but may not advocate for the action to be taken, cannot be included to establish a quorum for the meeting, and must leave the room while a vote is taken. The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.

c) Compensation. This subsection shall govern when compensation from this Organization is being determined.

1) A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

2) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

3) No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

4. Group Authority

Board members may not attempt to exercise individual authority over the organization except as explicitly

set forth in Board policies.

5. Interaction with the Public

Board 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.

6. Confidentiality

Members will respect the confidentiality appropriate to issues of a sensitive nature.

Article II: Governance Structure

Section A: Governing Board

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

1. The Board shall produce the link between the organization and the membership.
2. The Board shall produce written governing policies that, at the broadest levels, address each category of organizational decision.

Each member of the Governing Board shall be a member of his/her Division.

Section B. Board Members' Roles

The Board 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 MSCA supports school counselors
- c. give back to MSCA
- d. help future generations of school counselors
- e. advocate for the profession and the Association
- f. ensure that the Association remains viable
- g. bring issues from constituents
- h. communicate clarify and support Association bylaws, policies and Board decisions to constituency
- i. support the continuous improvement of the Association.
- j. be prepared for meetings
- k. represent school counselors
- l. identify and encourage future leaders

1. PRESIDENT

The President ensures the integrity and fulfillment of the Board's process and represents the Board to outside parties. Specific responsibilities of the President include the following.

- a. Perform duties as directed by the Bylaws and/or Governing Board.
- b. Preside at all meetings of the MSCA Governing Board.
- c. Shall represent the MSCA leadership at national, regional and state conferences, workshops and committee meetings including:
ASCA Delegate Assembly

ASCA Annual Conference

ASCA Leadership Development Institute

ASCA Advocacy and Public Policy Institute

Minnesota Department of Education - agency, board, committee meetings, workshops when appropriate.

- d. Submit Leadership Reports to the MSCA Governing Board.
- e. Prepare an annual report to be presented at the ASCA Annual Conference.
- f. Write articles for each issue of *GUIDELINES* and other publications as requested.
- g. Shall prepare the agenda for the MSCA Governing Board meetings.
- h. Shall serve as a Minnesota Representative to the Delegate Assembly of ASCA.
- i. Shall appoint all necessary committee chairpersons and liaison representatives of MSCA.
- j. Shall coordinate with ASCA on the organization, structure, and planning for MSCA.
- k. Shall communicate and coordinate with the MSCA officers, state division presidents, committee chairpersons and liaison representatives.
- l. Shall give direction and assistance to Governing Board members in developing a ‘plan of action’.
- m. Assist the Past President in completing the MN nominations for ASCA Award categories.
- n. Shall negotiate contracts with selected facility and events management for conference/workshop events on behalf of the MSCA Governing Board.
- o. Shall negotiate contracts with the Treasurer for the Membership consultant and Lobbyist.
- p. Be an individually paid member of MSCA and ASCA

2. PRESIDENT-ELECT

The President-Elect fulfills the President’s obligations in the President’s absence and prepares to assume the office of President. Specific responsibilities of the President-Elect include the following.

- a. Perform such duties as may be directed by the Bylaws and/or Governing Board.
- 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 by working closely with the President so as to be knowledgeable about the issues and actions of the organization to facilitate smooth transition of leadership.
- d. Perform such duties as may be directed by the President or the Governing Board.
- e. Submit Leadership Reports to the Governing Board.
- f. Shall be a delegate with the President to the ASCA Delegate Assembly.
- g. Conduct a “First Timer” welcome reception and orientation meeting at MSCA Annual Conference.
- h. Member of selection committee for Naviance/MSCA Scholarship and Potential School Counselor Scholarship.
- i. Attend all MSCA Governing Board meetings.
- j. Prepare quarterly article for publication in each MSCA *GUIDELINES*.
- k. Chair the Nominations and Elections and the Bylaws Committees and serve on the Finance and the Membership Committees.
- l. Be an individually paid member of MSCA and 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/or Governing Board.

- b. Submit Leadership Reports to the Governing Board.
- c. Advise the Governing Board regarding Policy Governance.
- d. Promote and assist in the implementation of the goals and objectives of MSCA as presented by the President.
- e. Promote and implement the MSCA Awards policies and procedures. Host the MSCA Awards Banquet. Also assist the President in completing the MN nominations for ASCA Award categories .
- f. Carry out the responsibilities of committee and liaison appointments as requested by the President.
- g. Chair the Professional Recognition Awards Committee and serve on the Finance Committee.
- h. Attend all MSCA Governing Board meetings.
- i. Prepare a quarterly article for publication in each MSCA *GUIDELINES*.

4. SECRETARY

- a. Attend and participate in Governing Board meetings of MSCA.
- b. Record the minutes of **ALL** MSCA meetings.
- c. Prepare and distribute copies of the meeting minutes via email to the Governing Board.
- d. Store Executive Board meetings minutes and records for MSCA in file, that is to be passed on to next secretary. The file shall contain the past 7 years secretarial record for auditing purposes.
- e. Assist members of the Governing Board of MSCA with correspondence.
- f. Submit a summary of the Governing Board minutes to each MSCA *GUIDELINES* publication.

5. TREASURER

- a. Attend and participate in Governing Board meetings of MSCA whenever possible.
- b. Shall keep and maintain the financial records for MSCA in a file, this is to be passed on to the next Treasurer. The file shall contain the past 7 years receipts, payment vouchers, duplicate checks, etc. for auditing purposes.
- c. Reports the financial status of the organization upon request of the president.
- d. Twice a year, winter and summer meetings, written financial reports will be provided to the Governing Board.
- e. Annually works with the Finance Committee in setting up a proposed budget for the next year.
- f. Keep nonprofit status and all other state/federal records current and shall not allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
- g. A complete fiscal report shall be made accessible to the membership on the MSCA website prior to the Annual Conference.

6. LEVEL VICE PRESIDENTS

Level Vice Presidents shall be elected for two-year terms to represent professional school counselors in Elementary, Middle/Junior High, Secondary, Postsecondary work settings.

Elementary and Secondary Vice Presidents shall be elected in odd numbered years. The Middle/Junior High and Post secondary Vice Presidents shall be elected in even numbered years.

A Level Vice President who ceases to be employed as a school counseling professional in the level that he or she represents may be asked to resign.

Specific responsibilities of Level Vice Presidents include the following.

- a. Perform duties as directed by the Bylaws and/or Governing Board.
- b. Represent the interests, needs, and concerns of school counselors in respective work level settings.
- c. Generate interest in activities within respective work level settings.
- d. Represent MSCA at meetings and conferences of other organizations and with media at the state, region and local levels.
- e. Submit Leadership Reports to the Governing Board.
- g. Write articles as appropriate for *GUIDELINES* and other publications.
- h. Member of selection committee for Naviance/MSCA Scholarship and Potential School Counselor Scholarship
- i. Facilitate level-sharing sessions at annual conference.
- j. Attend and actively lobby at MSCA ‘Day on the Hill’
- k. Attend all MSCA Governing Board meetings and participate in the transaction of business that is brought before the Board.
- l. Generate interest and activities within the representative level work setting and encourage active participation in MSCA.
- m. Assist the president in the duties and responsibilities of that office.
- n. Communicate with ASCA specific level vice president and cooperatively seek ways to meet the needs of MSCA members in this setting.

7. DIVISION PRESIDENTS

Specific responsibilities of Division Presidents include the following.

- a. Perform such duties as may be directed by the Bylaws and/or Governing Board.
- b. Act as special liaisons to the division, keeping the division association members informed of Governing Board actions and other issues
- c. Represent MSCA at meetings and conferences of other organizations and with media at the state, region and local levels.
- d. Represent the interests, needs, and concerns of the respective division.
- e. Communicate the policy and concerns of MSCA to the division's members.
- f. Provide MSCA visibility and increase MSCA membership.
- g. Promote the professional role of the counselor.
- h. Promote, stimulate, and support professional development activities.
- i. Submit Leadership Reports to the Governing Board.
- j. Write articles as appropriate for *GUIDELINES* and other publications.
- k. Attend and actively lobby at MSCA ‘Day on the Hill’

Section C: Nominations and Elections

1. Nominating Procedure for Officers of the Minnesota School Counselors Association

The Nominating Committee shall be chaired by the President-Elect and consist of one member from each of the levels - elementary, middle school/junior high, secondary, and post secondary.

Procedure:

- a. Letters calling for nominations for state officers are to be sent by November 30 to each division president.

- b. The letters containing nominations are to be returned to the Nominating Committee by December 15.
- c. The Nominating Committee shall select two candidates for each position from the names submitted by the divisions.
- d. If there are no nominations received for an office, it will be the job of the Nominating Committee to seek candidates for the office(s).
- f. The names of the candidates are to be announced at the MSCA winter meeting.
- g. Ballots are to be mailed to all MSCA members by March 1 of each election year.
- h. All ballots are to be returned by March 15 and the nominees and nominator notified of the election results by March 31.

2. Eligibility for Office

Members seeking nomination for an MSCA office shall meet the following specifications.

- a. Nominees must be professional members of MSCA, as stated Article IV, Section 4 (a) of the Bylaws
- b. Nominees for level vice presidents must be employed as school counseling professionals at the work setting level for which they are seeking office.

Section D: STANDING COMMITTEES - CHAIRPERSON ROLE AND FUNCTION

1. PROFESSIONAL DEVELOPMENT

- a. Be alert to the emerging definitions and concepts of Career Education and report these findings to the MSCA membership at state meetings and through the *GUIDELINES*.
- b. Conduct surveys of MSCA membership:
~To be knowledgeable about professional development opportunities throughout the state
~To determine the needs of counselors attempting to implement comprehensive counseling programs or who are carrying out career education, college access or social/emotional programs.
- c. Notify members of professional development opportunities via *GUIDELINES*, list-serve, web-site and other communication means.
- d. Develop professional development workshops to meet members needs when such workshops are not available otherwise.
- e. Initiate representative meetings when appropriate.
- f. Establish liaison with appropriate staff at the MN Department of Education.
- g. Establish liaison with Education Minnesota, Minnesota Association of College Admissions Counselors, Technical and Vocational Educators Association, Vocation Administrators Association and any other professional organizations involved in carrying out career, academic and personal/social commitments.
- h. Member of selection committee for MSCA Scholarship and Potential School Counselor Scholarship.

2. HUMAN RELATIONS/ETHICS

- a. Shall chair the Human Relations/Ethics Committee.

- b. Responsible for the promotion of Human Relations/Ethic issues as identified by the ASCA Ethics Committee.
- c. Help to identify and address Human Relations/ Ethics concerns as they arise within MSCA.
- d. Increase awareness of Human Relations/Ethics issues by communicating with the MSCA membership through the Division liaisons and by publishing related information in MSCA *GUIDELINES*.
- e. Establish liaison with the ASCA Human Relations/Ethics Chairperson.
- f. Shall review the professional standards and ethics of MSCA annually.
- g. Shall notify the Governing Board of any deviations from the document: ASCA Ethical Standards for School Counselors, formally adopted as MSCA's guidelines for professional standards and ethics.
- h. Assist individual counselors in addressing human rights violations and understanding professional standards and ethics.
- i. Meet with and report to the MSCA Governing Board.

3. NEWSLETTER GUIDELINES

Guidelines will be the official newsletter of the Minnesota School Counselors Association. Each of four editions will provide communication to members of the organization including a summary of the board minutes, a president's article, contributions from board members, division reports, committee reports and coverage of such additional professional topics as deemed appropriate by the editor and / or Governing Board. Articles should reflect the prevailing activities of the organization as determined by the Governing Board and the editor. An advisory committee may be provided for the editor at the discretion of the Governing Board.

4. GOVERNMENT RELATIONS AND PUBLIC POLICY

- a. Shall chair the Government Relations Committee.
- b. Shall coordinate and oversee all legislative and government relations activities with approval of the Governing Board.
- c. Write articles for each issue of *GUIDELINES* and other publications as requested.
- d. Be the alternate to attend the ASCA Advocacy and Public Policy Institute if the President is unable

5. PUBLIC RELATIONS & PUBLICITY

- a. Shall chair the Public Relations and Publicity Committee (PR).
- b. Responsible for the development and coordination of a positive, continuous and integrated public relations program for the MN School Counselors Association.
- c. Shall be made up of public relations representatives from the eleven MSCA divisions.
- d. Help to educate and assist the individual counselor in the development of a structured public relations program.
- e. Help to develop programs and initiate activities that promote school counselors to the public.
- f. Meet with and report to the MSCA Governing Board.
- g. Member of selection committee for Naviance/MSCA Scholarship and Potential School Counselor Scholarship.
- h. Write articles for each issue of *GUIDELINES* and other publications as requested.

6. TECHNOLOGY

- a. Shall chair the Technology Committee.
- b. Shall connect with and inform MSCA of new and current methods of technology which will enhance the profession of counseling and guidance.
- c. Shall gather information that can be shared with the MSCA membership on updates in the area of technology.
- d. Maintain and relay communications between the Web Master and the MSCA Board.
- e. Shall attend MSCA Board Meetings
- f. Write articles for each issue of *GUIDELINES* and other publications as requested.

7. ANNUAL CONFERENCE

- a. Chairperson(s) shall be assigned by the division president whose division is responsible for sponsoring the Annual Conference.
- b. Coordinate all MSCA Annual Conference activities and programs. And serve as the liaison to MSCA Governing Board for all MSCA conference events.
- c. Represent MSCA as primary contact with vendor organizations for conference events.
- d. Communicate and consult with the MSCA president regarding proposed changes of the contract, services and/or procedures.
- e. Submit the minutes of each meeting via email to the MSCA president providing a routine update.
- f. Submit a final report to the MSCA Governing Board at the fall meeting and transfer funds to MSCA.

8. BYLAWS

The Bylaws Committee annually reviews the Bylaws of the Association and makes recommendations concerning revisions to the Governing Board.

- a. Chaired by President-Elect.
- b. Review the Bylaws of the Association at least every five years or the year previous to when rotation for reviewal by ASCA is due
- c. Review the Bylaws of MSCA and make recommendations concerning revisions to the Governing
- d. Perform such duties as may be directed by the Bylaws and/or Governing Board.
- e. Submit Reports to the Governing Board.
- f. Receive proposed amendments to MSCA's bylaws and submit to the Governing Board.
- g. Coordinate the resolutions process.

9. FINANCE

- a. The Treasurer shall chair the Finance Committee.
- b. Develop a yearly budget for consideration, possible revision, and adoption by the Governing Board.
- c. Bring to the Governing Board recommendations on new financial policy and/or revisions to existing financial policy.
- d. Make fiscal recommendations to the Governing Board.
- e. Develop budget recommendations for the Annual Conference and to communicate those recommendations to the conference chair and conference treasurer.

10. PROFESSIONAL RECOGNITION AWARDS

- a. The Professional Recognition Awards Committee Chairperson shall be appointed and advised by the Immediate Past President. At least four other members will be appointed by the chairperson from: Division Presidents, MSCA Level Vice Presidents, or other long standing members of MSCA, from various Divisions, on a rotating basis.
- b. Shall recommend to the Governing Board criteria for awards which must be in compliance with ASCA Professional Recognition Awards criteria.
- c. Shall see that guidelines are followed with regard to solicitation, nomination, and recognition according to MSCA Award Policy and Procedures:
 - i. The nomination process should be completed by **March 1** for the following awards: School Counselor of the Year, Administrator/Supervisor of the Year, Legislator of the Year and Outstanding Leadership.
 - ii. Nominations for the Retirement Award should be submitted by **March 1**.
 - iii. Nominations for all awards should be sent to the Professional Recognition Awards Committee Chairperson.
- d. Shall complete the duties of the MSCA Professional Recognition Awards Committee:
 - i. Select the award recipients in the various categories.
 - ii. The committee may choose not to grant an award if there are less than 3 nominees or if it determines that the applicants do not meet the criteria
 - iii. Notify all nominators and nominees of the results, at least two weeks prior, to the MSCA Annual Conference.
- e. Shall publicize the winners in *Guidelines*.

11. NOMINATIONS AND ELECTIONS

The Nominations and Elections Committee oversees the election of MSCA's Governing Board members. The Nominations and Elections Committee shall consist of the President-Elect, who shall serve as Chair, and two members of the Governing Board, each serving alternating two-year terms. The Committee shall follow the guidelines for selecting candidates for the Association in accordance with the bylaws and the Nominations and Elections policies.

Candidates for any office shall not serve on the Nominations and Elections Committee. Board members on the Nominations and Elections Committee who decide to run for an office must resign from the committee as soon as their intentions are made known to the Governing Board.

Specific responsibilities of Nominations and Elections Committee Chair include the following.

- a. Perform such duties as may be directed by the Bylaws and/or Governing Board.
- b. Carry out the responsibilities as listed in the Nominations and Elections Procedures
- c. Encourage members to seek nomination by presentations at the Leadership Development Institute, articles in *GUIDELINES*, or personal contact, telephone calls, letters, and MSCA listserv or website.
- d. Screen candidates' of all requirements and determine eligibility.
- e. Inform all nominees of eligibility status.
- f. Submit candidates' names and statements to MSCA *GUIDELINES* Editor.
- g. Conduct nominee selection.
- h. Solicit and select additional candidates for the final ballot if a sufficient number of candidates

- are not selected by the deadline.
- i. Inform all candidates of election results by email and/or letter.
- j. Review and update nominations and elections procedures.
- k. Facilitate the process of selecting qualified candidates for MSCA office.
- l. Include activity update in President-Elect's Leadership Report.

Section E: Cost of Governance

Because poor governance costs more than learning to govern well, the Board shall invest in its governance capacity.

1. Meetings

- a. The Governing Board shall meet four times each year: At LDI, Fall, Winter and at the Annual Conference. Other meetings may be held by a majority vote of the Governing Board
- b. All meetings of the Governing Board, except executive sessions, shall be open to any member of MSCA. Copies of the minutes of all meetings of the Governing Board shall be distributed to members of the Board via email.
- c. Governing Board members submit a leadership report for all scheduled meetings, except for the first meeting. Relevant agenda items and contact meeting reports should be submitted at the same time as the leadership report as listed in the master calendar.
- d. Governing Board members shall attend all Governing Board meetings, MSCA's annual conference and Leadership Development Institute.

2. Board Training and Orientation

Board members shall attend training and orientation meetings each year they are on the Board.

FINANCIAL POLICIES AND PROCEDURES

Article I: Finance Committee

- 1. The Finance Committee, which sets up the budget and is chaired by the Treasurer, shall consist of the president, president-elect, immediate past president, appointee(s) by the president and will meet once a year. The yearly budget will go from July 1 to June 30.
- 2. If financially possible, the Finance Committee will prepare the proposed budget each year so that it can be reviewed and approved at the summer LDI board meeting.
- 3. Financial decisions requiring immediate action of the MSCA Executive Committee will be accomplished by mail ballot.

Article II: Member Reimbursements

- 1. It is the policy of MSCA to reimburse members for expenses incurred while on official business of the Association, as follows:
Authorization for reimbursement for official MSCA business expenses must be given by the appropriate MSCA officer or board member. The signature of the authorizing individual must appear on the Request for Payment form that is submitted to the treasurer with an attached RECEIPT. All expenditures must be **clearly explained**. This will include such things as dates, places, persons,

purchases, communications, expenses, etc. Expenditures must be clearly justified under each particular budget line item. (Advanced moneys would follow Article III below.)

2. The Finance Committee can refuse the payment of expenditures if appropriate receipts are not attached to Requests for Payment.
3. The treasurer has the right to correct any Request for Payment submitted that contains errors. The person submitting the request will then be notified by the treasurer that the error has been corrected.
4. No institutions such as school districts, colleges, etc. should be reimbursed for services rendered without appropriate billing from the institution. Billing will be attached to a Request for Payment form as a receipt for appropriate payment.

Article III: Advances

1. Travel: Money for travel or other anticipated costs in the fulfillment of assigned duties may be advanced to duly authorized persons. The request should be submitted to treasurer with prior approval of the past president in sufficient time to allow processing.
Upon returning from the assigned duty the individual(s) will submit to the treasurer a Request for Payment form which has attached appropriate receipts along with a balance write-up indicating either over payment or money coming because of unexpected expenses. This should be submitted within fifteen days of returning from duty. Receipts **MUST** be presented with/in the fiscal year for reimbursement!
2. Other: Advance requests (other than travel) cannot exceed 25% of the approved budget for each work area. The itemized use of these funds must be clearly defined on the request.
3. Projected budget requests should contain anticipated convention expenses. only if the person submitting the request is directly involved in the convention, i.e. program, workshop, required meetings, etc. while fulfilling MSCA duties or expectations. Expenses will be covered only for the specific part of the convention that requires the individual's presence.

Article IV: Board Attendance at Meetings

1. It is the policy of MSCA for the president, board members, or committee members to attend meetings whenever possible. These expenses would be covered by the MSCA budget.
2.
 - a. All board members, committee chairpersons, and area representatives, when attending a board meeting which is in conjunction with a MSCA sponsored workshop or conference, are reimbursed milage for one way of travel. When attending the above mentioned functions not affiliated with a MSCA sponsored workshop or conference are then reimbursed milaged for round trip. Milage reimbursement is based upon federal guidelines. The federal rate also applies to other situations involved with accomplishing their position functions.
 - b. Members of the Governing Board may be reimbursed **up to \$100** for hotel/motel expenses incurred prior to a governing board meeting if they live **more than 150 miles** from the meeting site. Board members are encouraged to find lodging with friends or other governing

board members when possible. Meals are not reimbursed.

3. President and President-Elect are reimbursed for ASCA Delegate Assembly /Conference and ASCA Leadership Development Institute expenses for registration, hotel room at single rate, meals plus reasonable travel expenses. Should MSCA qualify for additional delegates to the ASCA Delegate Assembly only the expenses incurred of the ASCA Delegate Assembly will be reimbursed (registration, hotel room at a single rate, meals and reasonable travel expenses). Also reimbursed are the expenses for the ASCA Midwest Regional Meeting and the ASCA Advocacy and Public Policy Institute.

Article V: Overdrawn Budgets

Overdrawn budgets must have prior approval of the Finance Committee. All requests for additional funds must be clearly defined as to need and must be sent to the chairperson of the Finance Committee and then brought to the attention of the Governing Board.

Article VI: Generated Income

Income and/or expenses generated from such activities as workshops, leadership conferences, special publications, etc. must be reported to the treasurer. This must be a detailed report so appropriate budget transactions can be made by the treasurer.

Article VII: Honorariums

It is the policy of MSCA that a duly elected or appointed officer or board members shall not accept an honorarium from a constitutionally established unit of the Association. This policy takes effect at the time a person is officially notified of his or her election. Notice of this policy will be sent to persons who are invited to appear on the election ballot. Nothing in the aforementioned policy regarding honorarium will apply to activities outside of ASCA and MSCA.

Article VIII: Contracts

1. **ALL** contracts with MSCA are to be cosigned by the MSCA President and the MSCA Treasurer.
2. MSCA representatives will not sign any contract which includes an attrition clause or an insurance policy clause.

PROFESSIONAL RECOGNITION AWARDS COMMITTEE POLICIES and PROCEDURES

Article I: Requirements

MSCA Professional Recognition Awards will be in compliance with ASCA Professional Recognitions Awards requirements.

Article II: Award Recipients

Award recipients receive one complimentary MSCA Spring Conference registration, not to include accommodations, meals and other expenses.

Article III: ASCA Recognition

Award winner packets will be forwarded to the national level – ASCA Professional Recognition Awards for the following year. Award winners will be solely responsible for their own ASCA membership fees in order to compete at the national level.

Section A: Award Categories

Each year, through its Professional Recognition Awards, MSCA recognizes individuals who have made major contributions to the school counseling profession. MSCA recognizes individual for professional contributions as a practicing school counselor in the following areas:

Award categories are

1. School Counselor of the Year
 - A. Elementary
 - B. Middle/Junior High
 - C. Secondary
 - D. Post-Secondary
2. Administrator/Supervisor of the Year
3. Outstanding Leadership Award
4. Legislator of the Year Award
5. MSCA-Wellstone Legacy Award
6. MSCA Retirement Recognition

The activity or accomplishments for which the nomination is made must have occurred within the last five years. Award recipients are recognized at the MSCA Awards Recognition Gala, held in conjunction with the MSCA Annual Conference. Award recipients receive on complimentary conference registration for the conference.

Section B: Nomination Procedures

Packets not meeting to the following guidelines will be automatically disqualified.

Submit **FOUR** packets of nomination materials (only one photograph) for each nominee. Each packet must be organized in the following order and contain these items:

1. Each complete packet must be stapled in the upper left-hand corner only. Packets are not to be submitted in covers of any type.
2. The nominee must be an MSCA professional member – as of December 1st of the year prior to the Awards Recognition Gala. Membership will be checked through the MSCA Membership Consultant. This does not apply for the legislator or advocate of the year category.

3. One professional quality photograph of the nominee must be submitted. The photo must be at least 2 x 2 inches, but larger sizes are acceptable. The photograph must be clearly marked with the name of the nominee on the reverse side and submitted in a clear, plastic bag. Please do not submit photocopies of photos or photos pulled from newspapers or yearbooks. It must be an original print of the photo. Electronic submissions are acceptable as long as they are at least 300 dpi. Send electronic photos to the MSCA awards Chairperson and indicate that it is for the Professional Recognition Awards. Also indicate in your packet that you have submitted your photo electronically.
4. Each packet can include up to 16 pages front and back. The official MSCA nomination form is not part of the 16 pages. Winning packets are kept for MSCA files and may be forwarded to the ASCA Professional Recognition Awards.

Each packet must include the following:

1. Official MSCA nomination form and checklist must be stapled as the cover for each packet. **This is the only acceptable cover page.**
2. Letter of recommendation from the nominator. **The nominator may be the Division Counseling Association or any individual.** This letter should contain a brief description of the contribution for which the individual is being nominated. The nominator may be asked to present the award at the Recognition Gala if nominee is present.
3. Vita for the nominee (not more than two pages)
4. Statement, not more than three pages, describing the program, activity or contribution demonstrating the individual's worthiness to receive the award. The program, activity or contribution must have occurred **within the last 5 years.**
5. The remaining items are those of supplementary evidence and must be limited to no more than 10 pages. This must include four letters of recommendations/support and must include: one letter from the nominee's supervisor/administrator, one from a colleague and no more than two other letters of support. These "any Two" letters may be from other administrators, colleagues, parents, students, etc. (Note: Legislator nominees are not required to have letters of support from their supervisor)
6. Also, in the supplementary evidence section, the nominator may submit any other evidence of the program, activity or accomplishment. Again, all of the evidence must have occurred within the last five years.

The MSCA Professional Recognition Awards Committee selects the award recipients. The committee evaluates all written materials in the packet and may select no more than one recipient for each category. **The committee is not required to grant an award if there are fewer than three nominees.** The committee reserves the right not to present an award in any category when, in the committee's opinion, there is insufficient evidence of outstanding contribution. Once selected, award recipients will be notified in advance so they can make plans to be present during the Recognition Gala to receive the awards.

Nominees for the awards of: *SCHOOL COUNSELOR OF THE YEAR*
ADMINISTRATOR/SUPERVISOR OF THE YEAR
LEGISLATOR OF THE YEAR
OUTSTANDING LEADERSHIP
ARE DUE: **MARCH 1.**

Nominees for the awards of: *MSCA RETIREMENT RECOGNITION*
ARE DUE **MARCH 1.**

ALL NOMINATION PACKETS SHOULD BE SENT TO THE:

Chairperson of the Professional Recognition Awards Committee

***NOMINATION FORMS FOR AWARD CATEGORIES ARE IN THE APPENDIX
OF THIS BLUE BOOK AS WELL AS ON THE MSCA WEBSITE AT
WWW.MNSCHOOLCOUNSELORS.ORG***

Section C: Professional Recognition Awards Committee

- A. Membership
 - 1. The Professional Recognition Awards Chair will coordinate the scholarship under the advisement of the Immediate Past President.
 - 2. At least four other members who are appointed by the chairperson from: Division Presidents, MSCA Vice Presidents, Public Policy/Governmental Relations Committee, or other long standing members of MSCA, from various Divisions, on a rotating basis.
- B. Nominations and Applications
 - 1. The nomination process should be completed by **March 1** for the following awards: School Counselor of the Year, Administrator/Supervisor of the Year, Legislator of the Year and Outstanding Leadership.
 - 2. Nominations for the Retirement Award should be submitted by **March 1**.
 - 3. Nominations for all awards should be sent to the Professional Recognition Awards Committee Chairperson.
 - ..
- C. Duties
 - 1. Select the award recipients in the various categories.
 - 2. The committee may choose not to grant an award if there are less than 3 nominees or if it determines that the applicants do not meet the criteria
 - 3. Notify all nominators and nominees of the results, at least two weeks prior, to the MSCA Annual Conference.
- D. Presentation of MSCA Awards
 - 1. To be made within the divisions at regularly scheduled meetings and at the MSCA Annual Conference.

Section D: Nomination Requirements and Eligibility by Award

1. PROFESSIONAL SCHOOL COUNSELOR OF THE YEAR AWARDS

Elementary, Middle/Junior High, Secondary or Post-Secondary

The purpose of the award is to recognize an Elementary, Middle/Junior High, Secondary, and/or Post-Secondary counselor for outstanding service or achievement.

I. Eligibility for consideration:

- A. The nominee must be *currently* employed as full-time counselor and have completed a minimum of three years of consecutive counseling service at the level of nomination.
- B. The nominee must be a professional member of MSCA - as of December 1st of the year prior to Awards Recognition Celebration.
- C. The nominee must hold a Master's Degree or equivalent in Counseling and be licensed by the State of MN.

II. Criteria for recognition:

- A. The nominee must demonstrate awareness and knowledge of the ASCA National Model and have been responsible for school counseling innovations or further development of programs aligning with the ASCA National Model to support the career, personal/social and academic development of all students. Nominees must demonstrate leadership, advocacy and collaboration in their work and promote equity and access to opportunities and rigorous education experiences for all student o maximize student achievement. Nominees must also demonstrate collaboration with stakeholders.
- B. The activities or accomplishments recognized must have taken place within five (5) years prior to the date of presentation.
- C. The nominee should maintain the highest standards of personal conduct and recognize that his/her personal conduct is held up to public scrutiny. Nominees strive to be model citizens of their community as well as the school counseling community and their broader professional community. They maintain high moral standards in their personal and professional conduct.

III. Procedures for nomination:

- A. Nominations may be submitted by Division Association or any individual
- B. Complete the Professional Recognition Awards Nomination form.

2. ADMINISTRATOR/SUPERVISOR OF COUNSELING & GUIDANCE OF THE YEAR

The purpose of the award is to recognize a supervisor or administrator whose leadership and outstanding services have impacted the guidance and counseling field for counselors or have made a significant contribution to the guidance movement.

I. ELIGIBILITY FOR CONSIDERATION

- A. The nominee must be a supervisor, director, supervisor of district or state guidance and counseling services or an administrator such as a principal or superintendent who has consistently made a significant contribution to the improvement of guidance and counseling services.
- B. The nominee must be currently employed as a full-time supervisor, director or administrator and have completed at least three (3) years of service. The nominee’s primary responsibility must be in working with programs at the elementary, middle/junior high, secondary, or post-secondary level in public or private schools.
- C. If a supervisor or director of guidance and counseling services the nominee must be a member of MSCA as of December 1 of the year prior to the recognition celebration year. Administrators are not eligible for membership.

II. RECOGNITION CRITERIA:

- A. A supervisor or director of school counseling services nominee must demonstrate awareness and knowledge of the ASCA National Model and have been responsible for school counseling innovations or further development of programs aligning with the ASCA National Model to support the career, personal/social and academic development of all students. Nominees must demonstrate leadership, advocacy and collaboration in their work and promote equity and access to opportunities and rigorous education experiences for all student o maximize student achievement. Nominees must also demonstrate collaboration with stakeholders.
- B. If an administrator, nominees must have exhibited outstanding promotion and support of school counseling programs aligning with the ASCA National Model.
- C. The nominee should maintain the highest standards of personal conduct and recognize that his/her personal conduct is held up to public scrutiny. Nominees strive to be model citizens of their community as well as the school counseling community and their broader professional community. They maintain high moral standards in their personal and professional conduct.

III. PROCEDURES FOR NOMINATION:

- A. Nominator must be a member of MSCA.
- B. Complete Administrator/Supervisor of Counseling of the Year Nomination form.

3. MSCA OUTSTANDING LEADERSHIP AWARD

The purpose of this award is to recognize a person for outstanding contributions to the counseling and guidance movement in Minnesota.

RECOGNITION CRITERIA:

- A. The nominee through their contributions in terms of service, leadership, or writings enhanced the guidance profession in Minnesota.
- B. Specific examples:
 - 1. May have demonstrated unique leadership on divisional, state, and/or national levels.
 - 2. May have published.
 - 3. May have pioneered in innovative educational programs and developments with far-reaching influence.

PRIVILEGES:

- A. MSCA life membership
- B. Receive *Guidelines*
- C. Conference attendance at membership rate.

PROCEDURES FOR NOMINATION:

- A. Nominator must be a member of MSCA.
- B. Letter of recommendation from appropriate MSCA Division Governing Board.
- C. Complete MSCA Outstanding Leadership Nomination form.

4. LEGISLATOR OF THE YEAR AWARD

The purpose of the Legislator of the Year Award is to recognize state or federal elected officials of government who have demonstrated their belief in and support of school counseling activities by outstanding work in passing legislation or stimulating future legislation which has had an impact on school counseling.

ELIGIBILITY FOR CONSIDERATION:

- A. The nominee must be a current or former member of the state or federal legislature. The achievement recognized should have had or has the potential for having a positive impact on school counselors or recipients of their services on a state or national level.

RECOGNITION CRITERIA:

The achievement recognized should include primary responsibility for introducing or carrying a bill in a state or national level congress, the gathering of information leading to the introduction and passage of a significant bill, the presentation of testimony of great influence on the introduction or amendment of a significant bill or have contribution of testimony or the exposure of conditions in an oversight hearing resulting in administrative changes or legislative amendments of significance to school counselors or recipients of their services.

PROCEDURES FOR NOMINATION:

- A. Nominator must be a member of MSCA.
- B. Letter of recommendation from appropriate MSCA Division Governing Board.
- C. Complete MSCA Legislator of the Year Nomination form.

5. MSCA RETIREMENT RECOGNITION

MSCA RETIREMENT RECOGNITION is to publicly recognize those persons who have been employed as school counselors in Minnesota. Division Presidents must send names or retirees within the Division to the Professional Recognition Awards Chair by **March 1**.

RECOGNITION CRITERIA:

- A. Must have been an active member of MSCA as of December 1st of the year prior to the Awards Recognition

PRIVILEGES:

- A. MSCA membership at retired rate.
- B. Conference attendance at membership rates.
- C. *Guidelines*

6. THE MSCA-WELLSTONE LEGACY AWARD

In honor of the work of U.S. Senator Paul Wellstone, the Minnesota School Counselors Association will select from formal nominations from each MSCA division, one recipient to be designated as the MSCA Wellstone Legacy Award. The award may be given annually, but annual designation of a recipient is not necessary. The recipient of the award may be an individual or an organization that MSCA believes aspires to the high standards of public service in areas of interest to the work and legacy of Senator Wellstone.

The categories of consideration for nomination for the award shall be in the areas of public service, education (both K-12 and postsecondary), mental health, violence prevention, assistance to immigrant cultures, and/or other services relevant to improving the lives of children, adolescents, and their families.

Formal nominations will be forwarded from each MSCA division no later than **March 1** to the Professional Recognition Awards Chairperson. Announcement of the award will be at the annual MSCA conference.

The recipient of the MSCA Wellstone Legacy Award will receive a check in the amount of \$500 to be forwarded to the organization of his/her choice. No cash award to individuals is allowed.

7. MSCA SCHOLARSHIP PROCEDURE

STEPS IN PROCESSING AND JUDGING SCHOLARSHIP ENTRIES

- A. Professional Recognition Awards Chair for the MSCA Scholarship directs the scholarship process, organizing and editing the scholarship materials. MSCA does the mailing to all Minnesota High Schools and has scholarship applications available in all of its banks. Scholarship applications historically were mailed in late December, and the deadline for return of entries is March 1.

- B. The Presidents of the 11 MSCA Divisions receive all of their division's scholarship applications. The Presidents will arrange to have the entries read and the top three selected. The Presidents will return the top three entries to the Professional Recognition Awards chair for final judging by **March 10**.

GUIDELINES FOR JUDGING THE ESSAYS

A. The counselor or counseling program should do more than basic required tasks in fulfilling job requirements. (Example: counselors are expected to help students make post-secondary plans.)

B. The essay should indicate a comprehensive view of how the counselor/counseling program assisted the student.

C. The top essays selected should display a balance of a counselor working with person/crisis issues, school/academic issues, post-secondary planning, group/peer advisor programs, developmental counseling, etc. Selected essays do not need to contain all of these components. However, judges should try to select essays that fall in to a variety of categories. This should ensure that the scholarship winners do not all come from the same experience. (Example: crisis counseling tends to be selected very often over other kinds of counseling.) It is also advised to be wary of counselors who appear to cross boundaries of professionalism in their work. (Example: extensive home visits.)

D. The essays should be judged on SINCERITY, ORIGINALITY, and CREATIVITY using the following scale:

25% Technical merit: grammar, spelling, punctuation, and style

25% Specific supporting details in the development of the essay

25% Uniqueness of experience

25% Impact of experience on the student's life

After each of the 11 MSCA Divisions has selected their top three entries, the responsibility of the MSCA Scholarship Committee will be to select the winner from each group of the three essays selected by each of the 11 MSCA Divisions. The MSCA Scholarship Committee is comprised of the following positions on the MSCA Board:

President Elect, Elementary Vice-President, Middle/Junior High Vice-President, Secondary Vice-President, Post-Secondary Vice-President, and Public Relations Chair

The MSCA Scholarship Committee will be sent copies of the 33 final entries and a judging form. Each member will rank order the top three finalists in each division. The ranking sheets will be returned to the Professional Recognition Awards chair by **MARCH 27th**, who will tally the responses and select the winners in each division by simple majority.

The scholarships will be awarded at the Annual Conference of the Minnesota School Counselors Association.

MSCA POTENTIAL SCHOOL COUNSELOR SCHOLARSHIP

A \$500.00 scholarship will be awarded to an individual pursuing a Master's Degree in counseling with a school counseling emphasis from a state approved institution. Application deadline is **March 1**, the winner will be notified by April 15 and the award will be presented at the Annual MSCA Conference.

CRITERIA

- Acceptance in approved degree program
- Completion of Bachelor's Degree
- Related employment
- MSCA membership
- Completion of application form
- Transcript
- Recommendation from advisor or counselor educator
- Statement of professional goals
- Community involvement
- Resume
- All materials are submitted by deadline

SUBMIT

- A. MSCA scholarship application
- B. Resume/including related employment, volunteer or community involvement and professional memberships
- C. Transcripts of all post-secondary education
- D. One page statement of professional goals
- E. Letter from counselor educator providing reference and verifying enrollment. (Include office and home telephone numbers)

POSTMARKED BY MARCH 1

SELECTION PROCESS

- A. Professional Recognition Awards Chair will coordinate the scholarship under the advisement of the Vice-President of Post-secondary.
- B. All application requirements must be postmarked by the deadline of March 1.
- C. Selection will be completed and the winner notified by April 15.
- D. The award will be presented at the MSCA Annual Conference.
- E. All Minnesota counselor education programs will be notified of this scholarship by June 1.
- F. Scholarship applications will be read by the President-Elect, the Level Vice-Presidents, Public Relations Chair.

***NOMINATION FORMS FOR AWARD CATEGORIES ARE IN THE
APPENDIX OF THIS BLUE BOOK***

PARLIAMENTARY PROCEDURE GUIDE

Fundamentals of Parliamentary Law

1. Justice and courtesy for all.
2. Do only one thing at a time
3. The majority rules.
4. The minority must be heard.
5. Each proposition is entitled to a full and free debate.
6. The desires of the individual must be merged into the larger unit - the organization or assembly.
7. The purpose is to facilitate action not to obstruct it.

Normal Orders of Business

1. Call to order
2. Reading and approval of minutes
3. Reports of officers and standing committees
4. Reports of special committees
5. Unfinished business
6. New business
7. Program
8. Adjournment

The motions in this chart are arranged in the order of their precedence or rank.

Number 1 - to fix time and place of next meeting has highest rank.

Number 20 - Main Motions, has lowest rank.

Incidental Motions have no order of precedence among themselves.

Two-thirds (2/3) refers to Vote required, all other - Majority.

Purpose of Motions

1. A MAIN MOTION brings a question before the assembly for consideration.
2. SUBSIDIARY MOTIONS are methods of modifying, changing, or disposing of the main motion.
3. INCIDENTAL MOTIONS rise incidentally out of the business, and are in general concerned with the rights and privileges of members.
4. PRIVILEGED MOTIONS are main motions that are so important that they must be dealt with immediately.

This Parliamentary Guide is for quick reference only. There are exceptions and qualifications to many of these rules. For more complete information refer to:

Robert's Rules of Order

MINNESOTA SCHOOL COUNSELORS ASSOCIATION POSITION STATEMENTS INTRODUCTION

The Minnesota School Counselors Association recognizes that it has an obligation and accepts the responsibility for representing its membership and expressing their views on matters of importance and professional concern.

A position statement represents the official view of the Association on an issue and/or topic of prime interest and concern to professional counselors. Position statements which are adopted by the Association will be the result of careful, considered study and will, as accurately as possible, reflect contemporary thought. It should be understood that at times, not all members of the Association will be in complete agreement as to specific working or intent, however, at no time will the Association adopt a position statement that does not reflect the majority view and clearly reflect the spirit of true professionalism in counseling and guidance.

Position statements are subject to review and revision in response to changing information, emphasis and needs as expressed by professional counselors at the local, state, and national levels.

MSCA POSITION PAPER DEFINITIONS / PROCEDURES

I. Definition

A position statement represents the official view of the Association on an issue and/or topic of prime interest and concern to professional counselors.

II. Guidelines for Topic Selection

The MSCA Governing Board will determine the topic(s) on which position statements will be written or updated. Consideration should be given to:

- A. Meaningfulness to the counseling profession and the MSCA membership.
- B. Rapidly of change in social, economic, political, and other conditions as they affect the profession.
- C. The needs of the profession as expressed by the American School Counselors Association.

III. Procedures for Development

Topics for position statements may be identified by any source with the guidelines listed under II being adhered to in topic selection.

A. Outline for position statements.

- 1. Title
- 2. Brief introductory paragraph
- 3. Statement defining issues
- 4. Description of terms, if applicable
- 5. Statement of position
- 6. Maximum length: three (8 1/2 x 11) single space typewritten pages (briefer statements are preferred)

- B. Selection of Writers: the MSCA Governing Board will be responsible for the selection of writer(s). Suggested guidelines:

1. Primary writer(s) must be professional members of MSCA
2. Writer(s) should have some experience, knowledge and understanding of the topic
3. Prospective writer(s) should be solicited from person(s) submitting topic
4. Writer(s) will remain anonymous, as statements will represent the position of the Association upon adoption.
5. No honorariums shall be paid to writer(s)

IV. Process of Adoption

- A. The first draft of a position statement will be critiqued by the MSCA Governing Board at the first regularly scheduled board meeting following receipt of the first draft from the writer(s).
- B. At a regularly scheduled meeting the MSCA Governing Board will give final review to position statements and adopt or reject as the case may be.
- C. Position statements will be adopted or rejected after critiques and reviews as expediently as possible, but in no case more than six months after first solicitation of the writer(s).

V. Distribution after Adoption

The MSCA Governing Board will determine the necessity and method of distribution.

Suggested alternatives:

- A. Publication in MSCA *GUIDELINES*, and other professional newsletters and journals.
- B. Through communications from MSCA president to other Divisional, Branch leaders.
- C. Reprints at a cost to be established by the Governing Board.
- D. Miscellaneous distributions: to appropriate professional associations, governmental agencies, members of State Legislature and other appropriate governmental agencies.

**STATE DIVISIONS
OF
MINNESOTA SCHOOL COUNSELORS ASSOCIATION**
(DIVISIONS by school district in Appendix)

ANOKA DIVISION

SOUTHEAST DIVISION

CENTRAL DIVISION

SOUTHWEST DIVISION

LAKE AREA DIVISION

ST. PAUL DIVISION

MINNEAPOLIS METRO DIVISION

ST. PAUL SUBURBAN DIVISION

NORTHEAST DIVISION

WEST CENTRAL DIVISION

NORTHWESTERN DIVISION

ANNUAL CONFERENCE ROTATION

2012	Minneapolis Metro
2013	Northwestern
2014	Lake Area
2015	Central
2016	Southeast
2017	Anoka
2018	St. Paul Suburban
2019	Southwest
2020	St. Paul
2021	West Central
2022	Northeast

MSCA ANNUAL CONFERENCE THEMES

The Minnesota School Counselors Association sponsors the annual spring conference and through a rotation schedule each year one of the eleven divisions of MSCA organizes and hosts the conference. Below is a list of recent conference themes.

1998	St. Paul	School Counselors: Providing a Compass For Life...
1999	West Central	Celebrating The Past, Embracing The Present, Reaching For The Future
2000	Northeast	Guiding The Way - Hope 2000
2001	Minneapolis	School Counselors: The Heart of Diversity
2002	Northwest	Dream Catcher
2003	Lake Area	Creating the Unity in the Community
2004	Central	Healthy Counselors, Healthy Students: Mind, Body, Spirit
2005	Southeast	School Counselors: Seeing the Extraordinary in the Ordinary
2006	Anoka	Putting the Pieces Together
2007	St. Paul Suburban	Rekindle the Fire: Ignite the Future
2008	Southwest	Amazing Race: The School Counselor's Journey
2009	St. Paul	Building Bridges
2010	West Central	Counselors at the Core
2011	Northeast	Charting the Course
2012	Minneapolis	

BIANNUAL FALL WORKSHOP ROTATION

2012	Anoka
2014	Southeast
2016	St. Paul
2018	Lake Area
2020	Northwest
2022	Minneapolis
2024	Northeast
2026	West Central
2028	Central
2030	St. Paul Suburban
2032	Southwest



**ROTATION
FOR
PRESIDENT - ELECT
CANDIDATES**

2011	2017	2023	CENTRAL - NORTHWESTERN
2012	2018	2024	LAKE AREA - OPEN
2013	2019	2025	MINNEAPOLIS METRO – ANOKA
2014	2020	2026	NORTHEAST – SOUTHEAST
2015	2021	2027	WEST CENTRAL - SOUTHWEST
2016	2022	2028	ST. PAUL - ST. PAUL SUBURBAN

REPEAT



MSCA GOVERNING BOARD MEETING SCHEDULE

MSCA Governing Board meetings shall be held according to the schedule outlined in the Bylaws. The meetings are scheduled as follows:

2011 - 2012

DATE

LOCATION

Leadership Development Institute
August 1-2, 2011

University of Minnesota
Duluth, MN

Fall Meeting
Friday, October 7, 2011

TBA

Winter Meeting
Friday, January 13, 2012

Hamline University
St. Paul, MN

Annual Conference Meeting
Sunday
May 6, 2012 - 9:00 a.m. to noon

Maddens Conference Center
Brainerd, MN

*Board Meeting Times: 9:00 a.m. – 4:00 p.m.
Unless Specified*

MINNESOTA SCHOOL COUNSELORS ASSOCIATION
A CONNECTION TO SUCCESS

DAY ON THE HILL

TBD

**State Capitol
St. Paul, MN**

Your participation in MSCA Day on the Hill 2012 is vital to the successful movement of our agenda this year. Please make plans to attend! The Government Relations Chair for your division will be sharing more information as it becomes accessible. Latest developments are available to MSCA members on-line at MSCA-L.

MSCA ANNUAL CONFERENCE 2011

**Sunday - Tuesday
May 6 - May 8, 2010**

**Madden's Resort
& Conference Center
Brainerd, MN**

The Minneapolis Division of the Minnesota School Counselors Association is hosting the MSCA Annual Conference at the Madden's Resort and Conference Center. See the MSCA web site at <http://www.mnschoolcounselors.org/> for more information.

1963
ARTICLES OF INCORPORATION
OF
THE MINNESOTA COUNSELORS' ASSOCIATION

We, the undersigned, for the purpose of forming a corporation under and pursuant to the provisions of Chapter 317 Minnesota Statutes, known as the Minnesota Nonprofit Corporation Act, do hereby associate ourselves together as a body corporate and adopt the following the Articles of Incorporation:

ARTICLE I

The name of this corporation shall be the Minnesota Counselors' Association.

ARTICLE II

The purposes of this corporation shall be: (a) to unite those persons engaged in guidance and counseling at the elementary, secondary, and college level in educational institutions of Minnesota, public and private; (b) to make guidance and counseling more effective; (c) to promote an understanding of guidance and counseling services through the dissemination of information to other educational workers and to lay people in general; (d) to cooperate with educational institutions and organizations interested in the promotion of guidance and counseling services; (e) to work toward improving the qualifications for guidance and counseling personnel in Minnesota; (f) to engage in such other activities as may promote the general social and economic welfare of its members.

ARTICLE III

This corporation shall not afford pecuniary gain, incidentally or otherwise, to its members.

ARTICLE IV

The period of duration of corporate existence of this corporation shall be perpetual.

ARTICLE V

The name and address of each incorporator of this corporation is as follows:

Robert J. Swan
Alexander Ramsey High School
Saint Paul 13, Minnesota

Roland S. Larson
St. Louis Park High School
Minneapolis 26, Minnesota

Florence Ekberg
Cleveland Junior High School
Saint Paul 6, Minnesota

Lawrence Thompson
Faribault High School
Faribault, Minnesota

ARTICLE VI

This corporation shall have no capitol stock.

ARTICLE VII

FINANCES

Section 1. The fiscal year of the Minnesota Counselors' Association shall commence on the first day of January of each year.

Section 2. The financial resources of the association shall be derived principally from the registration fees of the various conferences sponsored by the association, and from dues for membership.

Section 3. Dues for any of the membership classifications as defined in Article IX of the Articles of Incorporation are payable by the first of June. If payment is not made by such date, the member shall be dropped from membership rolls. The amount of the biannual and/or annual dues shall be determined by a majority vote of the active membership upon recommendation of the Board of Directors.

Section 4. Any disbursement of the funds of the association shall be approved by the Board of Directors or by the active membership of the association.

ARTICLE VIII

The general management, government, and control of this corporation shall be vested in its active membership (see Article IX, Section 1), except as otherwise provided in the Articles of Incorporation or in the By-Laws.

ARTICLE IX

The classes of membership and the qualifications therefore shall be as follows:

Section 1. Active Membership: All personnel certified by the Minnesota State Department of Education for counseling in the public and private schools of Minnesota shall be eligible for active membership. Any such person may become an active member of the association by repayment of the dues as defined in Article VII, Section 3 of the Articles of Incorporation.

Section 2. Associate Membership: All personnel whose positions fulfill any one of the employment requirements described below shall be eligible for associate membership. Any such person may become an associate member by payment of the dues as defined in Article VII, Section 3 of the Articles of Incorporation.

- A. To be employed in an educational institution other than an elementary or secondary school and to be charges with the provision and/or improvement of professional guidance services for individuals enrolled in elementary and secondary schools.

- B. To be employed in a commercial organization with primary responsibility for working with elementary and secondary school guidance personnel in the development and/or improvement of guidance services for pupils.
- C. To be employed in a state or national department of education with substantial responsibility for the provision and/or improvement of professional guidance services for elementary and secondary school pupils.
- D. To be employed in a private agency and to be primarily occupied in rendering guidance services to elementary and secondary school pupils in contract with the school.
- E. To be employed in a school or school system as a pupil personnel worker, an administrator, or in a supervising or instructional capacity.
- F. To be employed in a public or community supported agency rendering guidance services for individuals.

Section 3. ASCA Membership: All personnel who hold active membership in the American School Counselor Association, a division of the American Personnel and Guidance Association, and who also hold either active or associate membership in the Minnesota Counselors' Association, shall be eligible for membership in the Minnesota State Branch of ASCA.

Section 4. Student Membership: All persons meeting all of the following requirements are eligible for student membership and are entitled to a 50% reduction in association dues.

- A. Academic requirements: To be a graduate student enrolled at least half-time in an approved course of study designed to prepare him for guidance and personnel work. Any such person must be certified by his major profession as meeting the above requirements.
- B. Employment requirement: No person who is employed full time shall be entitled to student membership.
- C. Length of membership: No person shall be entitled to student membership for more than two years.

Section 5. The membership of any individual may be revoked or refused by a majority vote of the Board of Directors for individual practices not considered to be in harmony with the stated purpose and the code of ethics of the association.

Section 6. Only those persons classified as active members (Article IX, Section 1), who have paid their dues in full, shall be eligible to vote and/or to hold elective or appointive offices.

Section 7. There shall be no personal liability of the members for corporate obligations.

ARTICLE X

- Section 1. The officers of this corporation shall be a president, a president-elect, a secretary and a treasurer.
- Section 2. The president shall be the chief executive officer of the association and shall preside at all meetings and shall appoint the chairmen of the standing committees, subject to the approval of the Board of Directors.
- Section 3. In the absence of the president, the president-elect shall perform the duties of the president.
- Section 4. The secretary shall issue notices and keep the records of all Board of Directors' and membership meetings.
- Section 5. The treasurer shall collect and receive all moneys due. He shall disburse the same only upon authorization of the Board of Directors. The treasurer shall render an annual accounting.
- Section 6. All officers shall hold office for two years except the president-elect, who shall serve for two years as president-elect and for two as president. An elected officer shall not in the future be a candidate for the same office except that a president-elect, succeeding to the office of president, shall serve his full two-year term as president, in addition to serving, if necessary, the unexpired term of the president.
- Section 7. Vacancies in the offices of secretary or treasurer shall be filled by the Board of Directors for the unexpired terms. The Board of Directors shall call a special election in case a vacancy occurs for the office of president-elect. The duly elected officer shall take office immediately.
- Section 8. The officers shall be elected by the members as provided in the By-laws.
- Section 9. Officers of this association shall also serve as officers of the Minnesota State Branch of ASCA.

ARTICLE XI

This corporation is the successor to an unincorporated association bearing the same name, dissolved as of the date of incorporation hereof. Persons who were members of the said association at the time of its dissolution shall continue as members in this corporation, subject to the provisions as to payments of dues and other requirements of the Articles of Incorporation and By-Laws. The officers, chairmen and members of standing committees, and divisional officers of the said association at the time of its dissolution shall continue in their respective positions as the first officers of the corporation until the completion of their respective terms.

ARTICLE XII

These articles may be amended at any time upon the adoption by the Board of Directors of a resolution for a proposed amendment, proper notice thereof to the active members, and adoption of the said proposed amendment by a majority of the active members present or represented by proxy at a meeting called such purpose, in accordance with the provisions of the Minnesota Non-Profit Corporation Law.



Note: These Articles of Incorporation were signed on February 19, 1959, in the presence of a notary public, by the Executive Committee, which included Robert Swan, Roland Larson, Florence Ekberg, and Lawrence Thompson.

OLD BY-LAWS
OF
THE MINNESOTA COUNSELORS ASSOCIATION

I
LOCATION

The location of the registered office of this corporation in this state is the State Organization Service, University of Minnesota, Minneapolis 14, Minnesota.

II
MEETINGS OF MEMBERS

Section 1. The annual meeting of the Minnesota Counselors' Association shall be held in conjunction with the annual conference of the association. The place and time of this conference shall be determined by the Board of Directors. Other meetings may be called as deemed essential by the Board of Directors, who shall inform active members regarding the meeting time and place in writing at least one month in advance.

Section 2. The quorum required at any meeting of the members shall be 10 percent of the total active membership present in person or by proxy.

III
ELECTION OF OFFICERS

Section 1. Officers of the Minnesota Counselors' Association shall be elected by mail ballot sent to all active members of the association. This election shall take place in the month of November preceding the annual meeting held in the odd-numbered years. The duly elected officers shall take office on the first of January of the odd-numbered years.

Section 2. A nominating committee consisting of three active members chosen with due regard to locality, shall be appointed by the president not later than June 1st preceding the November election, for the purpose of nominating at least one candidate each for the positions of president-elect, secretary, and treasurer. Provision shall be made on the ballot for writing in the names of additional candidates.

Section 3. Those nominated for office by the nominating committee must be approved by a majority vote of the Board of Directors at the September meeting preceding the November election.

IV

STANDING COMMITTEES

The number of standing committees shall be nine, as follows: Membership, Publications and Publicity, Post-high School Education, Professional Standards, Counselor Selection and Competency, Legislation, Annual Workshop, Annual Conference and Research. The members of each such committee shall be appointed by its chairman.

V

DIVISIONS

The Minnesota Counselors' Association shall be divided into ten territorial divisions, as follows: Saint Paul, Saint Paul Suburban, Minneapolis, Lake Conference, Central, Southeast, Southwest, Northeast, Northwest, and West Central, the boundaries of which shall be as established at the time of the adoption of these articles. The Board of Directors of the association shall have power to change the number of divisions and the boundaries thereof. Subject to the paramount authority of the association, each division shall have such officers as its respective members shall determine, may hold meetings, establish rules for its government, and generally promote the purposes of the association with its territory. The presidents of the divisions shall represent their respective divisions on the Board of Directors of the association.

VI

BOARD OF DIRECTORS

Section 1. The Board of Directors of this corporation shall consist of its officers, the chairmen of the standing committees, the immediate past president, past secretary, and past treasurer, and the divisional representatives. The Board may increase its membership as the situation arises, but such additional members will not have voting privileges.

Section 2. The Board of Directors shall have the power to conduct and manage the affairs of the corporation between annual meetings, charter divisional associations, and approve selection of standing committee chairmen.

VII

MEETING OF BOARD OF DIRECTORS

Meetings of the Board of Directors shall be held at such regular intervals as shall be prescribed by the Board. Special meetings may be held upon the call of the president or any three directors. The quorum for meetings of the Board shall be majority of its full membership.

VIII

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order (revised) shall be the parliamentary authority of the Minnesota Counselors' Association subject to special rules which have been or shall be adopted.

IX

AMENDMENT

These By-Laws may be amended by a majority vote of the Board of Directors.

MINNESOTA SCHOOL COUNSELORS ASSOCIATION

OLD BY-LAWS (revised January 1984)

ARTICLE I Name and purpose

Section 1. Name. The official name of the association shall be the Minnesota School Counselors Association (MSCA) - a division of the Minnesota Association for Counseling and Development (MACD) and the American School Counselor Association (ASCA).

Section 2. Use of Name. The official name of the association as specified in Article 1, Section 1 shall be employed in connection with all official business and communications pertaining to the association.

Section 3. Purposes. The purposes of the association shall be as follows:

- a. To foster a closer personal and professional relationship among school counselors and with counselors in other settings.
- b. To advance the profession of school counseling in order to maximize the educational/academic, vocational, and personal-social growth of each student.
- c. To improve the standards of school counseling and the relationship with other pupil personnel services for students in elementary, middle, and/or junior high, secondary, and post-secondary settings.
- d. To assume an active role in helping people to understand and improve such services.
- e. To develop, implement and/or foster interest in career development programs.
- f. To engage in such activities as may promote the general social and economic welfare of its members.

ARTICLE II

Membership

Section 1. Types of Membership. This association shall include five types of membership - Professional, Regular, Retired, Student, and Affiliate.

Section 2. Requirements of Membership. In order to qualify for one of the five types of membership an individual must meet the following requirements for the membership being sought.

- a. Professional membership. The member must be a school counselor licensed (certified) by the State of Minnesota or must be engaged in counseling and guidance in a post-secondary school in Minnesota.

- b. Regular member. A regular member shall be employed as a counselor or otherwise must devote at least 50 percent of the time to activities related to counseling, whether directly or in a supervisory capacity, and hold a bachelor's degree from an accredited college or university with a minimum of 15 semester hours or equivalent of graduate credit in courses related to counseling.
- c. Retired member. A member having reached the age of retirement shall be entitled to reduced annual dues (\$5 per year) and shall maintain all privileges of individual membership.
- d. Student member. A student member must be engaged in a planned program of counselor education designed to result in a degree or certificate as a counselor. No person shall be eligible to be or continue as a student member who has held that status for a total of three years who is otherwise eligible to become a professional member or regular member. Membership dues shall be determined by the executive committee as the need arises.
- e. Affiliate membership. A person interested in counseling, not eligible for any other type of membership, may become an affiliate member whose dues shall be same as a professional member.

Section 3. Dues. Dues shall be set by the executive board and board of directors for all categories of members.

Section 4. Counselor Defined. The term "counselor", wherever, used herein, shall include persons engaged for the requisite periods of study or employment at any level of education or employment related to counseling, guidance, or testing activities.

Section 5. Rights and Privileges. Professional, regular, student, and retired members can vote and initiate motions at parliamentary proceedings. Subject to any limitations or exceptions otherwise state herein, only professional members shall be eligible for elective office, appointment or election to the executive board or board of directors.

Section 6. Severance of Membership.

- a. A member may be dropped from membership by action of the executive board for any conduct that tends to injure the association or adversely affects its reputation, or which violates principles stated in the By-Laws or constitution of MSCA. Any member charged with engaging in such conduct shall be give the opportunity to present evidence through witnesses and the opportunity to file an appeal and to have a hearing before the executive board of directors, whose decision is final.
- b. A member may be dropped from membership for nonpayment of dues.
- c. Nondiscrimination. There shall be no discrimination against any individual on the basis of ethnic origin, color, creed, sex, affectional or sexual orientation, disabling condition, and/or age.

ARTICLE III
MSCA Divisions

Section 1. Geographical Areas Into Divisions. The Minnesota School Counselors Association is divided into eleven geographical areas called Divisions. They are as follows: Anoka, St. Paul, St. Paul Suburban, Minneapolis, Lake Area, Central, Southeast, Southwest, Northeast, Northwestern, and West Central. The Executive Board of the Association shall have the power to change the number of Divisions and to reestablish the boundaries thereof.

Section 2. Organization of Divisions. Each Division shall have such officers as respective members shall determine, may hold meetings, establish rules for its government, and generally promote the purposes of the Association within its Division. The presidents of the Divisions shall represent their respective Divisions on the Executive Board of the Association.

ARTICLE IV
MSCA Officers

Section 1. Officers and Terms of Office.

- a. The officers of the Association shall be president, president-elect, immediate past-president, four vice presidents, secretary, and treasurer.
- b. All officers of the Association shall be elected from the membership of the Association except as provided for in section 2, d, of this article.
- c. The president-elect shall serve one year as president-elect, the succeeding year as president, and one additional year as past president.
- d. Four vice presidents, a secretary, and a treasurer shall be elected by the membership and shall each serve for a term of two years.
- e. An elected officer shall not be a candidate to succeed to the same office, with the exception of secretary and treasurer, who may succeed to that position for one additional term.
- f. The term of office for any elected officer of MSCA shall begin on July 1 and continue for a period of two years or until succeeded in office. In the event that the president shall not complete the full term of office, the president-elect shall succeed to the unexpired president's term and continue through the year of the next term. In the event the president-elect should be unable to complete the president's unexpired term, the Executive Board shall call for a special election of the president and president-elect to serve until the next election.

Section 2. Nominations and Elections of Officers.

- a. The president-elect shall be elected annually.
- b. Four vice presidents shall be elected by the membership using the following procedure: The middle/junior high and post-secondary vice presidents shall be elected in even-

numbered years; the senior high and elementary vice presidents shall be elected in odd-numbered years. Each member will be entitled to vote for any or all of the four vice presidents representing the four work settings.

- c. The secretary and treasurer shall be elected biennially on even-numbered years.
- d. The election of all officers shall be by secret ballot, mailed to, and so returned by individual members of the Association during the month of April.
- e. To be eligible for any office in the Association, including membership on the Executive Board, a candidate must be a member of MSCA. All the elected officers and ASCA delegates must be members of ASCA.
- f. The Nominations and Elections Committee shall determine the eligibility of those members nominated and shall select for placement on the election ballot the names of at least two candidates for each of the following positions:
 - 1 - president-elect
 - 2 - four vice presidents
- g. If any elected officer should be unable to assume office on July 1 or should resign during his/her term of office, the next ranking candidate on the election return shall be asked to assume the office. If the candidate declines, the president, with the approval of the Executive Board, shall appoint the officer for the term or unexpired term.
- h. The president and president-elect shall represent the Association on the MPGA Executive Council.

Section 3. Duties of Officers.

- a. The duties of the president shall be:
 - 1. Member of the MACD Executive Council.
 - 2. Presiding officer of MSCA.
 - 3. A member and the chair of the Executive Board. The president shall appoint all necessary committee chairpersons, liaison representatives, all state representatives to the ASCA Delegate Assembly, and perform such duties as are incidental to the office or as may be properly required by vote of the Executive Board.
- b. The president-elect shall serve as a member of the Executive Board and shall chair the Finance Committee and Nominations and Elections Committee.
- c. The past-president duties shall be to chair the Awards Committee and the Interprofessional Liaison Committee. Other duties can be assigned by the Executive Board. The term of office shall be the year immediately following the expiration of the presidential term.
- d. The Four vice presidents of the Association shall be responsible specifically for generating interest and activities within their four work settings and each shall be assigned to serve as committee chair of one standing committee as appointed by the president.

- e. The secretary shall serve as a member of the Executive Board. The secretary shall keep the records of all meetings of the Association as well as the minutes of the Executive Board.
- f. The treasurer shall serve as a member of the Executive Board. The treasurer shall perform such duties as may be directed by the Executive Board. A complete fiscal report shall be submitted to the membership at the annual meeting.

Section 4. Compensation and Expenses of Officers. None of the officers of the Association shall receive compensation for services rendered. The necessary expenses of the officers and committee chairpersons may be paid from the funds of the Association by specific authorization of the president but within and following the budget adopted by the Association.

ARTICLE V Executive Board

Section 1. Composition. The Executive Board shall be composed of MSCA officers, four vice presidents, and twelve division presidents.

Section 2. Powers and Functions.

- a. The Executive Board shall be the agency through which the general administrative and executive functions of the Association are affected. The president of the Association shall be the chairperson of the Executive Board.
- b. The Executive Committee consisting of the elected officers shall conduct, manage, and control the business of the Association between its official meetings.
- c. The Executive Board shall have the power to establish regulations and application forms to determine whether applicants for membership meet the requirements for membership as specified by the By-Laws.

Section 3. Meetings.

- a. The Executive Board shall meet at the annual meeting held during the spring conference and at three other such times or as may be designated by either the president or majority of voting members of the Executive Board.
- b. A majority of the voting members of the Executive Board shall constitute a quorum.
- c. The members of the Executive Board attending meetings of the Board shall be paid mileage according to Board policy.

ARTICLE VI Business Affairs of the Association

Section 1. Fiscal Year. The fiscal year shall be from July 1 to June 30.

Section 2. Property of the Association. In the event the Association should be dissolved, none of its property shall be distributed to any of the members. Instead, all its property shall be transferred to such organization or organizations as the Executive Board shall determine to have purposes and activities most nearly consonant with those of the Association, provided, however, that such organization or organizations shall be exempt under Section 501 (c) (3) of the Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

Section 3. Parliamentary Authority. The parliamentary authority for the meetings of the Association shall be Robert's *Rules of Order*.

ARTICLE VII Committees

Section 1. Standing and Special Committees. The committees of the MSCA shall consist of special committees appointed by the Executive Board and Standing Committees. All committees shall file a written report annually with the Executive Board. A special committee may serve for a period of one year following the time at which the appointment is announced.

Section 2. Standing Committees. The Standing Committees shall be:

- a. By-Laws. Review the By-Laws of the Association annually and make recommendations concerning revisions to the Executive Board. Chaired by the President-Elect.
- b. Annual Spring Conference. Coordinate all MSCA spring conference activities and programs for the spring convention. Submit a final report to the MSCA Executive Board at the fall meeting of the Executive Board. Division assigned on a yearly rotating basis.
- c. Human Relations/Ethics Committee. Oversee and promote human rights issues for MSCA. review the professional standards and ethics of the MSCA annually and notify of deviations as specified elsewhere in this document; assist the membership in understanding the Association's professional standards and ethics; oversee and promote human rights issues or MSCA. Chair appointed by the president.
- d. Finance Committee. Chaired by the President-Elect. Develop a yearly operating budget for consideration and revision, and eventual adoption by the Executive Board. Suggest financial policy statements and make fiscal recommendations to the Executive Board.
- e. Membership. Organize and implement methods and techniques to increase the membership of the Association.
- f. Nominations and Elections. Fulfill duties as stated in Article IV, Section 2 (a-h) of these By-Laws. Chaired by President-Elect.
- g. Professional Recognition. (Awards Committee) Recommend to the Executive Board Criteria for awards; solicit nominations for the awards, select winner, present awards at the annual spring conference; publicize winners. Chaired by the past president.

- h. Publications and Publicity. (PR) Oversee and coordinate all publications and public relations activities with the approval of the Executive Board.
- i. Public Policy and Government Relations. coordinate and oversee all legislative and government relations activities with the approval of the governing board.
- j. Career Education. Oversee and promote career education. Appointed position by the president.
- k. Post High School Relations. Organize and implement all post high school education programs for MSCA.
- l. Technology Committee. Connect with and inform MSCA of new and current methods of technology which will enhance the profession of counseling and guidance. Chair appointed by the President.
- m. Annual Workshop (fall). Coordinated annually by one of the six Metropolitan divisions on a rotating basis. Divisions include: Dakota County, Washington-Ramsey, Minneapolis, St. Paul, Lake, and Anoka.
- n. Business & Industry Liaison.

ARTICLE VIII
Amendment Proposal and Adoption

Section 1. Amendment Proposal. Proposed amendments may be submitted in writing to the membership for action not less than thirty (30) days prior to the time of voting, by either of the two following methods:

- a. By submitting the proposed amendment in writing to the Executive Board for its approval. The Executive Board may submit this proposed amendment or any amendments to the membership for action.
- b. By submitting the proposed amendment in writing over the signatures of ten (10) members in good standing, to the Executive Board. The Executive Board shall submit this proposed amendment to the membership for action.

Section 2. The Adoption of an Amendment. Voting on a proposed amendment may take place at the annual business meeting of the Association or by mail ballot. A majority of those voting is required for adoption.

MINNESOTA SCHOOL COUNSELORS ASSOCIATION

BY-LAWS (revised 1991)

ARTICLE I Name and purpose

Section 1. Name. The official name of the association shall be the Minnesota School Counselors Association (MSCA) - a division of the Minnesota Association for Counseling and Development (MACD) and the American School Counselor Association (ASCA).

Section 2. Use of Name. The official name of the association as specified in Article 1, Section 1 shall be employed in connection with all official business and communications pertaining to the association.

Section 3. Purposes. The purposes of the association shall be as follows:

- a. To foster a closer personal and professional relationship among school counselors and with counselors in other settings.
- b. To advance the profession of school counseling in order to maximize the educational/academic, vocational, and personal-social growth of each student.
- c. To improve the standards of school counseling and the relationship with other pupil personnel services for students in elementary, middle, and/or junior high, secondary, and post-secondary settings.
- d. To assume an active role in helping people to understand and improve such services.
- e. To develop, implement and/or foster interest in career development programs.
- f. To engage in such activities as may promote the general social and economic welfare of its members.

ARTICLE II

Membership

Section 1. Types of Membership. This association shall include five types of membership - Professional, Regular, Retired, Student, and Affiliate.

Section 2. Requirements of Membership. In order to qualify for one of the five types of membership an individual must meet the following requirements for the membership being sought.

- a. Professional membership. The member must be a school counselor licensed (certified) by the State of Minnesota or must be engaged in counseling and guidance in a post-secondary school in Minnesota.

- b. Regular member. A regular member shall be employed as a counselor or otherwise must devote at least 50 percent of the time to activities related to counseling, whether directly or in a supervisory capacity, and hold a bachelor's degree from an accredited college or university with a minimum of 15 semester hours or equivalent of graduate credit in courses related to counseling.
- c. Retired member. A member having reached the age of retirement shall be entitled to reduced annual dues (\$5 per year) and shall maintain all privileges of individual membership.
- d. Student member. A student member must be engaged in a planned program of counselor education designed to result in a degree or certificate as a counselor. No person shall be eligible to be or continue as a student member who has held that status for a total of three years who is otherwise eligible to become a professional member or regular member. Membership dues shall be determined by the executive committee as the need arises.
- e. Affiliate membership. A person interested in counseling, not eligible for any other type of membership, may become an affiliate member whose dues shall be same as a professional member.

Section 3. Dues. Dues shall be set by the executive board and board of directors for all categories of members.

Section 4. Counselor Defined. The term "counselor", wherever, used herein, shall include persons engaged for the requisite periods of study or employment at any level of education or employment related to counseling, guidance, or testing activities.

Section 5. Rights and Privileges. Professional, regular, student, and retired members can vote and initiate motions at parliamentary proceedings. Subject to any limitations or exceptions otherwise state herein, only professional members shall be eligible for elective office, appointment or election to the executive board or board of directors.

Section 6. Severance of Membership.

- a. A member may be dropped from membership by action of the executive board for any conduct that tends to injure the association or adversely affects its reputation, or which violates principles stated in the By-Laws or constitution of MSCA. Any member charged with engaging in such conduct shall be give the opportunity to present evidence through witnesses and the opportunity to file an appeal and to have a hearing before the executive board of directors, whose decision is final.
- b. A member may be dropped from membership for nonpayment of dues.
- c. Nondiscrimination. There shall be no discrimination against any individual on the basis of ethnic origin, color, creed, sex, affectional or sexual orientation, disabling condition, and/or age.

ARTICLE III
MSCA Divisions

Section 1. Geographical Areas Into Divisions. The Minnesota School Counselors Association is divided into eleven geographical areas called Divisions. They are as follows: Anoka, St. Paul, St. Paul Suburban, Minneapolis, Lake Area, Central, Southeast, Southwest, Northeast, Northwestern, and West Central. The Executive Board of the Association shall have the power to change the number of Divisions and to reestablish the boundaries thereof.

Section 2. Organization of Divisions. Each Division shall have such officers as respective members shall determine, may hold meetings, establish rules for its government, and generally promote the purposes of the Association within its Division. The presidents of the Divisions shall represent their respective Divisions on the Executive Board of the Association.

ARTICLE IV
MSCA Officers

Section 1. Officers and Terms of Office.

- a. The officers of the Association shall be president, president-elect, immediate past-president, four vice presidents, secretary, and treasurer.
- b. All officers of the Association shall be elected from the membership of the Association except as provided for in section 2, d, of this article.
- c. The president-elect shall serve one year as president-elect, the succeeding year as president, and one additional year as past president.
- d. Four vice presidents, a secretary, and a treasurer shall be elected by the membership and shall each serve for a term of two years.
- e. An elected officer shall not be a candidate to succeed to the same office, with the exception of secretary and treasurer, who may succeed to that position for one additional term.
- f. The term of office for any elected officer of MSCA shall begin on July 1 and continue for a period of two years or until succeeded in office.

In the event that the president shall not complete the full term of office, the president-elect shall succeed to the unexpired president's term and continue through the year of the next term. In the event the president-elect should be unable to complete the president's unexpired term, the Executive Board shall call for a special election of the president and president-elect to serve until the next election.

Section 2. Nominations and Elections of Officers.

- a. The president-elect shall be elected annually.
- b. Four vice presidents shall be elected by the membership using the following procedure:

The middle/junior high and post-secondary vice presidents shall be elected in even-numbered years; the senior high and elementary vice presidents shall be elected in odd-numbered years. Each member will be entitled to vote for any or all of the four vice presidents representing the four work settings.

- c. The secretary and treasurer shall be elected biennially on even-numbered years. The election of all officers shall be by secret ballot, mailed to, and so returned by individual members of the Association during the month of April.
- e. To be eligible for any office in the Association, including membership on the Executive Board, a candidate must be a member of MSCA. All the elected officers and ASCA delegates must be members of ASCA.
- f. The Nominations and Elections Committee shall determine the eligibility of those members nominated and shall select for placement on the election ballot the names of at least two candidates for each of the following positions:
 - 1 - president-elect
 - 2 - four vice presidents
- g. If any elected officer should be unable to assume office on July 1 or should resign during his/her term of office, the next ranking candidate on the election return shall be asked to assume the office. If the candidate declines, the president, with the approval of the Executive Board, shall appoint the officer for the term or unexpired term.
- h. The president and president-elect shall represent the Association on the MACD Executive Council.

Section 3. Duties of Officers.

- a. The duties of the president shall be:
 - 1. Member of the MACD Executive Council.
 - 2. Presiding officer of MSCA.
 - 3. A member and the chair of the Executive Board. The president shall appoint all necessary committee chairpersons, liaison representatives, all state representatives to the ASCA Delegate Assembly, and perform such duties as are incidental to the office or as may be properly required by vote of the Executive Board.
- b. The president-elect shall serve as a member of the Executive Board and shall chair the Nominations and Elections Committee.
- c. The past-president duties shall be to chair the Awards Committee, Interprofessional Liaison Committee, and the Finance Committee. Other duties can be assigned by the Executive Board. The term of office shall be the year immediately following the expiration of the presidential term.
- d. The Four vice presidents of the Association shall be responsible specifically for generating interest and activities within their four work settings and each shall be assigned to serve as

committee chair of one standing committee as appointed by the president.

- e. The secretary shall serve as a member of the Executive Board. The secretary shall keep the records of all meetings of the Association as well as the minutes of the Executive Board.
- f. The treasurer shall serve as a member of the Executive Board. The treasurer shall perform such duties as may be directed by the Executive Board. A complete fiscal report shall be submitted to the membership at the annual meeting.

Section 4. Compensation and Expenses of Officers. None of the officers of the Association shall receive compensation for services rendered. The necessary expenses of the officers and committee chairpersons may be paid from the funds of the Association by specific authorization of the president but within and following the budget adopted by the Association.

ARTICLE V Executive Board

Section 1. Composition. The Executive Board shall be composed of MSCA officers, four vice presidents, and eleven division presidents.

Section 2. Powers and Functions.

- a. The Executive Board shall be the agency through which the general administrative and executive functions of the Association are affected. The president of the Association shall be the chairperson of the Executive Board.
- b. The Executive Committee consisting of the elected officers shall conduct, manage, and control the business of the Association between its official meetings.
- c. The Executive Board shall have the power to establish regulations and application forms to determine whether applicants for membership meet the requirements for membership as specified by the By-Laws.

Section 3. Meetings.

- a. The Executive Board shall meet at the annual meeting held during the spring conference and at three other such times or as may be designated by either the president or majority of voting members of the Executive Board.
- b. A majority of the voting members of the Executive Board shall constitute a quorum.
- c. The members of the Executive Board attending meetings of the Board shall be paid mileage according to Board policy.

ARTICLE VI
Business Affairs of the Association

Section 1. Fiscal Year. The fiscal year shall be from July 1 to June 30.

Section 2. Property of the Association. In the event the Association should be dissolved, none of its property shall be distributed to any of the members. Instead, all its property shall be transferred to such organization or organizations as the Executive Board shall determine to have purposes and activities most nearly consonant with those of the Association, provided, however, that such organization or organizations shall be exempt under Section 501 (c) (3) of the Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

Section 3. Parliamentary Authority. The parliamentary authority for the meetings of the Association shall be Robert's *Rules of Order*.

ARTICLE VII
Committees

Section 1. Standing and Special Committees. The committees of the MSCA shall consist of special committees appointed by the Executive Board and Standing Committees. All committees shall file a written report annually with the Executive Board. A special committee may serve for a period of one year following the time at which the appointment is announced.

Section 2. Standing Committees. The Standing Committees shall be:

- a. By-Laws. Review the By-Laws of the Association annually and make recommendations concerning revisions to the Executive Board. Chaired by the President-Elect.
- b. Annual Spring Conference. Coordinate all MSCA spring conference activities and programs for the spring convention. Submit a final report to the MSCA Executive Board at the fall meeting of the Executive Board. Division assigned on a yearly rotating basis.
- c. Human Relations/Ethics Committee. Oversee and promote human rights issues for MSCA. Review the professional standards and ethics of the MSCA annually and notify of deviations as specified elsewhere in this document; assist the membership in understanding the Association's professional standards and ethics. Chair appointed by the President.
- d. Finance Committee. Chaired by the Past President. Develop a yearly operating budget for consideration and revision, and eventual adoption by the Executive Board. Suggest financial policy statements and make fiscal recommendations to the Executive Board.
- e. Membership. Organize and implement methods and techniques to increase the membership of the Association.
- f. Nominations and Elections. Fulfill duties as stated in Article IV, Section 2 (a-h) of these By-Laws. Chaired by President-Elect.

- g. Professional Recognition. (Awards Committee) Recommend to the Executive Board Criteria for awards; solicit nominations for the awards, select winner, present awards at the annual spring conference; publicize winners. Chaired by the past president.
- h. Publications and Publicity. (PR) Oversee and coordinate all publications and public relations activities with the approval of the Executive Board.
- i. Public Policy and Government Relations. Coordinate and oversee all legislative and government relations activities with the approval of the governing board.
- j. Career Education. Oversee and promote career education. Appointed position by the president.
- k. Post High School Relations. Organize and implement all post high school education programs for MSCA.
- l. Technology Committee. Connect with and inform MSCA of new and current methods of technology which will enhance the profession of counseling and guidance. Chair appointed by the President.
- m. Annual Workshop (fall). Coordinated annually by one of the six Metropolitan divisions on a rotating basis. Divisions include: Dakota County, Washington-Ramsey, Minneapolis, St. Paul, Lake, and Anoka.
- n. Business & Industry Liaison.

ARTICLE VIII
Amendment Proposal and Adoption

Section 1. Amendment Proposal. Proposed amendments may be authorized for submission to the membership for action not less than thirty (30) days prior to the time of voting, by either of the two following methods:

- a. By submitting the proposed amendment in writing to the Executive Board for its approval. The Executive Board may submit this proposed amendment or any amendments to the membership for action.
- b. By submitting the proposed amendment in writing over the signatures of ten (10) members in good standing, to the Executive Board. The Executive Board shall submit this proposed amendment to the membership for action.

Section 2. The Adoption of an Amendment. Voting on a proposed amendment may take place at the annual business meeting of the Association or by mail ballot. A majority of those voting is required for adoption.

PAST MSCA OFFICERS

1952-54	President President-Elect Secretary/Treasurer	Donald Benschoter Guy Thorsen Mina Splittstoesser
1954-56	President President-Elect Secretary/Treasurer	Guy Thorsen C. Kenneth Knox Ivan Hurt
1956-58	President President-Elect Secretary Treasurer	C. Kenneth Knox Robert Swan Doris Sweet Margaret Rignell
1958-60	President President-Elect Secretary Treasurer	Robert Swan Roland Larson Florence Ekberg Larry Thompson
1960-62	President President-Elect Secretary Treasurer	Roland Larson Loren Benson Margaret Varney Frank Budde
1962-64	President President-Elect Secretary Treasurer	Loren Benson Ralph Johnson Lorraine Hansen Earle Obermeyer
1964-66	President President-Elect Secretary Treasurer	Ralph Johnson Edwin Stuart Margaret Schmid Gordon Rustad
1966-68	President President-Elect Secretary Treasurer	Edwin Stuart Lyle Williams Mathilda Sageng Jack Stebe
1968-70	President President-Elect Secretary Treasurer	Lyle Williams John Ramaley Anthony Costa Ken Rustad

1970-72	President President-Elect Secretary Treasurer	John Ramaley Roger Glaim Christine Kelly Ivan Hurt
1972-74	President President-Elect Secretary Treasurer	Roger Glaim Larry Harmsen Delores Bueller Donald Fellows
1974-76	President President-Elect Secretary Treasurer	Larry Harmsen Harold Hebl Joanne Boeynik/Nancy McMullen Lyle Hammerschmidt
1976-78	President President-Elect Secretary Treasurer	Harold Hebl Marlene Pinten Sybil Plessinger Neal Diltz
1978-80	President President-Elect Secretary Treasurer	Marlene Pinten Carol Pomroy LaVonne Lyons Marlene Rynard
1980-81	President President-Elect Secretary Treasurer	Carol Pomroy Howard Kortmeyer LaVonne Lyons Don Cavalier
1981-82	President President-Elect Secretary Treasurer	Howard Kortmeyer Carol Marshall LaVonne Lyons Don Cavalier
1982-83	President President-Elect Secretary Treasurer	Carol Marshall Lyle Odland Pat St. John Dewey Walsh
1983-84	President President-Elect Secretary Treasurer	Lyle Odland Don Cavalier Pat St. John Dewey Walsh

1984-85	President President-Elect Secretary Treasurer	Don Cavalier Robert Seha Marion Ario Dewey Walsh
1985-86	President President-Elect Secretary Treasurer	Robert Seha Ernie Buhler Marion Ario Dewey Walsh
1986-87	President President-Elect Secretary Treasurer	Ernie Buhler Phil Cогnetta Joyce Rief Dewey Walsh
1987-88	President President-Elect Secretary Treasurer	Phil Cогnetta Pat Fitzgerald Joyce Rief Dewey Walsh
1988-89	President President-Elect Secretary Treasurer	Pat Fitzgerald Mary Ann Espe/Joyce Rief Joyce Rief Robert Seha
1989-90	President President-Elect Past President Secretary Treasurer	Joyce Rief Bruce Wing Pat Fitzgerald Ken Meister Robert Seha
1990-91	President President-Elect Past President Secretary Treasurer	Bruce Wing Dave Trites Joyce Rief Jean Dotseth Robert Seha
1991-92	President President-Elect Past President Secretary Treasurer	Dave Trites Joelilyn Howell Bruce Wing Bob Maki Robert Seha

1992-93	President President-Elect Past President Secretary Treasurer	Joellyn Howell Bill Dorgan Dave Trites Bob Maki Bruce Wing
1993-94	President President-Elect Past President Secretary Treasurer	Bill Dorgan Gail Toatley Joellyn Howell Bob Maki Bruce Wing
1994-95	President President-Elect Past President Secretary Treasurer	Gail Toatley Toni Bach Bill Dorgan Bob Maki Jane Scott
1995-96	President President-Elect Past President Secretary Treasurer	Toni Bach Jon Larson Gail Toatley Bob Maki Jane Scott
1996-97	President President-Elect Past President Secretary Treasurer	Jon Larson Doug Revsbeck Toni Bach Doug Schumacher Jane Scott
1997-98	President President-Elect Past President Secretary Treasurer	Doug Revsbeck Jane Scott Jon Larson Doug Schumacher Kevin Hogan
1998-99	President President-Elect Past President Secretary Treasurer	Jane Scott Anita Vadis Doug Revsbeck Ann Nordness Kevin Hogan

1999-2000	President President-Elect Past President Secretary Treasurer	Anita Vadis Kevin Hogan Jane Scott Ann Nordness Bart Graves
2000-2001	President President-Elect Past President Secretary Treasurer	Kevin Hogan Lee Oling Anita Vadis Kitty Johnson Bart Graves
2001-2002	President President-Elect Past President Secretary Treasurer	Lee Oling Kathy Connelly Kevin Hogan Kitty Johnson Tammy P. Roth
2002-2003	President President-Elect Past President Secretary Treasurer	Kathy Connelly Anne Melaas Lee Oling Susan Wallin Tammy P. Roth
2003-2004	President President-Elect Past President Secretary Treasurer	Anne (Melaas) Erickson Tammy P. Roth Kathy Connelly Sue Wallin Denise McCarty
2004-2005	President President-Elect Past President Secretary Treasurer	Tammy P. Roth Kitty Johnson Anne Erickson Kathy Connelly Denise McCarty
2005-2006	President President-Elect Past President Secretary Treasurer	Kitty Johnson Bill Stock Tammy P. Roth Kathy Connelly Denise McCarty

2006-2007	President President-Elect Past President Secretary Treasurer	Bill Stock Colleen Baldrica Kitty Johnson Tami Johnson Denise McCarty
2007-2008	President President-Elect Past President Secretary Treasurer	Colleen Baldrica Shelly Landry Bill Stock Tami Johnson Wendy Schreiner
2008-2009	President President-Elect Past President Secretary Treasurer	Shelly Landry Murray Smart Colleen Baldrica Jennifer Landy Rachel Karnitz
2009-2010	President President-Elect Past-President Secretary Treasurer	Murray Smart Kris Moe Shelly Landry Jennifer Landy Rachel Karnitz
2010-2011	President President-Elect Past-President Secretary Treasurer	Kris Moe Chris Otto Murray Smart Katie Gertz Rachel Karnitz
2011-2012	President President-Elect Past-President Secretary Treasurer	Chris Otto Dawn Brown Kris Moe Katie Gertz Rachel Karnitz

Past Award Winners 1991 – 2011

Elementary

Jackie Zerr
Marlys Carpenter
Jean Dotseth
Don Ellingson
Eloise Allen
Joellyn Howell
Nancy Forstrom
Kathy Little
Nell Kaiser
Darlene DoBell
Paul Bauer/Karen Krause
Angela Paulson
Lisa Looney
Kathryn Wanous
Marie Atkinson-Smeins & Nancy Raymond
David Warner
Kerri Durand
Joan Wisniewski
Kathy Drinkwine
Nelle Moriarty

Secondary/Multilevel

Barb Cunningham
Gary Armon
Howard Davis
Richard Ericksrod
Kay Frye
Jean Bratvold
Paul Austinson
Ellie Martin
Kathy Johnston
Wayne Borgen
Patricia Jacklitch
Stella M. Jones
Jacquelin Parker
Lee Oling
James Nelson
Gretchen Van Hauen
Jill Adolphson
Tammy P. Roth
Dawn Brown
Brooke Magid Hart

Middle/Junior High

Jon Larson
Mary Needham
Mary Mushlinski
Paul Manteufel
Barb Brooks
Katherine Connelly
Judy Comstock
Betty Arveson
Pam Potter Langley
Todd Richter
Barbara J. Sellevold
Lea Oelfke
Mary Arnold
Jeffrey Winter
Laurie Sandness - Boeshans
Marva Fairchild
Lori Tenney

Post Secondary

Gary Donovan
John Auger
Joe Hogan
Kirsten Olson
Tim Hatfield
Jack Ellis
Richard Shearer
Charlotte Speltz
Bev Thronson
Nick Ruiz
Jennifer L. Parta Arno
Colin Ward
Rick Mikesh
Lon A. Laager
Mary Fawcett
Nancy Rach
Maryann Bush

Outstanding Leadership

Pat Fitzgerald
Philip Cognitiona
Ernest Buhler
Lyle Williams
John Auger
Walter Roberts Jr.
Maryann Bush
Jane Scott
Jim Bierma
Diane Miller

Administrator/Supervisor

Ivan Edel
Cynthia Moore
Burleigh Rapp
Don Helmstetter
Jack Conway
Colin Harris
Jane Schuck
Gerald Hickman
Henry Welle
Jerry Jenson
Diane Ilstrup
Dr. Wendy S. Shannon
Lois M. Backscheider
Gary Schindler
David Battaglia
Michael McCollar
Mark Zuzek
Jim Smokrovich
Randy Mediger
Jeffrey Elstad

Friend of MSCA

Judy Cognitiona
Connie Reding Koeck

MSCA-Wellstone Legacy

Ben Wolf
S.A.L.S.A. (Student Alliance for
Leadership in Social Action)
Dr. Nick Ruiz
Alexandra House

MSCA Potential School Counselor Scholarship

Toby Ackerman
Julis Harrison
Randy Thompson
Angie Ley
Monique Lakeyta Potter

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A. Nomination Form for MSCA Awards (*To be update yearly by the MSCA Past President or appointed chair*).....80

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F. MSCA Student Scholarship Application Form – NOT INCLUDED; AVAILABLE ONLY VIA THE MSCA WEBSITE (*To be updated yearly by the MSCA President Elect or appointed chair*)

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MINNESOTA SCHOOL COUNSELORS ASSOCIATION

**PROFESSIONAL RECOGNITION AWARDS PROGRAM
NOMINATION FORM**

AWARD

Please choose ONE

- Elementary School Counselor of the Year
- Middle/Junior High School Counselor of the Year
- Secondary/Multilevel School Counselor of the Year
- Post-Secondary School Counselor of the Year
- Supervisor/Administrator of the Year
- Outstanding Leadership Award
- Friend of MSCA
- Legislator of the Year (*NOTE: Award is presented at the annual MSCA Day on the Hill. Nominations are due January 15*)

Nominee Information:

Name of nominee: _____

Work address: _____

Home address: _____

E-Mail: _____

Home phone: _____ Cell phone: _____

Undergraduate Degree: _____

Institution: _____

Graduate Degree: _____

Institution: _____

Nominator Information:

Name of nominator: _____

Work address: _____

Home address: _____

E-Mail: _____

Home phone: _____ Cell phone: _____

Checklist of Required Documentation for Packet:

- ◇ Professional-quality photo
- ◇ Completed ASCA nomination form
- ◇ Letter of Recommendation from nominator (maximum one page)
- ◇ Rationale for nomination (maximum three pages)
- ◇ Supplementary information (maximum ten pages)

Maximum length of packet: 16 pages, front and back, not including nomination form. Nominators must submit four complete packets (with the exception of the photo). All award materials must be postmarked by March 1, 20XX

Nominations should be sent to:

MSCA Professional Recognition Awards
Current MSCA Past President/Appointed Chair
Address, email & phone information

PROFESSIONAL SCHOOL COUNSELOR OF THE YEAR
Elementary, Middle/Jr. High, Secondary/Multi-Level or Post-Secondary

The purpose of the award is to recognize an Elementary, Middle/Jr. High, Secondary/Multilevel (K-12), and/or Post-Secondary counselor for outstanding service or achievement.

Eligibility for Consideration

- A. The nominee must be currently employed as a full-time counselor and have completed a minimum of three consecutive years of counseling service at the level of nomination.
- B. The nominee must be a professional member of MSCA – as of December 1st of the year prior to the Awards Recognition Gala.
- C. The nominee must hold a Master’s Degree or equivalent in school counseling and be licensed by the State of MN.

Recognition Criteria

- A. The nominee must demonstrate awareness and knowledge of the ASCA National Model and have been responsible for school counseling innovations or further development of programs aligning with the ASCA National Model to support the career, personal/social and academic development of all students. Nominees must demonstrate leadership, advocacy and collaboration in their work and promote equity and access to opportunities and rigorous education experiences for all students to maximize student achievement. Nominees must also demonstrate collaboration with stakeholders.
- B. The activities or accomplishments recognized must have taken place within five (5) years prior to the date of presentation.
- C. The nominee should maintain the highest standards of personal conduct and recognize that his/her personal conduct is held up to public scrutiny. Nominees strive to be model citizens of their community as well as the school counseling community and their broader professional community. They maintain high moral standards in their personal and professional conduct.

Procedures for Nomination

- A. Nominations may be submitted by Division Association or by any individual.
- B. Complete the Professional Recognition Awards Nomination Form.

SUPERVISOR/ADMINISTRATOR OF THE YEAR

The purpose of the Supervisor/Administrator of the Year Award is to recognize a school counseling supervisor or director whose leadership and outstanding services have had a positive impact on the school counseling field for counselors on a local, state, or national level. Or the recognition of an administrator, whose advocacy of school counseling services has a positive impact for the counselors on the local, state, or national level.

Eligibility for Consideration

- A. The nominee must be a supervisor, director, supervisor of district or state school counseling services or an administrator who has consistently made a significant contribution to the improvement of school counseling services.
- B. The nominee must be currently employed as a full-time supervisor, coordinator or director of district or state school counseling services and have completed at least three (3) years of service. If a supervisor, director or supervisor of district or state school counseling services, the nominee's primary responsibility must be in working with school counseling programs at the elementary, middle/junior high, secondary/multilevel or post-secondary level in public or private schools. If an administrator, the nominee should NOT be actively employed as a school counselor or as a supervisor of school counselors or school counseling services.
- C. If a supervisor or director of school counseling services, the nominee must be a member of MSCA as of December 1st of the year prior to the recognition celebration year. Administrators are not eligible for membership.

Recognition Criteria

- A. If a supervisor or director of school counseling services, nominees must demonstrate awareness and knowledge of the ASCA National Model and must have been responsible for school counseling innovations or further development of programs aligning with the ASCA National Model to support the career, personal/social and academic development of all students at the local or state level. Nominees must demonstrate leadership, advocacy, and collaboration in their work and promote equity and access to opportunities and rigorous educational experiences for all students to maximize student achievement. Nominees must also demonstrate collaboration with stakeholders.
- B. If an administrator, nominees must have exhibited outstanding promotion and support of school counseling programs aligning with the ASCA National Model.
- C. Nominees should maintain the highest standards of personal conduct and recognize that their personal conduct is held up to public scrutiny. They strive to be model citizens of their local communities as well as the school counseling community and their broader professional community. They maintain high moral standards in their personal and professional conduct.

Procedures for Nomination

- A. Nominations may be submitted by Division Association or by any individual.
- B. Complete the Professional Recognition Awards Nomination Form

LEGISLATOR OF THE YEAR

The purpose of the Legislator of the Year Award is to recognize state or federal elected officials of government who have demonstrated their belief in and support of school counseling activities by outstanding work in passing legislation or stimulating future legislation which has had an impact on school counseling.

Eligibility for Consideration

- A. The nominee must be a current or former member of the state or federal legislature. The achievement recognized should have had or has the potential for having a positive impact on school counselors or recipients of their services on a state or national level.

Recognition Criteria

- A. The achievement recognized should include primary responsibility for introducing or carrying a bill in a state or national level congress, the gathering of information leading to the introduction and passage of a significant bill, the presentation of testimony of great influence on the introduction or amendment of a significant bill or the contribution of testimony or the exposure of conditions in an oversight hearing resulting in administrative changes or legislative amendments of significance to school counselors or recipients of their services.

Procedures for Nomination

- A. Nominations may be submitted by Division Association or by any individual.
- B. Complete the Professional Recognition Awards Nomination Form.

Note:

This award is bestowed at the annual MSCA Day on the Hill event. Nominations are due January 15th.

OUTSTANDING LEADERSHIP AWARD

The purpose of the Outstanding Leadership Award is to recognize professional school counselors who are members of MSCA and who have demonstrated their belief in and support of school counseling activities by outstanding work as a counselor leader and in leadership and advocacy of the school counseling profession.

Eligibility for Consideration

- A. The nominee must be currently employed as a school counselor.
- B. The nominee must be a professional member of MSCA – as of December 1st of the year prior to the Awards Recognition Gala.
- C. The nominee must hold a Master’s Degree or equivalent in school counseling and be licensed by the State of MN.
- D. The leadership recognized should have had or has the potential for having a positive impact on school counselors or recipients of their services on a state or national level.

Recognition Criteria

- A. The achievement recognized should include leadership in advocating for, mentoring of or promotion of school counselors.
- B. The nominee must demonstrate awareness and knowledge of the ASCA National Model and have been responsible for leading school counseling innovations or further development of programs aligning with the ASCA National Model to support the career, personal/social and academic development of all students. Nominees must demonstrate leadership, advocacy and collaboration in their work and promote equity and access to opportunities and rigorous education experiences for all students to maximize student achievement. Nominees must also demonstrate collaboration with stakeholders.
- C. The activities or accomplishments recognized must have taken place within five (5) years prior to the date of presentation.
- D. The nominee should maintain the highest standards of personal conduct and recognize that his/her personal conduct is held up to public scrutiny. Nominees strive to be model citizens of their community as well as the school counseling community and their broader professional community. They maintain high moral standards in their personal and professional conduct.

Procedures for Nomination

- A. Nominations may be submitted by Division Association or by any individual.
- B. Complete the Professional Recognition Awards Nomination Form.



MINNESOTA SCHOOL COUNSELORS ASSOCIATION
Naviance/MSCA SCHOLARSHIP

STEPS IN PROCESSING AND JUDGING SCHOLARSHIP

A. The Professional Recognition Awards Chair for the MSCA directs the scholarship process in organizing and editing the scholarship materials. Minnesota High Schools are notified that the scholarship applications are available on the MSCA website. Scholarship applications are posted on the MSCA web site by December, and the deadline for return of entries is March 1.

B. The Presidents of the 11 MSCA Divisions receive all of their division's scholarship applications. The Presidents will arrange to have the entries read and the top three selected. The Presidents will return the top three entries to the President Elect for final judging. The top three entries need to be returned to the Professional Recognition Awards Chair by ***March 10***.

GUIDELINES FOR JUDGING

A. The counselor or counseling program should do more than basic required tasks in fulfilling job requirements. (Example: counselors are expected to help students make post-secondary plans.)

B. The essay should indicate a comprehensive view of how the counselor/counseling program assisted the student.

C. The top essays selected should display a balance of a counselor working with person/crisis issues, school/academic issues, post-secondary planning, group/peer advisor programs, developmental counseling, etc. Selected essays do not need to contain all of these components. However, judges should try to select essays that fall in to a variety of categories. This should ensure that the scholarship winners do not all come from the same experience. (Example: crisis counseling tends to be selected very often over other kinds of counseling.) It is also advised to be wary of counselors who appear to cross boundaries of professionalism in their work. (Example: extensive home visits.)

D. The essays should be judged on SINCERITY, ORIGINALITY, and CREATIVITY using the following scale:

- 25% Technical merit: grammar, spelling, punctuation, and style
- 25% Specific supporting details in the development of the essay
- 25% Uniqueness of experience
- 25% Impact of experience on the student's life

After each of the 11 MSCA Divisions has selected their top three entries, the responsibility of the MSCA Scholarship Committee will be to select the winner from each group of the three essays selected by each of the 11 MSCA Divisions. The Standing Committee is comprised of the following positions on the MSCA Board:

- President-Elect
- Elementary Vice-President
- Middle School Vice-President
- Secondary Vice-President
- Post-Secondary Vice-President
- Public Relations Chair

The MSCA Scholarship Committee will be sent copies of the 33 final entries and a judging form. Each member will rank order the top three finalists in each division. The ranking sheets will be returned to the President Elect by **MARCH 27th**, who will tally the responses and select the winners in each division by simple majority.

The scholarships will be awarded at the Annual Conference of the Minnesota School Counselors Association.



MINNESOTA SCHOOL COUNSELORS ASSOCIATION

MSCA POTENTIAL SCHOOL COUNSELORS SCHOLARSHIP APPLICATION FORM

\$500.00 scholarship will be awarded to an individual pursuing a Master's Degree in guidance and counseling with a school counseling emphasis from a state approved institution. Application deadline is **March 1st**, the winner will be notified no later than April 15 and the award will be presented at the Annual MSCA Conference.

CRITERIA

- Acceptance in approved degree program
- Completion of bachelor's degree
- Related employment
- MSCA membership
- Completion of application form
- Transcript
- Recommendation from advisor or counselor educator
- Statement of professional goals
- Community involvement
- Resume
- All materials are submitted by deadline

SUBMIT

- A. MSCA scholarship application
- B. Resume/including related employment, volunteer or community involvement and professional memberships
- C. Transcripts of all post-secondary education
- D. One page statement of professional goals
- E. Letter from counselor educator providing reference and verifying enrollment. (Include office and home telephone numbers)

POSTMARKED BY MARCH 1ST, _____

MAIL TO: PROFESSIONAL RECOGNITION AWARDS CHAIR

Name & contact information of current chair

MSCA POTENTIAL SCHOOL COUNSELORS SCHOLARSHIP APPLICATION FORM

STUDENT'S IDENTIFYING INFORMATION

Name _____

Address _____

Phone (H) _____ Phone (W) _____

E-Mail _____

POST-SECONDARY EDUCATION (Attach Transcripts)

Current Institution _____ Dates: _____

Degree _____

Previous Institution _____ Dates: _____

Degree _____

Previous Institution _____ Dates: _____

Degree _____

Previous Institution _____ Dates: _____

Degree _____

AWARDS / HONORS / SCHOLARSHIPS (based on merit)

Please provide names and addresses of local newspapers where press releases may be sent.

All materials must be submitted to qualify for consideration

You MUST be a member of MSCA to receive the scholarship.



Ethical Standards for School Counselors

Preamble

The American School Counselor Association (ASCA) is a professional organization whose members are certified/licensed in school counseling with unique qualifications and skills to address the academic, personal/social and career development needs of all students. Professional school counselors are advocates, leaders, collaborators and consultants who create opportunities for equity in access and success in educational opportunities by connecting their programs to the mission of schools and subscribing to the following tenets of professional responsibility:

- Each person has the right to be respected, be treated with dignity and have access to a comprehensive school counseling program that advocates for and affirms all students from diverse populations regardless of ethnic/racial status, age, economic status, special needs, English as a second language or other language group, immigration status, sexual orientation, gender, gender identity/expression, family type, religious/spiritual identity and appearance.
- Each person has the right to receive the information and support needed to move toward self-direction and self-development and affirmation within one's group identities, with special care being given to students who have historically not received adequate educational services: students of color, low socio-economic students, students with disabilities and students with nondominant language backgrounds.
- Each person has the right to understand the full magnitude and meaning of his/her educational choices and how those choices will affect future opportunities.
- Each person has the right to privacy and thereby the right to expect the counselor-student relationship to comply with all laws, policies and ethical standards pertaining to confidentiality in the school setting.

In this document, ASCA specifies the principles of ethical behavior necessary to maintain the high standards of integrity, leadership and professionalism among its members. The Ethical Standards for School Counselors were developed to clarify the nature of ethical responsibilities held in common by school counseling professionals.

The purposes of this document are to:

- Serve as a guide for the ethical practices of all professional school counselors regardless of level, area, population served or membership in this professional association;
- Provide self-appraisal and peer evaluations regarding counselor responsibilities to students, parents/guardians, colleagues and professional associates, schools, communities and the counseling profession; and
- Inform those served by the school counselor of acceptable counselor practices and expected professional behavior.

Revised June 26, 2004

Ethical Standards for School Counselors was adopted by the ASCA Delegate Assembly, March 19, 1984, revised March 27, 1992, June 25, 1998, and June 26, 2004.

A. RESPONSIBILITIES TO STUDENTS

A.1. Responsibilities to Students

The professional school counselor:

- a. Has a primary obligation to the student, who is to be treated with respect as a unique individual.
- b. Is concerned with the educational, academic, career, personal and social needs and encourages the maximum development of every student.
- c. Respects the student's values and beliefs and does not impose the counselor's personal values.
- d. Is knowledgeable of laws, regulations and policies relating to students and strives to protect and inform students regarding their rights.

A.2. Confidentiality

The professional school counselor:

- a. Informs students of the purposes, goals, techniques and rules of procedure under which they may receive counseling at or before the time when the counseling relationship is entered. Disclosure notice includes the limits of confidentiality such as the possible necessity for consulting with other professionals, privileged communication, and legal or authoritative restraints. The meaning and limits of confidentiality are defined in developmentally appropriate terms to students.
- b. Keeps information confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed. Counselors will consult with appropriate professionals when in doubt as to the validity of an exception.
- c. In absence of state legislation expressly forbidding disclosure, considers the ethical responsibility to provide information to an identified third party who, by his/her relationship with the student, is at a high risk of contracting a disease that is commonly known to be communicable and fatal. Disclosure requires satisfaction of all of the following conditions:
 - Student identifies partner or the partner is highly identifiable
 - Counselor recommends the student notify partner and refrain from further high-risk behavior
 - Student refuses
 - Counselor informs the student of the intent to notify the partner
 - Counselor seeks legal consultation as to the legalities of informing the partner
- d. Requests of the court that disclosure not be required when the release of confidential information may potentially harm a student or the counseling relationship.
- e. Protects the confidentiality of students' records and releases personal data in accordance with prescribed laws and school policies. Student information stored and transmitted electronically is treated with the same care as traditional student records.

- f.** Protects the confidentiality of information received in the counseling relationship as specified by federal and state laws, written policies and applicable ethical standards. Such information is only to be revealed to others with the informed consent of the student, consistent with the counselor's ethical obligation.
- g.** Recognizes his/her primary obligation for confidentiality is to the student but balances that obligation with an understanding of the legal and inherent rights of parents/guardians to be the guiding voice in their children's lives.

A.3. Counseling Plans

The professional school counselor:

- a.** Provides students with a comprehensive school counseling program that includes a strong emphasis on working jointly with all students to develop academic and career goals.
- b.** Advocates for counseling plans supporting students right to choose from the wide array of options when they leave secondary education. Such plans will be regularly reviewed to update students regarding critical information they need to make informed decisions.

A.4. Dual Relationships

The professional school counselor:

- a.** Avoids dual relationships that might impair his/her objectivity and increase the risk of harm to the student (*e.g.*, counseling one's family members, close friends or associates). If a dual relationship is unavoidable, the counselor is responsible for taking action to eliminate or reduce the potential for harm. Such safeguards might include informed consent, consultation, supervision and documentation.
- b.** Avoids dual relationships with school personnel that might infringe on the integrity of the counselor/student relationship

A.5. Appropriate Referrals

The professional school counselor:

- a.** Makes referrals when necessary or appropriate to outside resources. Appropriate referrals may necessitate informing both parents/guardians and students of applicable resources and making proper plans for transitions with minimal interruption of services. Students retain the right to discontinue the counseling relationship at any time.

A.6. Group Work

The professional school counselor:

- a.** Screens prospective group members and maintains an awareness of participants' needs and goals in relation to the goals of the group. The counselor takes reasonable precautions to protect members from physical and psychological harm resulting from interaction within the group.
- b.** Notifies parents/guardians and staff of group participation if the counselor deems it appropriate and if consistent with school board policy or practice.
- c.** Establishes clear expectations in the group setting and clearly states that confidentiality in group counseling cannot be guaranteed. Given the developmental and chronological ages of minors in schools, the counselor recognizes the tenuous nature of confidentiality for minors renders some topics inappropriate for group work in a school setting.
- d.** Follows up with group members and documents proceedings as appropriate.

A.7. Danger to Self or Others

The professional school counselor:

- a.** Informs parents/guardians or appropriate authorities when the student's condition indicates a clear and imminent danger to the student or others. This is to be done after careful deliberation and, where possible, after consultation with other counseling professionals.
- b.** Will attempt to minimize threat to a student and may choose to 1) inform the student of actions to be taken, 2) involve the student in a three-way communication with parents/guardians when breaching confidentiality or 3) allow the student to have input as to how and to whom the breach will be made.

A.8. Student Records

The professional school counselor:

- a.** Maintains and secures records necessary for rendering professional services to the student as required by laws, regulations, institutional procedures and confidentiality guidelines.
- b.** Keeps sole-possession records separate from students' educational records in keeping with state laws.
- c.** Recognizes the limits of sole-possession records and understands these records are a memory aid for the creator and in absence of privilege communication may be subpoenaed and may become educational records when they 1) are shared with others in verbal or written form, 2) include information other than professional opinion or personal observations and/or 3) are made accessible to others.
- d.** Establishes a reasonable timeline for purging sole-possession records or case notes. Suggested guidelines include shredding sole possession records when the student transitions to the next level, transfers to another school or graduates. Careful discretion and deliberation should be applied before destroying sole-possession records that may be needed by a court of law such as notes on child abuse, suicide, sexual harassment or violence.

A.9. Evaluation, Assessment and Interpretation

The professional school counselor:

- a.** Adheres to all professional standards regarding selecting, administering and interpreting assessment measures and only utilizes assessment measures that are within the scope of practice for school counselors.
- b.** Seeks specialized training regarding the use of electronically based testing programs in administering, scoring and interpreting that may differ from that required in more traditional assessments.
- c.** Considers confidentiality issues when utilizing evaluative or assessment instruments and electronically based programs.
- d.** Provides interpretation of the nature, purposes, results and potential impact of assessment/evaluation measures in language the student(s) can understand.
- e.** Monitors the use of assessment results and interpretations, and takes reasonable steps to prevent others from misusing the information.
- f.** Uses caution when utilizing assessment techniques, making evaluations and interpreting the performance of populations not represented in the norm group on which an instrument is standardized.
- g.** Assesses the effectiveness of his/her program in having an impact on students' academic, career and personal/social development through accountability measures especially examining efforts to close achievement, opportunity and attainment gaps.

A.10. Technology

The professional school counselor:

- a.** Promotes the benefits of and clarifies the limitations of various appropriate technological applications. The counselor promotes technological applications (1) that are appropriate for the student's individual needs, (2) that the student understands how to use and (3) for which follow-up counseling assistance is provided.
- b.** Advocates for equal access to technology for all students, especially those historically underserved.
- c.** Takes appropriate and reasonable measures for maintaining confidentiality of student information and educational records stored or transmitted over electronic media including although not limited to fax, electronic mail and instant messaging.
- d.** While working with students on a computer or similar technology, takes reasonable and appropriate measures to protect students from objectionable and/or harmful online material.

e. Who is engaged in the delivery of services involving technologies such as the telephone, videoconferencing and the Internet takes responsible steps to protect students and others from harm.

A.11. Student Peer Support Program

The professional school counselor:

Has unique responsibilities when working with student-assistance programs. The school counselor is responsible for the welfare of students participating in peer-to-peer programs under his/her direction.

B. RESPONSIBILITIES TO PARENTS/GUARDIANS

B.1. Parent Rights and Responsibilities

The professional school counselor:

- a. Respects the rights and responsibilities of parents/guardians for their children and endeavors to establish, as appropriate, a collaborative relationship with parents/guardians to facilitate the student's maximum development.
- b. Adheres to laws, local guidelines and ethical standards of practice when assisting parents/guardians experiencing family difficulties that interfere with the student's effectiveness and welfare.
- c. Respects the confidentiality of parents/guardians.
- d. Is sensitive to diversity among families and recognizes that all parents/guardians, custodial and noncustodial, are vested with certain rights and responsibilities for the welfare of their children by virtue of their role and according to law.

B.2. Parents/Guardians and Confidentiality

The professional school counselor:

- a. Informs parents/guardians of the counselor's role with emphasis on the confidential nature of the counseling relationship between the counselor and student.
- b. Recognizes that working with minors in a school setting may require counselors to collaborate with students' parents/guardians.
- c. Provides parents/guardians with accurate, comprehensive and relevant information in an objective and caring manner, as is appropriate and consistent with ethical responsibilities to the student.
- d. Makes reasonable efforts to honor the wishes of parents/guardians concerning information regarding the student, and in cases of divorce or separation exercises a good-faith effort to keep both parents informed with regard to critical information with the exception of a court order.

C. RESPONSIBILITIES TO COLLEAGUES AND PROFESSIONAL ASSOCIATES

C.1. Professional Relationships

The professional school counselor:

- a. Establishes and maintains professional relationships with faculty, staff and administration to facilitate an optimum counseling program.
- b. Treats colleagues with professional respect, courtesy and fairness. The qualifications, views and findings of colleagues are represented to accurately reflect the image of competent professionals.
- c. Is aware of and utilizes related professionals, organizations and other resources to whom the student may be referred.

C.2. Sharing Information with Other Professionals

The professional school counselor:

- a. Promotes awareness and adherence to appropriate guidelines regarding confidentiality, the distinction between public and private information and staff consultation.
- b. Provides professional personnel with accurate, objective, concise and meaningful data necessary to adequately evaluate, counsel and assist the student.
- c. If a student is receiving services from another counselor or other mental health professional, the counselor, with student and/or parent/guardian consent, will inform the other professional and develop clear agreements to avoid confusion and conflict for the student.
- d. Is knowledgeable about release of information and parental rights in sharing information.

D. RESPONSIBILITIES TO THE SCHOOL AND COMMUNITY

D.1. Responsibilities to the School

The professional school counselor:

- a. Supports and protects the educational program against any infringement not in students' best interest.
- b. Informs appropriate officials in accordance with school policy of conditions that may be potentially disruptive or damaging to the school's mission, personnel and property while honoring the confidentiality between the student and counselor.
- c. Is knowledgeable and supportive of the school's mission and connects his/her program to the school's mission.
- d. Delineates and promotes the counselor's role and function in meeting the needs of those served. Counselors will notify appropriate officials of conditions that may limit or curtail their effectiveness in providing programs and services.
- e. Accepts employment only for positions for which he/she is qualified by education, training, supervised experience, state and national professional credentials and appropriate professional experience.
- f. Advocates that administrators hire only qualified and competent individuals for professional counseling positions.
- g. Assists in developing: (1) curricular and environmental conditions appropriate for the school and community, (2) educational procedures and programs to meet students' developmental needs and (3) a systematic evaluation process for comprehensive, developmental, standards-based school counseling programs, services and personnel. The counselor is guided by the findings of the evaluation data in planning programs and services.

D.2. Responsibility to the Community

The professional school counselor:

- a. Collaborates with agencies, organizations and individuals in the community in the best interest of students and without regard to personal reward or remuneration.
- b. Extends his/her influence and opportunity to deliver a comprehensive school counseling program to all students by collaborating with community resources for student success.

E. RESPONSIBILITIES TO SELF

E.1. Professional Competence

The professional school counselor:

- a. Functions within the boundaries of individual professional competence and accepts responsibility for the consequences of his/her actions.

- b. Monitors personal well-being and effectiveness and does not participate in any activity that may lead to inadequate professional services or harm to a student.
- c. Strives through personal initiative to maintain professional competence including technological literacy and to keep abreast of professional information. Professional and personal growth are ongoing throughout the counselor's career.

E.2. Diversity

The professional school counselor:

- a. Affirms the diversity of students, staff and families.
- b. Expands and develops awareness of his/her own attitudes and beliefs affecting cultural values and biases and strives to attain cultural competence.
- c. Possesses knowledge and understanding about how oppression, racism, discrimination and stereotyping affects her/him personally and professionally.
- d. Acquires educational, consultation and training experiences to improve awareness, knowledge, skills and effectiveness in working with diverse populations: ethnic/racial status, age, economic status, special needs, ESL or ELL, immigration status, sexual orientation, gender, gender identity/expression, family type, religious/spiritual identity and appearance.

F. RESPONSIBILITIES TO THE PROFESSION

F.1. Professionalism

The professional school counselor:

- a. Accepts the policies and procedures for handling ethical violations as a result of maintaining membership in the American School Counselor Association.
- b. Conducts herself/himself in such a manner as to advance individual ethical practice and the profession.
- c. Conducts appropriate research and report findings in a manner consistent with acceptable educational and psychological research practices. The counselor advocates for the protection of the individual student's identity when using data for research or program planning.
- d. Adheres to ethical standards of the profession, other official policy statements, such as ASCA's position statements, role statement and the ASCA National Model, and relevant statutes established by federal, state and local governments, and when these are in conflict works responsibly for change.
- e. Clearly distinguishes between statements and actions made as a private individual and those made as a representative of the school counseling profession.
- f. Does not use his/her professional position to recruit or gain clients, consultees for his/her private practice or to seek and receive unjustified personal gains, unfair advantage, inappropriate relationships or unearned goods or services.

F.2. Contribution to the Profession

The professional school counselor:

- a. Actively participates in local, state and national associations fostering the development and improvement of school counseling.
- b. Contributes to the development of the profession through the sharing of skills, ideas and expertise with colleagues.
- c. Provides support and mentoring to novice professionals.

G. MAINTENANCE OF STANDARDS

Ethical behavior among professional school counselors, association members and nonmembers, is expected at all times. When there exists serious doubt as to the ethical behavior of colleagues or if counselors are forced to work in situations or abide by policies that do not reflect the standards as outlined in these Ethical Standards for School Counselors, the counselor is obligated to take appropriate action to rectify the condition. The following procedure may serve as a guide:

1. The counselor should consult confidentially with a professional colleague to discuss the nature of a complaint to see if the professional colleague views the situation as an ethical violation.
2. When feasible, the counselor should directly approach the colleague whose behavior is in question to discuss the complaint and seek resolution.
3. If resolution is not forthcoming at the personal level, the counselor shall utilize the channels established within the school, school district, the state school counseling association and ASCA's Ethics Committee.
4. If the matter still remains unresolved, referral for review and appropriate action should be made to the Ethics Committees in the following sequence:
 - state school counselor association
 - American School Counselor Association
5. The ASCA Ethics Committee is responsible for:
 - educating and consulting with the membership regarding ethical standards
 - periodically reviewing and recommending changes in code
 - receiving and processing questions to clarify the application of such standards; Questions must be submitted in writing to the ASCA Ethics chair.
 - handling complaints of alleged violations of the ethical standards.

At the national level, complaints should be submitted in writing to the ASCA Ethics Committee, c/o the Executive Director, American School Counselor Association, 1101 King St., Suite 625, Alexandria, VA 22314.

Local School Districts by MSCA Division

ANOKA

Andover	Anoka	Anoka Ramsey CC
Anoka Tech College	Blaine	Champlin
Circle Pines/Centennial	Columbia Heights	Coon Rapids
Elk River	Fridley	Spring Lake Park
St. Anthony	St. Francis	Totino Grace

CENTRAL

Aitkin	Albany	Alexandria
Alexandria Tech	Annandale	Atwater-Grove City
Backus	BDRSH (Renville)	Becker
Belgrade-Broton-Elrosa	Benson	Bertha-Hewitt
Big Lake	Braham	Brainerd
Brainerd CC	Brainerd Tech	Brandon
Broton	Browerville	Brownton
Buffalo	Buffalo Lake-Hector	Cambridge
Central MN Christian	College of St. Benedict	Cosmos
Crosby-Ironton	Dassel-Cokato	Dawson-Boyd
Delano	Eagle Valley (Eagle Bend)	Eden Valley-Watkins
Evansville	Foley	Glencoe
Grey Eagle	Hinckley-Finlayson	Holdingford
Howard Lake-Waverly	Hutchinson	Isle
Kimball	KMS (Kerkhoven)	Lester Prairie
Litchfield	Little Falls	Long Prairie
MACCRAY (Clara City)	Maple Lake	Mayer Luthern
Melrose	Milaca	Mille Lacs (Onamia)
Minnewaska (Glenwood)	Montevideo	Monticello
Mora	Motley	New London-Spicer
North Branch	Norwood Young	America
Ogilvie	Osakis	Paynesville
Pierz	Pillager	Pine City
Pine River-Backus	Pine Tech	Princeton
Rockford	Rocori (Cold Springs)	Royalton
Rush City	Sartell	Sauk Centre
Sauk Rapids	Silver Lake	St. Cloud
St. Cloud Cathedral	St. Cloud State U	St. Cloud Tech Col.
St. John's Prep	St. Michael-Albertville	St. John's U
Staples	Staples Tech	Stewart

Swanville	Taylor Falls	Upsala
Verndale	Watertown-Mayer	Willmar
Willmar CC	Willmar Tech	
<i>MINNEAPOLIS</i>		
Minneapolis		
<i>MINNEAPOLIS LAKE AREA</i>		
Apple Valley-Eagan-Rosemount	Bloomington	Brooklyn Center
Burnsville/Savage	Chaska	Eden Prairie
Edina	Hennepin Tech	Hopkins
Lakeville	Minnetonka	Mound Westonka
Normandale CC	North Hennepin CC	Orono
Osseo	Prior Lake	Richfield
Robbinsdale	Shakopee	St. Louis Park
Waconia	Wayzata	
<i>NORTHEAST</i>		
Barnum	Carlton	Chisholm
Cloquet	Cook County (Grand Marais)	Cromwell
Deer River	Duluth	Duluth Tech
Ely	Esko	Eveleth
Floodwood	Fond du Lac CC	Fond du Lac H.S.
Gilbert	Grand Rapids	Greenway (Coleraine)
Hermantown	Hibbing	Hibbing CC
Hill City	International Falls	Lake Superior (Two Harbors)
Lake Superior (Silver Bay)	Little Fork-Big Falls	Mesabi East (Aurora)
McGregor	Moose Lake	Mountain Iron-Buhl
Nashwauk-Keewatin	Nett Lake	Nothland (Remer)
Proctor	Rainey River CC	Range Tech
St. Louis County	St. Scholastica	Tower-Sudan
U of M - Duluth	U of Wisc. Superior	Vermillion SC
Virginia	Willow River	Wrenshall
<i>NORTHWESTERN</i>		
Ada-Borup	Argyle-Stephen	Badger
Bagley	Bemidji	Bemidji State U
Bemidji Tech	Blackduck	Brooks
Cass Lake-Bena	Clearbook-Gonvick-Tra	Climax
Crookston	East Grand Forks	East Grand Forks Tech
Fertile-Beltrami	Fisher	Fosston
Goodridge	Greenbush-Middle River	Grygla-Getzke
Hallock-Humboldt-St. Vincent	Kelliher	Kennedy

Lake of the Woods (Baudette)	Lancaster	LaPorte
Mahnomon	Marshall Co. Central (Newf.)	Marshall Co. East (Gary)
Marshall Co. South (Warren)	Marshall Co. West (Halstad)	Northland Com & Tech Col
Northome	Red Lake	Red Lake Co. (Plummer)
Red Lake Falls	Roseau	Thief River Falls
Thief River Falls Tech	Tri County (Karlstad)	U of M - Crookston
Walker-Hackensack-Akeley	Warroad	Waubun
Win-E-Mac (McIntosh)		

SOUTHEAST

Albert Lee	Alden-Conger	Austin
Austin CC	Austin Pacelli	Belle Plaine
Blooming Prairie	Blue Earth Area	Byron
Caledonia	Cannon Falls	Chatfield
Cleveland	Dover-Eyota	Elgin-Millville
Faribault	Glenville-Emmons	Goodhue
Grand Meadow	Harmony	Hayfield
Houston	Janesville-Waldorf-Pemb.	Jordan
Kasson-Mantorville	Kenyon-Wanamingo	LaCrescent
Lake City	Lanesboro	LeCenter
LeSueur-Henderson	Lewiston-Altura	Lyle
Mabel-Canton	Maple River (Mapleton)	Medford
Montgomery-Londsdale	New Prague	New Rich-Hart-Ell-Gen
Northfield	Owatonna	Pine Island
Plainview	Preston-Fountain	Red Wing
Riverland CC	Rochester	Rochester Com & Tech Col
Rushford-Peterson	Southland	Spring Grove
Spring Valley-Wykoff	St. Charles	St. Clair
St. Peter	Stewartville	Triton (Dodge Center)
United South Central (Wells)	Wabasha-Kellogg	Waseca
Waterville-Elysian-Mor.	Winona	Winona State U
Zumbrota-Mazeppa		

SOUTHWEST

Adrian	Balaton	BOLD (Olivia)
Canby	Cedar Mountain (Morgan)	Comfrey
Cottonwood	Edgerton	Ellsworth
Elmore	Fairmont	Fulda
GFW (Winthrop)	Granada-Huntley-E. Chain	Granite Falls-Clarkfield
Hills-Beaver Creek	HLOL (Lakefield)	Jackson
Lake Benton-Verdi	Lake Crystal-Welcome M.	Lakeview (Cottonwood)

Lincoln Hi (Ivanhoe)	Luverne	Madelia
Mankato	Mankato Loyola	Mankato State U
Marshall	Martin Co. West (Sherburn)	Minneota
Minnesota Valley Luthern	Mountain Lake-Butterfield	Murray County Central
Nettleton College	New Ulm	New Ulm Cathedral
Nicolett	Ortonville	Pipestone-Jasper
Red Rock (Lamberton)	Redwood Valley (Redwood F)	RTR (Tyler)
Sibley East (Arlington)	Sleepy Eye	Southwest State U
Southwestern Tech	Springfield	St. James
SV-RL-B (Round Lake)	Tracy-Milroy	Truman
Utica	Wabasso	Westbrook-Walnut Grove
Windom	Worthington	Worthington CC
<i>ST. PAUL</i>		
St. Paul		
<i>ST. PAUL SUBURBAN</i>		
Cottage Grove	Farmington	Forest Lake
Hastings	Inver Grove Heights	Lakewood CC
Mahtomedi	Maplewood	Mounds View-Irondale
N. St. Paul-Maplewood-Oak.	Northeast Metro Tech	Roseville
South St. Paul	South Washington Co.	Stillwater
West St. Paul	White Bear Lake	Woodbury
<i>WEST CENTRAL</i>		
Ashby	Barnesville	Battle Lake
Breckenridge	Browns Valley	Campbell-Tintah
Chokio-Alberta	Clinton-Graceville-Beardsley	Concordia College
Detroit Lakes	Dilworth-Glyndon-Felton	Fergus Falls
Frazee-Vergas	Hancock	Hawley
Henning	Herman-Norcross	Lac Qui Parle Valley
Lake Park-Audubon	M State - Detroit Lakes	M State - Fergus Falls
M State - Moorhead	M State - Wadena	Menaga
Moorhead	MSU - Moorhead	Morris Area
Nevis	New York Mills	North Dakota State U
Park Rapids	Parkers Prairie	Pelican Rapids
Perham	Pequot Lakes	Rothsay
Sebeka	U of M - Morris	Ulen-Hitterdal
Wadena-Deek Creek	West Central area	Wheaton