



Procedural Handbook

Fifth Edition
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Prepared by
MSCA Governing Board

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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.

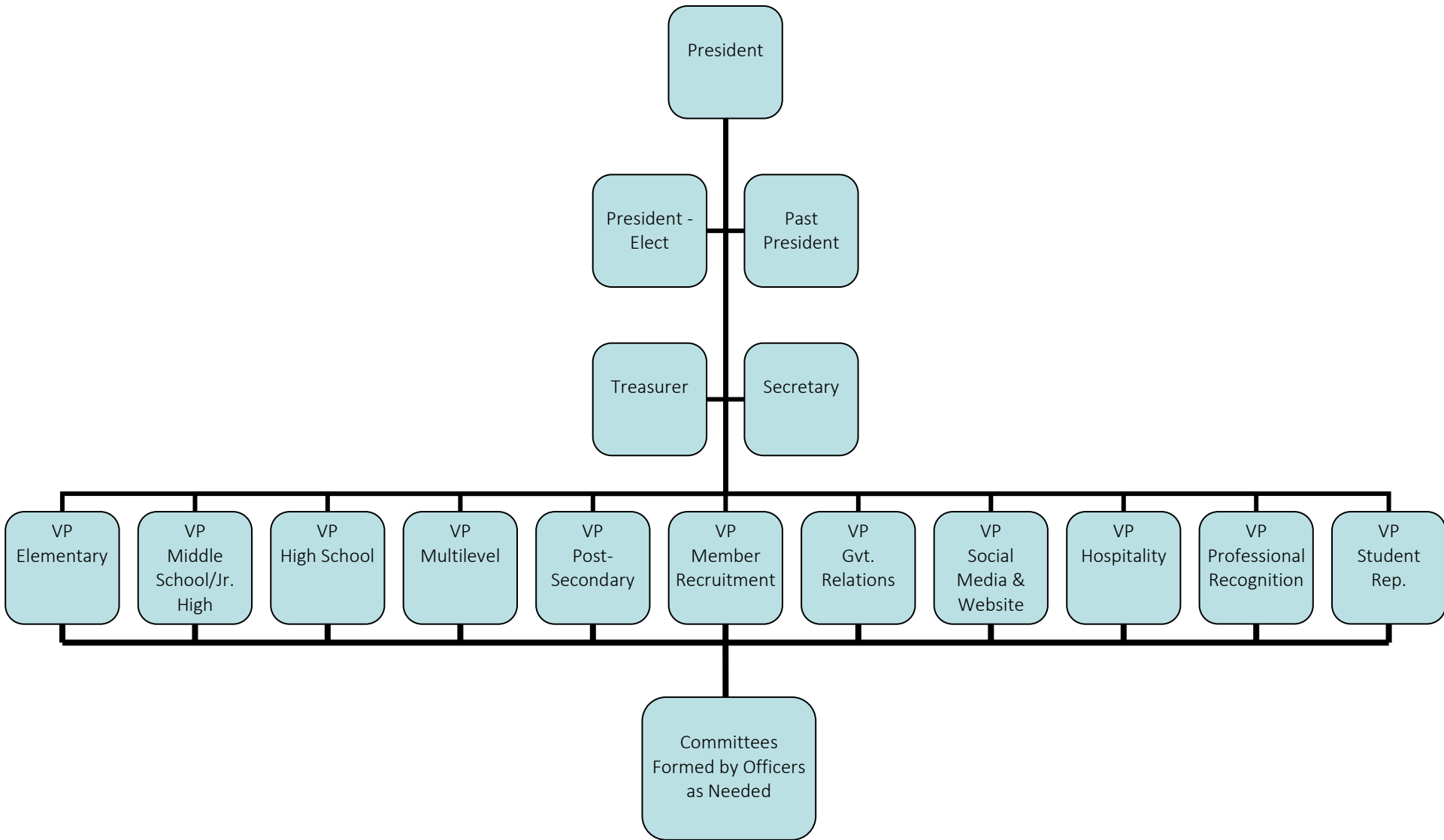
The policy of MMSCA is to provide bonding coverage for the Treasurer and President, who are authorized to write checks for MMSCA.

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



Duties of All MMSCA Officers

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

Specific Duties of MMSCA Officers

President

1. Shall serve a Term of office of 1 year, following the 1-year term of President-Elect
2. Shall provide leadership and coordination for the organization.
3. Shall submit necessary documentation to MSCA personnel.
4. Shall preside over the MSCA Governing Board Meetings during the year
5. Shall attend the MSCA Leadership Development Institute (LDI)
6. Shall organize MSCA Conference events including:
 - a. solicit volunteers for MSCA delegate assembly
 - b. organize the creation of opening ceremony march signs for MSCA Conference
 - c. reserve area at opening session of MSCA Conference
 - d. communicate with GB members about regional events at the MSCA Conference
 - e. solicit GB members to participate in the opening ceremony march with the President and President Elect
7. Shall provide information for social media as appropriate.
8. Shall contact building administrators at the start of each school year to encourage school counselor involvement
9. Shall advertise meetings and MSCA early bird registration
10. Shall be in contact with Governing Board members 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. Tasks would include:
 - a. Selecting a general theme for the meeting.
 - b. Soliciting persons to carry out various responsibilities
 - c. Establishing a plan for publicizing the meeting.
 - d. 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.
5. Shall report all pertinent information from MSCA and ASCA to the MMSCA Membership.
6. Shall encourage district officers and committee chairs to attend MSCA professional development.
7. Shall provide membership with ideas/information regarding National School Counseling Week.
8. Shall encourage counselors to develop effective local public relations and advocacy programs.
9. 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. Must have at least one year of service on the Governing Board.
2. Term of office-1 year
3. Shall succeed to the office of District President
4. Shall, in the absence of the President, assume the role of the President with all its authority and responsibility.
5. Shall perform such duties as may be directed by the MMSCA Governing Board
6. Shall attend the MSCA Leadership Development Institute (LDI)
7. Shall solicit donations for MSCA Service Project
8. Shall be responsible for assisting the President in the planning and delivery of the current-year MMSCA meetings
9. Shall be responsible for the planning of following-year MMSCA meetings. Tasks would include:
 - a. Arranging site and facilities.
 - b. Considering ideas for presentation.
 - c. Soliciting persons to carry out presentations.
10. Shall meet with the Treasurer before the planning meeting to review the budget.
11. Shall write thank-you notes to both the event host and presenter
12. Shall 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 schedule Officer Transition & Planning Meeting for late May/Early June
15. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Past President

1. Work with the MMSCA President to educate new board members on their role on the MMSCA Board.

2. 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.
3. Shall, upon request, serve as advisor to the President, Governing Board, and committee chairpersons individually and collectively.
4. Shall determine if any MMSCA officer needs help with any aspect of the district organization and will coordinate procedures for greater district involvement.
5. Shall arrange for the election at the MMSCA Spring meeting.
6. Shall report election results as soon as feasible after the election.
7. 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.
8. Shall conduct a complete review of the Bylaws and Procedural Handbook every three years, *commencing with 2020*.
9. Shall receive all proposed changes in the Bylaws and Procedural Handbook.
10. Shall provide copies of the proposed Bylaws amendments to the Governing Board at the Spring Governing Board meeting.
11. Shall make arrangements with the President to provide copies of the Bylaws and the Procedural Handbook to new Governing Board members and provide the VP Social Media/Website a copy to post on the website.
12. 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.

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

1. Must have at least one year of service on the Governing Board.
2. Term of office-1 year
3. Shall be responsible for generating interest and activities among the members of his/her respective level.
4. Shall greet members at meetings
5. Shall conduct a team-building/networking activity at meetings
6. Shall provide helpful and pertinent information for their respective level in the MMSCA Google Drive for members to access
7. Shall provide information for MMSCA social media outlets throughout the year.
8. Shall assist in running a meeting when asked.
9. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Secretary

1. Must have at least one year of service on the Governing Board.
2. Term of office-one year
3. Shall record all meetings of the Governing Board.
4. Shall record all motions.
5. Shall prepare and send minutes to the President within two weeks of each meeting attended.
6. Shall maintain the official minutes and any additional documents.
7. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

Treasurer

1. Must have at least one year of service on the Governing Board.
2. Term of office-one year
3. Shall form the Finance Committee and serve as chairperson. 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.
4. Shall develop an initial operating budget for consideration, revision, and eventual adoption by the Governing Board at the MMSCA annual planning meeting.
5. 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.
6. Shall suggest financial policy statements and make fiscal recommendations to the Governing Board.
7. Shall pay bills on behalf of MMSCA.
8. Shall provide input to the Governing Board regarding financial effects of meetings.
9. Shall submit an annual fiscal report at the end of the year and present it at the MMSCA planning meeting.

10. Shall oversee a review of the financial/bank statements along with the President before the annual planning meeting.
11. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

VP Member Recruitment

1. Shall coordinate memberships and maintain accurate records:
 - a. Shall email DESE for a list of all previous-year school counselors in the Mid-MO region
 - b. Shall email MSCA for an email list of all previous year MSCA members in Mid-MO region
 - c. Shall send out email to all previous year's MMSCA membership reminding members to renew their membership for the new school year
 - d. Shall send out email to all school counselors in Mid-MO region to solicit membership
 - e. Shall send out a generic postcard mailing to the "school counselor" at each school within the Mid-MO region
 - f. Shall maintain a computer database of membership files.
 - g. Shall confirm member payment with online accounting system
 - h. Shall respond to inquiries regarding membership procedures.
2. Shall set up and manage a welcome table to each meeting, including a current membership list.
3. Shall create certificate of attendance for each meeting (including information about topic, speaker, and hours attended.)
4. Shall send out email to MMSCA members not in attendance at regular meetings, as well as non-members and advertise the outstanding PD that was delivered at missed meetings
5. Shall enlist the cooperation of the Governing Board members in helping with membership promotion.
6. Shall report the number of MMSCA members to the Governing Board and at each meeting.
7. Shall encourage qualified school counseling personnel to become members of the Association.
8. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

VP Government Relations

1. Must be appointed by MSCA
2. Shall be aware of pertinent legislative matters and keep the Association informed.
3. Shall correspond with government representatives when appropriate.
4. Shall coordinate Association members' efforts when necessary to promote beneficial legislation.
5. Shall work with the MSCA Government Relations Advisory committee to share pertinent information with the membership.
6. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

VP Social Media & Website

1. Shall provide meeting announcements (as designated on calendar prior to year starting.)
2. Shall provide monthly social media announcements on relevant topics.
3. Shall receive from the VP Professional Recognition and distribute deadline reminders for professional recognition nominations.
4. Shall make blog posts on MMSCA website.
5. Shall maintain and update the MMSCA website.
6. Shall work with the President to provide membership with ideas/information regarding National School Counseling Week.
7. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

VP Professional Recognition

1. 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.
2. Shall appoint a Professional Recognition Selection Committee.
3. Shall set nomination deadlines, coordinate and organize dates for the Selection Committee to meet to select winners.
4. Shall order the appropriate certificates or plaques and present them at the annual conference.
5. Shall submit names and pertinent data of award recipients to Social Media chairs.
6. 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.
7. Shall keep a record of all district Professional Award Winners.
8. Shall organize new member recognition at each MMSCA meeting, including the purchase and distribution of small gifts
9. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.

VP Hospitality

1. Shall equip tables with candy and/or other incentives at MMSCA meetings
2. Shall coordinate the Hospitality Room at the MSCA Fall Conference. Tasks include:
 - a. Contact NEMSCA to coordinate hospitality room donations and set-up
 - b. Solicit volunteers to bring food, beverage and paperware
 - c. Solicit volunteers to assist in the set-up
 - d. Assist in the set-up and clean-up of hospitality room or delegate this task

VP Student Representative

1. 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.
2. Shall be responsible for having pictures taken at MMSCA functions.
3. Shall maintain a record of his/her position and shall pass that record on to the next person to fill the position.