**New Hampshire School Counselor Association**

**GOVERNING POLICIES**

September 2016

**ENDS POLICIES**

**NHSCA’s VISION**

The New Hampshire School Counselor Association is the foundation that expands the image and influence of Professional School Counselors in New Hampshire through advocacy, leadership, collaboration and systemic change. The New Hampshire School Counselor Association empowers professional school counselors with the knowledge, skills, linkages, and resources to promote student success in the school, the home, the community, and the world.

**Article I**

Professional development opportunities are made available to all School Counselors.

**Article II**

Current, relevant information exists to enhance School Counselors’ level of skill and professionalism.

**Article III**

Professional and ethical standards articulate the code of conduct and professional behavior for School Counselors in the state of New Hampshire.

**Article IV**

Strategic partnerships with stakeholders exist to benefit School Counselors, students, and families.

**Article V**

Governing board members serve as local and state level champions and lead change initiatives.

**OPERATIONAL PARAMETERS**

The Governing Board shall not cause or allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics or that compromises the profession of school counselors.

**Article I: Treatment of stakeholders**

With respect to interactions with stakeholders, the Governing Board shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.

**Section A. Membership**

**1. Membership Categories**

School counseling professionals and others interested in school counseling are eligible for membership in various membership categories as specified in the bylaws.

a. Regular Membership. Regular members must hold a masters degree or higher in counseling or the substantial equivalent and must be a certified school/guidance counselor either employed or residing in the state of New Hampshire; or must be employed in the state of New Hampshire as a counselor educator in an accredited graduate program that prepares school counselors.

b. Retired Membership. Members who are in retirement and do not hold full-time positions in school counseling are eligible for Retired membership. Retired members hold a masters degree or higher in counseling or the substantial equivalent; are or were certified school/guidance counselors either employed or residing in the state of New Hampshire; or were employed in the state of New Hampshire as a counselor educator in an accredited graduate program that prepares school counselors.

c. Student Membership. Student members must be enrolled in an accredited planned program of counselor education and not hold a full-time position in school counseling. No person shall be eligible to be or continue as a Student member who has held that status for a total of three years, or who is otherwise eligible to become a Regular member.

d. Affiliate Membership. Individuals interested in counseling, who are not eligible for any other type of membership, may become Affiliate members.

**2. Rights and Privileges.**

All members shall have the rights and privileges accorded their membership categories. Regular and Retired Members shall be eligible for the election to the Governing Board. All members may vote on all matters coming before the Association and be eligible for committee membership.

**3. Severance of Membership.**

Association members may be disciplined or expelled from membership for one or more of the following reasons.

a. A member is delinquent in paying membership dues. Membership may be reinstated upon the payment of current dues.

b. A member is in violation of ASCA’s Ethical Standards for School Counselors.

c. A member’s state certification has been revoked.

d. Any other reason deemed by the Governing Board to be in the best interests of NHSCA.

**3a. Revocation Process**

The following process shall be used to determine revocation of NHSCA membership, except in the case of nonpayment 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 NHSCA President (or the NHSCA immediate Past President, should the charges be made against the NHSCA President) by certified mail. The charges must be made over the signature of at least 10 NHSCA members in good standing, or one or more of the NHSCA board members.

b. To initiate action regarding the revocation of membership, a notice of intent to revoke must first be passed by a majority of the NHSCA Governing Board members present and voting. There must be a quorum in attendance. The member(s) in question must be advised in writing of the reason for the proposed action.

c. Member(s) who receive a notice of intent to revoke membership shall be given 30 days to respond in writing to the charges and to submit the response to the NHSCA President (or the immediate Past President as indicated in item b. above).

d. Member(s) who receive a notice of intent to revoke membership shall be given the opportunity to appear before the NHSCA Governing Board or a mutually agreed upon impartial body consisting of not less than three nor more than seven individuals selected by the President (or the immediate Past President as indicated in item b. above) with the concurrence of the Governing Board. Such impartial body shall exclude any NHSCA 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 Governing Board within 30 days following the hearing and gathering of all evidence.

e. If a hearing is held, the member(s) in question shall have the opportunity to question witnesses against them. If either party desires legal representation at the hearing, the NHSCA President (or the immediate Past President as indicated in item b. above) must be notified in writing by certified mail within 30 days prior to the hearing in order to advise the other party of this action.

f. Revocation, remediation and reinstatement of membership must be approved by two-thirds of the NHSCA Governing Board members present and voting. Any members of NHSCA’s Governing Board who are involved in the charges in any way shall refrain from voting or taking part in the consideration of the issue. There shall be a quorum of eligible voting Board members in attendance.

g. Decisions made by the Governing 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 the NHSCA President (or immediate Past President as indicated in item b. above) within 30 days by certified mail of the final action taken by the Governing Board.

**4. Dues Structure**

The dues structure is approved by members based on recommendations of the Governing Board. NHSCA has a reduced fee for students and retired counselors.

The following annual membership dues are in effect as of July 1, 2016:

● Regular $50.00

● Affiliate $50.00

● Retired $20.00

● Student $20.00

**5. Membership List Rental**

NHSCA does not sell/rent/share its membership list to any other organization. The board reviews and approves or disapproves all requests for distribution of materials produced by other organizations to NHSCA members.

**6. NHSCA Regions:**

NSHCA membership is divided into eight regions:

a. Capital

b. Dartmouth/Sunapee

c. Great North Woods

d. Greater Monadnock

e. Lakes

f. Merrimack

g. Seacoast

h. White Mountains

Regions are listed by SAU on the NHSCA website. Members shall be able to self-identify their preferred region.

**7. Membership Benefits**

1. NHSCA provides professional development that includes conferences, workshops, institutes and regional meetings.

2. Members receive discounted costs to all conferences.

3. Members are represented at the national level through The American School Counselor Association (ASCA) Delegate Assembly, and the ASCA Leadership Development Institute (LDI).

4. NHSCA may recognize an exemplary school counselor annually to be submitted to ASCA for national recognition.

5. NHSCA advocates on behalf of school counselors with strategic partnerships.

6. NHSCA publishes the Connections newsletter four times a year.

7. NHSCA assists members by providing consultation about issues relevant to them.

8. NHSCA maintains a member listserv.

9. NHSCA maintains a web presence.

**Article II: Financial Planning and Budgeting Policy**

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the NHSCA Governing Board’s Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year strategic plan.

Sound fiscal policies and an adequate financial base will enable each member of the governing board to do the work of the association. All Board members are encouraged to exercise fiscal responsibility in an attempt to keep cost efficiency in mind when carrying out their respective responsibilities.

**1. Introduction**

a. NHSCA is a non-profit professional membership organization. All Board expenditures and income shall be directed solely to the operation of the association for the benefits of members.

b. All elected and appointed officers are volunteers. No officer shall be financially compensated for his or her time.

c. NHSCA’s fiscal year shall coincide with its business year, beginning July 1 of the current year and ending June 30 of the following year.

**2. Budget**

a. The President, President-elect and the Treasurer make up the finance committee and will develop a budget for the upcoming fiscal year.

b. All appointed and elected officers must submit budget requests to the President or President-Elect by April 15 for inclusion in the coming year’s budget.

c. The budget will be presented to the Governing Board for approval at the spring Board meeting immediately preceding the start of the fiscal year.

d. The Treasurer shall submit reports on the budget to the Governing Board at each Board meeting.

**3. Procedure for Reimbursement**

a. Whenever possible, payment for approved conference registration will be made directly to the vendor by the Treasurer.

b. For reimbursement, any expenses not budgeted must be approved by the Board.

c. Vouchers must be used for reimbursement and itemized receipts must accompany vouchers. All vouchers should be submitted within 45 days.

d. No reimbursement will be made without completed forms and signature from the President.

e. If there is a question about reimbursement by the President, the President may bring it to the Finance Committee or the Governing Board for approval.

f. Itemized receipts shall be defined as written acknowledgment from vendor(s) that money has been received for goods or services.

g. Expenditures must be reasonable for the area in which incurred and the Finance Committee may disallow charges that are excessive for that area.

h. The treasurer and/or Finance Committee may refuse the payment of expenditures if appropriate itemized receipts are not attached to vouchers.

**4. Travel**

During official NHSCA business travel individuals will be allotted the line item budget figure. Any cost incurred beyond the figure is the responsibility of the individual, unless the Governing Board votes to adjust the line item.

a. Transportation. All travel (coach fare) by air, train, and bus must be accompanied by dated receipts. Feasible and economical local transportation for business purposes is reimbursed.

b. Ground Transportation. Cab/shuttle fare to and from airport and other business-related

activities are reimbursed with receipt, when services are not provided by the hosting organization.

c. Travel by Private Auto. Travel by private auto for official business only will be reimbursed at the current federal reimbursement rate. A statement of mileage must accompany the request for reimbursement form. This statement must state destination and purpose of travel.

d. Rooms. Room reservations shall be for single occupancy. It is expected that all traveling Board Members be attending all events in order to qualify for reimbursement.

e. Meals. A per diem food allowance of $75 shall be allowed for meals not provided. Breakfast not more than $15, Lunch not more than $25, and Dinner not more than $35. These prices include tax and tip.

f. Babysitting. Reasonable child care fees will be reimbursed for Governing Board members when fulfilling board obligations, excluding overnight travel.

**5. NHSCA sponsored conferences and workshops**

a. All Governing Board members are encouraged to attend, and participate in NHSCA

sponsored events. Registration fees will be waived for any Governing Board members

who choose to attend.

b. All committee members fees associated with NHSCA events will be waived.

c. Mileage is not reimbursable for attending NHSCA sponsored events and conferences to include year-end dinner meeting, with exception of Business Manager/Administrative Assistant, who works the fall conference.

**6. American School Counselor Association Event**

a. **ASCA National Conference** The ASCA National Conference, which includes a combined Delegate Assembly/Leadership Development Institute will be attended by the number of delegates allowed per state ASCA membership. Delegates will include the President and President-Elect. An alternate will be named at the discretion of the Governing Board.

***7.* Regional Meeting**

Throughout the year, school counselors from New England and Atlantic seaboard may meet to discuss matters of common concern. NAR regional meeting will be attended by the President

and President-Elect (or alternate as determined by the Governing Board). Funding will not exceed line item amount budgeted.

**8*.* Audits**

a. NHSCA may contract with a certified public accountant for a complete audit of its financial records.

b. The Treasurer and Finance Committee shall coordinate this process.

c. There will be a review of the financial records annually.

**10. Amendments**

NHSCA’s Financial Policies may be changed at any time following approval of a simple majority of elected Governing Board voting members***.***

**GOVERNANCE PROCESS POLICIES**

The purpose of the Board, on behalf of stakeholders, is to see to it that the New Hampshire School Counselor Association (1) achieves what it should and (2) avoids unacceptable actions and situations.

**Article I: Governing Style**

The Board shall govern with an emphasis on (1) outward vision rather than internal preoccupation, (2) encouragement of diversity in viewpoints, (3) strategic leadership more than administrative detail, (4) clear distinction of Governing Board roles, (5) collective rather than individual decisions, (6) future rather than past or present, and (7) proactivity rather than reactivity.

● The Board shall cultivate a sense of group responsibility.

● The Board shall be responsible for excellence in governing.

● The Board shall be the initiator of policy.

● The Board shall use the expertise of individual members to enhance the ability of the Board as a body rather than to substitute individual judgments for the Board’s values.

● The Board shall allow no officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling Board commitments.

● The Board shall direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the Board’s values and perspectives about ends to be achieved and means to be avoided.

● The Board’s major policy focus shall be on the intended long-term effects outside the organization, not on the administrative or programmatic means of attaining those effects.

● The Board shall enforce upon itself whatever discipline is needed to govern with excellence.

● Discipline shall apply to matters such as attendance, preparation, policy-making principles, respect of roles, and ensuring continuance of governance capability.

● Continual Board development shall include orientation of new Board members in the Board’s governance process and periodic Board discussion of process improvement.

● The Board shall monitor and discuss the Board’s process and performance at each meeting.

● Self-monitoring shall include comparison of Board activity and discipline to policies in the Governance Policies.

**Section A. Ground Rules for Board Meetings**

Governing Board Members shall abide to the following rules during Board Meetings:

1. Focus on ends policies.

2. Remain open to input and new ideas; be willing to move one’s position.

3. Agree on what important words mean and ask for clarification.

4. Challenge assumptions and preconceived notions.

5. Encourage the expression of dissent at Board meetings.

6. Listen in order to understand.

7. Bring disagreements to the meeting.

8. Base decisions on parameters that include monitoring data, the Ends Policies and other relevant data.

9. Treat other Board members with respect, courtesy, fairness and good faith.

10. Be brief, avoid war stories, don’t repeat.

11. Focus on *what* is right, not *who* is right.

12. Respect confidentiality of Board meeting discussions, with exceptions agreed upon by the Board.

13. Respect confidentiality of Board decisions until those decisions are formally adopted by the Board, with exceptions agreed upon by the Board.

**Section B. Board Dispute Resolution Process**

The Board is responsible for holding itself accountable for its actions, including actions taken by individuals that may undermine the efforts of the organization, the Board or other individuals. The Board shall use the following process to resolve disputes. A Board member who perceives a problem or concern shall discuss it privately with the individual(s) involved. When a Board member is approached with a problem regarding another Board member, he/she should redirect the conflict to the person involved.

If a private discussion does not yield satisfactory results, an attempt shall be made to secure a mutually agreed-upon Board member(s) to serve as mediators(s)

If the issue is not resolved through mediation, the matter shall be brought before the whole Board and should not be discussed with others.

If an issue is brought to the Board, the disputants shall provide a written explanation that addresses:

● Problem, issue or concern in question

● Behavior by an individual or group of Board members that exhibited the problem or issue

● Consequence of the behavior on the organization of the Board.

 ● Impact on the organization and to the Board, specifically, relevant to inherent harm to the organization or hindrance to the effectiveness of the Board.

The Board shall

● Review written explanations

● Afford the disputants an opportunity to state what they are willing to do to resolve the problem

● Offer suggestions for possible resolution to problem

● Give disputants further opportunity to resolve the problem.

If a resolution still cannot be reached, the Board shall collectively agree on a course of action to address the problem, issue, or concern, using the FRISK model.

**F**act: State the facts of the action or event that occurred.

**R**ule: State the rule or policy that the action or event violated.

**I**mpact: State the impact of the action or event on the Association.

**S**uggestion: Suggest ways that the person should act to avoid or handle similar issues or

situations in the future.

**K**nowledge: Provide any knowledge, assistance or training the person may need to carry

out the suggestions.

After an issue has been resolved, the Board shall collectively agree on measures to prevent the problems from recurring in the future, or a course of action to address the problem if it recurs.

The Board shall ensure that due process is afforded to all parties throughout dispute resolution proceedings. The Board shall handle/address disputes in Executive Session.

**Section C. Board Members’ Code of Conduct**

**1. Ethics**

Board members will adhere to the ASCA Ethical Standards for Professional School Counselors.

**2. Loyalty**

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

**3. Conflicts of Interest**

Board Members will avoid conflict of interest with respect to their fiduciary responsibility.

● There must be no self-dealing or any conduct of private business or personal services between any Board members and the organization, except as procedurally controlled, to insure openness, competitive opportunity, and equal access to inside information.

● When the Board is to decide upon an issue that a member has an unavoidable conflict of interest, that member shall absent him or herself without comment from not only the vote, but also the deliberation.

● Members will disclose their involvements with other organizations, with vendors, or any other organizations that might produce a conflict.

**4. Group Authority**

Board members will not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.

**5. Interaction with the Public**

Board members’ interaction with the public, press or other entities will recognize the same limitations and the inability of any Board member to speak for the Board except to repeat stated Board decisions.

**6. Confidentiality**

Members will respect the confidentiality appropriate to issues of a sensitive nature.

**Article II: Cost of Governance**

Because poor governance costs more than learning to govern well, the board shall invest in its governance capacity.

**1. Meetings**

a. The Governing Board shall meet at least four (4) times each year: Summer president’s meeting and three (3) additional meetings as scheduled by the President.

b. All meetings of the Governing Board shall be opened to any member of NHSCA. Copies of the minutes of all meetings shall be distributed to members of the board within 30 days after the meeting and shall be available to NHSCA members on the website.

c. Governing board members shall attend governing board meetings, and summer President’s meeting.

**Article III: Governance Structure**

**Section A: Association Meetings Delegate Assembly**

1. The Association shall meet annually, which may be in conjunction with other NHSCA sponsored events.

2. The President of the Association shall preside at meetings of the Association. In the absence of the President, the President-Elect shall preside.

3. Members of the Association may introduce motions and vote.

4. Non-Members of the Association may, in accord with the standing rules, address the group, but may not introduce motions or vote.

**Section B: Governing Board**

The Governing Board shall serve as the legislative body of NHSCA. The principal duties of the Governing Board shall be to set policy and to give direction to the Association.

1. The Board shall serve as the link between the organization and the membership.

2. The Board shall produce written governing policies that, at the broadest levels, address each category of organizational decision-making.

3. Governing Board members are those members cited in the By-Laws Article IV, Section 3, IV-3a.

4. All Governing Board members shall be members of NHSCA.

5. All Officers of the Association shall be a member of ASCA.

6. We strongly encourage all Governing Board members to be members of ASCA.

**Section C. Board Member’s Roles**

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Board members shall strive to:

● speak with one vision and one voice

● support the fulfillment of NHSCA’s vision

● be knowledgeable about NHSCA’s bylaws, policies and Board decisions and communicate, clarify and support them to constituency

● be prepared for meetings

● insure that NHSCA supports school counselors

● contribute time and talent to NHSCA and its Governing Board

● help future generations of school counselors

● insure that the Association remains viable

● bring issues from constituents

● represent school counselors

● support the continuous improvement of the Association

● advocate for the profession and the Association

● identify and encourage future leaders

**1. President**

The President insures the integrity and fulfillment of the Board’s process and represents the Board to outside parties. A President who does not retire, but ceases to be employed as a school counselor, director of guidance/student services, counselor educator or a comparable position in the school counseling profession as determined by the Board, may be asked to resign. Specific responsibilities of the President include the following.

a. Performs the responsibilities outlined in Article IV, Section 5a of the NHSCA By-laws

b. Presides at all meetings of the NHSCA Governing Board and general meetings of

NHSCA

c. Appoints, with the approval of the Governing Board, all committees and chairpersons

with the exception of the Nominations and Elections Committee

d. Sets the dates for all Board meetings for the entire year, with Governing Board approval

e. Prepares an Annual Report to be presented to the state membership and ASCA

f. Prepares a President's message and writes articles for publication in NHSCA newsletters

g. Coordinates communication with all committee chairs and oversees committee activities

h. Assists Governing Board members and committee chairs in developing a strategic plan

i. Serves on the Finance Committee and makes recommendations to the NHSCA Treasurer

j. Fills vacancies until next election, if needed

k. Initiates updating of any NHSCA policy, including working with By-Laws Chair to revise policies before the May Governing Board meeting

l. Responds to requests as received during the year from ASCA or other professional groups for special appointments and recommendations

m. Cooperates with President-Elect to insure a smooth transition by providing ongoing training and an end of the year transition meeting

n. Represents NHSCA at national, regional, state, and area meetings or appoints a delegate to represent NHSCA

o. Writes and sends out letters of support to employers of current officers

p. Performs duties as are incidental to the office as directed by the Governing Board, or the

membership.

s. Supervises Business Manager/Administrative Assistant

t. Updates archives of NHSCA

**2. President-Elect**

The President-Elect fulfills the President’s obligations in the President’s absence and prepares to assume the office of President. A President-Elect who does not retire but ceases to be employed as a professional school counselor, director of guidance/student services, counselor educator or a comparable position in the school counseling profession as determined by the Board, may be asked to resign. Specific responsibilities of the President-Elect include the following.

a. Performs the responsibilities outlined in Article IV, Section 5b of the NHSCA By-Laws

b. Shall, in the absence of the President, assume the role of President, and automatically becomes President of the Association upon the expiration of the current President’s term of office

c. Attends all Governing Board meetings

d. Considers appointments for committee chairs in the spring of the upcoming term of office as President

e. Acts as NHSCA Conference Chair (in the event that there is no other Chair appointment) and will serve on the committee for the fall conference in the year in which he/she serves as president

f. Write articles for each issue of the NHSCA newsletter

g. Performs such duties as may be directed by the President or Governing Board

h. Prepares an annual budget, along with the Finance Committee, for the beginning of the fiscal year

i. Works to insure a smooth transition for the incoming President-elect

j. Represents NHSCA at national, regional, state, and area meetings

**3. Immediate Past President**

The Immediate Past President provides historical perspective and guidance to the Board. Specific responsibilities of the Immediate Past President include the following.

a. Performs the responsibilities outlined in Article IV , Section 5c of the NHSCA By-Laws

b. Serves closely with the President, President-Elect, and Governing Board in an advisory capacity so that the benefit of his/her experience in office may be preserved for the Association

c. Attends all Governing Board meetings

d. Serves as Chairperson of the Nominations and Elections Committee

e. Serves on at least one Governing Board Committee

f. Attends any meetings, as delegated by the President, or finds an alternate to do so

g. Writes and sends out letter of support to employer of current NHSCA President

h. Write articles for each issue of the NHSCA Newsletter

**4. Level Vice Presidents**

Level Vice Presidents shall be elected annually to represent professional school counselors in Elementary, Middle, Secondary, Postsecondary work settings.

A Level Vice President who does not retire but ceases to be employed as a school counseling professional at the work setting level that he or she represents may be asked to resign.

Specific responsibilities of each Level Vice President include the following:

a. Contributes information to each newsletter

b. Serves as a member of a conference committee or summer institute committee

c. Communicate with the Governing Board regarding counselor needs of their level

d. Encourages networking and communication among school counselors at respective levels

f. Completes duties that may be assigned or directed by the Governing Board or President

g. Prepares an annual level budget request to be submitted to the Finance Committee and

the Governing Board, if needed

i. Accesses and disseminates information from national and state resources (such as legislation, position papers, legal counsel, etc.) to meet the needs of professional school counselors at their particular level

j. Develops a plan of action for the year's activities in conjunction with the NHSCA Governing Board

k. Provides training to incoming level Vice Presidents

**5. Post Secondary Vice President**

In addition to the above a-j responsibilities of a level vice president, the Post Secondary Vice President will:

a. Keeps the Governing Board/Membership abreast of continuing education opportunities at

the university level

b. Maintains a link between Governing Board and counselor educators

c. Responsible for assembling an Ad Hoc Ethics Committee when needed

d. Maintains a dialogue between professional school counselors and counseling programs in

order for new graduates to be better prepared to enter the profession

e. Establishes a liaison between the school counseling preparation programs and practitioners in the field

f. Keeps the Governing Board abreast of new issues and trends at the university level

g. Maintains communication with graduate student committee chair

h. Advises prospective school counseling students regarding certification programs offered in the state of NH

**6. Secretary**

a. Performs the responsibilities outlined in Article IV, Section 5c of the NHSCA By-Laws

b. Records minutes of NHSCA meetings

c. Presents minutes of the previous Governing Board meetings for acceptance and sends approved minutes to President to be posted on website.

d. Makes meal and room arrangements for Governing Board meetings

e. Secures copies of all committee reports and includes them with the minutes

f. Provides training for incoming Secretary

g. Maintains all meeting minutes for archives on a flash drive

h. Assures that Board meeting minutes are posted on the NHSCA website - President.

i. Performs other duties that may be assigned by the President

**7. Treasurer**

a. Performs the responsibilities outlined in Article IV, Section 5c of the NHSCA By-Laws

b. Attends all Governing Board meetings

c. Serves as a member of the Finance Committee and collaborates with the committee to develop a budget for each fiscal year

d. Notifies all monies received, keeps an accurate record of funds received and disbursed, and makes deposits on a regular basis

e. Pays bills promptly to insure good credit rating

f. Contacts the President regarding any bills

g. Prepares monthly reports of revenues and expenditures for Governing Board meetings

h. Makes recommendations to Finance Committee on policy change

i. Reviews vouchers for conformity with Fiscal policies and reviews account balances to determine if budget account balance is sufficient to cover expenditures

j. Submits an annual Fiscal Report as soon as possible to President after July 1 and presents at summer meeting.

k. Turns over the complete financial records of NHSCA to a new Treasurer within 45 days after the close of the fiscal year

l. Prepares books for review in conjunction with the Business Manager/Administrative Assistant every third year

m. Provides training for incoming Treasurer

n. Voids all checks not cashed within 60 days

**8. Regional Chairs**

a. Provide a minimum of one (1) outreach and professional development opportunities to members in their region each year

b. Contribute information to the newsletter

c. Attend governing board meetings

**Section D: Nominations and Elections**

**1. Nominations and Elections Process**

The Governing Board shall maintain direction of the Nominations and Elections process.

a. Nominations are submitted by individuals interested in seeking an office.

b. The Nominations and Elections Committee reviews the list of individuals who meet the requirements for eligibility.

c. In the event the Governing Board is unable to select three candidates from the available nominees, the Nominations and Elections Committee is charged with securing an eligible candidate(s) for the final ballot.

d. Votes are cast by mail and/or e-mail ballot. New Board members are selected by simple majority.

**2. Eligibility for Office**

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

a. Nominees must be professional members of NHSCA, as stated in the Bylaws, Article IV Section 4c.

b. Nominees must have a written endorsement by a NHSCA member in good standing.

c. Nominees for level vice presidents shall be employed as school counseling professionals at the work setting level for which they are seeking office.

d. Nominees for president-elect must be certified as a school counselor, director of guidance/student services, counselor educator, retired counselor or a comparable position in the school counseling profession as determined by the NHSCA Board.

e. Nominees for secretary must be certified as a counselor, director of guidance/student services, counselor educator, retired counselor or a comparable position in the school counseling profession as determined by the NHSCA Board.

f. Nominees for treasurer must be certified as a counselor, director of guidance/student services, counselor educator, retired counselor or a comparable position in the school counseling profession as determined by the NHSCA Board.

g. Nominees for Standing Committee Chairs must be certified as a counselor, director of guidance/student services, counselor educator, retired counselor or a comparable position in the school counseling profession as determined by the NHSCA Board.

**3. Campaign Policies**

To maintain a healthy professional environment, campaigning shall be kept to a minimum and in accord with the following policy:

The goal of the campaign policies is to:

● generate member interest in submitting nominations or letters of intent,

● permit creativity in campaigning,

● insure a fair election for all candidates, and

● increase membership votes in the election.

**Further,**

a. Campaign policies are effective upon endorsement of candidates by the NHSCA Governing Board.

b. The Association shall not contribute, budget, nor appropriate organizational funds for support of any candidates for NHSCA office.

c. NHSCA involvement in campaigns shall be limited to the following:

1. Written candidacy information shall be published in the issue of the *NHSCA Newsletter* that accompanies the ballot

2. At the annual conference, NHSCA may schedule a reception for all candidates where candidate campaigning is allowed.

d. Candidate involvement in campaigns shall be limited to the following:

1. Candidates shall not accept campaign funds or other campaign support, including in-kind support, from associations, divisions, regions, schools, commercial firms, corporations, or foundations.

2. Candidates shall not use NHSCA resources such as web sites, listservs, logos, equipment or supplies to solicit votes or support.

**4. Ballot Policies**

a. Lot shall determine the order of the candidates’ names for all positions on the ballot. The lot shall be chosen by the Governing Board and witnessed by two designees.

b. The ballot shall be mailed individually to members of the Association via the Newsletter at least four weeks (4) weeks prior to the ballot return deadline.

**5. Violations of Policies**

Violation of the Nominations and Elections Policy shall subject candidates to possible invalidation of their eligibility as candidates. Authority to withdraw said candidate rests with the Nominations and Elections Committee with ratification by the Governing Board.

a. The Nominations and Elections Committee shall make recommendations to the NHSCA Governing Board regarding violations of Nominations and Elections policies. The decision of the Governing Board shall be final.

b. A nominee or candidate charged with violating the NHSCA Nominations and Elections Procedures shall be given notice via certified mail of the precise nature of the charge by the Nominations and Election Chair within 14 days of receipt of the charge.

c. The Nominations and Elections Committee may review any charges made by a nominee or candidate against another nominee or candidate, any charges made over the signature of five members in good standing and any election activities that the Nominations and

Elections Committee believes may not be in accord with the Election Policies.

d. A nominee or candidate charged with a violation shall be given the opportunity to present written evidence to defend the charge(s). This evidence must be received by the Nominations and Elections Chair via certified mail within fourteen (14) calendar days after notification of charges.

e. A nominee or candidate charged with violating the Nominations and Election Policies shall be given the opportunity to present evidence through witnesses or otherwise, shall be given the opportunity to question witnesses, shall have the right to appeal and shall have the right to a hearing before the Governing Board.

f. If a nominee is disqualified prior to an election, the nominee for the same position with the next highest vote total shall be added to the ballot. If the candidate is disqualified after an election, the candidate with the next highest vote count shall be declared the winner.

**6. Recount Petition**

a. A recount of election results may be requested only by the candidate involved in the recount and must be in writing to the NHSCA Governing Board.

b. The request for recount must be received by the NHSCA Governing Board via certified mail by 4:30 p.m. EST no later than fourteen (14) calendar days after notification of results.

c. Costs of a recount that changes the election result in favor of the petitioner shall be paid by NHSCA. Costs of a recount that does not change the election result in favor of the petitioner shall be paid by the petitioner.

d. Observers are permitted to watch, but not participate in, a petition recount. Observers are designated by the petitioner and are provided at the petitioner's expense.

e. In the case of an approved petition recount, the results of the recount shall be the final result and no further count shall be undertaken.

The Nominations and Elections Committee shall consist of the Immediate Past President, who shall serve as Chair, the President-elect, and two members of the Governing Board, each serving alternating two-year terms. The Committee shall follow the guidelines for selecting candidates for the Association in accordance with Article IV Section 4 of the Bylaws and the Nominations and Elections policies.

Candidates for any office shall not serve on the Nominations and Elections Committee. Board members on the Nominations and Elections Committee who decide to run for an office must resign from the committee as soon as their intentions are made known to the Governing Board.

**Section E. Committee Roles and Responsibilities**

Board committees may be assigned to reinforce the wholeness of the Board’s job and so as never to interfere with the actions of the Governing Board.

Standing committees include Advocacy, Finance, Graduate Student, Membership, Nominations and Elections, Professional Recognition, Public Relations, Scholarship, and Technology.

Special Committee: By-Laws Committee. The past president (at time of review) acts as the chair.

In addition, Ad Hoc committees may be formed as needed.

**1. Chairs in each committee will be responsible for:**

a. Establishing a committee

b. Reporting progress of committee work at all Governing Board meetings

c. Preparing an annual plan of action and budget request to be submitted to the Finance Committee and Governing Board prior to May meeting as needed

d. Providing training to incoming Chair

e. Maintaining a record of activities to be passed on to the next chair

f. Performing any other duty that may be appropriate to the committee’s charge

**Ad Hoc Committees**

The following are Ad Hoc Committees previously formed:

**1. By-Laws Committee**

a. Reviews the By-Laws annually and makes recommendations concerning revisions to the Governing Board

b. Submits revised By-Laws to ASCA as required.

c. Distributes copies of the proposed changes to the members of the Governing Board

d. Maintains the NHSCA Bylaws in their entirety on the NHSCA website

**Standing Committees**

**1. Public Policy Committee**

a. Establishing partnerships and collaborating with other state associations in order to gain understanding and support for the role of the school counselor.

b. Attending ASCA advocacy events as scheduled.

c. Serving as liaison to local, state and national level agencies and coalitions to educate and promote the role of school counselors.

d. Keeping the Governing Board and membership informed of legislation at both the state and federal level that is relevant to the role of school counselors.

**2. Conference Committees**

a. Assume overall responsibility for NHSCA Conferences

b. Develop a plan of action and budget request

c. Select programs for the NHSCA Conferences

d. Defines, develops and coordinates the program for the conference

e. Provide information concerning the conference and participants to the editor of the NHSCA newsletter according to committee deadlines

f. Submit evaluations and financial report, along with the Treasurer, to the Governing Board at the first meeting following the NHSCA Conferences/Institute

**3. Finance Committee**

a. Prepares a budget proposal ready for consideration, revision and adopt at the last board meeting of the current fiscal year

b. Establishes or suggests revisions to financial policies for consideration and adoption by the Governing Board

c. Meets as a committee at least once yearly (before May meeting)

**4. Nominations and Elections Committee**

a. Performs such duties as may be directed by the Bylaws or the Governing Board.

b. Carries out the responsibilities as listed in the Nominations and Elections Policies

c. Submits a list of candidates to the Governing Board

d. Reviews and updates nominations and elections procedures annually.

**5. Professional Recognition Committee**

a. Oversees annual school counselors of the year selection and recognition

b. Submits these names to ASCA as nominees for ASCA School Counselor of the Year

**6. Scholarship Committee**

a. Promotes and awards the Jo Hayslip Memorial Scholarship

**7. Technology Committee**

a. Works with webmaster to update NHSCA website on regular basis.

b. Researches and implements available technology to support the needs of the organization.

**Section F. Members-At-Large**

The following Members-At-Large may be appointed by the Governing Board: Administrator Liaison, Newsletter Editor, Graduate Student Liaison, Site Manager.

The Members-At Large length of service continues as long as the relationship meets with the mission and vision of NHSCA and the connection remains appropriate.

**1*.* Administrator Liaison**

a. Informs governing board of interests and needs of administrators in order to promote a collaboration with professional school counselors

b. Serves as the liaison between administrative professional associations, i.e. NHSCA, NHSAA, and NHSPA

c. Provides information to administrators about school counselor issues and comprehensive guidance programs

d. Promotes the recognition of National School Counselor Week by district/school administrative leadership

e. Promotes the hiring of duly certified school counselors

**2. Newsletter Editor**

a. Provides proof reading and feedback on the newsletter.

b. Locates additional articles and fillers to supplement the newsletter.

**3. School Counseling Director Liaison**

a. Maintains communication between NHSCA and New Hampshire Guidance Directors Association

**4. NH Department of Education Liaison**

a. Keep NHSCA Governing Board abreast of Department of Education initiatives, legislative changes and proposals affecting education, and organizational networking opportunities.

**5. Graduate Student Liaison**

a. Informs the Governing Board of interests, goals and needs of counseling graduate students.

b. Communicates NHSCA’s programs and services to counseling graduate students and encourages them to join the association as student members.

c. Recruits student members.

**6. Site Manager**

a. Oversees and maintains website.