



ORGANIZATIONAL HANDBOOK

GSCA ORGANIZATIONAL HANDBOOK

TABLE OF CONTENTS

1. INTRODUCTION	3
A. REVISIONS TO GSCA POLICY AND PROCEDURE	3
2. MEMBERSHIP	3
A. TYPES OF MEMBERSHIP	3
B. DUES STRUCTURE	4
C. RIGHTS AND PRIVILEGES	4
D. SEVERANCE OF MEMBERSHIP	4
3. ORGANIZATIONAL FRAMEWORK & GOVERNANCE	6
A. GOVERNANCE STRUCTURE	6
B. REGIONS (REGION MAP BY COUNTY IN APPENDIX)	6
C. CONTRACTUAL SERVICES	6
4. GSCA POLICIES AND PROCEDURES	7
A. FIDUCIARY RESPONSIBILITY	7
B. GSCA FINANCIAL POLICIES	8
C. RECORDS RETENTION	14
D. CONFLICT OF INTEREST	14
E. WHISTLEBLOWER	15
F. ENDORSEMENT POLICY	15
G. POSITION STATEMENTS	16
H. GSCA PRIVACY GUIDELINES	17
I. NOMINATIONS AND ELECTIONS PROCEDURES	18
J. PROFESSIONAL RECOGNITION	25
K. SCHOLARSHIPS & GRANTS	30
L. POLICY FOR MEMORIALS/HONORARIUMS	32
M. PUBLICATIONS	33
N. GSCA WEBSITE CONTENT POLICY	35
O. EVENTS	35
5. GOVERNING STRUCTURE & JOB DESCRIPTIONS	42
A. EXECUTIVE BOARD	42
B. LEADERSHIP TEAM	48
C. COMMITTEE CHAIRS	49
D. MEMBERSHIP SECTION LIAISONS	54
6. APPENDIX	58
A. REGION MAP AND LISTING BY COUNTY	58
B. ALLOWABLE EXPENSES FOR LEADERS WHILE TRAVELING	59

1. INTRODUCTION

a. Revisions to GSCA Policy and Procedure

- i. All major or substantive changes in the Policies and Procedures must be approved by the Executive Board.
- ii. Changes are recommended and approved by the Executive Board, as needed. The changes adopted are effective immediately but may be implemented at the beginning of the next fiscal year. Exceptions may be noted by Executive Board and could include changes that first requires a Bylaws change.
- iii. Individuals serving in the following leadership positions are specifically responsible for Policy and Procedure review as needed and recommending updates:
 1. Parliamentarian: Reviewing and recommending revisions of the policies and procedures or the bylaws to ensure consistency in content.
 2. Immediate Past President: Reviewing and recommending revisions of the Job Descriptions
 3. Secretary: Adding current year's motions to the Summary of Major Motions
 4. Conference Coordinators: Reviewing and recommending revisions of the conference section

2. MEMBERSHIP

Membership in GSCA is open to anyone who qualifies according to Article III. Section 2. of the Bylaws.

a. TYPES OF MEMBERSHIP

i. Professional Membership

Professional membership is open to individuals who qualify in either of the following ways: (1) Hold a professional certificate from the Professional Standards Commission in the field of school counseling, or (2) Hold a master's degree or higher in counseling and are employed as either a school counselor, a supervisor of professional school counselors, or as a counselor educator in a graduate program that prepares professional school counselors.

ii. Student Membership

Student members must be engaged in a planned program of counselor education designed to result in a degree in school counseling or in certification as a school counselor. No person shall be eligible to be a student member who has held that status for three (3) years. Student membership is only available to full-time students who do not qualify for professional membership, however student membership may be retained for one year following graduation even if employed and eligible for professional membership.

- iii. *Retired Membership*
Retired membership shall be available to professional members who retire after at least five years of active service. Retired members have all the privileges of professional membership but shall pay the same reduced rates as student members.
- iv. *Affiliate Membership*
Affiliate membership in the organization shall be available to interested individuals, not qualifying for professional or student membership.
- v. *Honorary Membership*
Honorary membership shall be given to those persons who have performed outstanding services in or for the fields of education and counseling. Standards for election to such membership shall be determined by the Executive Board. All GSCA Past Presidents shall be granted Honorary Membership for Life.

b. DUES STRUCTURE

- i. Dues shall be reviewed annually by the Executive Board for all categories of members. If the Executive Board approves a dues increase in excess of 20%, it must go to the Membership Assembly for final confirmation. GSCA strives to provide maximum member benefits at the lowest possible cost. The current dues rates for different types of memberships are listed on the GSCA Membership Application.
 - 1. Professional - \$70
 - 2. Affiliate - \$70
 - 3. Retired/Student - \$38
 - 4. Honorary - \$0

c. RIGHTS AND PRIVILEGES

- i. All members shall receive the rights and privileges accorded their membership category in the GSCA policies without regard to ethnic or national origin, race, color, religion, creed, sex, sexual orientation, disability or age.
- ii. Professional, student, and retired members may vote on all matters at the Membership Assembly, shall be able to initiate motions, to hold standing committee and committee chair positions and Professional and Retired shall be eligible for election to the Executive Board. Honorary members may be eligible to run for elected office if they waive their honorary status for the period of time in which they are running and would hold office.

d. SEVERANCE OF MEMBERSHIP

- i. Members may be disciplined or dropped from membership for the following reasons:
 - 1. Non-payment of dues
 - 2. Revocation of license or credentials
 - 3. Violation of ASCA's Ethical Standards for School Counselors
 - 4. Any other reason deemed by the Executive Board to be in the best interest of GSCA

ii. Revocation Process

1. Revocation of membership for non-payment of dues shall occur following 30 days of non-payment. Special arrangements can be made with the Executive Office in the instance of delay due to illness, school/district paying, etc. Granting of special arrangement is at the discretion of the Executive Office.
2. The following process shall be used to determine revocation of GSCA membership except in the case of non-payment of dues.
 - a. A request to revoke membership must be made in writing, with a statement of the specific reasons why revocation is sought, and sent to the GSCA President at the address of the Executive Office. The request must include the signature of at least 10 GSCA members in good standing and at least one member of the Executive 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 GSCA Executive Board eligible to vote. The member(s) in question must be advised in writing of the reasons for the proposed action. Any members of the GSCA Executive Board who are involved in the charges in any way shall refrain from voting or taking part in the consideration of the issue.
 - c. Member(s) who receive a notice of intent to revoke membership shall be given 30 days to respond in writing to the charges and to submit the response to the GSCA President.
 - d. Member(s) who receive a notice of intent to revoke membership shall be given the opportunity appear before GSCA's Executive Board or a mutually agreed upon impartial body consisting of not less than three nor more than seven individuals selected by the President with concurrence of the Executive Board. Such impartial body shall exclude any GSCA members involved with the charges. The hearing may be conducted in person, via telephone conference call or other mutually agreed upon method. The person(s) bringing the charges shall also have an opportunity to appear at a hearing. If any costs are incurred to hold a hearing, such costs shall be paid by the party that requests the hearing. The impartial body shall present its findings and recommendations for revocation, remediation and reinstatement to the Executive 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 GSCA President must be notified in writing by email at least 30 days prior to the hearing in order to advise the other party to this action. Such email must be confirmed received within 3 business days. Should an email not be confirmed received, such notice must be sent by certified mail.
 - f. Revocation, remediation and reinstatement of membership must be approved by two-thirds of the GSCA Executive Board members eligible to vote. Any members of the GSCA Executive Board who are involved in the charges in any way shall refrain from voting or taking part in the consideration of the issue.
 - g. Decisions made by the Executive Board regarding revocation, remediation and reinstatement of membership shall be considered final.
 - h. The member(s) charged with violations of Ethical Standards and the person(s) bringing those charges shall be notified in writing by certified mail by the GSCA President within 30 days of the final action taken by the Executive Board.

3. ORGANIZATIONAL FRAMEWORK & GOVERNANCE

a. GOVERNANCE STRUCTURE

i. Membership Assembly

The composition and functions of the Membership Assembly can be found in Article IV of the Bylaws.

The Membership Assembly shall convene at an annual business meeting held each year which may be held at the annual conference and/or at other such times as deemed necessary by a majority of the Executive Board. Business meetings may be considered to be in person, such as if held at the annual conference, or electronic, with questions for voting by the Membership Assembly being put forth by telecommunication or online ballot.

In the case of an online ballot, GSCA shall deliver a ballot to every member entitled to vote on the matter. The ballot may be delivered by an online voting Web site mechanism or other electronic means as long as results can be documented and recorded. Membership Assembly shall be given thirty (30) days notice when an online vote is to be taken, except as otherwise outlined herein (i.e. elections). Additionally, each vote shall specify the time by which a ballot must be received in order to be counted. As set forth in the Bylaws (Article IV, Section 2, article c) all questions voted on by the Membership Assembly shall be decided by a simple majority of all eligible members voting.

ii. Executive Board

The Executive Board is responsible for making decisions and conducting the business affairs of the Association on a daily basis. The composition, powers, functions, and meetings are specified in Bylaws Article VI. The President and Parliamentarian have the authority to determine meeting format (in person or virtual) and whether or not to allow phone-in participation at an in-person meeting.

b. REGIONS (Region Map by county in Appendix)

The GSCA Bylaws, in Article VI.2.d., mandates that the Executive Board shall establish and maintain geographical regions and/or sub-regions of the Association. Membership in a region is determined by the current work setting location, if still employed. Retired members who have moved into another region may choose to continue current region affiliation or change to the closest region to their new residence. Student members will not be required to align with a region.

c. CONTRACTUAL SERVICES

The Executive Board may engage contractual services on a short-term or on-going basis, per Bylaws Article VI, Section 2. The following services are deemed necessary on an annual basis for smooth and efficient functioning of the organization. Scopes of services are an integral part of all the contracts and define specific requirements.

All contracts are required to be competitive and each position will undergo an annual performance review process, as deemed necessary by the Executive Board.

i. Association Management Company (AMC)

The Executive Board may employ an Executive Secretary, Executive Director, or Association Management Company (AMC). If the Executive Board chooses to do such, it shall provide a written job description as agreed upon in the contract, compensation rate, and annual performance review process. The holder of this position shall maintain the official GSCA office.

1. Purpose: To maintain the GSCA business office and fulfill the responsibilities as defined in the contract between GSCA and AMC
2. Bylaws Specifications: Article VIII, Section 3

ii. Accountant

The Executive Board may employ an accountant to provide for Association needs in the areas of accounting and tax services. If the Executive Board chooses to do such, it shall provide a written job description, compensation rate, and annual performance review process.

iii. Printer

Printing services are required annually and the Executive Board may elect to solicit bids: 1) for each specific job separately, i.e., the *GSCA Journal* or conference program, or 2) to contract with one printing company on an annual basis for all printing needs.

1. Purpose: To provide standard and customary printing services (materials, artwork, etc.) per contract for GSCA publications, conference programs and registration materials, letterhead, ballots, business cards, etc., and to coordinate mailing of GSCA publications.

iv. Photographer

The Executive Board may contract with a Photographer to chronicle the events of the association. If the Photographer is a member of GSCA then this position will also be considered to be a member of the Leadership Team.

- a. The photographer may be one of the following:
 - i. Contracted (compensated) member of the Leadership Team
 - ii. Uncompensated member of the Leadership Team
 - iii. Contracted position
- b. Duties and Responsibilities: The Photographer
 - i. Photograph the Leadership Development Institute and Annual Conference.
 - ii. Provide any equipment, props, or materials needed.
 - iii. Provide images to GSCA staff by 30 days following the close of the event.

4. GSCA POLICIES AND PROCEDURES

a. FIDUCIARY RESPONSIBILITY

The Georgia School Counselor Association, like other nonprofit corporations, is run by an Executive Board that has the authority to govern the association.

As directors of GSCA, all Executive Board members are “fiduciaries.” This means that they share specific ethical and legal responsibilities and liabilities to act for the benefit of, and in the best interest of, GSCA. GSCA members expect all board representatives to exercise sound fiduciary responsibility in all areas.

Three basic standards of conduct and attention are inherent in being a fiduciary: the duties of care, loyalty, and obedience.

The Duty of Care is the level of competence that is expected of a board member, commonly expressed as “...*care that an ordinary prudent person would exercise in a like position and under similar circumstances.*” This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization. Board members must act in full accord with the association bylaws, policies, procedures, and other official documents in deliberating issues and determining which actions are best for the entire association.

The Duty of Loyalty is a standard of faithfulness. This means giving undivided allegiance to GSCA when making decisions that impact the organization. Thus, as fiduciaries of the association, board members cannot favor one group of members over another nor can they have any conflict of interest with GSCA. It is inappropriate to use any information obtained as a board member for personal gain, but rather members must act in the best interests of the association.

The Duty of Obedience requires that board members are faithful to the association’s mission and do not act in such a way that is inconsistent with the mission or central goals of GSCA. Members comply with adopted policies and support the entire board’s orders, advice and direction. Individual members of the board may not misrepresent nor act in any manner that the board has not authorized or that violates GSCA policy. **The “principle of collegiality” requires that the board act as a whole, not as individuals.**

To be most effective, these three standards of fiduciary responsibility require the additional qualities of Trust, Leadership and Credibility. To best serve our members, we must build *trust*, show strong *leadership* ability and establish *credibility* as a nonprofit association serving the needs of professional school counselors and the students of Georgia.

Originally adapted from Board Source (2006) and an article in *Counseling Today* (1994) and Wayne Huey, former GSCA President.

b. GSCA FINANCIAL POLICIES

The Finance Committee of the Georgia School Counselor Association (GSCA) is responsible for monitoring the financial affairs of the association. The committee is

also charged with the responsibility of developing an annual budget, which is driven by the goals and purposes of the association as expressed in the GSCA Bylaws and Strategic Plan. Input from the President Elect and from various individuals responsible for leadership positions is also solicited. A more complete description of the budgeting process is included in the job description of the Finance Committee. In addition to monitoring the financial affairs of the association and developing a budget, the Finance Committee makes financial policy and fiscal recommendations to the GSCA Executive Board.

All GSCA leaders are encouraged to exercise sound fiscal judgment and to be as cost efficient as possible in carrying out association duties. GSCA, however, discourages the use of resources and materials paid for by a member's local employer in carrying on GSCA work.

Included herein are:

1. The GSCA Financial Policies
2. A general timeline for the operation of the Finance Committee

i. GENERAL FINANCIAL PROCEDURES

3. FINANCE COMMITTEE

Composition. The composition of the Finance Committee shall be the Treasurer (Chair), President, President-Elect, one Past President elected by the membership, one dues paying member elected by the membership (Past Presidents ineligible) and a representative of the AMC.

4. GUIDING PRINCIPLES

GSCA strives to maintain approximately one year's operating budget in reserves. The values of GSCA are to re-invest, to the extent fiscally prudent, funds in excess of one year's operating budget into the membership in the form of additional programs and services, particularly as relates to fulfillment of strategic plan initiatives.

Reserves may be in the form of a cash account (checking/savings) or another reasonably low risk mechanism such as a CD, Mutual Fund or Money Market. The Finance Committee shall identify, evaluate and recommend to the Executive Board investment avenues and dollar amounts for Executive Board approval. A minimum of annually, the Finance Committee will review and adjust, as needed based on projected cash flow, the desired composition of GSCA assets among and between cash accounts and investments.

Investment funds will include, at a minimum, funds in excess of the FDIC insurance limit in order to ensure accounts with individual banking institutions remain below this limit

5. BUDGET PREPARATION

- a. Current File. The AMC will maintain a current file on income and expenses for appropriate line items. This information will be sent to the Treasurer on a monthly basis and made available to the Finance Committee through the Chair.
- b. Budget Analysis. Each year the Finance Committee will review an analysis of projected costs and income for the next fiscal year. The current Finance Chair will schedule the Finance Committee transition meeting prior to the spring Executive Board meeting.

- c. Budget Development & Draft Approval. The goals and purposes of the Association as expressed in the Bylaws and Strategic Plan, budgets and actual financials of recent years, and the written goals of the President Elect are all to be solicited for use by the Finance Committee in developing a proposed budget. At no time shall the financial planning for any fiscal year deviate materially from the goals and purposes of the association, the GSCA Strategic Plan and the current year's work plan, or place the association at risk of fiscal jeopardy. The budget development should entail an analysis of previous budgets, mediating factors and influences (testing dates: state and national, holidays, location), the financial status of the organization, and the specific focuses of the current leadership. The budget should be completed ensuring maintenance of approximately one year's operating expenses in reserves. The amount of profit or loss to be budgeted for should be evaluated with consideration of the aforementioned Strategic Plan and annual goals, as well as the previous year's retained earnings (income). This proposed budget is to be submitted to the Executive Board for approval at the spring meeting. The Executive Board considers the proposed budget, makes any changes deemed advisable, and approves a proposed budget. Funds become available July 1.

The annual budget will include a Professional Issues Fund with a minimum of \$500 to be designated for use by the Executive Board for projects involving professional issues.

- d. Individual Leadership Position Budgets. At LDI, budgets for each leadership position will be provided to all individuals responsible for such by the Finance Committee Chair. Instructions will be given as to the procedure to request additional funds.
- e. Budget Adjustments. The Finance Committee will meet, as necessary, to consider any needed adjustments to the budget. Such adjustments will be approved by the Executive Board.

ii. ADMINISTRATION

1. Contracted Services. All contracted services specified in section III,c above shall have a written job description or scope of services. The contracts shall be approved annually by the Executive Board. The Executive Board will hold annual performance reviews with all providers of contracted services as deemed necessary. The President will report on the reviews to the Executive Board at the spring meeting. The providers of contracted services will have the opportunity to present written or verbal statements to the committee if they so desire.

Other contracted services and/or vendors not specified in section III.c above whose anticipated investment is at or above \$5,000 shall be approved by the Executive Board as outlined above. Contracts whose anticipated investment is below \$5,000 and within budget can be executed with the approval of the President and Treasurer and signed by the President.

- a. All annually contracted personnel or vendors shall be paid by the AMC pursuant to their contract terms or as invoiced.
- b. The Association Management Company (AMC) is to review all contracts before signing. Contracts and letters of intent (speakers, workshop presenters, Association Management Company (AMC), accountant, printer, mailing houses, publishers, etc.) shall be signed by the GSCA President. The original, signed contract will be filed with the AMC. Such contracts and

letters of intent must comply with GSCA contract requirements (to include the fees charged, names and addresses of the persons involved, social security numbers/tax identification numbers of those persons or a completed W-9, etc.).

2. Separate Checking Accounts. There shall be no separate, related, checking or savings accounts maintained by any GSCA Officer, committee chair, member or contracted service provider.
3. Billing by Institutions/Vendors. Institutions and vendors will be reimbursed for services rendered only upon appropriate itemized invoicing from that institution. Expense vouchers are not required to be filled out for direct invoices paid to vendors if the original invoice is on file. Standard terms on invoices received at net-30.
4. Reimbursement Procedures and Expense Vouchers. Expenses incurred in conducting official business of the Association and within appropriate budget and category are to be authorized for reimbursement by the appropriate GSCA leader, if applicable, and submitted to the AMC on a completed expense voucher within thirty (30) days of the expense or by the end of the fiscal year, whichever comes first. Reimbursements should be posted to the proper cost center during the fiscal year in which they occurred and may not be carried over to another year. Expenditures must be reasonable and in compliance with the Financial Policies. Leadership team members, with the exception of the conference committee, are not reimbursed for annual conference expenses, unless specified in these Financial Policies. The Finance Committee may disallow excessive charges.
 - a. All requested reimbursements must be justified and supported by the submission of all original, itemized receipts. A completed expense voucher includes: (1) the title of the appropriate leadership position, (2) signature of the requesting individual, (3) reason(s) for the expense(s), (4) dates, (5) total amount requested, etc., and supporting itemized receipts and/or mileage justification. Upon verification, the AMC will issue the check to the appropriate payee.
 - b. Questionable vouchers, expenses or amounts over budget that have not been previously approved by the Treasurer, Finance Committee and/or Executive Board may be initially questioned by the AMC and will be sent to the Treasurer for further review and a decision on payment of the request. The procedure outlined in section 6 Budget Excesses below will be followed for questionable or over budget vouchers.
 - c. Reimbursement check(s) will be written and signed by the AMC, and copies of expense vouchers over \$500 or those requested forwarded to the Treasurer. The reimbursement process is as follows:
 - i. Voucher submitted to AMC
 - ii. If within budgeted line item and amount, AMC processes payment
 - iii. If outside budgeted line item and amount, the voucher is forwarded to the Treasurer for approval.
 - iv. Treasurer decides whether to pay and the process outlined in item 6 Budget Excess is invoked.
5. Receipts. The Finance Committee may refuse the payment of expenditures if appropriate receipts are not attached to expense vouchers. This includes hotels, official functions, meals, and transportation.
6. Budget Excesses. Any actual or projected request for payment which extends beyond the budgeted amounts may be initially questioned by the AMC or Treasurer. In such instances, the AMC would consult with the Treasurer, for approval or disapproval of the request. If the voucher is not approved, the Treasurer or AMC will alert the Leadership Team member and advise them of their right to appeal. The

person refused has the right to appeal the decision to the Finance Committee with notification of the Finance Committee's decision and an explanation being sent within fourteen days of the request for review being made. Should the decision of the Finance Committee be sustained, a second appeal may be made to the GSCA Executive Board. In all cases, the decision of the Executive Board shall be final.

7. Fiscal Responsibility. All GSCA leaders are encouraged to exercise fiscal responsibility when carrying out Association duties. GSCA, however, discourages the use of resources and materials paid for by a member's local employer in carrying out GSCA work.
8. Contracts. Prior to making any final commitments, contracts developed for GSCA business shall be submitted to the AMC for review. Contracts at or above \$5,000, will be submitted to the GSCA Executive Board for review and approval. Contracts below \$5,000 and within budget shall be submitted to the President and Treasurer for review and approval. All contracts must be signed by the President. Upon completion, original contracts are stored with the Executive Office/AMC.
9. Review/Audit. A review will be completed each fiscal year by a Certified Public Accountant external to GSCA staff. An audit will be completed at the discretion of the Executive Board. The review/audit shall be available for inspection by members upon request, following completion by the accountant/auditing firm.

iii. TRAVEL REIMBURSEMENT

1. Meals and Tips. Actual costs of meals and tips for designated leadership team members or contracted speakers for budgeted events shall be reimbursed up to \$35.00 per day with original, itemized receipts. Meals which are an official function of the event shall be reimbursed in full, including ASCA Awards Event. Note: Alcohol cannot be paid for by GSCA nor reimbursed.
2. Transportation. All travel by air, train, and bus must be at a fare as low as possible to accommodate convenient travel arrangements and must be accompanied by dated receipts. Feasible and economical local transportation for business purposes will be reimbursed.
3. Travel by Private Auto. Travel by private auto will be reimbursed at the rate determined by the Executive Board, currently \$0.35 per mile, not to exceed the cost of one round-trip airfare at the lowest available cost from the individual's place of residence or point of departure. A statement of mileage must accompany the request for reimbursement. AMC mileage is paid at the rate allowed by the IRS for business expenses. Travel is not reimbursed for leadership team members for attending the GSCA Annual Conference with the exception of the conference committee.
4. Lodging. Room reservations shall be made for double occupancy excepting the current President. Other exceptions will be made at the discretion of the President, with approval of the Executive Board. Persons requesting single occupancy must pay the difference in the net cost to GSCA. Rooms at the GSCA Annual Conference are only provided for the President, a limited number of conference team members, and one or more representatives of the AMC. (Refer to the Annual Conference policies for specifics.)
5. Qualifications for Reimbursement. Executive Board members and GSCA reimbursed participants will not be reimbursed for travel and related expenses for official GSCA meetings unless they are in attendance at each session. Exceptions to this policy will be considered by the Executive Board.

IV. OTHER REIMBURSABLE EXPENSES

1. ASCA State Leaders Meeting (Leadership Development Institute & Delegate Assembly) and Conference
 - a. GSCA members who receive the top ASCA award shall have their registration fee at the next annual ASCA Conference paid by GSCA.
 - b. The President Elect and the President shall have their expenses paid in accordance with GSCA financial policies outlined herein to represent GSCA at the ASCA State Leaders Meeting.
 - c. All GSCA delegates to the ASCA State Leaders Meeting shall have expenses paid, according to the Financial Policies.
 - d. The expenses for the ASCA Annual Conference shall be paid for the President and President Elect in accordance with GSCA financial policies outlined herein.
2. The expenses of the GSCA President will be paid for all GSCA-sponsored conferences and required meetings in accordance with GSCA financial policies outlined herein.
3. GSCA does not, as a rule, support outside requests from individuals, organizations, or agencies seeking donations, sponsorships, grants, or any other unbudgeted funding, whether monetary or as “complimentary services”. A statement in response to such requests should refer to this policy and might be worded in a form similar to, “We regret to inform you that GSCA does not have budgeted funds allocated for requests such as the one you submitted.”

v. **END-OF-FISCAL-YEAR ACCOUNTING.** The accounts of all leadership positions must be resolved by June 30 of each year. Any reimbursement requests not submitted by the above date will NOT be reimbursed.

vi. **LIAISON ACTIVITIES**

Upon the recommendation and approval of the Executive Board, a GSCA leader may be funded as a working participant representing GSCA in a professional capacity.

ii. **FINANCE COMMITTEE TIMELINE**

Jan/Feb: Finance Committee Transition Meeting. Includes the “current” FY Finance Committee Chair (Treasurer) and the next FY or “incoming” Finance Committee Chair (if applicable). The Finance Committee meets as necessary to develop a proposed budget that supports the strategic plan and President Elect’s priorities for the next fiscal year to be presented for approval at the Spring Executive Board meeting.

Feb/March: A tentative budget is presented to the Executive Board by the Finance Committee Chair for approval. Following any revisions, the Board approves the proposed budget.

May/June: At the Leadership Development Institute (LDI) all individuals responsible for leadership positions where funds have been allocated will be notified of the budgeted amount. Financial Policies, including those for requesting funds, will be reviewed with an emphasis on fiscal responsibility

June 30: All expense vouchers for the current fiscal year must be postmarked and sent to the AMC to clear accounts by June 30 each year.

July 1: New fiscal year begins.

November: The Finance Committee meets, if necessary, to consider any business and then reports to the Executive Board. The approved budget is presented to the Membership Assembly.

Nov/Dec: The Treasurer begins planning and preparation for the Finance Committee transition meeting and the upcoming fiscal year.

c. RECORDS RETENTION

- i. It is GSCA's policy to maintain complete, accurate and high quality records.
- ii. Unless noted below, records are to be retained for the period of their immediate use, unless longer retention is necessary for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth. Records that are no longer required or have satisfied their required periods of retention shall be destroyed.
- iii. All records (paper or electronic) shall be transferred to and maintained by the Office.
- iv. The following records shall be kept indefinitely:
 1. Governance records: Articles of Incorporation, Bylaws, Organizational Handbook, minutes of meetings, strategic plans
 2. Tax records: IRS exemption letter, copies of filed form 990, audit/review reports
 3. Financial & legal records: contracts, insurance policies, etc. still in effect; year-end financial statements; legal correspondence
 4. Intellectual property: copyright and trademark registration
- v. The following records shall be kept for seven years:
 1. Financial & legal records: bank statements; cancelled checks; contracts, insurance policies, etc. which have expired; supporting data for income and expenses
- vi. No paper or electronic documents will be knowingly destroyed or deleted if pertinent to, or with the intent to obstruct or influence, any ongoing or anticipated government investigation or proceeding or private litigation

d. CONFLICT OF INTEREST

- i. GSCA volunteers and staff are expected to disclose any actual, potential or apparent conflicts of interest. A conflict of interest exists when there is another interest that might suggest divided loyalty between GSCA and other obligations (which may be relational, financial, etc.). A relationship or interest should be disclosed even if there is uncertainty as to whether the interest presents a conflict.

- ii. Disclosures should be made to the members of the entity/committee upon which the volunteer serves as soon as the individual is aware of the actual, potential or apparent conflict of interest. The entity shall determine whether a conflict of interest exists, the GSCA President shall be made aware of this determination, and the individual with the actual, potential or apparent conflict of interest shall have the right to appeal the decision of the entity to the Executive Board. The Executive Board has ultimate discretion to determine whether a relationship or interest is a conflict of interest.
 - 1. Determination of the entity/committee or Executive Board that a conflict exists results in one of the following actions:
 - a. Waiving of the actual, potential or apparent conflict as unlikely to affect the volunteer or staff's ability to act in the best interests of GSCA or affect the integrity of GSCA;
 - b. Determine that the individual should be recused from discussions and/or decision-making related to the particular transaction or matter at issue; or
 - c. Recommend that the individual resign from his/her service because the actual, potential or apparent conflict is so pervasive that the volunteer or staff would seldom, if ever, likely be able to act in the best interests of GSCA.
- iii. Disclosure under this policy should not be construed as creating a presumption of impropriety.

e. WHISTLEBLOWER

- i. GSCA is committed to maintaining an environment where staff and volunteers are free to raise good faith concerns regarding GSCA business practices. Staff and volunteers are encouraged to report suspected violations of the law or GSCA policy, including those contained in Bylaws or this Organizational Handbook, and to provide truthful information in connection with any official inquiry or investigation. GSCA expressly prohibits any form of retaliation against those who raise aforementioned suspected violations, whether staff (including employees of a contracted Association Management Company) or volunteer.
- ii. Procedure
 - 1. Reports of suspected violation of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality. The President will manage such an investigation, and may request the assistance of counsel or other parties as s/he deems necessary. The President will prepare a report of the findings and submit it to the Executive Board.
 - 2. In the event that a suspected violation concerns the President, s/he will recuse him/herself from proceedings and the Executive Board shall select an appropriate Officer of GSCA to conduct the investigation.
 - 3. Any staff or volunteer who believes that s/he has been subjected to any form of retaliation as a result of reporting suspected violation should immediately report such incident to his/her supervisor or GSCA President.

f. ENDORSEMENT POLICY

- i. The Georgia School Counselor Association is an organization which represents, promotes, and enhances professional school counseling in Georgia. GSCA is committed to improving access to, and the effectiveness of, school counseling programs and services. In order to further promote public awareness and support for school counseling programs and services and to adequately represent the interests of the Association before various other organizations, governmental entities and the general public, it is imperative that GSCA maintain a positive image consistent with the mission, goals, objectives and purposes of the organization. GSCA has, therefore, initiated the following policy concerning the endorsement of any organization, activity, or product:

Any person, whether or not a member of GSCA, may submit a request in writing to the GSCA Executive Board to seek GSCA's endorsement of an organization, activity, or product.

The Executive Board may approve those requests which comply with the following guidelines:

1. Organizations, activities, or products endorsed by GSCA must be compatible with the mission, goals, objectives, and purposes of GSCA; and
2. The endorsement must not directly benefit, financially or otherwise, individual GSCA members.
3. The organization, activity, or product shall not in any way harbor the potential for being perceived by the public as reflecting negatively on professional school counselors, their programs, or this association. The use of the name or logo of GSCA in an endorsement is unauthorized unless permitted in accordance with the policy stated above. Membership in GSCA does not imply endorsement.

g. POSITION STATEMENTS

- i. General Policies
 1. Position Statements should address issues of public and social importance related to school counseling.
 2. GSCA may issue position statements ("approve") or may endorse position statements ("endorse") issued by other organizations.
 - a. Position statements (or the like) issued by ASCA shall be considered to have automatic endorsement approval by GSCA, unless specified otherwise.
 3. Position Statements are statements on issues of social and professional importance written with the general public as the audience. They may represent a response to emerging issues related to school counseling or student welfare, or commentary and/or future-focused shaping of school counseling related issues and policies.
 4. Position Statements must refrain from any commentary constituting political activity, including commentary on any candidate for public office, as such organizational commentary can jeopardize GSCA's tax exempt status.
 5. Position Statements can include advocacy for adoption or rejection of legislation or urging GSCA members or others to take action to support or defeat legislation.
- ii. Procedures
 1. Origination
 - a. Position Statements may be generated by any GSCA committee, task force, or any ten GSCA members in good standing.

- b. Position Statements may be generated by other organizations and endorsed by GSCA.
2. Procedures
 - a. Position Statements for endorsement should be submitted to the Advocacy Chair(s) and President. The Advocacy Chair(s) and the President shall immediately circulate the Position Statement to the full Advocacy Committee, the GSCA Lobbyist (if applicable), and the Executive Board as an information item.
 - b. The President will:
 - i. Submit the Position Statement to the Executive Board, as written;
 - ii. In the case of an originally written Position Statement submitted for approval, provide suggestion regarding possible revision to the originating parties; or
 - iii. Reject the Position Statement on one of the following grounds:
 - Contents of the Position Statement being outside the scope of GSCA’s mission or exempt purpose,
 - Contents of the Position Statement being incompatible with GSCA Bylaws or Organizational Handbook,
 - Contents of the Position Statement constituting political activity, including commentary on any candidate for public office, as such organizational commentary can jeopardize GSCA’s tax exempt status.
 - c. Position Statements endorsed by the President shall be submitted to the Executive Board for approval or endorsement at the earliest opportunity, and by email vote if necessary to ensure timely response.
3. The procedures for submitting Position Statements shall be posted in the members-only area of the GSCA web site.

iii. Dissemination

1. All approved Position Statements shall be posted to the GSCA web site, included in the next issue of the Counselor Connection, and distributed via social media. The posted Position Statement shall bear the following: *This Position Statement may be disseminated without permission from GSCA.*
2. All endorsed Position Statements shall be posted to the GSCA web site, included in the next issue of the Counselor Connection, and distributed via social media. They might include introductory or explanatory text by GSCA, but should provide a direct link to the originating organization’s publication of the Position Statement, whenever possible.

h. GSCA PRIVACY GUIDELINES

i. PURCHASE OF GSCA MEMBERSHIP DATABASE

The GSCA leadership respects and fully supports the rights of members to control the release of their personal information. Requests to purchase copies of the GSCA membership database as a mailing list or labels are routinely received by the association office staff. The current guidelines require that requests be screened by the President and Executive Board. The purchaser, its activities, and/or products must be compatible with the goals and purposes of GSCA, and the GSCA *Confidentiality Data Agreement* must be completed and signed (can be electronic). A

sample (proof) of the information to be distributed to GSCA members is required to be submitted with the request. The President may grant requests for purchase on an immediate needs basis, where appropriate, with follow-up through the Executive Board. The GSCA office will retain the agreement and a record of all such transactions. Purchase prices for labels will be determined by the Executive Board and may be set according to the status of the requesting entity (non-profit affiliates such as ASCA, ACA, DOE, GAE, & PAGE; or for-profit entities such as publishers, private practitioners, marketing groups & corporate entities).

All GSCA members have the option to not have their personal information released by GSCA. This “opt-out” option is included on the GSCA Membership Application and renewal form.

Confidentiality Data Agreement to include the following verbiage:

In consideration for receipt/purchase of the Georgia School Counselor Association (GSCA) membership database, I, on behalf of the company or organization I represent, agree to keep such membership data confidential and agree to use such information as authorized by GSCA in writing.

I understand that I/we have purchased this database for one-time use only. Should we have additional mailings that might be of interest to GSCA members, we will request prior authorization from the GSCA Executive Office/Executive Board, according to approved GSCA guidelines, before sending any additional information to GSCA members.

And collect the following information: Name, title, organization, contact information, proposed use of mailing list

ii. **USE OF GSCA ONLINE MEMBER DIRECTORY DISCLAIMER**

Please note: the database is to be used for networking and professional/educational dialogue only. Use of the member directory for commercial emailing/contact is a violation of the GSCA Privacy Policy. Members violating this policy are subject to revocation of membership without refund.

i. **NOMINATIONS AND ELECTIONS PROCEDURES**

The GSCA Nominations and Elections Procedures are designed to ensure that qualified nominees are solicited to run for office and that the elections process is conducted according to the GSCA Bylaws, directives of the Executive Board and Membership Assembly. Therefore, nominations are not accepted from the floor in the Membership Assembly.

The members are appointed by the sitting/current President and approved by the Executive Board as a separate agenda topic at the Spring EB meeting preceding the year of service listed. In July, when the President is now the Immediate Past President,

the Nominations and Elections committee is chaired by the Immediate Past President and includes four additional members. The members of the Nominations and Elections Committee shall be geographically diverse. The term of service of the Nominations and Elections committee technically begins July 1, though the work of the committee in cultivating upcoming leaders and soliciting nominations should begin before this date. The Nominations and Elections Committee shall not make disclosures about the status of nominations or vacancies to potential candidates. Members of the Nominations and Elections committee are ineligible to appear on the ballot during their year of service on the Committee.

Included herein are:

1. Elections Policies and Procedures
2. Campaigning Policies and Procedures
3. Nominations and Elections Timeline
4. General Nomination Criteria for Officers
5. Additional Nomination Criteria for the President Elect
6. Consent-to-Serve Form for President Elect

ii. ELECTIONS POLICIES AND PROCEDURES

1. The Elections Process is chaired by the Immediate Past President.
2. The Nominations and Elections Committee shall monitor the pace of nominations and ensure that they are cultivating upcoming leaders and soliciting nominations throughout the nominations period. The Nominations and Elections Committee should strive as much as possible to ensure that there is at least one candidate for each position by the nomination deadline.
3. All candidates, including those solicited by the Nominations and Elections Committee, shall adhere to the guidelines with regard to nomination criteria and shall complete and submit the general nomination form and all required materials.
4. If no nomination is received for a position, the election shall be distributed with the position labeled as “No Nomination Received” on the ballot. The Nominations and Elections Committee shall solicit and submit two candidates for each vacant position. The Executive Board shall review and select the candidate for appointment at its first meeting following the close of the election. These individuals required to submit the written portion of the nomination form but not submit a video.
5. All candidates for all elected offices shall appear on the same ballot. Members may vote for one candidate for each office.
6. Voting will be conducted by qualified members via online voting. All online ballots shall include a comment portion to be used for identifying leaders for cultivation and solicitation. It will clearly be marked that the names supplied are not being considered for the current election cycle.
 - a. An exception may be made in a situation where the slate of candidates presented by the Nominations and Elections Chair contains no contested offices. In such an instance, voting may be conducted in the Membership Assembly for the entire slate of officers.
7. Ballot link shall be emailed by AMC no later than the conclusion of the Annual Conference. Voting window will close the first Thursday of December of each year.
8. The winner of an election shall be the candidate receiving the popular number of votes cast for that office. If the election should result in a tie vote, a runoff election shall be conducted by online voting.

9. When the vote is counted, the election results shall be posted and certified as official by the Immediate Past President. Appeals can be made to the full Nominations and Elections Committee for certification. All actions of the Nominations and Elections Committee are final.
10. The Immediate Past President shall notify candidates of the election results. A list of the complete election results shall be sent to the President and President Elect.
11. Any appeals following a contested election will be presented to the Executive Board for resolution.
12. The membership at large shall be notified of the election results via the GSCA website after election closes or, if contested, after all issues have been resolved.

iii. CAMPAIGNING POLICIES AND PROCEDURES

1. Suspected violations of campaign policy should be reported immediately in writing to the Nominations and Elections Chair. Candidates suspected of violating campaign policies shall be investigated by the Executive Board. Any violation of the campaign policies as determined by the Executive Board shall result in a candidate being disqualified from the election.
2. GSCA shall not contribute, budget, nor appropriate organizational funds for support of any candidates for office. To maintain a healthy professional environment, campaigning shall be kept to a minimum and in accord with the following policy:
 - a. The goal of the campaign policies is to:
 - i. generate member interest in running for an office
 - ii. ensure a fair election for all candidates, and
 - iii. increase membership votes in the election.
 - b. GSCA involvement in campaigns shall be limited to the following:
 - i. Written candidacy information shall be published in the conference issue of Beacon and/or included with conference materials, on the website and shall accompany the online ballot.
 - ii. The Executive Board shall review and approve candidate videos to ensure adherence to stated parameters (below)
 - iii. Post approved videos to the GSCA web site, distribute via email with conference and election promotional materials, post to GSCA social media and make accessible by or distributed via the conference app (if applicable)
 - The Executive Board may choose to have videos played at the conference, if there is an appropriate venue and time as determined by the Conference Team
 - iv. Provide the following at the annual conference:
 - Clearly visible identification for all candidates (i.e. a candidate button)
 - All President-Elect candidates will give a speech at Opening Session. Candidates for other positions who are in an opposed race will give a speech at Membership Assembly. Candidates other than President-Elect who are running unopposed shall not give a speech at the conference.
 - v. A Candidate Meet and Greet to be held during the Spotlight on Exhibits in a specifically designated area which shall be well-traveled. Announcements (both verbally and through the app) should be made calling attention to Meet and Greet location, and signage should be used to make the Meet and Greet location clearly

identifiable. The Content Vice-Chair shall avoid scheduling candidate presentations immediately before or after these times.

- vi. Promote voting via email, GSCA social media and the conference app (if applicable)
- c. Candidate involvement in campaigns shall be limited to the following:
 - i. Candidates shall not accept campaign funds or other campaign support, including in-kind support, from associations, regions, schools, commercial firms, corporations or foundations.
 - ii. Candidates shall not use GSCA resources such as website or supplies to solicit votes or support.
 - iii. Candidates may not solicit others to campaign on their behalf.
 - iv. All candidates shall refrain from using any GSCA social media, forums, blogs, listservs, email address of members and message boards to campaign. Candidates may campaign using personal social media only. Candidates must refrain from negative messages or statements about other candidates. Candidates found to be making such negative statements are subject to disqualification as a candidate.
 - v. All candidates, whether running in an opposed or unopposed position, must submit a video to the Nominations and Elections Chair (Immediate Past President) with his/her nomination materials by end of day on the Friday after Labor Day. Parameters for the video:
 - Should be 2-3 minutes in length
 - Should be self-produced (should not be produced via school or district video production team)
 - Should highlight candidate qualities and should not focus on opponent (if applicable)
 - Should cover qualifications for the position, current/previous positions held in GSCA and vision for GSCA
 - vi. All candidates, whether running in an opposed or unopposed position and including those whom the Nominations and Elections committee solicits for positions for which no nominee is received, must submit a photo and introductory paragraph that will be made available on the GSCA web site. The paragraph may include such information as: name, position for which you are running, number of years as GSCA member, number of years as ASCA member, other professional memberships, education, certification/licensures, employment background, additional professional/leadership experience, awards/honors
 - vii. All President-Elect candidates shall give a speech at Opening Session.
 - viii. Candidates for other positions who are opposed shall give a speech at Membership Assembly; candidates for other positions who are unopposed shall not give a speech.
 - ix. Candidates shall conduct a Meet and Greet session during designated times and locations.

iv. NOMINATIONS AND ELECTIONS TIMELINE

Spring *Beacon*

Call for nominations article including nomination criteria and Election results from previous election announced

	Post nomination criteria and forms on the website by Beacon distribution date
Spring/Summer	GSCA E-Newsletter – include reminders nominations and elections criteria and deadlines
Spring/Summer	The Nominations and Elections Committee shall monitor the pace of nominations and ensure that they are cultivating upcoming leaders and soliciting nominations throughout the nominations period. The Nominations and Elections Committee should strive as much as possible to ensure that there is at least one candidate for each position by the nomination deadline.
Friday After Labor Day	Deadline for nomination forms, videos and introductory paragraphs to be submitted to the Nominations and Elections Chair (Immediate Past President)
Within One Week	Deadline for credentials check of all nominees with AMC by the Nominations and Elections Chair
	Deadline for distribution of videos by the Nominations and Elections Chair to the Executive Board for approval. The Executive Board is requested to approve the videos as quickly as possible
September/October	Post approved videos to the GSCA web site, distribute via email with conference and election promotional materials, post to GSCA social media and make accessible by or distributed via the conference app (if applicable)
	E-mail announcing the names of candidates, accompanied by pictures, profiles, and brief position statement(s) of the candidates
Annual Conference	Provide candidate identification to all candidates
	Introduction of candidates at the opening session and at the Membership Assembly and explanation of the candidate identification mechanism
	President-Elect Candidates shall make a speech at Opening Session. Candidates for other positions who are running opposed shall make a speech at Membership Assembly
	Candidate Meet and Greet
	The ballot will be available via the website for online voting at the conclusion of Opening Session via the GSCA web site, social media and conference app (if applicable)
1st Thursday in Dec	Online voting closes at 5 PM

Early December Notification by the Nominations and Elections Chair of the election results to the President, President Elect and all candidates for office

v. GENERAL NOMINATION CRITERIA FOR OFFICERS AND DIRECTORS

1. All candidates shall have held membership (professional or retired) in GSCA for a minimum of the three (3) consecutive years preceding the year of election and must be a current member at the time of both nomination and election.
 - a. Honorary members may be eligible to run for elected office if they waive their honorary status for the period of time in which they are running and would hold office.
2. With the exception of retired members, candidates for elective offices must be employed at the time of the election as professional school counselors, counseling supervisors or counselor educators. Additionally, candidates for Director positions must work in or be retired from the region or work setting of the position at the time of both nomination and election. A candidate may be elected and serve if he or she was qualified for the position at the time elected, even if a job change occurs later during their time of service.
3. All candidates for Executive Board positions shall have current ASCA membership.
4. With the exception of the President Elect, each candidate for an Officer position shall have served on the Executive Board, Executive Committee, Finance Committee, or Governing Board for a minimum of one (1) year prior to taking office.
5. Each candidate for a Director position shall be anticipated to have served in a leadership position in GSCA (committee chair, Region Chair, etc.) for a minimum of one (1) year prior to taking office.
6. The candidate for the office shall be able to fulfill the Duties and Responsibilities of the specific office as stated in the bylaws and job descriptions.
7. Each candidate shall make a commitment to attend all Executive Board meetings, the Leadership Development Institute (LDI), the annual conference, and other meetings listed in the job descriptions.
8. The candidates for office shall be nominated by members or may be self-nominated.

vi. ADDITIONAL NOMINATION CRITERIA FOR PRESIDENT ELECT

1. Have served in a leadership position in GSCA for three (3) years, with at least one of those years on the Executive Board, prior to taking office as President Elect. (All of these experiences must have occurred within the past six (6) years.)
2. Commit to attending the ASCA State Leaders Meeting for up to two (2) consecutive years.
3. Secure written approval from appropriate school system representatives for sufficient professional leave time to meet the responsibilities and needs of office for at least four (4) years as President Elect Elect, President Elect, President, and Immediate Past President.
4. Consent to Serve Form for President Elect (see next page)

GEORGIA SCHOOL COUNSELOR ASSOCIATION

CONSENT-TO-SERVE FORM FOR PRESIDENT ELECT

EMAIL SCANNED COMPLETE and SIGNED FORM TO GSCA Immediate Past President

Your school/school system is to be commended for hiring outstanding individuals. A staff member in your system, _____, has qualified to seek the office of President Elect of the Georgia School Counselor Association. As one qualification for candidacy, this person has demonstrated leadership by having served in a GSCA leadership position for three (3) years, with at least one of those years served on the Executive Board, prior to taking office as President Elect. (all of these experiences must have occurred within the past six (6) years). If elected to this position, he/she will need the support of his/her school system.

The office of President Elect is a three (3) year commitment to the Georgia School Counselor Association beginning with their installation as President Elect. Fulfilling the responsibilities of the President Elect, President and Immediate Past President require the elected individual to commit an enormous amount of personal time, but also require that he/ she be away from work/school to attend the functions listed below:

- 1) The Georgia School Counselor Association Leadership Development Institute (2-3 days in the spring or summer).
- 2) The American School Counselor Association State Leaders Meeting (4-5 days in the summer)
- 3) The Georgia School Counselor Association Annual Conference (4-5 days in the fall).
- 4) Additional leave time to represent the Association at professional or legislative meetings.

In order to provide continuous program development, the Georgia School Counselor Association requires permission and support from the nominee's school/school system to run for the office of President Elect and, if elected, subsequently to serve as President of GSCA.

As a representative of the _____ School System, I understand

and encourage _____

to run for the office of President Elect of the Georgia School Counselor Association.

Date: _____ Position: _____

Signature: _____

j. PROFESSIONAL RECOGNITION

- i. Each year, GSCA encourages members to participate in the professional recognition process to highlight individuals who have made significant contributions to the counseling profession and students in Georgia. ASCA's guidelines for professional recognition are followed to facilitate the transition from being a state winner to competing at the national level. The pages which follow give specific information regarding each award as well as a timeline, checklist and specific forms needed for nomination. The same information may be accessed on the GSCA website.

NOTE: If modifications in the professional recognition process are mandated by ASCA the GSCA President will notify the Professional Recognition chair of such changes.

The composition of the award selection committee must be diverse as to race, location in State, work setting, gender, etc. The Professional Recognition chair will be responsible for appointing the award selection committee.

The deadline for all applications and/or nominations shall be August 1, annually.

- ii. GSCA School Counselor of the Year
Any school counselor who meets the eligibility requirements as outlined in this policy may apply for consideration. Each geographical area (Northern, Metro, Central, Southern) will select up to four semifinalists. The state award selection committee will select one person to be named as Georgia School Counselor of the Year from among the sixteen semi-finalists. GSCA will nominate the Counselor of the Year and up to three finalists for ASCA Counselor of the Year consideration the following year. In the event ASCA should change the number of Counselor of the Year nominees allowed by each state, GSCA will adjust the number of nominees accordingly.
 1. Eligibility
 - a. The applicant must be employed as a full-time, practicing school counselor in Georgia as of the application deadline and have completed at least four years as a practicing school counselor.
 - b. The applicant must hold a master's degree in guidance and counseling or equivalent and be certified as a school counselor by the state of Georgia.
 - c. The applicant must be a GSCA and ASCA professional member as of November 1 in the year prior to nomination/application.
 2. Judging Criteria
 - a. The applicant must demonstrate evidence of implementation of a comprehensive, data-driven school counseling program (such as the ASCA National Model) and have been responsible for school counseling innovations or further development of programs supporting students' career, personal/social and academic development.
 - b. The applicant must demonstrate leadership and collaboration in his or her work and promote equity and access to opportunities and rigorous educational experiences for all students to maximize student achievement. Applicants must also demonstrate collaboration with stakeholders. The

activities or accomplishments recognized must have taken place within the previous five years.

- c. The applicant must demonstrate continued professional development as well as proof of advocacy for the professional and/or students.
 - d. The applicant must have the ability and skills necessary to represent school counseling in a professional manner, including but not limited to high quality written communication and public speaking skills.
 - e. The applicant should maintain the highest standards of personal conduct and recognize that his/her personal conduct is held up to public scrutiny. Applicants 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.
3. Timeline and Judging Policies
- a. Prior to August 1: Area Directors work with Region Liaisons to solicit School Counselor of the Year nominations and applications from their areas. The Professional Recognition Chair and Co-Chair push out information regarding School Counselor of the Year to the Area Directors so that the information can be shared via the region liaisons.
 - b. August 1: Completed GSCA Counselor of the Year applications due electronically
 - c. August/September: GSCA Award Selection Committee judges application packets. Each Area Director will work collaboratively with the Professional Recognition Chair and Award Selection Committee to select up to four semi-finalists from his/her area. Note: each year the GSCA Award Selection Committee will determine a minimum score to qualify as semi-finalist to ensure quality of semi-finalists.
(Previous year's GSCA state winners will be nominated for ASCA Counselor of the Year)
 - d. By October 1: Award Selection Committee selects the GSCA Counselor of the Year from among the sixteen semi-finalists and the GSCA Counselor of the Year recipient and sixteen semi-finalists are notified
 - e. By October 15: Districts and principals of recipients will be notified. The Professional Recognition Chair and Co-Chair will notify the district and principal of the GSCA Counselor of the Year. Area Directors will notify districts and principals of semi-finalists.
 - f. November: GSCA Counselor of the Year recipient and semi-finalists recognized at the GSCA Fall conference
4. Guidelines
- a. Completion of "Applicant Information" and "School Demographic Information" in online portal
 - b. Applicant's resume (maximum of two pages).
 - c. Four letters of recommendation (no more than two pages each). The recommendation letters should contain a brief description of why the applicant should be selected School Counselor of the Year and information on how the applicant advocates for the profession and/or students.
 - i. The first letter should be from the applicant's supervisor or administrator.
 - ii. The second letter should be from a colleague of the applicant.
 - iii. The third letter should be from a community member, student or a student's family member that has worked with the applicant.
 - iv. The fourth letter can be from any of the above categories.

- d. Responses to five essay questions with supplemental documentation.
- e. Short presentation (maximum of five slides in PowerPoint)
 - i. This presentation should introduce you and your school to the judges, while showcasing your personality and style as a school counselor. Feel free to be creative.
 - ii. Include a clear picture of yourself as well as pictures of interventions (check for school/district policies about photography first) that will showcase your school counseling program.
- f. Submit application electronically by August 1.
- g. If you have additional questions or concerns, please access the GSCA website at www.gaschoolcounselor.org or contact the GSCA Professional Recognition Chair

iii. Criteria for Evaluation of Applications: *Counselor Educator, Supervisor/Administrator, Advocate, Legislator, Writer, Emerging Leader and Lifetime Achievement Awards*)

1. All applications judged by the State Awards Committee will be screened by the Professional Recognition Chair(s) to ensure that they meet the GSCA eligibility requirements. The committee's job is to select a state winner for each category, if represented. GSCA members should contact the Advocacy Chair if they wish to nominate a Legislator of the Year; the Legislator of the Year will be recommended by the Advocacy Committee for Executive Board approval. GSCA members should contact the GSCA President if they wish to nominate for the Lifetime Achievement Award; the award will be selected by the Executive Board.
2. The following point system will be used to rate specific criteria:
 - 5 - Meets criteria to an exceptional degree
 - 4 - Meets criteria to an above average degree
 - 3 - Meets criteria to an average degree
 - 2 - Meets criteria to a minimum degree
 - 1 - Does not meet criteria or no evidence present
3. The criteria to be rated include the following:
 - a. Counselor Educator Award
 - i. Maintain high moral standards in their professional conduct
 - ii. Responsible for innovations or further development of school counseling education programs aligning with the ASCA National Model
 - iii. Demonstrate leadership, advocacy, and collaboration in their work
 - iv. Demonstrate consistent and reliable contributions in all areas of service, scholarship, and teaching over an exemplary career span
 - b. Supervisor/Administrator Award
Nominee must be an administrator, coordinator, director, or supervisor of school, district or state school counseling services.
 - i. Exemplary support of school counseling services aligning with the American School Counselor Association National Model
 - ii. Outstanding promotion of school counseling services
 - iii. Implementation of new/additional school counseling services
 - iv. Improvement of existing school counseling services
 - c. Advocate Award
The nominee should NOT be actively employed as a school counselor or as a supervisor/administrator over school counselors or school counseling services at the

school, district, or state levels. (Examples of appropriate nominations include parents, community members, school board members, etc.)

- i. Exemplary support of counseling services aligning with the ASCA National Model
 - ii. Outstanding promotion of counseling services
 - iii. Implementation of new/additional counseling services
 - iv. Improvement of existing counseling services
- d. Legislator of the Year Award
- i. Responsibility for introducing or carrying bill on a state or national level congress
 - ii. Gathering of information leading to the introduction and passage of a significant bill
 - iii. Presentation of testimony of great influence on the introduction or amendment of a significant bill
 - iv. Contribution of testimony or the exposing of conditions in an oversight hearing, which results in administrative changes or legislative amendments of significance to counselors or recipients of their services.
 - v. Note: No packets are required. Nominations may be made to the Advocacy Committee. The Advocacy Committee will submit a summary of nominations and the recommended recipient(s), including rationale, to the Executive Board for selection of the recipient(s).
- e. Emerging Leader Award
- The Emerging Leader award recognizes a GSCA member who has demonstrated the experience and dedication to become a dedicated leader of the counseling profession in future years. Nominees must have:*
- i. A Master's degree in school counseling
 - ii. Held at least one office, leadership, committee or chair position at the school or local level
 - iii. Is a member of GSCA
 - iv. Shown ability as a new leader in the school counseling profession
 - v. Nomination letter should describe examples of the nominee's leadership at local, state, or national levels and explain how this leadership relates to the advancement of the counseling profession and GSCA.
- f. Writer Award
- i. Published writing within the last three (3) years.
 - ii. Currently employed full-time in or retired from the field of school counseling in the year of nomination.
 - iii. Published writing of practical significance for school counselors
 - iv. Published writing of the type that has direct implications for communication of the importance and significance of counseling as an integral part of the educational process
- g. GSCA Lifetime Achievement Award
- This award will be given by the GSCA Executive Board. Please note: This award does not have to be given every year.*
- i. The individual has made outstanding contributions through a body of work that has made a profound impact on the school counseling profession.

- ii. The individual has been a partner/ally of the Georgia School Counselor Association and has supported its initiatives..
- iii. The individual has changed school counseling through his or her contributions to the profession, leadership in the profession, and/or mentoring of others in the profession.
- iv. The individual represents the values, ideals, and ethics of the profession.
- v. The individual's current employment, affiliation and professional and personal activities benefit the Georgia School Counselor Association and the profession.
- vi. **Requirements:** Nominator must submit the GSCA nomination form (page 4 below) and a letter of recommendation to the GSCA President or via the awards submission portal for the winner to be selected by the Executive Board.

iv. GSCA Professional Recognition Awards Checklist

This checklist will help you to complete your application with ease and reduce the possibility of disqualification. Please check the application items and requirements carefully. Submission of materials beyond the limitation will disqualify the nomination.

1. Counselor Educator, Supervisor/Administrator, Advocate and Emerging Leader Awards

- a. Was the nominee a member of GSCA prior to December 1? NOTE: Not required for supervisor/administrator or advocate nominees
- b. Is the nominator a member of GSCA?
- c. Does your application follow the requirements (below) and adhere to page limitations?
- d. Application must include the following (Packet to be submitted by nominator):
 - i. Official GSCA nomination form and information sheet (pages 4 and 5 below)
 - ii. Letter of nomination from the nominator containing a description of the contribution for which the individual is being nominated (maximum 2 pages).
 - iii. Vita for the nominee (maximum 2 pages)
 - iv. One additional letter of recommendation (maximum 2 pages)
 - v. Supporting Material (optional): These pages may include flyers, agendas, notes, letters, charts, graphs, items from events, photos, etc.
- e. The entire application should not exceed a total of 10 pages.

2. Writer Award

- a. Were you a member of GSCA prior to December 1?
- b. Is your nominator a member of GSCA?
- c. Does your application follow the requirements (below) and adhere to page limitations?
- d. Application must include the following:
 - i. Official GSCA nomination form and information sheet (pages 4 and 5 below)
 - ii. Letter of nomination from the nominator containing a description of the contribution for which you are being nominated (maximum 2 pages).
 - iii. Vita for the nominee (maximum 2 pages)
 - iv. Statement (maximum 2 pages) in which you explain what inspired you to write the piece of work, provide at least one example of how

the work may impact the field of school counseling, and discuss how you will further share your work (for example, presentations, book signings, etc.)

- v. Supporting Material (optional): These pages may include flyers, agendas, notes, letters, charts, graphs, items from events, photos, etc.
 - vi. Provide a sample of your piece of work (not part of the 10 page maximum).
 - e. The entire application should not exceed a total of 10 pages.
3. Lifetime Achievement Award
 - a. Was the nominee a member of GSCA prior to December 1?
 - b. Is the nominator a member of GSCA?
 - c. Does your application follow the requirements (below) and adhere to page limitations?
 - d. Application must include the following:
 - i. Nominator must submit the GSCA nomination form (page 4 below) and a letter of recommendation to the GSCA President for consideration by the Executive Board no later than August 1st.
 4. Legislator Award
 - a. Nominator must submit the GSCA nomination form (page 4 below) and a letter of recommendation to the GSCA Advocacy Chair for consideration by the Advocacy Committee no later than August 1st.
 5. Business and Industry Partner Award
 - a. Nominee must be a business or industry .
 - b. Criteria for evaluation:
 - i. Exemplary support of the school counseling mission to support postsecondary/college and career success for students
 - ii. Outstanding promotion of the school counseling profession's efforts in the area of college and career
 - iii. Implementation of new or additional services or supports toward college and career success in P-12 schools
 - iv. Implementation of or improvement of existing partnerships with P-12 school counseling programs
 6. APPLICATION DEADLINE: Applications must be submitted electronically to <http://gscaschoolcounselorawards.org/scoy/> no later than August 1. Please contact the, Professional Recognition Chair with any questions.
- v. Inspiration Award
1. This award is given to a person who has served as an inspiration to the GSCA President throughout his/her work in the school counseling profession.
 2. The recipient should be a current/past member of GSCA.
 3. This award is given by the current GSCA President at the Fall Conference Professional Recognition Event.
 4. The award is a surprise to the winner, but family/friends are invited to attend (in confidence).

k. SCHOLARSHIPS & GRANTS

- i. GSCA Scholarships: GSCA funds two categories of scholarships for high school seniors to assist with their expenses in their first year of postsecondary education: 1) The Emeliza Swain Award and, 2) a scholarship for children of parents who have been members of GSCA for at least five years. Contributions to this scholarship fund

shall be deposited in the regular GSCA account as a line item, so that the amount in the scholarship fund is easily ascertainable.

1. Emeliza Swain Award for Secondary School Counselor of the Year

The Georgia School Counselor Association shall fund the Emeliza Swain Award for Secondary School Counselor of the Year. This award, named for a former University of Georgia counselor educator, shall be up to two (2) cash scholarships of \$1,000 each. The State Counselor of the Year and the President shall each select a graduating senior as a recipient for this award. The scholarship recipients shall be acknowledged during the following annual conference.

The Executive Office works with the State Counselor of the Year and President to secure the name(s) of the recipient(s), the college the recipient will attend, the recipient's social security number, and where to mail the check(s) for the scholarship. The check(s) must be made payable to the student(s) AND to the postsecondary institution(s).

2. Legacy Scholarship

The Georgia School Counselor Association shall fund up to two scholarships for deserving children and/or grandchildren of GSCA members to provide recognition and financial assistance for those graduating seniors who are entering their first year of full-time postsecondary education. The awards shall be a cash scholarship of \$1,000 for each winner. For the purposes of this scholarship, (grand)children are defined as birth (grand) children, step(grand)children, adopted (grand)children and dependents. The GSCA (grand)parent of each applicant must have been a GSCA member for at least five consecutive years and hold current membership. Information regarding additional criteria (transcripts, test scores, letters of recommendation, GPA, essay, etc.) is available on the GSCA web site and a complete application packet may be obtained from the GSCA Office. The recipient(s) is(are) selected by the Executive Board.

The Executive Office will solicit the required personal information from scholarship recipients. The checks must be made payable to the students.

ii. Scholarships & Grants:

Note: GSCA typically annually receives a donation from PROBE.

1. \$2,000 of the PROBE donation shall be a scholarship evenly allocated to the following individuals to each select a graduating senior as a recipient for this award: State Counselor of the Year, President.
2. The remainder of the PROBE donation and \$2,000 shall be used to provide financial support for school counselors to attend the GSCA annual conference
 - a. The remainder of the donation from PROBE shall be used to provide financial support for secondary school counselors (up to \$500 per person)
 - b. \$1,000 shall be used to provide financial support for elementary school counselors (up to \$500 per person)
 - c. \$1,000 shall be used to provide financial support for middle school counselors (up to \$500 per person)
 - d. Selected applicants will receive reimbursement for their conference registration and lodging. Mileage and food are not eligible for reimbursement.
 - e. Grant is non-transferable. If a recipient cannot attend, then the committee will make decision to select another recipient.

- f. Requirements
 - i. Applicants must be a GSCA member by the date of application.
 - ii. Applicants must register and pay for the conference by the date of application.
 - iii. Prior recipients must wait a minimum of five years before becoming eligible to apply again.
 - iv. Applicants may not be members of the current Executive Board, Leadership Team or Finance Committee.
- g. Committee
 - i. The Finance Committee shall evaluate applications and select winners. The Treasurer shall be an ex-officio member of this committee.
- h. Timeline
 - i. Application opens with the launch of conference registration
 - ii. Early Bird registration deadline: deadline to join/renew membership, register and pay for conference and apply
 - iii. Within two weeks: committee selects recipients within two weeks after early bird registration closes
 - iv. Advanced registration deadline: notification of recipients
 - v. November 30: deadline for submission of receipts for reimbursement

I. POLICY FOR MEMORIALS/HONORARIUMS

Upon the death of a current member of GSCA who is not a member of the leadership team, the GSCA Executive Office will send an appropriate card to the immediate family on behalf of the organization.

Upon the death of an immediate family member of the current leadership team, the GSCA Executive Office will send an appropriate card to the leader on behalf of the organization.

Upon the death of a member of the current leadership team, the GSCA Executive Office will send a floral arrangement or donation in the range of \$50.00 to the home of the deceased member or a designated charitable organization on behalf of the organization.

Upon the death of a Past President of GSCA, the GSCA Executive Office will send a floral arrangement or donation in the range of \$50.00 to the home of the deceased or a designated charitable organization. A memorial will be made by PPAC to the scholarship fund, and the GSCA Executive Office will notify the immediate family of the contribution.

When a donation is given to the scholarship fund as a memorial or honorarium, the GSCA Executive Office will send an appropriate card to the family of the person in whose memory/honor the gift is given.

In order for this policy to be effective, the cooperation of the entire membership of GSCA is vital in notifying the Executive Office of a death within its membership.

m. PUBLICATIONS

i. General

1. All authors are required to sign a copyright waiver certifying that their article is their own original work, has not been published elsewhere, and will not be submitted to another publication unless it is declined for publication by GSCA.
2. Any photographs that include minors must be submitted with a photo release signed by a parent and/or their features must be indistinguishable.
3. Oversight of all publications lies with the Publications Supervisor, a member of the Executive Board, per the job description.
4. See job descriptions for further information.

ii. *The Counselor Connection*

1. *The Counselor Connection* is GSCA's members-only e-newsletter.
2. Format: electronic
3. Type of content: GSCA news and information, current events, articles featured resources, professional development opportunities, general school counseling news and information
4. Submission process/eligibility: content is curated by GSCA staff and sent by GSCA leaders and members.
5. Content review and publication execution: staff executed
6. Access: only available to members; distributed via email at least monthly and archived on the members only section of the web site

iii. *Beacon*

1. The *Beacon* is GSCA's twice-yearly educational magazine designed to deliver best practices articles to members.
- ~~2.~~ Format: electronic
3. Type of content: school counseling best practices, GSCA news and information
4. Submission process/eligibility: only members are eligible to submit best practice articles; inclusion of content not submitted by a member is at the discretion of the Editor based upon the content's value to members; submission is done via email to the Editor and/or Executive Office
5. Content review and publication execution: Beacon Editor
6. Access: only available to members; mailed or emailed to members based upon preferences indicated in member profile; archived on the members only section of the web site; mailed to the Georgia State Board of Education and to each Georgia system school superintendent

iv. Journal (when applicable)

1. The Journal is GSCA's annual peer reviewed journal
2. Format: electronic
3. Type of content: research based papers for practitioners (both primary and secondary research are acceptable), scholarly reviews of books and other resources
4. Submission Process/eligibility: members and non-members are eligible to submit; see author guidelines below

5. Content review and publication execution: Journal Editor and Editorial Board; every article reviewed by two members of the board
6. Access: restricted to members on the web site for one year, then becomes publicly available
7. Guidelines for authors:
 - a. All manuscripts should conform to the guidelines for publication listed in the Publication Manual of the American Psychological Association, 6th edition.
 - b. Via email, submit three attachments of the manuscript to the editor. One file should be in Adobe PDF and the other two should be in MS Word 2007 or higher.
 - c. The PDF copy should have a cover page with the title of the article, the name, title, institutional affiliation, address, email address and telephone numbers (day and evening) for each author, and the date of submission. The first author will be the person contacted by the editor. The other files should be blind copies with no author affiliation.
 - d. Do not submit previously published material or material that is currently under consideration by another publisher.
 - e. Author(s) bear full responsibility for the accuracy of references, quotations, tables and figures. While the editorial review board member and the editor review these, it is not their responsibility to verify for accuracy.
 - f. Manuscripts that do not comply with the guidelines will be returned without review to the author(s).
 - g. Send your submissions to journal@gaschoolcounselor.org no later than June 30th for consideration in fall issue. Submissions received after that will be reviewed for the next year's journal cycle.
8. Editor (when applicable)
 - a. The President Elect and sitting Editor will present up to three qualified candidates to the Executive Board for review and approval at the Spring meeting.
 - b. The outgoing Editor will provide training to the incoming Editor from approval by the Executive Board at the Spring meeting through June 30.
 - c. Term length: three years, with the ability to serve up to an additional one term.
 - d. Criteria for appointment of the Editor:
 - i. Have published at least once in a scholarly (i.e. peer reviewed) publication
 - ii. Have served on an editorial board (not restricted to GSCA)
9. Editorial Board (when applicable)
 - a. There shall be a call for nominations for the Editorial Board. Applicants shall be vetted by the Journal Editor and candidates recommended to the Executive Board for approval at the Spring meeting.
 - i. There shall be every effort to have one representative from each level on the board, plus a fourth slot of which level/representation is at Journal Editor discretion.
 - b. Board composition is not restricted to GSCA members.
 - c. Term Length: three year staggered terms, which coincide with the fiscal year.
 - d. Removal of a board member for any reason shall be upon recommendation by the Journal Editor to the Executive Board, who shall evaluate and make final determination of removal.

n. GSCA WEBSITE CONTENT POLICY

Prior to placing any downloadable, member-submitted resources on the web site, approval must be obtained from the Web Editor. The following guidelines should be used in determining acceptance or rejection for the GSCA website:

1. The proposed website/link provides additional resources and/or information which are relevant to GSCA members.
2. The proposed website/link has an approach to the privacy of personal information that is consistent with the beliefs of GSCA.
3. The proposed website/link is designed primarily to provide relevant resources and information rather than for generating revenue for the sponsoring organization.

GSCA reserves the right to remove or deny any link or content that does not seem appropriate for GSCA (members), contains misleading information or unsubstantiated claims, or is determined to be in conflict with GSCA's mission and policies. The inclusion of a link is not intended as an endorsement by GSCA.

The GSCA policy is similar to the policy used by the American School Counselor Association (ASCA), and includes the following:

“The information posted on this page of the Georgia School Counselor Association (GSCA) website includes educational and informational material as well as links to other resources, companies, projects and services that GSCA believes you might find of interest. GSCA provides these resources solely for information. The presence of companies, projects, ideas and services contained on this page do not imply endorsement. When site visitors select a link to an outside website, they are leaving the GSCA site and are subject to the privacy and security policies of the owners and sponsors of the outside website. All liability for improper reproduction of copyrighted material lies with the individual who submitted the resource.”

o. EVENTS

i. ASCA State Leaders Meeting

1. Currently the State Leaders Meeting combines both Delegate Assembly and the ASCA Leadership Development Institute and is held prior to the conference at the conference site
2. GSCA is eligible to send two voting delegates and up to four non-voting delegates to attend the ASCA State Leaders Meeting. Attendance will be based on leadership position as of June 30 in the calendar year in which the ASCA State Leaders Meeting is to be held, regardless of what GSCA fiscal/leadership year it falls in
 - a. The President shall serve as the first voting delegate
 - b. The President-Elect shall serve as the second voting delegate
 - c. The President-Elect-Elect shall serve as the third delegate
 - d. The President shall submit appointments for remaining delegate slots by March 1 for Executive Board approval. It is encouraged, but not required, that additional delegates be emerging leaders in GSCA and in the field.
3. Information on expenses and reimbursement eligibility can be found in Section 4, B, IV “Other Financial Policies”

ii. Leadership Development Institute (LDI)

1. Overview

- a. In order to prepare the newly-elected and appointed leaders to assume their leadership roles, the Georgia School Counselor Association holds an annual Leadership Development Institute (LDI). It is designed for all members of the Leadership Team who must hold current membership in GSCA. Not only does LDI provide training as to responsibilities that come with leadership, but it provides opportunities for the development of a cohesive Leadership Team.

2. Institute Goals- The theme of the Institute, program content and other activities must all blend into a comprehensive effort to accomplish the following goals:

- a. To provide each member of the Leadership Team with specific information about his/her role as a GSCA leader
- b. To enhance leadership skills via professional development activities
- c. To increase identification with the state association
- d. To become familiar with GSCA purposes, organizational structure, policies and procedures, programs, grants, conference, professional development opportunities and other services
- e. To network among GSCA elected and appointed leaders for support and resources
- f. To instill a sense of family and teamwork within the GSCA leadership
- g. To organize and plan state activities as related to state/national goals and ideals
- h. To instill a renewed sense of purpose, motivation and commitment to promoting the continual professional development of Georgia professional school counselors.

3. Policies

- a. No expenses will be assumed by GSCA nor reimbursed for a member of the Leadership Team's attendance at LDI unless membership has been renewed and dues paid (if applicable) for the fiscal year of service. Failure to renew/pay by one week prior to the start of LDI may result in removal from attendance or expenses to be assumed by the individual, personally. Exceptions may be granted by the President.
- b. GSCA provides housing based on double occupancy rates. Persons requesting single occupancy must pay the difference in the cost to GSCA. Single rooms may be provided for the President and President Elect. A single occupancy room will be provided for the Past Past President for the night of the Installation ceremony over which the Past Past President resides, if the ceremony is in the evening and the Past Past President is not a member of the leadership team and thereby otherwise eligible for housing.
- c. Up to \$500 may be spent each year for hotel rooms for Past Presidents in order to facilitate attendance at the installation ceremony. Rooms shall be double occupancy and allocated on a first come, first requested basis.
- d. Additional nights' lodging, pre- or post- LDI dates, except for pre-dates for the President-Elect and Conference Committee, are to be arranged with the host site and paid for by the person making the request.
- e. LDI is a professional development opportunity for the GSCA Leadership Team. Attendance by guests is at the discretion and invitation of the President-Elect.
- f. The selection of the LDI site is made with due consideration to the adequacy of meeting and program facilities, housing accommodations, dining facilities,

comfort, convenience, attractiveness, economic conditions, and location in the state.

- g. GSCA will fund meeting space/materials, food and lodging for the GSCA Leadership Development Institute (LDI). Travel will be reimbursed on a pro-rated basis according to the specific schedule listed here. Round-trip mileage shall be paid only to those persons driving at the following rate in miles):

0 – 99 miles: \$10.00	301 – 400 miles: \$40.00
100 – 200 miles: \$20.00	401 – 500 miles: \$50.00
201 – 300 miles: \$30.00	501 + miles: \$60.00

The conference committee will be reimbursed at the regular GSCA mileage reimbursement rate (currently \$0.35/mile).

iii. Annual Conference

1. Overview

The Georgia School Counselor Association encourages, enhances, and promotes the work of the school counselor as a vital element of the educational experience of students. The major focus of school counselors is to assist students, pre-kindergarten through postsecondary, in maximizing their educational, career, and personal/social growth and development.

The leadership and financial support for the Annual Conference comes from GSCA. Because several groups and many individuals are involved in the Conference, it is essential that there be a clear delineation of roles and tasks. The smooth operation of the Conference depends on the blending of all facets into a cohesive whole. The Conference theme, program content, facilities, and services must all mesh smoothly for a successful Conference.

2. History of the Annual Conference

GSCA assists counselors in delivering more effective services by providing professional development programs and activities to help maintain high standards and encourage quality performance.

The first Annual Conference was held in 1950 and attended by approximately 50 counselors. As the organization has grown in membership, attendance at Conference has also increased.

3. Conference Goals

One of the stated purposes of the Association is to promote the continuing professional development of school counselors. The Annual GSCA Conference is the primary activity that supports this purpose. The Annual Conference serves the needs of members in professional and personal areas by providing the following:

- programs designed to upgrade skills and knowledge,
- exchange of ideas among professionals,
- awareness of issues impacting the profession of school counseling,
- contacts with leading practitioners in school counseling,
- familiarization and identification of school counselors with the state and national associations,
- visibility for future professional leaders through presentations,
- revitalization of the enthusiasm of the membership,
- development of special interests, and
- renewal of old friendships and the establishment of new ones.

Additionally, each year the conference chair(s), President and Content Vice-Chair will set goals for that specific conference with regard to curriculum, attendee experience, etc.

4. Site Selection

a. Process

The contract for the Annual Conference site is to be signed, after approval of the Executive Board, at least two years prior to the Conference date. The site selection company (third-party planner/AMC) or committee appointed by the President investigates potential sites and submits a report with recommendations to the Executive Board. Recommendations need to include data-driven considerations such as concentration of membership, historical attendance, and hotel capacity. No more than one visit to the same site is made by the selection committee/company prior to making a recommendation to the Executive Board. Contracts are negotiated with potential sites by the contracted site selection company or committee appointed by the President and are then approved by the Executive Board and signed by the President.

b. Criteria

The selection of the Annual Conference site is made with due consideration to the adequacy of meeting and program facilities, availability of hotel rooms, affordable price range, convenience and attractiveness to prospective attendees, and the potential for economic and professional success. Although no regional rotation within the state is required when selecting conference sites, consideration should be given to such. When possible, at least two sites should be considered to strengthen the negotiating stance.

Facility Evaluation Considerations

- sleeping rooms (number to be held for GSCA)
- adequate exhibit space
- adequate breakout meeting rooms
- ballroom facilities for Opening/Closing Session, Membership Assembly, President's Reception, Awards Function
- general session space available each day
- accessibility for attendees with disabilities
- adequate accommodations for projected attendance
- tourist appeal
- transportation options including parking
- comfort of participants
- availability of attractive eating options and entertainment in the immediate area
- audio-visual pricing, food and beverage minimums and other technological expenses

c. Other Considerations

The GSCA Annual Conference is traditionally held during the first two weeks of November over a two-to-three day period. The Conference schedule includes a Pre-Conference day. Every effort should be made to avoid state-wide testing dates and school holidays. A Wednesday – Friday pattern is preferred. The week of Thanksgiving is to be avoided.

5. Responsibility

The Conference Chairperson(s) accept responsibility for coordinating all aspects of the conference, assigns Conference Committee responsibilities as needed and supervises the activities of the Committee.

Assignments of specific conference planning tasks shall be documented in a task list reviewed and updated annually by the AMC and Conference Chair(s).

Presenter Policy

GSCA places a high value on the skill and expertise of its presenters, and views their participation as integral to the success of the conference. GSCA strongly encourages presenters to attend and participate for the entirety of the conference. As such, all presenters are required to register for the conference.

The Content Chair may grant waivers in this policy if the request and rationale is received by the Early Bird registration deadline and the individual is not a practicing school counselor, counselor educator, or student in Georgia.

Individuals who have not registered and paid for the conference, or submitted an appeal to the Content Chair, by the Early Bird registration deadline are subject to removal from the conference schedule.

Additionally, Presenters who do not show up for their scheduled session and do not provide notification to the Content Chair or President may be subject to barring from future programs.

6. Registration Cancellation Policy

Cancellations made prior to the Early Bird registration deadline are allowed without penalty.

Cancellations between the Early Bird and the Advanced registration deadline will be subject to a 25% processing and administrative fee for general attendees.

Presenters cancelling their registration after the Early Bird deadline will not be eligible for refund. Additionally, no cancellations of ancillary registration items (such as t-shirt, boxed lunches, PLUs) are allowed after the Early Bird Deadline.

No cancellation and/or refund requests are granted after the Advanced registration deadline. Appeals for exception to this policy for extreme circumstances such as death in the family, car accident, jury duty, etc. must be received by the close of the event and will be reviewed by the Executive Board after the event with decision notification being sent within 30 days of the last day of the event.

All cancellations and refund requests must be made in writing via email, fax, or mail.

Individual refunds will not be given to individuals whose fees have been paid by their school systems; these refunds will be sent directly to the school system.

7. Other Policies

- a. The registration fees shall be waived for the following: President and a maximum of six members of the Conference Committee including the Chairperson(s).
- b. A maximum of six members shall serve on the Annual Conference Committee, including the Conference Chairperson(s).
- c. Paid speakers (including those receiving a speaker fee and/or reimbursement) shall sign a contract provided by GSCA and subsequently signed by the President.
- d. The deadline for receipt of the "Call for Programs" is determined by the Content Vice-Chair and placed on the GSCA website and in the spring edition of the *Beacon*.
- e. Registration fees are set by the Executive Board.
- f. The Conference Chairperson(s) and AMC are to maintain files of materials, including suggestions for changes. The file is to be passed to the Chairperson(s) for the next year's Conference.

- g. GSCA will not allow other groups to meet in conjunction with GSCA at the Annual Conference.
- h. The following program guidelines are to be followed:
 - i. Programs from both members and non-members are welcome. All programs must be reviewed and approved by the Content Vice-Chair.
 - ii. Program proposals will be explained in detail and evaluated for appropriate content.
 - iii. A disclaimer will appear in the Annual Conference program declaring that GSCA is not responsible for programs and products presented at the Conference.
 - iv. GSCA will supply a session monitor for all sessions.
- i. Following the Conference, the Conference Chairperson(s), Committee and AMC should hold a debriefing session with the President Elect and incoming Conference Committee.
- j. Sponsorship packages are evaluated annually. They are recommended by the AMC and are approved by the Conference Chair(s).
- k. State award winners may invite an unlimited number of people to attend the Awards Ceremony if no food and beverage is to be provided. If the Awards function is a ticketed or prepaid event, each award winner may bring up to 8 people on a complimentary basis. Professional Recognition Chair/Co-Chair and Conference Committee may attend on a complimentary basis. Additional complimentary tickets for award winners or others (i.e. ASCA Representative) and pricing for paid tickets shall be the discretion of the Conference Chair. The Professional Recognition chairperson will submit the number of complimentary tickets for award winners to the at least AMC two weeks prior to conference.
- l. The Conference Team will have meals covered while on-site for the annual conference (including preparatory day(s)).
- m. Complimentary rooms are provided for the President (suite for up to five nights), Conference Committee (maximum of five nights), AMC (maximum of four nights), ASCA Representative (maximum of two nights), and keynote and/or preconference speaker(s) (maximum one night or as contracted). Conference Committee rooms are to be double-occupancy. GSCA President, AMC, ASCA Representative, and keynote/pre-conference speaker(s) rooms are to be single-occupancy.

iv. Ancillary Conferences

The Georgia School Counselor Association is open to proposals to co-sponsor conferences which provide additional professional growth opportunities for school counselors within the state. The Executive Board of GSCA will consider approval of requests for future co-sponsorship based on submission of a proposal which follows the guidelines listed below. Such proposals for conference co-sponsorship should be received by the President prior to the first Executive Board meeting of the fiscal year. Subsequent proposals may be brought to the attention of the Executive Board for consideration at the pleasure of the President.

CONFERENCE PROPOSAL GUIDELINES

Information needed: Date(s) of conference, Site, Proposed Conference Budget, Speaker(s); Additional sponsors: Names of organizations expected to sponsor any

part of the conference (breaks, luncheons, speakers, etc.) and the amount of sponsorship expected.

1. Levels of GSCA Co-sponsorship

- a. Endorsement - No financial support or responsibility is expected from GSCA and the proposal must meet GSCA Endorsement Policy guidelines.
- b. Support - GSCA provides assistance (non-financial) in planning and producing the conference.
- c. Financial Support - GSCA agrees to be responsible for a percentage of the conference costs and receives a percentage of any profits. All funds must be deposited with GSCA to insure accurate recordkeeping, and GSCA pays all expenses per prior agreement. Any profits are divided as agreed upon by the GSCA Executive Board and the co-sponsoring organization.

5. GOVERNING STRUCTURE & JOB DESCRIPTIONS

a. EXECUTIVE BOARD

- i. **Purpose:** To conduct the business affairs of the Association within the parameters of the Bylaws, strategic plan, policies and decisions of the Membership Assembly.
- ii. **Composition:**
 1. Officers: President, President Elect, Immediate Past President, Secretary, Treasurer and Parliamentarian (non-voting)
 2. Directors: Elementary Director, Middle Director, Secondary Director, Counselor Educator Director, Northern Director, Metro Director, Central Director and Southern Director; Administrator Liaison (non-voting)
 3. Ex officio, non-voting: Advocacy Chair(s), AMC Representative

iii. **Duties and Responsibilities:** The Executive Board

Responsible for governance; strategic planning and oversight of execution; resource allocation, policy setting and monitoring; conducting the business affairs of the Association within the Bylaws, ethical standards, policies and procedures adopted by the Membership Assembly; conducts an annual evaluation of all contracted services - in case of a vacancy, the Executive Board conducts the job search for a replacement; approves formation of professional alliances; sets regions; makes changes to governance structure as needed. This may include, but is not limited to:

1. Makes changes to dues structure, within parameters outlined in the Bylaws.
2. Certifies the inability of any officer to fulfill a term of office; and approves subsequent replacements.
3. Approves changes in GSCA policies, procedures and job descriptions.
4. Establishes and periodically reviews the geographical regions of the Association.
5. Determines Committee Chair/Liaison need on an annual basis, slots each position then approves the appointments to the incoming Leadership Team.
6. Approves recommendations for Honorary Membership in GSCA.
7. Approves the President's appointments to any official ASCA meetings, as per bylaws and policies.
8. Approves the proposed budget.
9. Determines to which organization(s) the property of the Association will be transferred in the event the Association is dissolved.
10. Removes from office any elected officer or member of the Executive Board, for cause, by a two-thirds majority of the Executive Board.
11. Conducts personnel matters in Executive Session under agreed upon confidential standards. Decisions made in executive session are reported in the minutes when the general session resumes.
12. Approves Position Statements.
13. The President Elect, President Elect-Elect and current President shall invite elected Directors to serve as an area Supervisor based on past experience/aptitude. Not all elected Directors also serve as Area Supervisors. Area Supervisors must be in place by LDI.

General Requirements: Executive Board Members

14. Officers: Represent the membership at large

15. Directors: Represent the view of members of the constituent demographic. Some Directors also serve in a dual role responsible for supervision (not execution) of a direct functional area of operations.
16. Attend the annual Leadership Development Institute (mandated for all Leadership Team positions.)
17. Adheres to GSCA Bylaws, ethical standards, and all policies and procedures.
18. Attend all scheduled Executive Board meetings. One unexcused absence (failure to attend the meeting without giving advance written notice or failure to attend the meeting for a non-excused reason, as determined by the President, President-Elect, and Parliamentarian) may result in removal from office. Two unexcused absences will result in removal from office, and two excused absences may result in removal from office.
19. Perform other duties as directed by the Executive Board and/or Membership Assembly.
20. Hold Professional or Retired Membership in GSCA (Officers & Directors Only).
21. Submit vouchers to the AMC for reimbursement of approved, budgeted expenses.
22. Submit one Beacon article and one article for *The Counselor Connection* during each membership year
23. Encourage submissions of Professional Recognition packets and participation in the GSCA leadership process

iv. Requirements by Position: Officers

1. PRESIDENT

- a. Purpose: To lead the Georgia School Counselor Association and serve as presiding officer of the Executive Board and Membership Assembly.
- b. Duties and Responsibilities: The President
 - i. Convenes and presides at the meetings of the Executive Board and Membership Assembly.
 - ii. Makes agenda for the Membership Assembly available to members prior to the meeting.
 - iii. Provides procedures (including time limits) for presentation of new business to the Membership Assembly.
 - iv. Oversees operations of all committees.
 - v. Maintains close contact and provides support to the Leadership Team.
 - vi. Makes an annual report to the Membership Assembly.
 - vii. Prepares the GSCA Annual Report to the ASCA Delegate Assembly.
 - viii. Serves as the official spokesperson for GSCA.
 - ix. Represents GSCA to other professional organizations.
 - x. Serves as GSCA's first voting delegate to the ASCA Delegate Assembly.
 - xi. Appoints the delegates to the ASCA Delegate Assembly and makes other appointments to other official ASCA meetings in accordance with GSCA Bylaws and Policies and Procedures.
 - xii. Attends the ASCA Leadership Development Institute.
 - xiii. Appoints replacements to elected and appointed positions when necessary.
 - xiv. Files current lists of committee chairs and committee members with the AMC.
 - xv. Establishes committees as needed, according to Bylaws.

- xvi. Writes regular column for each issue of the *Beacon* and Georgia ASCA Magazine.
- xvii. Promotes all GSCA sponsored conferences and activities.
- xviii. Signs all legal contracts and initiates/receives letters-of-intent on behalf of GSCA, with AMC review and Executive Board approval.
- xix. Maintains exemplary ethical and professional behavior as the official representative and spokesperson for GSCA.
- xx. Provides direction to the Association Management Company (AMC).
- xxi. Serves on the Finance Committee.
- xxii. Notifies the Professional Recognition Chair of any changes made by ASCA regarding Professional Recognition.
- xxiii. Notifies all leadership team members of motions passed by the Executive Board which may require action on their part or whose role may be impacted.
- xxiv. Receives recommendations for Bylaws changes from members and transmits those recommended changes to the Executive Board.
- xxv. Requests Executive Board to assess current and future trends and needs and make recommendations.

2. *PRESIDENT ELECT*

- a. Purpose: To assist the President and to perform specified duties to further the Association in reaching its goals; to gain experience and to prepare to lead the Association as President during the next year.
- b. Duties and Responsibilities: The President Elect
 - i. In advance of the first meeting of the new Executive Board, typically held in the summer, submits a slate of individuals to serve in Conference Area Chair/Team positions for Executive Board approval.
 - ii. Oversees Leadership Team volunteer process. Invites individuals to serve who have been slated by the Executive Board; submits a final Leadership Team to the Executive Board for approval.
 - iii. Coordinates the efforts of the President Elect, President Elect-Elect and current President to invite elected Directors to serve as an area Supervisor based on past experience/aptitude. Not all elected Directors also serve as Area Supervisors. Area Supervisors must be in place by LDI.
 - iv. Plans for and implements the annual LDI according to policies, procedures and planning documents.
 - v. Executes on Conference functions as outlined in planning documents.
 - vi. Serves as the second voting GSCA delegate to the ASCA Delegate Assembly.
 - vii. Manages volunteer process for leadership team members for his/her term as President.
 - viii. Serves on the Finance Committee.
 - ix. Writes articles for each issue of the *Beacon*.
 - x. Provides reports on membership status to Membership Assembly.

3. *IMMEDIATE PAST PRESIDENT*

- a. Purpose: To advise and assist the President and perform other duties as specified to further the goals of the Association.
- b. Duties and Responsibilities: The Immediate Past President

- i. Presides at Membership Assembly and other meetings in absence of the President.
- ii. In the event that the president is unable to fulfill his/her term, assumes the responsibility of the presidency until the Executive Board appoints a qualified person to fill the vacancy.
- iii. Advises and assists the President.
- iv. Installs new officers and Leadership Team at the Leadership Development Institute.
- v. Serves as chair of the Nominations and Elections Committee and follows guidelines as outlined in the Nominations and Elections Procedures; informs potential officers of the qualifications and responsibilities for that office; verifies credentials of nominees.
 - Presents a program at the Annual Conference on “Becoming more involved in GSCA”
 - Promotes nomination of members for office through the Region Directors and Liaisons, Leadership Team, and articles in the *Beacon*.
 - Works with the Association Management Company (AMC) to verify eligibility of nominees for office based on the Nominations and Elections criteria.
 - Informs potential officers of qualifications and responsibilities of that office.
 - Solicits and submits a nominee for office if no nomination is received by the deadline.
 - Presents slate of nominees to membership in *Beacon* article prior to the Membership Assembly.
 - Oversees balloting according to Nominations and Election Procedures.
 - Notifies all candidates of election results prior to informing the membership through publication in the *Beacon*.
 - Notifies elected officers’ principals and superintendents of election results.
 - Follows nominations and elections procedures as described in the “Policies and Procedures” section above.

4. SECRETARY

- a. Purpose: To record minutes of all business proceedings of GSCA (Membership Assembly and Executive Board) and prepare written reports of such meetings.
- b. Duties and Responsibilities: The Secretary
 - i. Updates the *Summary of Major Motions* following each meeting of the Executive Board and Membership Assembly.
 - ii. Provides all Executive Board members and the AMC with an updated copy of the GSCA *Summary of Major Motions* at the end of the fiscal year.
 - iii. Records minutes of all business meetings.
 - iv. Prepares and provides copies of minutes of Executive Board and Membership Assembly meetings to all Executive Board members and the AMC within three weeks following the meeting.

5. TREASURER

- a. Purpose: To monitor the financial affairs of GSCA, as directed in the GSCA Bylaws and Financial Policies and to prepare and submit reports on the financial status of the association as required and/or warranted.
- b. Duties and Responsibilities: The Treasurer
 - i. Reviews monthly reports sent by the AMC.
 - ii. Chairs the GSCA Finance Committee.
 - iii. Leads the Finance Committee in an analysis of projected income and expenses for the next fiscal year in preparation for budget development.
 - iv. Oversees the Finance Committee in the development of an annual budget for approval by the Executive Board and for presentation (only) to the Membership Assembly.
 - v. Submits an (minimum) annual report (Treasurer's Report) of the association's financial status to the Executive Board and Membership Assembly. The report to the Executive Board should include any recommendations regarding fiscal policies.
 - vi. Submits copies of reports from the accountant or AMC to the Executive Board and Finance Committee chair.
 - vii. Oversees all business transactions, including those forwarded by the AMC, auditor and/or other sources.
 - viii. Familiarizes self with GSCA Financial Policies and with the written guidelines regarding the role as found in other GSCA Manuals
 - ix. Serves as Finance Committee Chair
 - Adheres to the Timeline as printed in the Financial Policies.
 - Keeps the AMC informed of all budget revisions as soon as they are approved. The AMC will inform the accountant, when appropriate.
 - Oversees the development of a proposed budget for the Association, according to the timeline in the Financial Policies.

6. PARLIAMENTARIAN

- a. Purpose: To advise the President regarding parliamentary procedures and Bylaws and to ensure that the Membership Assembly and Executive Board meetings are conducted according to the Association's Bylaws and *Robert's Rules of Order*.
- b. Duties and Responsibilities: The Parliamentarian
 - i. Informs the membership, prior to the Membership Assembly, of the President's procedures, including time limits for members, regions and committees to present new business to the Membership Assembly.
 - ii. Informs the membership about basic parliamentary procedures prior to and during the Membership Assembly.
 - iii. Consults with officers, region and committee chairs, and members about parliamentary issues when requested to do so.
 - iv. Becomes familiar with GSCA Bylaws and *Robert's Rules of Order*.
 - v. Attends all official meetings of the Executive Board and Membership Assembly and monitors them to ensure that they are conducted according to the Bylaws of the Association and *Robert's Rules of Order*.

- vi. Consults with the President about agenda items and possible parliamentary issues prior to each meeting of the Executive Board and Membership Assembly.
- vii. Publicizes any proposed changes in the Bylaws at least thirty (30) days prior to the vote by the membership.
- viii. Reviews GSCA Policies and Procedures to determine compatibility with Bylaws.
- ix. Familiarizes self and committee with GSCA bylaws.

v. Requirements by Position: Directors

1. Purpose: Represent the view of members of the constituent demographic. Some Directors also serve in a dual role responsible for supervision (not execution) of a direct functional area of operations
2. Representational Demographics:
 - a. Elementary Director: Elementary school counselors
 - b. Middle Director: Middle school counselors
 - c. Secondary Director: Secondary school counselors
 - d. Counselor Educator: Director Counselor educators
 - e. Northern Director: Dade, Walker, Catoosa, Whitfield, Murray, Chattooga, Floyd, Bartow, Polk, Haralson, Carroll, Gordon, Fannin, Union, Towns, Rabun, Gilmer, Lumpkin, White, Habersham, Pickens, Dawson, Hall, Banks, Stephens, Franklin, Jackson, Madison, Elbert, Clarke, Oconee, Oglethorpe, Wilkes, Lincoln, Barrow, Morgan, Greene, Taliaferro, Newton, Hart
 - f. Metro Director: Fulton, DeKalb, Gwinnett, Cobb, Clayton, Douglas, Fayette, Henry, Cherokee, Forsyth, Paulding, Rockdale
 - g. Central Director: Spalding, Butts, Heard, Coweta, Troup, Meriwether, Pike, Upson, Harris, Talbot, Taylor, Muscogee, Chattahoochee, Marion, Schley, Stewart, Webster, Quitman, Jasper, Putnam, Lamar, Monroe, Jones, Baldwin, Bibb, Twiggs, Wilkinson, Crawford, Peach, Houston, Macon, Dooly, Hancock, Warren, McDuffie, Columbia, Richmond, Glascock, Jefferson, Washington, Burke, Jenkins, Johnson, Laurens, Treutlen, Emanuel, Bleckley, Pulaski, Dodge, Wheeler, Montgomery, Toombs, Screven, Candler, Bulloch, Effingham, Evans, Tattnall
 - h. Southern Director: Sumter, Randolph, Terrell, Lee, Crisp, Turner, Worth, Dougherty, Calhoun, Clay, Tift, Early, Baker, Mitchell, Colquitt, Miller, Seminole, Decatur, Grady, Thomas, Ben Hill, Irwin, Coffee, Bacon, Pierce, Atkinson, Berrien, Cook, Lowndes, Echols, Clinch, Charlton, Brantley, Brooks, Lanier, Ware, Wilcox, Telfair, Jeff Davis, Appling, Bryan, Chatham, Long, Liberty, McIntosh, Wayne, Glynn, Camden
3. Area Supervisors: Some Directors also serve in a dual role responsible for supervision (not execution) of a direct functional area of operations.
 - a. Professional Advancement Supervisor: Provides direct oversight/management to Chairs in the Professional Advancement Area; reports on Area activities to the Executive Board
 - b. Publications Supervisor: Provides direct oversight/management to Editors in the Publications Area; reports on Area activities to the Executive Board
 - c. Recruitment & Sustainability Supervisor: Provides direct oversight/management to Membership Section Liaisons; reports on Area activities to the Executive Board
 - d. Region Outreach Supervisor: Provides direct oversight/management to Region Liaisons; reports on Area activities to the Executive Board

4. The Directors representing the four geographical areas of the state (northern, Metro, Central, and Southern) shall participate in the Professional Recognition process
 - a. Work with Region Liaisons to solicit GSCA School Counselor of the Year applications.
 - b. Work with Professional Recognition Chair(s) to select up to four semi-finalists from his/her geographical area.
 - c. Notify districts and principals of semi-finalists in his/her area.

b. LEADERSHIP TEAM

i. COMPOSITION:

The Leadership Team is comprised of the Executive Board, Finance Committee, Committee Chairs, and Membership Section Liaisons.

ii. MEMBERSHIP STATUS:

1. Any individual invited to serve on the leadership team must be a current member in good standing at the time of invitation.
2. All members of the Leadership Team must be members in good standing of GSCA as of July 1 of the year of service by one week prior to the first day of LDI or by their term beginning July 1, whichever comes first. Failure to renew prior to one week prior to the start of LDI will result in the individual being ineligible for financial support to attend LDI, and failure to renew by July 1 may result in removal from the Leadership Team. Exceptions can be made by the President on a case by case basis.

iii. SELECTION PROCEDURE:

1. A call for volunteers for Committee Chair and Membership Section Liaison positions shall be distributed each fall.
2. Following the close of the call for volunteers, the President-Elect shall lead the Executive Board in determining what Committee Chair and Membership Section Liaison positions are needed and generating ideas for leaders for each position, and then the President-Elect shall issue invitations to serve.
3. Terms of Service
 - a. Terms of service on the Leadership Team are one year concurrent with the fiscal year.
 - b. Members may serve a maximum of two consecutive years in one position. Members are eligible to serve again in the same position after a lapse of one year, during which they may serve in another Leadership Team position and/or on a/the committee during that year.
 - c. Exceptions include:
 - i. Journal Editor and Editorial Board (see policy above).
 - ii. Advocacy
 - The Advocacy Chair position shall be shared among three individuals as follows:
 - a. Chair
 - b. Vice Chair
 - c. Past Chair
 - Each Advocacy position shall be a two, one-year term of service (not to exceed three one-year terms). The Vice Chair

will automatically advance to the positing of Chair and Chair to Past Chair after two one-year terms in each role.

- The Chair and Vice Chair are the ex officio, non-voting members of the Executive Board.
4. The Executive Board shall approve the final Leadership Team no later than April 1 to allow for ample time for members to make travel arrangements for LDI.
 5. Note: Conference Area Chairs/Team shall be selected each summer by President-Elect, with approval by the Executive Board.
 6. Leadership Team members may be removed from office upon a vote of the Executive Board for failure to perform duties specified to the position.

c. COMMITTEE CHAIRS

i. GENERAL REQUIREMENTS

1. Committees are responsible for executing a specific area of operations.
2. Duties and Responsibilities: Committee Chairs
 - a. Submits an annual Plan of Action.
 - b. Submits a regular Leadership Report.
 - c. Attends the annual Leadership Development Institute (mandated for all Leadership Team positions.)
 - d. Attends Annual Conference and Membership Assembly meetings.
 - e. Adheres to GSCA Bylaws, ethical standards, and all policies and procedures.
 - f. Performs other duties as directed by the Executive Board and/or Membership Assembly.
 - g. Holds membership in GSCA.
 - h. Maintains accurate records of expenditures and follow the Financial Policies and Procedures.
 - i. Submits a current list of committee members annually to the President, who forwards it to the Association Management Company (AMC).
 - j. Refrains from making any revisions or using a revised form unless approved by the Executive Board.
 - k. Encourages submissions of Professional Recognition packets and participation in the GSCA leadership process.
 - l. As assigned by the President.

ii. PROFESSIONAL ADVANCEMENT

1. *ADVOCACY*

- a. Purpose: To coordinate GSCA involvement in legislative and governmental activities pertinent to the interests of the Association.
- b. Duties and Responsibilities: The Advocacy Chair
 - i. Reports directly to the President
 - ii. Serves as primary operational point of contact to the contracted lobbyist (if applicable) and includes the President on all correspondence and meetings.
 - iii. Conducts surveys of the GSCA leadership and members as needed to confirm legislative issues and priorities.
 - iv. Maintains list of legislative priorities.
 - v. Understands the position of the GSCA leadership in regard to issues important to the Association.

- vi. Informs GSCA membership of impending and in-process legislation through the AMC.
- vii. Encourages legislators, State Board of Education, government officials, and other influential groups to support legislation that promotes school counseling.
- viii. Communicates with the ASCA Advocacy and Public Policy Chair or related position.
- ix. Maintains information on legislative actions proposed, pending, or in process that affect the school counseling profession. At a minimum, provides quarterly reports to the GSCA President and Executive Board to inform them of legislative up-dates and to verify priorities.
- x. Maintains contact with the State Department of Education and other educational organizations to stay updated on pending and in-process legislation related issues.
- xi. Represents GSCA at various legislative or educational events (including educational conferences of stakeholders), as requested by the President.

2. *ASCA/RAMP*

- a. Purpose: To promote membership in the American School Counselor Association and implementation of the ASCA National Model at the state, system, and school levels; to promote and facilitate participation in the RAMP program; to serve as a subject matter expert on RAMP.
- b. Duties and Responsibilities: The ASCA/RAMP Chair
 - i. Encourage GSCA members to join ASCA.
 - ii. Promotes development and implementation of a comprehensive counseling program that aligns with the ASCA National Model.

3. *CKES*

- a. Purpose: To promote the use of CKES
- b. Duties and Responsibilities:
 - i. Coordinate the Counselor Keys Effectiveness System outreach and training efforts throughout the state.
 - ii. Collaborate with various GSCA committees/chairs (including but not limited to professional development, rural counselor, ASCA, region directors) to offer outreach and training on CKES.
 - iii. Work collaboratively with Advocacy co-chairs and Lobbyist to promote statewide usage of CKES.
 - iv. Communicate all activities and outcomes with Professional Advancement supervisors.

4. *MENTORING*

- a. Purpose: To coordinate a mentoring program for new and/or inexperienced professional school counselors.
- b. Duties and Responsibilities:
 - i. Recruits veteran counselors who will serve as mentors.
 - ii. Conducts training of mentors using the approved GSCA *Mentoring Handbook*.
 - iii. Assigns mentors and supervises the program.
 - iv. Reviews annually the “Mentoring Guide” and submits recommended changes to the Executive Board.

- v. Solicits names of new and inexperienced counselors who might benefit from having a mentor.
5. *PROFESSIONAL DEVELOPMENT/PODCAST*
- a. Purpose: To assess professional development needs and coordinate professional development opportunities.
 - b. Duties and Responsibilities: The Professional Development Chair
 - i. Plan professional development opportunities for members, such as RAMP assistance and comprehensive program implementation, webinars, etc.
 - ii. Work collaboratively with the ASCA National Model Chair to further the development of comprehensive programs and earning of RAMP designation.
6. *PROFESSIONAL RECOGNITION*
- a. Purpose: To coordinate the GSCA Professional Recognition Program.
 - b. Duties and Responsibilities: The Professional Recognition Chair
 - i. Completes an annual internal and external marketing plan for how the State Counselor of the Year is leveraged.
 - ii. Presents a program at Annual Conference on preparing professional recognition packets.
 - iii. Updates recognition categories, criteria, procedures, and deadlines according to most recent ASCA guidelines.
 - iv. Informs membership of nomination categories, criteria, procedures, and deadlines through *Beacon*, LDI, and Region Chairs.
 - v. Solicits nominations, selects awards committee.
 - vi. and supervises selection of winners.
 - vii. Notifies all nominees of results.
 - viii. Coordinates recognition of state winners, including notification in writing of conference procedures for recognition.
 - ix. Coordinates the submission of Program Proposals for Annual Conference by the previous winners.
 - x. Follows guidelines as listed in the Professional Recognition Procedures.
 - xi. Communicates with ASCA and coordinates submission of state winners to ASCA.
7. *SERVICE PROJECT CHAIR*
- a. Purpose: To manage and execute GSCA's participation in community service and/or fundraising
 - b. Duties and Responsibilities: The Service Project Chair
 - i. Work with the President to identify a service project. Facilitate participation and/or donation by members.

iii. CONFERENCE

1. CONFERENCE CHAIR

- a. Purpose: To coordinate the annual Leadership Development Institute and the Annual Conference and provide supervision of and leadership to the Conference Team.
- b. Duties and Responsibilities: The Conference Chair
 - i. Works with AMC to ensure a professional and well-coordinated LDI and Annual Conference.

- ii. Works closely with the President, President Elect and AMC in LDI and Annual Conference planning, implementation and follow-up activities.
- iii. Follows all policies and procedures; works with AMC annually to review and update conference planning task list and executes tasks as assigned.
- iv. Provides leadership for the LDI and Annual Conference committees.
- v. Operates within the approved budget to meet the LDI and Annual Conference objectives and needs of the membership. Consults with the President for authorization when budgetary issues arise.
- vi. Schedules programs and other activities in conjunction with the Content Vice Chair's Program Committee.
- vii. Obtains name badges for President Elect, President, and Immediate Past President for installation at LDI.
- viii. Obtains gavel for incoming President for installation ceremony at LDI.
 - ix. Obtains gavel plaque for Immediate Past President for presentation at Annual Conference.

2. CONTENT VICE-CHAIR

- a. Purpose: To coordinate and oversee the selection of programs for the Annual Conference.
- b. Duties and Responsibilities: The Content Vice-Chair
 - i. Meets with the conference committee to select and schedule programs.
 - ii. Adheres to selection criteria for programs.
 - iii. Collaborate with AMC to ensure submitters of program proposals are notified as to the acceptance or rejection of their proposal(s).
 - iv. Collaborate with AMC to ensure notification of program presenters and monitors of the time and place of presentation and of specific guidelines.
 - v. Assists in establishing room assignments and physical layout for conference programs.
 - vi. Adheres to policies, procedures, and executes on tasks assigned in Conference planning documents.
 - vii. Submits Program Proposal Form and guidelines for submitting programs in the spring issue of the *Beacon* and in *The Counselor Connection*. Reminds committee chairs of their responsibility to present and/or sponsor a conference program
 - viii. Provides information regarding *Fall Beacon*, including an overview of the program in the Annual Conference issue, to the AMC.
 - ix. Recruits quality programs.
 - x. Reviews and revises, if necessary, the evaluation forms for Pre-Conference Workshop and program sessions. Revisions must be approved by the President and Conference Chair.
 - xi. Other tasks as assigned in LDI and/or Conference planning documents.

3. *HOST CITY VICE-CHAIR*
 - a. Purpose: To foster connection between conference attendees and the conference host city
 - b. Duties and Responsibilities:
 - i. Communicate with conference chair and AMC to determine needs for conference.
 - ii. Solicit volunteers.
 - iii. Other duties as assigned by conference chair.
4. *CONFERENCE TEAM*
 - a. Note: Up to three additional members of the conference team may be appointed
 - b. Purpose: To execute on conference tasks at the direction of the Conference Chair
 - c. Duties and Responsibilities:
 - i. As assigned by the Conference Chair

iv. PUBLICATIONS

1. *JOURNAL EDITOR (when applicable)*
 - a. Purpose: To serve as the editor of the *GSCA Journal* and provide oversight and management of the editorial board.
 - b. Duties and Responsibilities: The *GSCA Journal Editor*
 - i. Informs GSCA members of procedures, guidelines, and timelines for submitting articles for publication in the *GSCA Journal*.
 - ii. Collects all submitted articles and distributes them to the Editorial Board for reviewing and editing.
 - iii. Informs submitting authors of the decisions of the Editorial Board.
 - iv. Meets with the printer to arrange for the layout and publishing of the *GSCA Journal*.
 - v. Holds Editorial Board meetings as needed.
 - vi. Adheres to timeline and publication guidelines.
2. *BEACON EDITOR*
 - a. Purpose: To serve as editor of the *Beacon*
 - b. Duties and Responsibilities: The *Beacon Editor*
 - i. Ensures with President and Treasurer that publication expenses for the *Beacon* and *GSCA Journal* will be budgeted annually.
 - ii. Distributes handouts to the Leadership Team at LDI with timelines and guidelines for articles.
 - iii. Prepares and emails reminders of deadlines to Leadership Team prior to the deadlines.
 - iv. Collects and edits articles submitted for publication.
 - v. Selects other materials to be used in each issue.
 - vi. Confirms with AMC that appropriate funds are in the bulk mail permit account prior to mailing.
 - vii. Consults with printer in layout, number of pages, corrections, deletions, etc.
 - viii. Oversees mailing a copy of each published *Beacon* to the Georgia State Board of Education and to each Georgia system school superintendent.

- ix. Creates and distributes to appropriate parties (including the editor of the *GSCA Journal*) production and content guidelines and timelines.
- 3. *WEB EDITOR*
 - a. Purpose: To oversee the content for the web site
 - b. Duties and Responsibilities: Web Editor
 - i. Solicits, reviews and approves materials submitted for posting to the Virtual Sharing Room.
- 4. *SOCIAL MEDIA EDITOR*
 - a. Purpose: To oversee the content and strategy for GSCA social media
 - b. Duties and Responsibilities: Social Media Editor
 - i. Reviews postings to GSCA social media and monitor for compliance with social media use policy.
 - ii. Evaluate GSCA social media participation and recommend/implement utilization of emerging platforms.
 - iii. Post to GSCA social media and facilitate dialogue using those platforms.
- 5. *ARCHIVES EDITOR (when applicable)*
 - a. Purpose: To work with the photographer and AMC on innovative ways to celebrate GSCA's history.
 - b. Duties and Responsibilities: The Archives Editor
 - i. Presents an Archives exhibit annually at the Annual Conference.
 - ii. Organizes and catalogues any other GSCA historical documents and records; submits to the AMC for posting on the web.
 - iii. Utilizes current technologies in the organization and preservation of the GSCA archives, i.e. maintenance of a blog chronicling GSCA activities.
 - iv. Collects and maintains materials related to the history of GSCA on an annual basis. Including completion of an annual scrapbook.
 - v. Work with the photographer, Web Editor and AMC to identify innovative ways to celebrate GSCA's history.

d. MEMBERSHIP SECTION LIAISONS

i. GENERAL REQUIREMENTS

- 1. Membership sections have jurisdiction over an area of professional or membership interest. They are designed to serve a specific demographic or interest segment of the membership. Liaisons are responsible for facilitating networking, support and knowledge among the members of their membership section,
- 2. Duties and Responsibilities: Membership Section Liaisons
 - a. Submits an annual Plan of Action.
 - b. Submits an annual Leadership Report.
 - c. Attends the annual Leadership Development Institute (mandated for all Leadership Team positions.)
 - d. Attends Annual Conference and Membership Assembly meetings.
 - e. Adheres to GSCA Bylaws, ethical standards, and all policies and procedures.
 - f. Performs other duties as directed by the Executive Board and/or Membership Assembly.

- g. Holds membership in GSCA.
- h. Maintains accurate records of expenditures and follow the Financial Policies and Procedures.
- i. Refrains from making any revisions or using a revised form unless approved by the Executive Board.
- j. Encourages submissions of Professional Recognition packets and participation in the GSCA leadership process
- k. As assigned by the President

ii. RECRUITMENT & SUSTAINABILITY

1. GRADUATE STUDENT

- a. Purpose: To provide representation to GSCA leadership for graduate students in school counselor education programs and to encourage their active participation and involvement in GSCA. To facilitate networking, support and knowledge among graduate students and design programming, resources and education for graduate students.
- b. Duties and Responsibilities:
 - i. Communicates with Georgia Colleges and Universities with Counselor Education Programs regarding GSCA membership and programs for Graduate Students.
 - ii. Promotes GSCA membership information to Graduate Students.
 - iii. Collaborates with the Counselor Coordinator/Educator in promoting graduate student recruitment and membership, and participation in GSCA.

2. INFORMATION TECHNOLOGY (when applicable)

- a. Purpose: To generate interest and address issues relative to information technology. To provide knowledge, support and resources on the topic of using technology innovatively in school counseling practice.
- a. Duties and Responsibilities: The Information Technology Liaison
 - i. Addresses, supports, and promotes the use of information technology among GSCA leadership and membership-at-large

3. NEW COUNSELOR LIAISON

- a. Purpose: To facilitate networking, support and knowledge among new counselors; to create programming designed for new counselors

4. PAST PRESIDENTS ADVISORY COUNCIL (PPAC) LIAISON

- a. Purpose: To promote the active involvement of Past Presidents in the Association and to facilitate networking and support between Past Presidents.
- b. Duties and Responsibilities: The Past Presidents Advisory Council Liaison
 - c. Conducts PPAC meetings at least once a year to discuss matters pertinent to the Organization. One of the meetings may be in conjunction with the LDI and/or Annual Conference.
 - d. Submits ideas and recommendations to the Executive Board regarding organizational and professional issues.

5. RETIRED COUNSELORS LIAISON

- a. Purpose: To promote the active involvement of retired members in the Association. To provide networking, support and knowledge among Retired counselors.
- b. Duties and Responsibilities: The Retired Counselors

- i. Coordinates Retired Counselor Work setting meeting at Annual Conference.
 - ii. Promotes GSCA membership among retired counselors.
 - iii. Recognizes retired counselors who have contributed to the objectives of GSCA.
 - iv. Builds a strong network among retired counselors and encourages members contemplating retirement to continue active involvement in GSCA activities.
 - v. Collaborates with PPAC as needed.
- 6. *COUNSELOR COORDINATOR/ COUNSELOR EDUCATOR*
 - a. Purpose: To coordinate dialogue and interaction among GSCA members, school system counselor coordinators, counselor educators and postsecondary school counselors.
 - b. Duties and Responsibilities: The Counselor Coordinator/Educator
 - i. Provides feedback to GSCA leadership and membership regarding state and national trends in counselor education programs, supervision, and local and state counseling issues.
 - ii. Coordinates the Work Setting meeting and plans other activities for work setting members attending the Annual Conference.
 - iii. Corresponds with counselor education programs, postsecondary counseling centers, and local school system counseling coordinators to promote membership in GSCA.
- 7. *ELEMENTARY, MIDDLE AND SECONDARY LIAISONS*
 - a. Purpose: To generate interest among and activities for level Professional School Counselors. To facilitate networking, support and knowledge among level counselors.
 - b. Duties and Responsibilities: The Work Setting Liaison
 - i. Coordinates the level Work Setting program at the Annual Conference.
 - ii. Works to enhance public awareness of the role of the level school counselor.
 - iii. Collaborates with Advocacy Chair regarding legislative action that impacts school counseling.
 - iv. Promotes professional growth and development among level Professional School Counselors.
 - v. Collects information on work setting issues to share in articles in selected *Beacon* issues.
- 8. *CCRPI LIAISON/GA DOE LIAISON/SOCIAL-EMOTIONAL LIAISON/CAREER DEVELOPMENT LIAISON*
 - a. Purpose: To facilitate networking, support and knowledge on the topic of CCRPI/GA DOE UPDATES/SOCIAL-EMOTIONAL CURRICULUM/CAREER DEVELOPMENT & BEST PRACTICES
- 9. *RURAL COUNSELORS LIAISON*
 - a. Purpose: To promote the active involvement of rural counselor members in the Association. To provide networking, support and knowledge among rural counselors.
 - b. Duties and Responsibilities: The Rural Counselors
 - i. Promotes GSCA membership among rural counselors.
 - ii. Recognizes rural counselors who have contributed to the objectives of GSCA.

- iii. Builds a strong network among rural counselors and encourages active involvement in GSCA activities.

iii. REGIONS

1. REGION LIAISON

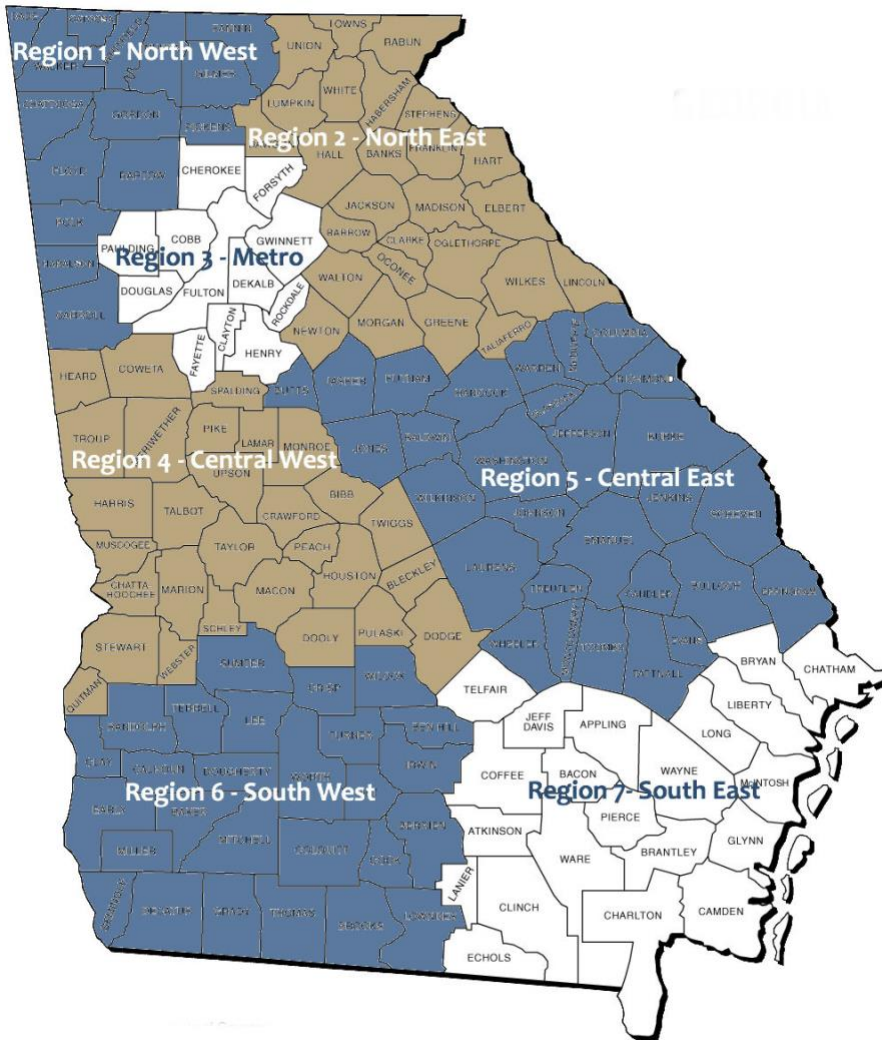
a. Purpose: To provide leadership within the region.

b. Duties and Responsibilities: The Region Liaison

- i. Keeps the area Director informed of Region activities, needs, and accomplishments.
- ii. Communicates with region counselors.
- iii. Consults with counselors in region to identify concerns and needs.
- iv. Facilitates a meeting at Annual Conference for Region members
- v. Schedules and facilitates a winter and/or spring Region meeting and plans programs to meet Region needs.
- vi. Works with AMC to identify counselors in their Region who are not members.
- vii. Works closely with the Advocacy Chair to solicit involvement of Region counselors.
- viii. Provides agenda and attendance lists of Region meetings to AMC.
- ix. Provides information to and encourages the participation of each Region school system in the GSCA Professional Recognition Program.
- x. Forwards materials and information about the region to his/her successor.
- xi. Promotes membership in GSCA.

6. APPENDIX

a. Region Map and Listing by County



Counties Comprising Regions:

Region 1 - North West

Dade, Walker, Catoosa, Whitfield, Murray, Chattooga, Floyd, Bartow, Polk, Haralson, Carroll, Gordon, Fannin, Gilmer, Pickens

Region 2- North East

Union, Towns, Rabun, Lumpkin, White, Habersham, Dawson, Hall, Banks, Stephens, Franklin, Jackson, Madison, Hart, Elbert, Clarke, Oconee, Oglethorpe, Wilkes, Lincoln, Barrow, Morgan, Greene, Taliaferro, Walton, Newton

Region 3 - Metro

Fulton, Dekalb, Gwinnett, Cobb, Clayton, Douglas, Fayette, Henry, Cherokee, Forsyth, Paulding, Rockdale

Region 4- Central West

Spalding, Heard, Coweta, Troup, Meriwether, Pike, Upson, Harris, Talbot, Taylor, Muscogee, Chattahoochee, Marion, Schley, Stewart, Webster, Quitman, Lamar, Monroe, Bibb, Crawford, Peach, Houston, Macon, Twiggs, Dooly, Bleckley, Pulaski, Dodge

Region 5 - Central East

Butts, Jasper, Putnam, Jones, Baldwin, Wilkinson, Hancock, Warren, McDuffie, Columbia, Richmond, Glascock, Jefferson, Washington, Burke, Jenkins, Johnson, Laurens, Treutlen, Emanuel, Wheeler, Montgomery, Toombs, Screven, Candler, Bulloch, Effingham, Evans, Tattnall

Region 6 - South West

Sumter, Randolph, Terrell, Lee, Crisp, Turner, Worth, Dougherty, Calhoun, Clay, Tift, Early, Baker, Mitchell, Colquitt, Miller, Seminole, Decatur, Grady, Thomas, Wilcox, Ben Hill, Irwin, Berrien, Cook, Lowndes, Brooks

Region 7 - South East

Coffee, Bacon, Pierce, Atkinson, Echols, Clinch, Charlton, Brantley, Lanier, Ware, Telfair, Jeff Davis, Appling, Bryan, Chatham, Long, Liberty, McIntosh, Wayne, Glynn, Camden

b. Allowable Expenses for Leaders While Traveling

Type of Expense GSCA Will Cover		GSCA Will Not Cover
Meals & Tips	<ul style="list-style-type: none"> * Actual costs up to \$35/day with itemized AND credit card receipt * Meals which are an additional cost & an official function of the event can be reimbursed in full (i.e. ASCA Awards Event) * Meals for the conference team during conference 	<ul style="list-style-type: none"> * Alcohol * Costs for meals which were available through the event (i.e. lunch is not reimbursable if it is included as an event function) * Meals during the annual conference, unless otherwise noted * Meals for spouses, partners, or other guests, unless specifically approved/budgeted
Transportation	<ul style="list-style-type: none"> * Travel by air, train, or bus that is at the lowest fare possible for convenient travel arrangements with dated receipt (including transportation from home <--> airport & airport <--> hotel) * Baggage fees for one checked bag each direction 	<ul style="list-style-type: none"> * Flight changes made after purchase for "convenience;" change fees due to an emergency are subject to Treasurer approval
Travel by Private Auto	<ul style="list-style-type: none"> * Mileage at \$0.35/mile, accompanied by documentation showing the starting point, ending point, & total miles * For LDI, mileage is provided at a tiered rate for all members of the leadership team except the conference team who are reimbursed at \$0.35/mile 	<ul style="list-style-type: none"> * Mileage whose reimbursement cost exceeds the cost of one round-trip airfare at the lowest available cost from the individual's place of residence or point of departure
Lodging	<ul style="list-style-type: none"> * Double occupancy * Single occupancy for the President for any function * Single occupancy for the President-Elect for LDI * Lodging at the annual conference is only provided for the President & conference team 	<ul style="list-style-type: none"> * Single occupancy lodging, except as noted * Lodging at the annual conference, except as noted * Internet or other fees outside of room & tax
ASCA	<ul style="list-style-type: none"> * Conference registration covered for GSCA members who receive the top ASCA award * Travel expenses for delegates to the State Leaders meeting * Travel expenses for the annual conference for the President & President Elect 	<ul style="list-style-type: none"> * No ASCA expenses covered unless otherwise noted
GSCA Conference	<ul style="list-style-type: none"> * Registration complimentary for the President & conference team 	<ul style="list-style-type: none"> * No conference expenses covered for any member of the leadership team, except members of the conference committee as noted
Key Policies & Procedures		
Reimbursement requests must be submitted within (30) days of the expense or by the end of the fiscal year, whichever comes first.		
Executive Board members & GSCA reimbursed participants will not be reimbursed for travel & related expenses for official GSCA meetings unless they are in attendance at each session.		
Sole authority for approval of a budget excess lies with the Treasurer. Should a situation arise while traveling where the traveler believes (s)he is in jeopardy of going over budget, the Treasurer should be contacted for approval prior to incurring the expense or the expense is not necessarily reimbursable.		
Except for hotel rooms for the annual conference (as eligible, as noted), leader has sole responsibility for making his/her own travel arrangements		