

Mid-Missouri School Counselor Association

The Heart of Mid-Missouri

Procedural Handbook

Fourth Edition

June 2017

Prepared by

MSCA Governing Board

Mid-Missouri School Counselor Association (MMSCA)
Procedural Handbook
June 2017

Table of Contents

Foreword.....3
Governing Board.....3
Financial.....3
Appointments3
Organizational Chart of MMSCA.....5
Specific Duties of MMSCA Officers and Board/Committee Members
 Elected Officers/Governance
 President.....6
 President-Elect7
 Level Vice-Presidents7
 Secretary8
 Treasurer8
 Past Presidents’ Advisory9
 Standing Committee Chairpersons
 Communications
 Social Media10
 Technology/Website10
 Development/Support
 Critical Incident Response11
 Resolutions/Ethics.....11
 Human Rights/Diversity11
 Student Representative.....12
 Public Relations
 Advocacy13
 Inter-Professional Relations/ Publications and Research13
 Government Relations13
 Membership14
 Professional Recognition14

Foreword

It is recommended that this Procedural Handbook be made the first section of the Governing Board notebook, to be passed along to successive members of this body. It is further recommended that copies of this document be made available separately to other interested parties as the Governing Board may approve, including candidates for MMSCA office and special committee chairpersons who are not Governing Board members.

The main use of this Procedural Handbook is used as a recommended set of administrative policies. After adoption by the new Governing Board each year, this document shall be the guide to MMSCA's functioning until and unless amended.

An annual review by the By-laws Committee is necessary to keep this document current.

Governing Board

The Governing Board acts as the governing body of the Association. As a chartered non-profit corporation of the State of Missouri, Mid-Missouri School Counselor Association (MMSCA) is regulated by the same laws, which apply to other corporations and agencies constituted as parliamentary bodies. That is, actions of MMSCA must be in harmony with the MMSCA By-laws and with this MMSCA Procedural Handbook, which implements the By-laws through administrative procedure.

The Governing Board consists of the President, President-Elect, Secretary, Treasurer, Vice Presidents, and Standing Committee chairpersons as voting members.

All of the above listed members shall attend all regular and special meetings of the Governing Board and shall attend the annual planning meeting each year. These Governing Board meetings may be done via conference call.

Financial

MMSCA is a Not-For-Profit Corporation.

The policy of MMSCA is to provide bonding coverage for the Treasurer and President, who are authorized to write checks for MMSCA.

The Treasurer submits a budget at the beginning of the fiscal year. An accurate record of finances is updated by the Treasurer and reported at each meeting.

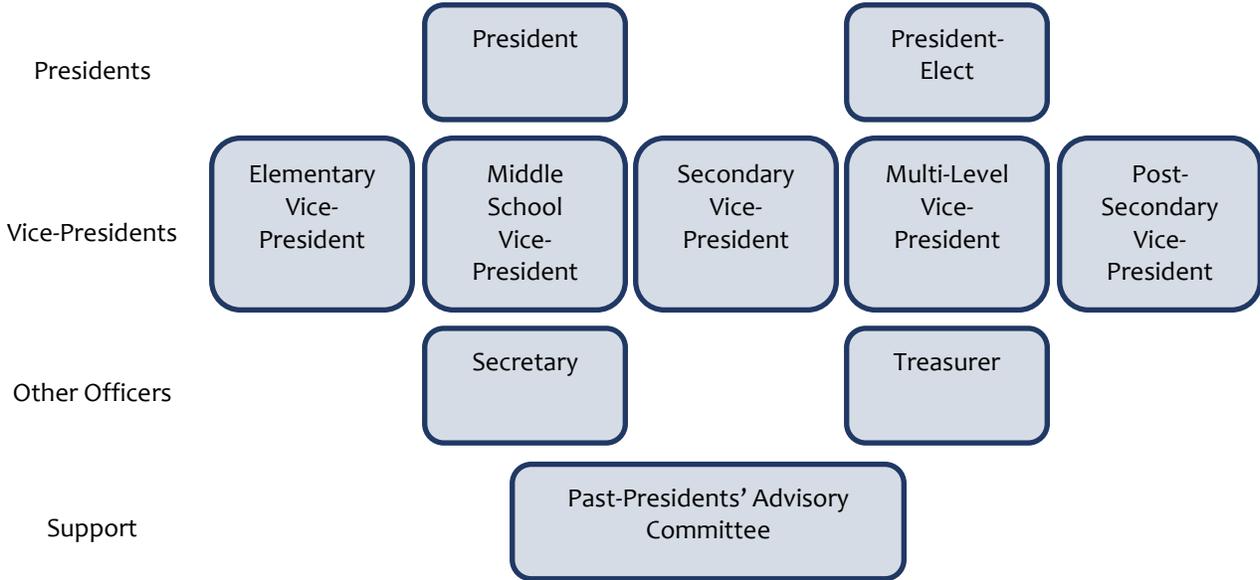
Appointments

- A. The By-laws give the authority for the President-Elect to make all appointments with Governing Board approval for his/her presidency.
 1. The President-Elect shall present a list of appointments for approval at the spring Governing Board meeting. Early appointment and approval enables appointees to begin their tasks early in the year.
 2. Consideration should be given to providing continuity by reappointing some individuals to the Governing Board either in their same position or a different position. A balance of old and new members should provide the most effective functioning.

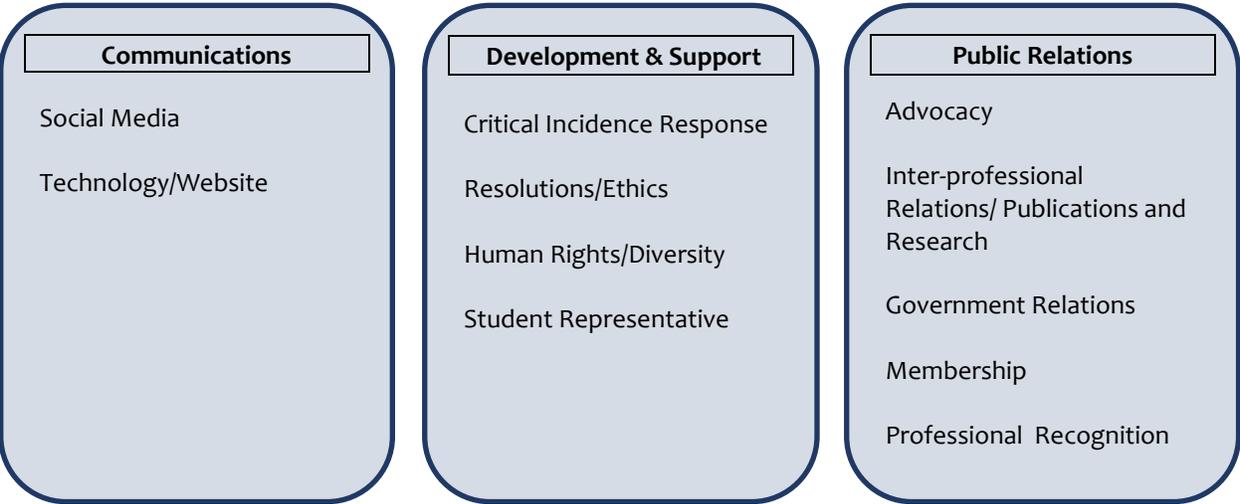
- B. The President-Elect submits a list of Standing Committee chairpersons for the Governing Board approval at the spring meeting preceding July 1. These will be one-year appointments.

Mid-Missouri School Counselor Association Governance and Committee Structure

Governance



Committees



Specific Duties of MMSCA Elected Officers and Committee Chairpersons

Governance

President

1. Shall be a member of MMSCA and of MSCA, and encouraged to join ASCA.
2. The President's term follows the 2 year term of President-Elect.
3. Term of office-2 years.
4. Shall provide leadership and coordination for the organization.
5. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
6. Shall submit necessary documentation to MSCA personnel.
7. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
8. Shall preside over the MSCA Governing Board Meetings during the year
9. Shall provide information for social media as appropriate.
10. Shall be in contact with Governing Board members and committee chairpersons concerning progress toward achievement of goals.
11. Shall prepare an annual report for MMSCA and MSCA.
12. Shall represent or appoint a representative to attend meetings of other organizations (as necessary).
13. Shall perform such duties as are incidental to the office or as directed by the Governing Board.
14. Shall be an ex-officio member of all committees.
15. Shall meet with the Treasurer before the planning meeting to review the budget. The President is also authorized to write checks for MMSCA business.
16. Shall be responsible for the planning of all MMSCA meetings. (It is recommended that the President-Elect and President share this duty, each being responsible for one meeting.) Tasks would include:
 - a. Arranging site and facilities.
 - b. Selecting a general theme for the meeting.
 - c. Considering ideas for presentation.
 - d. Soliciting persons to carry out various responsibilities/presentations.
 - e. Establishing a plan for publicizing the meeting.
 - f. Providing a method for evaluation.
17. Shall be responsible for sending to members of the Governing Board, at least 10 days in advance of the meeting, a notice of such meeting, a tentative agenda, a copy of the minutes from the previous board meeting and special reports requiring lengthy study.
18. Shall report all pertinent information from MSCA and ASCA to the MMSCA Membership.
19. Shall encourage district officers and committee chairs to attend MSCA professional development.
20. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

President-Elect

1. Shall be a member of MMSCA and of MSCA, and are encouraged to join ASCA.
2. Must have at least one year of service on the Governing Board.
3. Term of office-2 years.
4. Shall succeed to the office of District President.
5. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
6. Shall attend all MMSCA Governing Board meetings.
7. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
8. Shall, in the absence of the President, assume the role of the President with all of its authority and responsibility.
9. Shall perform such duties as may be directed by the MMSCA Governing Board.
10. Shall be responsible for the planning of all MMSCA meetings. (It is recommended that the President-Elect and President share this duty, each being responsible for one meeting.) Tasks would include:
 - a. Arranging site and facilities.
 - b. Selecting a general theme for the meeting.
 - c. Considering ideas for presentation.
 - d. Soliciting persons to carry out various responsibilities/presentations.
 - e. Establishing a plan for publicizing the meeting.
 - f. Providing a method for evaluation.
11. Shall meet with the Treasurer before the planning meeting to review the budget.
12. Shall appoint their Standing Committee chairs and provide directory information to the MMSCA administrative office in the spring of the year preceding their assumption of the office of President.
13. Shall assist the President as needed.
14. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Vice-Presidents (Elementary, Middle, Secondary, Multi-Level, Post-Secondary)

1. Shall be a member of MMSCA and MSCA, and are encouraged to join ASCA.
2. Must have at least one year of service on the Governing Board.
3. Term of office-1 year
4. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
5. Shall attend all MMSCA Governing Board meetings.
6. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
7. Shall be responsible for generating interest and activities among the members of his/her respective level.
8. Shall provide helpful and pertinent information about MMSCA meeting topics for their particular level at the meeting or through social media.
9. Shall provide information for MMSCA social media outlets throughout the year.

10. Shall create certificate of attendance for each meeting (including information about topic, speaker, and hours attended.)
11. Shall assist in running a meeting when asked.
12. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Secretary

1. Shall be a member of MMSCA and MSCA, and are encouraged to join ASCA.
2. Must have at least one year of service on the Governing Board.
3. Term of office-one year
4. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
5. Shall attend all MMSCA Governing Board meetings.
6. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
7. Shall attend and record all meetings of the Governing Board.
8. Shall record all motions.
9. Shall prepare and send minutes to the President within two weeks of each meeting attended.
10. Shall maintain the official minutes and any additional documents.
11. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Treasurer

1. Shall be a member of MMSCA and MSCA, and are encouraged to join ASCA.
2. Must have at least one year of service on the Governing Board.
3. Term of office-one year
4. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
5. Shall attend all MMSCA Governing Board meetings.
6. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
7. Shall serve as chairperson of the Finance Committee. This committee will meet at least annually. This committee shall consist of the suggested officers: Treasurer, President, President-Elect, immediate Past President, Secretary, and President Elect-Elect. Other members may be invited at the discretion of the current President.
8. Shall develop an initial operating budget for consideration, revision, and eventual adoption by the Governing Board at the MMSCA annual planning meeting.
9. Shall implement and review the operation of the budget, validate receipts and expenditure statements, and submit a report of income and expenditures at each Governing Board meeting.
10. Shall suggest financial policy statements and make fiscal recommendations to the Governing Board.
11. Shall pay bills on behalf of MMSCA.
12. Shall inform membership chair of members paid.
13. Shall provide input to the Governing Board regarding financial effects of meetings.

14. Shall submit an annual fiscal report at the end of the year and present it at the MMSCA planning meeting.
15. Shall oversee a review of the financial/bank statements along with the President before the annual planning meeting.
16. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Past Presidents' Advisory Committee

1. Shall be a member of MMSCA and MSCA, and encouraged to join ASCA.
2. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
3. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
4. Shall attend all MMSCA Governing Board meetings.
5. Shall be co-chaired by two MSCA Past Presidents.
6. Work with the MMSCA President to educate new board members on their role on the MMSCA Board.
7. Shall assist the MMSCA President in the development of the MSCA Strategic Plan before the leadership meeting and make recommendations concerning revisions to the Governing Board.
8. Shall, upon request, serve as advisor to the President, Governing Board, and committee chairpersons individually and collectively.
9. Shall determine if any MMSCA district committee chair needs help with any aspect of the district organization and will coordinate procedures for greater district involvement.
10. Shall arrange for the election at the MMSCA Spring meeting.
11. Shall report election results as soon as feasible after the election.
12. Shall chair a committee consisting of 3-5 Past Presidents, the President, President-Elect, Treasurer, and Secretary to review the Bylaws and Procedural Handbook annually and make recommendations concerning revisions to the Governing Board.
13. Shall conduct a complete review of the Bylaws and Procedural Handbook every three years, *commencing with 2020*.
14. Shall receive all proposed changes in the Bylaws and Procedural Handbook.
15. Shall provide copies of the proposed Bylaws amendments to the Governing Board at the Spring Governing Board meeting.
16. Shall make arrangements with the President to provide copies of the Bylaws and the Procedural Handbook to new Governing Board members, and provide the Technology Chair a copy to post on the website.
17. Shall assist in maintaining the orderly procedure of business during Governing Board Business Meetings in accordance with the most recently revised edition of Robert's Rules of Order.

Communications

Social Media

1. Shall be a member of MMSCA and MSCA, and encouraged to join ASCA.
2. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
3. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
4. Shall attend all MMSCA Governing Board meetings.
5. Shall provide a half sheet with social media information for back to school packets to President.
6. Shall be responsible for having pictures taken at MMSCA functions.
7. Shall provide meeting announcements (as designated on calendar prior to year starting.)
8. Shall provide monthly announcements on Social Media on relevant topics.
9. Shall provide deadline reminders for professional recognition nominations.

Technology/Website

1. Shall be a member of MMSCA and MSCA, and encouraged to join ASCA.
2. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
3. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
4. Shall attend all MMSCA Governing Board meetings.
5. Shall maintain and update the MMSCA website.
6. Shall maintain the online membership application and payment methods.
7. Shall maintain the google account, communicate access information to board members, and organize folders within the google drive.
8. Shall communicate with the MMSCA Membership Chair and Treasurer to streamline the online membership registration and payment processes.
9. Shall update the Gmail “board group” email list by July 30 of each school year.
10. Shall update the Gmail “membership group” email list yearly by August 30 and as new members register.
11. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Development/Support

Critical Incident Response

1. Shall be a member of MMSCA and MSCA, and encouraged to join ASCA.
2. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
3. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
4. Shall attend all MMSCA Governing Board meetings.
5. Shall assist school counselors in becoming prepared to handle crisis situations in the school and community.
6. Shall provide information, offer training opportunities, and share appropriate resources upon request (i.e. provide a Critical Incident Response Team during a crisis situation in the Mid-Mo area when appropriate or requested).
7. Shall maintain a list of all occurrences.
8. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Resolutions/Ethics

1. Shall be a member of MMSCA and MSCA, and encouraged to join ASCA.
2. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
3. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
4. Shall attend all MMSCA Governing Board meetings.
5. Shall work with MSCA to develop and submit pertinent resolutions to the membership and will also report on resolutions being considered at the state level.
6. Shall provide information to Social Media chairs for posting submission of resolutions.
7. Shall submit all pertinent resolutions to the Governing Board for consideration and action (if necessary).
8. Shall monitor action on MSCA Resolutions and report progress back to Governing Board.
9. Shall disseminate information, including current ASCA code of ethics, to the general membership.
10. Shall answer inquiries to ethical issues.
11. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Human Rights/Diversity

1. Shall be a member of MMSCA and MSCA, and encouraged to join ASCA.
2. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
3. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
4. Shall attend all MMSCA Governing Board meetings.
5. Shall act as human rights advocate, in accordance with the MMSCA Strategic Plan.

6. Shall be active in addressing human rights issues.
7. Shall advise the President of MMSCA on issues pertaining to diversity.
8. Shall submit information to the Social Media chairs on Diversity topics.
9. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Student Representatives

1. Shall be a member of MMSCA and MSCA, and encouraged to join ASCA.
2. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
3. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
4. Shall attend all MMSCA Governing Board meetings.
5. Shall encourage membership and meeting attendance of school counseling students from Lincoln University, Stephen's College, and University of Missouri-Columbia through e-mails, fliers, and/or announcements.
6. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Public Relations

Advocacy

1. Shall be a member of MMSCA and MSCA, and encouraged to join ASCA.
2. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
3. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
4. Shall attend all MMSCA Governing Board meetings.
5. Shall coordinate all public relations and advocacy activities for the Association.
6. Shall cooperate with other MMSCA leaders in developing public relations and advocacy programs and materials.
7. Shall develop public relations and advocacy materials as appropriate at each meeting.
8. Shall keep informed about new techniques in the public relations and advocacy field.
9. Shall encourage counselors to develop effective local public relations and advocacy programs.
10. Shall provide membership with ideas/information regarding National School Counseling Week.
11. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Inter-Professional Relations/Publications and Research

1. Shall be a member of MMSCA and MSCA, and encouraged to join ASCA.
2. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
3. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
4. Shall attend all MMSCA Governing Board meetings.
5. Shall engage in various projects, which will enhance the professional status of MMSCA.
6. Shall establish mutual support relationships with other professional organizations to improve the image of the Association and its members.
7. Shall promote research and the publication of research by MMSCA members.
8. Shall share Position Papers that were approved at the November Delegate Assembly meeting with MMSCA by December 1.
9. Shall coordinate the publication of brochures and/or position papers, which identify duties of counselors and other aspects of school counseling.
10. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Government Relations

1. Shall be a member of MMSCA and MSCA, and encouraged to join ASCA.
2. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
3. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.

4. Shall attend all MMSCA Governing Board meetings.
5. Shall be aware of pertinent legislative matters and keep the Association informed.
6. Shall correspond with government representatives when appropriate.
7. Shall coordinate Association members' efforts when necessary to promote beneficial legislation.
8. Shall work with the MSCA Government Relations Advisory committee to share pertinent information with the membership.
9. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Membership

1. Shall be a member of MMSCA and MSCA, and encouraged to join ASCA.
2. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
3. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
4. Shall attend all MMSCA Governing Board meetings.
5. Shall set up and manage a welcome table to each meeting, including a current membership list.
6. Shall coordinate memberships and maintain accurate records.
7. Shall respond to inquiries regarding membership procedures.
8. Shall maintain a computer database of membership files.
9. Shall confirm member payment with Treasurer.
10. Shall enlist the cooperation of the Governing Board members in helping with membership promotion.
11. Shall report the number of MMSCA members to the Governing Board.
12. Shall encourage qualified school counseling personnel to become members of the Association.
13. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Professional Recognition

1. Shall be a member of MMSCA and MSCA, and encouraged to join ASCA.
2. Shall participate in the annual process of updating activities and meeting the current goals of MMSCA.
3. Shall attend the MMSCA annual planning meeting and encouraged to attend appropriate MSCA professional development.
4. Shall attend all MMSCA Governing Board meetings.
5. Shall solicit nominations for Outstanding Elementary, Middle School/Junior High, Secondary, Multi-Level, and Post-Secondary Counselors, Outstanding Counselor Advocate, and Outstanding School Counseling Director/Supervisor, as well as other awards the committee may deem necessary.
6. Shall appoint a Professional Recognition Selection Committee.
7. Shall set nomination deadlines, coordinate and organize dates for the Selection Committee to meet to select winners.

8. Shall order the appropriate certificates or plaques and present them at the annual conference.
9. Shall submit names and pertinent data of award recipients to Social Media chairs.
10. Shall coordinate with the State Professional Recognition chairs and award winners, and assist in the submission of credentials of award recipients to MSCA for possible state recognition.
11. Shall keep a record of all district Professional Award Winners.
12. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.