



**Kansas School Counselor Association
Policies and Procedures Manual**

Adopted July 1995
Revised April 2014
Revised October 2023

I. BUDGET

1.1 Balance Budget

The President shall recommend a one-year balanced budget to the Governing Board by July 1.

1.2 Fiscal Responsibility

Those committees and officers who have budget lines are required to adhere to their respective budgets. Budget transfers must have the approval of the KSCA Board.

1.3 Committee Budget Requests

Budget requests from committee chairs –designate must be accompanied by a plan of action and submitted to the President-Elect by the July 1 deadline.

1.4 Automatic Payments

When payments are made out of a line budget, the person responsible for that line will be notified, in a timely manner, by the KSCA treasurer.

1.5 Budget Notification

Committee chairs and officers will be given a summary of their budget expenditures at the August board meeting or the first meeting of the new year.

II. FISCAL MATTERS

2.1 Deposits and Signatures

The funds of the Kansas School Counselor Association shall be deposited at a bank of the Treasurer's choice.

Requests for reimbursement by board members should be sent to the Treasurer with any necessary receipts within 30 days. Payment should be made within 30 days to the appropriate vendor. The Treasurer will provide a monthly report, ensuring a checks and balance system.

2.2 Responsibilities for Income

- Membership dues are automatically deposited into the KSCA bank account.
- The Treasurer will deposit non-dues income.
- The Treasurer will provide a monthly income report from the KSCA accountant.

2.3 Responsibilities for Expenses

- The Treasurer will reimburse requested expenses as the budget allows and per policy and procedures

III. TRAVEL

3.1 Meeting Reimbursement

KSCA provides reimbursement for travel and will provide lunch when necessary for officers and committee chairs for up to two KSCA meetings. The rate for mileage will depend on the yearly IRS Standard Mileage Rates. When possible, meetings will be held virtually, in which case no reimbursement will be given.

3.2 LDI and ASCA Conference for KSCA Past-President, President, and President Elect

KSCA will provide three stipends, determined by budget, for the Past-President, President, and President-Elect to attend LDI and ASCA. These stipends will be used for travel reimbursement such as conference registration, lodging, meals, airfare and/or transportation.

No expenses for liquor will be paid. It is expected that the most direct and economical means of transportation to and from the conference site be selected. It should not be expected that KSCA pay for extensions due to personal related leisure or business. Circumstances that warrant a flight change are not the responsibility of KSCA.

Presidents need to contact their employer to inquire about financial support they may provide for conference attendance and use these funds prior to requesting reimbursement from KSCA.

3.3 LDI and ASCA Conference Scholarships for Two KSCA Board or Committee Members

KSCA will provide two stipends, determined by budget, for the KSCA Board Members to attend LDI and ASCA. These stipends will be used for travel reimbursement such as conference registration, lodging, meals, airfare and/or transportation. These board members will be chosen by application.

No expenses for liquor will be paid. It is expected that the most direct and economical means of transportation to and from the conference site be selected. It should not be expected that KSCA pay for extensions due to personal related leisure or business. Circumstances that warrant a flight change are not the responsibility of KSCA. To apply, board/committee member(s) will need to

complete the application by January 1st. The President, Past-President, and President-Elect will review each application and grade them based on the prepared rubric.

Applicants need to contact their employer to inquire about financial support they may provide for conference attendance and use these funds prior to requesting reimbursement from KSCA.

3.4 Delegate Assembly at ASCA

Due to convention breakout content, priority for attendance will be given but not limited to Past-President, President and President Elect.

IV. GOVERNING BOARD

4.1 Proxy

When a voting board member cannot attend a voting meeting, they will give their vote, by proxy, to another voting board member via email, prior to the meeting.

4.2 Board Roster

A roster of the Governing Board shall be published in the KSCA Website.

4.3 Appointed Positions

The KSCA President will have the responsibility of appointing KSCA members to serve as school counselor representatives when requested and appropriate (example: ASCA committees).

V. GOVERNING BOARD MEETINGS

5.1 Publishing of Meeting Minutes

Secretary can provide minutes upon written request.

5.2 Meeting Agenda/Monthly Reports

Agenda items/monthly reports for the Governing Board meeting will be submitted to the President at least one week in advance of the meeting.

5.3 Officer and Committee Reports

Committee Chairpersons and Officers shall submit written reports before the Governing Board meetings. These shall become a part of the record of the meetings.

5.4 Meeting Schedule

Executive board will meet monthly. All KSCA board members, chairs, and committee members will meet in the alternating months as determined by the President. KSCA president will set the meeting dates and send them to members by the end of August.

Chairs and committee members will be meeting on their own on a monthly basis. Chairs should submit a monthly report to the President a week before the regularly scheduled KSCA meeting.

The annual business meeting for all KSCA members shall be held at the annual KSCA conference.

5.5 KSCA On Boarding Process

KSCA Executive Board, Board (VP's), committee chairs, and committee members will be required to attend a yearly onboarding meeting. As part of this, members will be asked to sign various documents, which could include a commitment to KSCA, conflict of interest, whistleblowing, and/or a document retention policy. This training and these forms establish expectations, and as an organization KSCA strives to introduce everyone to best practices.

VI: KSCA OFFICERS

6.1 The Executive Board

The Executive Board shall be the President, Past President, President-Elect, Secretary and Treasurer.

6.2 The elected board (KSCA Board)

The elected board shall be President, President-Elect, Past President, Secretary, Treasurer, and the five Vice-Presidents as follows:

Elementary (typically K-5)

Middle (typically 6-8)

Secondary (typically 9-12)

Multi-Level (This will be a new position for the 2024-2025 term.)

Post-Secondary

6.3. All elected board members shall be:

1. Current members of KSCA,
2. Current members of ASCA,
3. Strongly encouraged to attend ASCA Leadership Development Institute (as budget allows),
4. Employed as a licensed school counselor, director of school counseling, or school counselor educator in the State of Kansas, employed by the state in a school counselor leader role, OR enrolled in a Ph.D. program related to counseling education.

6.4 President-Elect

Candidates for the office of President-Elect are strongly encouraged to serve as a member of the KSCA governing board for at least one full year prior to being elected.

6.5 Secretary, Treasurer, and Level Vice-President

Candidates for these offices are strongly encouraged to serve as a KSCA Committee Chair for at least one full year prior to being elected.

6.6 Vice-Presidents

All elected Vice-Presidents are required to be employed at the level they represent.

6.7 Terms

The term of office for President, President-Elect, and Past-President shall be one year each. The President-Elect shall succeed to the office of President. The President shall succeed to the office of Past-President.

The term of office of the Vice-Presidents, Secretary, and Treasurer shall be two years.

The term of office will begin July 1 following the election.

6.8 Candidate Certification

Candidates must hold a valid school counselor license or certificate issued by a state department of education or equivalent state or federal agency on the due date for the submission of candidate applications.

VII. COMMITTEE MEMBERSHIP

7.1 Diversity of Committee Membership

The committee chairs shall make all reasonable attempts to have diversity among the committee membership. Diversity entails various levels (Elem, Middle, High, Multi-Level, and Post-secondary) among the Board as well as representation across the state.

7.2 Replacement of Committee Chairs

When a committee chair cannot fulfill his/her duty, it shall be the responsibility of the President to replace that individual. Recommendations of the committee members shall be considered.

7.3 KSCA Membership

The Past-President shall verify that all committee members are KSCA members in good standing. It is preferred that they hold a current ASCA membership. Committee Chairs must hold a valid school counselor license or certificate issued by a state department of education or equivalent state or federal agency on the date appointed. If a KSCA member has not graduated from a school counseling program and is not yet licensed, they can serve as a committee member, but not a committee chair (with the exception of the Graduate Chair) or any elected position on the board.

7.4 Governing Board as Committee Members

Members of the Governing Board may not serve on KSCA standing committees unless authorized by the KSCA Board.

7.5 Approval of Committee Chairs

All appointments of committee chairs shall be confirmed by the Governing Board.

7.6 Committee Vacancies

Vacancies on committees shall be filled by the Chair of the committee. Governing Board members shall be notified of the appointment.

7.7 Focus Groups

Committee chairs can request permission from the President to create a focus group (of current KSCA members) to gather information on how to enhance the committee or to seek volunteer opportunities for the specific committee.

VIII. COMMITTEE PROCEDURES

8.1 Standing Committees

The standing committees of KSCA shall be:

Awards

Ethics

Membership

Recruitment

Technology and Social Media

Diversity, Equity, and Inclusion

Graduate Student Liason

Advocacy

Professional Development

8.2 Reports

Each committee shall present a plan of action for the year (goals) and shall report updates monthly.

8.3 Special Committees

Committees or work groups formed to accomplish specific functions shall report to the standing committee charged with that goal.

8.4 Awards Procedures

The following are annual KSCA Awards: Principal Advocate Award, Hall of Fame, Promise Award, and Kansas School Counselor of the Year.

Principal Advocate Award: The nominator has to be a licensed school counselor and a KSCA Member for the Principal Advocate Award. If the nominator is not a KSCA member and licensed school counselor, the application will not be considered.

Hall of Fame: Nominees for this award must be current KSCA members. This award recognizes years of outstanding service to the school counseling profession.

Promise Award: This award is for new counselors in the field. Nominees must be in their first-fourth year(s) as a licensed school counselor. Nominees must be a current KSCA member.

Kansas School Counselor of the Year: This award will be aligned to the best of our ability with ASCA stipulations. This includes being a KSCA and ASCA member. KSCA also requires five years experience as a licensed school counselor. If you are selected as the Kansas School Counselor of the Year, you cannot be nominated again in the future. If you are a Kansas School Counselor of the Year Finalist, you can be nominated again.

8.5 Scholarships

KSCA will award scholarships for KSCA member graduate students who are in an in-state (Kansas) school counseling program, to attend the KSCA Spring Conference. This scholarship will cover the cost of several student registrations, depending on our budget.

IX. NOMINATIONS AND ELECTIONS

9.1 Elections

KSCA elections shall be conducted prior to the annual business meeting or at the spring meeting of KSCA. The immediate Past President is responsible for securing a slate of candidates, overseeing the election process, and notifying candidates and the membership of election results. The President and President-Elect shall also provide a system of checks and balances to ensure candidates are qualified.

X. MEDIA

10.1 Web Page

The KSCA web page address is www.kansasschoolcounselor.org

XI. BOARD ROLES AND RESPONSIBILITIES

KSCA Board Roles and Responsibilities have been established and will be updated as needed. A clear definition of the roles and responsibilities need to be available. [Link](#)

*Revised and Adopted October 2023

