



MINNESOTA
SCHOOL
COUNSELOR
ASSOCIATION

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 2018)

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 American School Counselor Association 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, college and career readiness, and social-emotional 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 master's 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 free membership and shall maintain all privileges of professional membership, except where noted in these bylaws.
- c. Student member. A student member must be enrolled in a counselor education program 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. .

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, any active MSCA member 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 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.

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 ten geographical areas called Divisions. The Governing Board of the Association shall have the power to change the number of Divisions and to reestablish the boundaries thereof. (Divisions by school district updated on MSCA website). The Ten Divisions are: CENTRAL DIVISION, SOUTHEAST DIVISION, EAST SUBURBAN DIVISION, SOUTHWEST DIVISION, LAKE AREA DIVISION, ST. PAUL DIVISION, MINNEAPOLIS METRO DIVISION, NORTHEAST DIVISION, WEST CENTRAL DIVISION, NORTHWEST DIVISION

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. The person they are substituting for will verify membership with the President and Division President.

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 carried out. . 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 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, ten Division Presidents and five Standing Committee Chairpersons. The Standing Committee Chairpersons will be appointed by the President for two-year terms, terms may be renewed.
- 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.

- g. 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. Compensation and Expenses of Officers. None of the officers of the Association shall receive compensation for services rendered, except pre-approved items by the board. 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 5. Meetings.

- a. The Governing Board shall meet for its annual meeting the first day of the Annual MSCA Conference. In addition, 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 meetings. 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 100 miles from the site of the Governing Board meetings has the option to be reimbursed for expenses to stay one night in a hotel with submission of receipt. The amount shall be approved by the President and may include special considerations for travel.
- 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. In the event that someone is serving in two positions on the board, that person is only allowed one vote. With discretion of the President, voting can be electronic or by other platforms.
- 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 Executive Committee.
- 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: 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 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.

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 VII: 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.

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 in support of Professional School Counseling.

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 master's degree or higher in counseling or the substantial equivalent and be a school counselor licensed by the Minnesota Professional Educator and Licensing Standards Board or must be engaged in school counseling and/or counselor education in a post-secondary school.
- b. Retired member. A member having reached the age of retirement shall be entitled to free membership 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.

C. 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 may be submitted electronically, with a statement of the specific reasons why revocation is sought, and sent to the MSCA President by signed letter. The concerns must be stated and accompanied by the signature of at least 10 MSCA members in good standing, or one or more members of the MSCA Governing Board.
- b. 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.
- c. Member(s) who receive a notice of intent to revoke membership shall be given 30 days to respond in writing to the concerns stated and to submit the response to the MSCA President.
- d. 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 concerns. The hearing may be conducted in person, via telephone conference call or other mutually agreed upon method. The person(s) bringing the concerns 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.
- e. If a hearing is held, the member(s) in question shall have the opportunity to question witnesses against them. If either party desires legal representation at the hearing, the MSCA President must be notified in writing by certified mail within 30 days prior to the hearing in order to advise the other party to this action.
- f. Revocation, remediation and reinstatement of membership must be approved by two-thirds of the MSCA Governing Board members present and voting. Any members of MSCA's Governing Board who are involved in the charges or concerns stated in any way shall refrain from voting or taking part in the consideration of the issue.
- g. Decisions made by the Governing Board regarding revocation, remediation and reinstatement of membership shall be considered final.
- h. The member(s) charges with violations of Ethical Standards and the person(s) bringing those charges shall be notified by the 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 \$60.00
- Student \$25.00
- Retired FREE

A total of \$5.00 from each membership is designated for MSCA PAC, the nonpartisan political action fund of the organization. MSCA PAC makes contributions to candidates based on their support for school counseling-based initiatives regardless of political party affiliation. Members may opt out of having this \$5.00 of their dues designated for use in the MSCA PAC by checking a box on the membership application. Opting out of the PAC does NOT decrease overall dues. That money will just go back into the general fund.

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 ten geographical areas called Divisions. The divisions are as follows: St. Paul, East Suburban, Minneapolis Metro, Lake Area, Central, Southeast, Southwest, Northeast, Northwest, and West Central.

1. 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. MSCA's annual conference will be planned on rotation by regional divisions.

2. 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.

k. 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 annually . 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 mediator(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 ASCA Ethical Standards for School Counselors.

2. Loyalty

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

3. Conflicts of Interest

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 a Board member 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 Board member 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 board members, (b) a director/board member of a related organization or (c) an organization in or of which a board member of this Organization is a director/board member, officer or legal representative, or in some other way has a material financial interest unless:

- 1) Duty to Disclose
 - a. 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

- a. 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 Board members 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 Board member 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. When any public or press requests occur, the Organizations lobbyist should be included in the conversation to ensure message continuity. When the individual needs to speak in local settings the ends policies and the spirit of the Organization should be at the forefront of any communication. Board members are encouraged to utilize the consultation process to ensure message continuity with the Organization.

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.
3. 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 and represents 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. attend board meetings
- 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. President serves a three year term consisting of President-Elect, President, and Immediate Past President
- b. Perform duties as directed by the Bylaws and/or Governing Board.
- c. Preside at all meetings of the MSCA Governing Board.
- d. Shall represent the MSCA leadership at national, regional and state conferences, workshops and

committee meetings including:

1. ASCA Delegate Assembly
 2. ASCA Annual Conference
 3. ASCA Leadership Development Institute
 4. Minnesota Department of Education - agency, board, committee meetings, workshops when appropriate.
- e. Submit Action Plans to the MSCA Governing Board.
 - f. Prepare any reports requested by ASCA
 - g. Write articles for the MSCA Publication or other publications as requested.
 - h. Shall prepare the agenda for the MSCA Governing Board meetings.
 - 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 Awards Chair 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
 - q. Attend and actively lobby at MSCA 'Day on the Hill'

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 Action Plans 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 annual scholarships.
- i. Attend all MSCA Governing Board meetings.
- j. Assist in submission of articles as requested by the President for the MSCA Publication or other publications.
- 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
- m. Attend and actively lobby at MSCA 'Day on the Hill'

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 Action Plans 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. Assist the Awards Chair to 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. Serve on the Finance Committee.
 - h. Attend all MSCA Governing Board meetings.
 - i. Assist in submission of articles as requested by the President for the MSCA Publication or other publications.
 - j. Attend and actively lobby at MSCA 'Day on the Hill'

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 an electronic 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. Attend and actively lobby at MSCA 'Day on the Hill'
- g. Secretary shall serve two years, except as provided for in Section 3e. of Article IV, and term begins on July 1.

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 an electronic 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 fiscal report shall be made accessible to the professional membership upon request.
- h. Attend and actively lobby at MSCA 'Day on the Hill'
- i. Treasurer serves a two year term except as provided for in section 3e of Article IV. Term begins on July 1.

6. LEVEL VICE PRESIDENTS

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

- c. 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.
- d. Specific responsibilities of Level Vice Presidents include the following.
 - 1. Perform duties as directed by the Bylaws and/or Governing Board.
 - 2. Represent the interests, needs, and concerns of school counselors in respective work level settings.
 - 3. Generate interest in activities within respective work level settings.
 - 4. Represent MSCA at meetings and conferences of other organizations and with media at the state, region and local levels.
- e. Submit Action Plans to the Governing Board.
- g. Assist in submission of articles as requested by the President for the MSCA Publication or other publications.
 - h. Member of selection committee for Scholarship Selection Committees
 - 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.

7. DIVISION PRESIDENTS

Specific responsibilities of Division Presidents include the following.

- a. Division President terms are held in accordance to their division policies.
- b. Perform such duties as may be directed by the Bylaws and/or Governing Board.
- c. Act as special liaisons to the division, keeping the division association members informed of Governing Board actions and other issues
- d. Represent MSCA at meetings and conferences of other organizations and with media at the state, region and local levels.
- e. Represent the interests, needs, and concerns of the respective division.
- f. Communicate the policy and concerns of MSCA to the division's members.
- g. Provide MSCA visibility and increase MSCA membership.
- h. Promote the professional role of the counselor.
- i. Promote, stimulate, and support professional development activities.
- j. Submit **Action Plans** to the Governing Board.
- k. Assist in submission of articles as requested by the President for the MSCA Publication or other publications.
 - l. Attend and actively lobby at MSCA 'Day on the Hill'
 - m. Take a role on a standing or special committee of the MSCA Board

8. GRADUATE STUDENT BOARD MEMBER

Terms of Office

- a. The MSCA President Elect shall oversee the process of annual appointment of the MSCA Graduate Student Board Member.
- b. The position is an appointed position to serve a one-year term from July 1st-June 30th.
- c. Responsibility for the power of appointment will be conducted by President Elect through the google form application
- d. Each Graduate program will be given a google form created by the MSCA board that will standardize the process of yearly nominations.
- e. To be eligible for nomination, the graduate student must be a current member of MSCA and be enrolled at least halftime in an accredited graduate program for School Counselors.

- f. The graduate program must be a planned program of counselor education in the state of Minnesota.

Position Description

- a. Will be a non-voting member of the MSCA board.
- b. Make efforts to recruit, from other school counselor graduate programs, other graduate students to form an advisory structure (members must be members of MSCA but do not have to be attending a Minnesota based graduate school program).
- c. With the leadership of the Graduate Student MSCA Board Member, this advisory structure will devise a means of assessing the current needs of graduate students across the state and create an organized structure to meet those needs.
- d. The purpose, vision and goals of this advisory structure shall be devised as needs are assessed.
- e. Will increase student awareness, membership, and participation in MSCA events and annual conference with special attention to professional development opportunities.
- f. Come prepared to all board meetings representing student needs from around the state and report on activities.
- g. Complete duties that may be assigned or directed by the President or MSCA Board.
- h. Assist in submission of articles as requested by the President for the MSCA Publication or other publications.
- i. Maintain a google drive folder to be passed on to their successor containing pertinent information from the one year term, using the Grad Student MSCA Email account.
- j. Be responsible for a face-to-face transitional meeting with the newly appointed board member to discuss the position description, binder, and other responsibilities.

Annual Graduate Program Rotation Schedule July 1st-June 30th Term

18-19 U of M (Twin Cities)
19-20 St. Cloud State (Central)
20-21 Winona State (Southeast)
21-22 Moorhead State (West Central)
22-23 (Adler)
23-24 Minnesota State University of Mankato (Southwest)

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 postsecondary.

Section A: Procedure

- a. A google form calling for nominations for state officers are to be sent by November 30 to each division president.
- b. The nominations via google form 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 on the form.
- d. Electronic Ballots are to be e-mailed to all MSCA members by March 1 of each election year.
- e. All electronic ballots are to be completed by March 15 and the nominees and nominator notified of the election results by March 31.

- f. The Middle/Junior high, and Post-Secondary Vice Presidents shall be elected in even-numbered years
- g. The Secondary and Elementary Vice Presidents shall be elected in odd-numbered years
- h. Each association member is entitled to vote for any or all of the four level vice presidents representing the four work settings
- i. The Secretary and Treasurer shall be elected biennially on even-numbered years
- j. The Division Presidents shall be elected by their division and their length of term is dependent on their division policy
- k. 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). In the event that two candidates are not identified by the time nominations close, then one candidate shall be put forth. The chair of the nominations committee shall work closely with the Governing Board to do everything possible to try to get two candidates for each position. However, if the nomination deadline approaches and passes and no other candidates steps forward, the one candidate shall move forward as the only candidate. A write in vote is still available.

2. Eligibility for Office

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

- a. A candidate must be a professional member of MSCA as of October 1st of the previous year and 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 elected officers who may become ASCA delegates must be ASCA members.
- b. 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. In the event that two candidates are not identified by the time nominations close, then one candidate shall be put forth. The chair of the nominations committee shall work closely with the Governing Board to do everything possible to try to get two candidates for each position. However, if the nomination deadline approaches and passes and no other candidates step forward, the one candidate shall move forward as the only candidate.
- c. The Nominations and Elections Committee shall conduct elections according to MSCA policies that address nominations and elections.
- d. Nominations and Elections guidelines shall be developed by the Nominations and Elections Committee and approved by the Governing Board.
- e. If any elected officer should be unable to assume office on July 1 or should resign during his/her term of office, the president, with the approval of the Governing Board, shall appoint the officer for the term or unexpired term.

Section D: STANDING and SPECIAL COMMITTEES - CHAIRPERSON ROLE AND COMMITTEE FUNCTION

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

1. PROFESSIONAL DEVELOPMENT COMMITTEE

A. Role of the Chair

- a. Chair appointed by the President
- b. Member of selection committee for scholarship selection
- c. Submit year review annually to President via google drive

- d. Oversee committee plan and goals

B. Role of the Committee

- a. Oversee and promote professional development in the academic, career and social/emotional domains.
- b. Conduct a needs assessment with the MSCA membership to provide relevant professional development
- c. Provide professional development through a variety of medias (webinars, videos, presentations, conferences, etc.) to be posted on website to complete and gain CEU's
- d. Stay up to date on the requirements for giving CEU's to members
- e. Facilitate sharing of professional development opportunities among divisions, such as, asking each division to contribute one webinar to MSCA
- f. Create and update with the Technology Committee a page of resources on MSCA website/Forum Section
- g. Disseminate the MSCA School Counselor Evaluation Tool; and provide training to school counselors and administrators
- h. Establish liaison with appropriate staff at MN Department of Education
- i. Establish liaison with Education Minnesota, Minnesota Association of College Admissions Counselors, Minnesota Career Development Association and other professional organizations that are connected to the field of school counseling
- j. Meet with and report to the MSCA Governing Board

2. HUMAN RELATIONS/ETHICS COMMITTEE

A. Role of the Chair:

- a. Chair is appointed by the President
- b. Shall review the professional standards and ethics of MSCA annually and 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.
- c. Oversee committee plan and goals
- d. Establish relationship with ASCA Human Relations/Ethics Chairperson
- e. Submit year review annually to President via google drive

B. Role of the Committee

- a. Oversee and promote human rights issues for MSCA via listserv, webinars, etc.
- b. Report unethical practices to the appropriate authorities
- c. Facilitate Awards and Recognition
- d. Handle ethical Inquiries
- e. Help to identify and address Human Relations/Ethics concerns as they arise within MSCA through research and evaluation
- f. Increase awareness of Human Relations/Ethics issues by communicating with the MSCA membership through the MSCA listerv, google form, etc.
- g. Assist individual counselors in addressing human rights violations and understanding professional standards and ethics.
- h. Meet with and report to the MSCA Governing Board.

3. GOVERNMENT RELATIONS COMMITTEE

A. Role of the Chair:

- a. Chair appointed by the President.
- b. Oversee Committee Plan and Goals

- c. Submit year review annually to President via google drive

B. Role of the Committee:

- a. Shall coordinate and oversee all legislative and government relations activities with approval of the Governing Board.
- b. Be willing to attend our legislative visits to Washington D.C.
- c. Work closely with our lobbyist and serve as a liaison between the lobbyist and our membership.
- d. Work closely with Public Relations Committee and lobbyists to plan and complete the annual Day on the Hill Event and other strategic initiatives each year
- e. Present at MSCA Conference on how to advocate for the School Counselor profession
- f. Meet with and report to the MSCA Governing Board

4. PUBLIC RELATIONS COMMITTEE

A. Role of the Chair:

- a. Chair appointed by the President
- b. Oversee the plan and goals of the Committee
- c. Submit year review annually to President via google drive
- d. Member of awards & scholarship selection committee

B. Role of the Committee:

- a. Build relationships with new and existing members as well as to provide outreach/education to stakeholders. Oversee and coordinate all publications and public relations activities with the approval of the Governing Board.
- b. Write articles for publication as requested.
- c. Help to develop programs and initiate activities that promote school counselors to the public such as mentorship program, etc.
- d. Meet with and report to the MSCA Governing Board
- e. Reach out to the Public Relations representative of all ten MSCA divisions

5. COMMUNICATIONS AND TECHNOLOGY COMMITTEE

A. Role of the Chair

- a. Chair appointed by President
- b. Oversee the plan and goals of the Committee
- c. Submit year review annually to President via google drive
- d. Maintain and relay communications between the Web Master and the MSCA Board

B. Role of the Committee

- a. Research and share information with the MSCA membership on updates in the area of technology
- b. Write articles for publication as requested
- c. Establish a relationship with the ASCA publication representative to create and publish the MSCA Publication
- d. Manage and improve the MSCA listserv, Membership and Website
- e. Annually review website for improving the layout and where members can find information

6. GRADUATE STUDENT COMMITTEE

C. Role of the Chair:

- a. Chair appointed by the President
- b. Oversee the plan and goals of the Committee
- c. Submit year review annually to President via google drive

D. Role of the Committee:

- a. Write articles for publication as requested.
- b. Meet with and report to the MSCA Governing Board
- c. Make efforts to recruit, from other school counselor graduate programs, going to present at School Counselor Graduate program institutions
- d. Will increase student awareness, membership, and participation in MSCA events and annual conference with special attention to professional development opportunities.
- e. Complete duties that may be assigned or directed by the President or MSCA Board.

SPECIAL COMMITTEES

7. MSCA PUBLICATION

- a. *The MSCA Publication* will be the official newsletter of the Minnesota School Counselors Association.

8. ANNUAL CONFERENCE

The divisions rotate this committee to plan, develop and coordinate all MSCA annual conference activities and programs for the MSCA Annual Conference. (See rotation list on page 40.)

A. Role of the Chair(s)

- 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.

B. Role of the Committee

- a. Represent MSCA as primary contact with vendor organizations for conference events.
- b. Communicate and consult with the MSCA president regarding proposed changes of the contract, services and/or procedures.
- c. Submit a final report to the MSCA Governing Board at the fall meeting and transfer funds to MSCA
- d. Keep track of all conference items in google drive to be passed along to next hosting division.
- e. After the conference meet with next hosting division to go over details of conference planning and exchange google drive documents

9. 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.

A. Role of the Chair

- a. Chaired by President-Elect

B. Role of the Committee

- a. Make recommendations concerning revisions to the Governing Board
- 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. Receive proposed amendments to MSCA's bylaws and submit to the Governing Board. Amendments must be voted on and approved at board meeting

10. FINANCE COMMITTEE

A. Role of the Chair

- a. Treasurer shall chair this committee
- b. Oversee the plan and goals of the Committee

- c. Submit year review annually to President via google drive

B. Role of the Committee

- a. Develop a yearly budget for consideration, possible revision, and adoption by the Governing Board.
- b. Bring to the Governing Board recommendations on new financial policy and/or revisions to existing financial policy.
- c. Make fiscal recommendations to the Governing Board.
- d. Develop budget recommendations for the Annual Conference

11. PROFESSIONAL RECOGNITION AWARDS COMMITTEE

A. Role of the Chair

- a. Appointed and advised by the Immediate Past President.
- b. Shall complete the duties of the MSCA Professional Recognition Awards Committee

B. Role of the Committee

- a. Committee consists of Chair, and at least four other members 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:
- d. The nomination process should be completed by **March 1** for the following awards: School Counselor of the Year, Administrator/Supervisor of the Year, Support of School Counselor, and MSCA Retirement Recognition.
- e. Nomination for the Legislator of the Year Award should be submitted by February 1
- f. Nominations for all awards should be uploaded to the MSCA awards portal
- g. Select the award recipients in the various categories.
- h. 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
- i. Notify all nominators and nominees of the results at least two weeks prior to the MSCA Annual Conference.
- j. Shall publicize the winners in MSCA Publication.
- k. Presentation of the Awards will be at the MSCA Annual Conference
- l. Committee is in charge of purchasing awards and bringing to the annual conference

12. NOMINATIONS AND ELECTIONS COMMITTEE

A. Role of the Chair

- a. Chaired by the President-Elect

B. Role of the Committee

- a. Committee consists of Chair and two members of the Governing Board, each serving alternating two-year terms
- b. Oversees the election of MSCA's Governing Board members
- c. The Committee shall follow the guidelines for selecting candidates for the Association in accordance with the bylaws and the Nominations and Elections policies Section C of Article II of Governance Process Policies.
- d. 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.

- e. Perform such duties as may be directed by the Bylaws and/or Governing Board.
- f. Carry out the responsibilities as listed in the Nominations and Elections Procedures under Section C of Article II Under Governance Process Policies.
- g. Encourage members to seek nomination by presentations at the Leadership Development Institute, articles in MSCA Publication, and MSCA listserv or website.
- h. Screen candidates of all requirements and determine eligibility.
- i. Inform all nominees of eligibility status.
- j. Submit candidates' names and statements to MSCA Webmaster to be posted under the elections
- k. Conduct nominee selection.
- l. Solicit and select additional candidates for the final ballot if an insufficient number of candidates are not selected by the deadline. Move forward with one candidate if two are not identified.
- m. Inform all candidates of election results by email and/or letter.
- n. Review and update nominations and elections procedures.
- o. Facilitate the process of selecting qualified candidates for MSCA office.
- p. Include activity update in President-Elect's Action Plan.

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.
- c. Governing Board members submit a Action Plan 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 Action Plan 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 electronic vote.

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 overpayment 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 mileage for one way of travel. When attending the above mentioned functions not affiliated with a MSCA sponsored workshop or conference are then reimbursed mileage for

round trip. Mileage 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 \$125** for hotel/motel expenses incurred prior to a governing board meeting if they live **more than 100 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, President-Elect, and Past-President 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. 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.

Article II: Award Recipients

Professional School Counselor of the Year award recipients will receive one complimentary MSCA Professional Membership for the subsequent school year following the conference.

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. Professional School Counselor of the Year
 - A. Elementary
 - B. Middle/Junior High
 - C. Secondary
 - D. Post-Secondary
 - E. Multilevel Counselor of the Year
2. Administrator/Supervisor of the Year
3. Legislator of the Year Award
4. MSCA Retirement Recognition
5. MSCA Scholarship
6. Support of School Counselor Award
7. MSCA Potential School Counselor Scholarship
8. MSCA Lifetime Achievement Award

Section B: Nomination Procedures

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

Submit nomination materials for each nominee on the MSCA Awards portal. Each nomination must contain these items:

1. 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 point person. . This does not apply for the legislator or advocate of the year category.
2. Each nomination 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.
3. Official MSCA nomination form
4. Statement from the nominator. The nominator may be the Division Counseling Association or any individual. The statement should describe the reasons for the nomination, explaining the program, activities or contributions which demonstrate the individual's worthiness to receive the award. This

work must relate to the recognition criteria of the award. The nominator will be asked to present the award at the Recognition Banquet.

5. Testimonies and/or letters of recommendation demonstrating nominee's worthiness to receive the award. This must include (but is not limited to):
 - a. Letter of recommendation/support from the nominee's supervisor/administrator.
 - b. Letter of recommendation/support from a colleague

Two letters of recommendation/support from other administrators, colleagues, parents, students, community leaders, etc. 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 rights 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.

6. Nominees for all awards are due MARCH 1.

7. ALL NOMINATION MATERIALS SHOULD BE UPLOADED AT THE MSCA AWARDS PORTAL:

<http://www.minnesota.schoolcounselorawards.org/scoy/>

Section C: Nomination Requirements and Eligibility by Award

1. PROFESSIONAL SCHOOL COUNSELOR OF THE YEAR AWARDS

Elementary, Middle/Junior High, Multi-Level, Secondary and/ or Post-Secondary

The purpose of the award is to recognize an Elementary, Middle/Junior High, Secondary, Multi-Level, 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, social/emotional 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 profession. 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 THE YEAR

The purpose of the award is to recognize a supervisor or administrator whose leadership and outstanding services have impacted the school 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 school 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 school counseling services is nominated, 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 MSCA 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, social/emotional 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. 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. 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.

I. ELIGIBILITY FOR CONSIDERATION:

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.

II. 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.

III. 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.

4. MSCA RETIREMENT RECOGNITION

MSCA RETIREMENT RECOGNITION is to publicly recognize those persons who have been employed as school counselors in Minnesota. Any mid-year retirements will be recognized at the conference, following their retirement. Division Presidents must send names or retirees within the Division to the Professional Recognition Awards Chair by **March 1**.

I. RECOGNITION CRITERIA:

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

II. PRIVILEGES:

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

5. THE MSCA-WELLSTONE LEGACY AWARD

In honor of the work of U.S. Senator Paul Wellstone, the Minnesota School Counselors Association will select 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.

I. ELIGIBILITY FOR CONSIDERATION:

- A. 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.

II. RECOGNITION CRITERIA:

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.

III. PROCEDURES FOR NOMINATION

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.

IV. PRIVILEGES:

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.

6. MSCA SCHOLARSHIP PROCEDURE

I. 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. Scholarship applications are available in late December, and the deadline for return of entries is March 1.

B. The Presidents of the 10 MSCA Divisions receives 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 20***.

II. 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 into 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 10 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 10 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 given access to the 30 final entries and a judging form. Each member will judge the top three finalists in each division. The ranking sheets will be returned to the Professional Recognition Awards chair by **APRIL 1**, 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.

7. 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. Student must be an MSCA member and either a resident of Minnesota or attending a Minnesota School Counseling program to be eligible for the scholarship. Application deadline is **March 1**, the winner will be notified by April 15 and the award will be presented at the Annual MSCA Conference.

I. 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

II. 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)
- F. **SUBMITTED BY MARCH 1**

III. 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. Scholarship applications will be read by the President-Elect, the Level Vice-Presidents, Public Relations Chair.

8. THE MSCA LIFETIME ACHIEVEMENT AWARD

I. ELIGIBILITY FOR CONSIDERATION:

- A. Minimum of 20 years experience and service in the field of professional school counseling at either the K-12, postsecondary, or combination of both
- B. Licensed as a school counselor in either Minnesota or previous state during the 20 years
- C. Currently licensed as a school counselor in Minnesota
- D. Active or retired MSCA member

II. RECOGNITION CRITERIA:

The categories of consideration for nomination for the award shall be given to an individual who has accomplishment(s), meritorious service, or made a contribution to Minnesota School Counseling in some profound way, above and beyond the average. Selection is rare. Not to be awarded (necessarily) each year.

III. PROCEDURES FOR NOMINATION

- E. Selection can be by nomination to the executive board (president, past-president, president-elect), or the executive board can select independently.

IV. PRIVILEGES: The award is honorary. No fiscal attachment other than typical award ceremony for honorees at MSCA annual conference (plaque, awards dinner with guest(s),etc.)

ARTICLE IV: PARLIAMENTARY PROCEDURE GUIDE

A. 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.

B. 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

C. Motions

- a. The motions in this chart are arranged in the order of their precedence or rank.
- b. Number 1 - to fix time and place of next meeting has highest rank.

- c. Number 20 - Main Motions, has lowest rank.
- d. Incidental Motions have no order of precedence among themselves.
- e. Two-thirds (2/3) refers to Vote required, all other - Majority.

D. 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*.

**ARTICLE V: 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. The Minnesota School Counseling Association utilizes the adopted position statements of the American School Counseling Association. If a need arises for the Minnesota School Counseling Association to develop a position statement that is not covered by the American School Counseling Association the following procedure would be used after reflection and consideration regarding the need of the position statement.

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.

I. MSCA POSITION DEFINITIONS / PROCEDURES

A. 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.

B. 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:

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

C. Procedures for Development- Topics for position statements may be identified by any source with the guidelines listed under B. being adhered to in topic selection.

1. Outline for position statements.

- a. Title
- b. Brief introductory paragraph
- c. Statement defining issues
- d. Description of terms, if applicable
- e. Statement of position
- f. Maximum length: three (8 1/2 x 11) single space typewritten pages (briefer statements are preferred)

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

- a. Primary writer(s) must be professional members of MSCA
- b. Writer(s) should have some experience, knowledge and understanding of the topic
- c. Prospective writer(s) should be solicited from person(s) submitting topic
- d. Writer(s) will remain anonymous, as statements will represent the position of the Association upon adoption.
- e. No honorariums shall be paid to writer(s)

D. Process of Adoption

1. 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).

2. 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.

3. 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).

E. Distribution after Adoption- The MSCA Governing Board will determine the necessity and method of distribution. Suggested alternatives:

1. Publication in MSCA *listserve*, and other professional newsletters and journals.

2. Through communications from MSCA president to other Divisional, Branch leaders.

3. Miscellaneous distributions: to appropriate professional associations, governmental agencies, members of State Legislature and other appropriate governmental agencies.

ANNUAL CONFERENCE ROTATION

2014	Lake Area
2015	Central
2016	Southeast
2017	East Suburban
2018	Southwest
2019	St. Paul
2020	West Central
2021	Northeast
2022	Minneapolis Metro
2023	Northwest

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	Unlocking a World of Potential
2013	Northwest	Trailblazing Life's Journey
2014	Lake Area	Destination Graduation & Beyond!
2015	Central	Better Your Best, Rockin' Above the Line- School Counselors Rock!
2016	Southeast	Find Your Inner Superhero
2017	East Suburban	MSCA The Real World- School Counselors Unplugged
2018	Southwest	Anchor Your Passion
2019	St. Paul	

ROTATION FOR PRESIDENT - ELECT CANDIDATES

2017 CENTRAL – NORTHWEST

2018 LAKE AREA – MINNEAPOLIS METRO

2019 NORTHEAST-SOUTHEAST

2020 WEST CENTRAL- SOUTHWEST

2021 ST PAUL-EAST SUBURBAN

2022 CENTRAL- NORTHWEST

2023 LAKE AREA- MINNEAPOLIS METRO

REPEAT

For Reference:

See Website – www.mnschoolcounselors.org for all forms related to scholarships, school districts in each division, and the ASCA Ethical Standards.