

## KANSAS COUNSELING ASSOCIATION POLICIES AND PROCEDURES

### INTRODUCTION

The name of the Association shall be Kansas Counseling Association (KCA). The purpose of the Kansas Counseling Association shall be consistent with the purposes and Bylaws of the American Counseling Association (ACA). KCA is a not for profit IRS 501(c) (3) organization of counseling and human development professionals. The Kansas Counseling Association depends upon its membership to accomplish much of the work of the Association. In keeping with this fact, it shall be the philosophy of the Association to assist with expenses that may be incurred by officers, committees, and others to the extent that it is possible.

### 2.1 REIMBURSEMENT ELIGIBILITY POLICIES AND GUIDELINES

#### **A. PRESIDENT, PRESIDENT ELECT, AND EXECUTIVE DIRECTOR**

1. Those persons filling the positions above shall submit an itemized budget request to the Financial Committee at the appropriate time each year. (Prior to the spring conference Executive Council meeting) Upon approval by the KCA Executive Council, these persons are limited in their travel only by the amount budgeted. Included in their itemized budget should be a request for ALL state, regional and national meetings they will need to attend as a result of their position.
2. At those times when the convention-hosting hotel may furnish complimentary rooms to KCA, these rooms or suites will be assigned as follows by the conference planning committee in the following order:
  - First room or suite, KCA President
  - Second room or suite, Keynote Speaker
  - Third room or suite, ACA President (if attending)
  - Fourth room or suite, Second Speaker
  - Fifth room or suite, Conference Co-Chair
  - Sixth room or suite, Conference Co-Chair
  - Seventh room or suite, KCA President Elect
3. If no complimentary rooms are furnished, then those persons who have a line item travel budget, i.e., President, President-Elect, or Executive Director, will be expected to pay for their expenses including room, from the budget allocated to them. If no complimentary rooms are available for the Conference Co-Chairs, rooms shall be provided from the conference budget.

**B. OFFICERS, VOTING MEMBERS OF THE EXECUTIVE COUNCIL AND COMMITTEE CHAIRS AS CALLED BY THE PRESIDENT OTHER THAN THOSE LISTED IN NUMBER 1 ABOVE:**

1. Prior to the annual meeting, the budget committee will make recommendations for expenses of these individuals to attend the spring and summer Executive Council meetings when these meetings are not held in conjunction with a conference. These persons will receive reimbursement, according to the guidelines that follow, for these meetings only.
2. Committee chairs may utilize the budgets allocated to them by the KCA Executive Council and reimbursement will be in accordance with the reimbursement policy found in Section C 1-4.
3. For clarification it should be pointed out that the President, President-Elect, and Executive Director are the only persons to be allocated a travel budget. Also, these persons are expected to pay all of their travel expenses from this budget. The only time they would receive any extra assistance would be when complimentary rooms are available. Of course, this would only result in their not having to charge room rent to their budgets.
4. The only other reimbursement would be for other members of the Executive Council. They would receive reimbursement from KCA for fall, spring and summer Executive Council meetings, which are not connected to a conference. Under no circumstances should any officer, committee chair, etc., other than the President, President Elect, and Executive Director, receive any travel for attendance at the fall conference or Executive Council meeting held in conjunction with the annual conference. Persons can appeal for mileage reimbursement.
5. Committee chairs and/or conference co-chairs may utilize their allocated travel budgets for expenses incurred to attend committee meetings to plan the annual conference.
6. Under no circumstances will the Association waive or pay conference registration fees, complimentary meals or furnish housing for any member of KCA with the exception of combined rooms as found in Section I of this document.

### C. AMOUNTS OF REIMBURSEMENT

1. Mileage: The reimbursement rate will be determined by the State of Kansas for the current fiscal year. (2014) Approved travel shall include turnpike fees with required receipts.
2. Room: KCA shall pay room for approved overnight lodging at no more than the single occupancy rate (double occupancy encouraged). Receipts required.
3. Meals: The President, President Elect, and Executive Director may be reimbursed for meals in conjunction with out-of-state travel. The amount reimbursed shall not exceed \$50.00 per day. (2014, the standard rate shall be established by ACA policy in the same year as travel occurs).
4. Out-Of-State: Out-of-state travelers will be reimbursed for mileage to and from their airport of departure and in the case of round trip airfare, coach class. Receipts are required. Travelers may also receive reimbursement for taxi or bus fare to and from the airport. Receipts are required. Persons wishing to drive out-of-state may receive mileage or airfare, whichever is less, but will receive no extra per diem for extra time in travel due to driving.
5. KCA shall reimburse the President, President-Elect, Secretary, Treasurer, and Executive Director for ACA membership dues. (07-09-15)

### 2.2 FINANCIAL DISTRIBUTION OF KCA FUNDS POLICY

The KCA Treasurer shall distribute funds to regions and divisions at each Executive Council meeting, unless there is a request by a division or region for immediate payment.

Any region or division opting to do so may take advantage of using the KCA central accounting system rather than maintaining their own checking account. Funds submitted by a region or division could ONLY be used for that division, and regions or divisions utilizing this service should maintain their own treasury report.

*Changed by Executive Council on 07/25/2005 and finalized with 4/5 approvals of bylaw changes by membership as reported 11/2/2005*

### **2.3 CHECK CASHING POLICY**

All checks issued to individual Kansas Counseling Association members, regions, and/or divisions must be cashed within sixty (60) days from date of issue. Any check issued by KCA will be considered VOID if not cashed within sixty (60) days from the date it is written.

*Changed by Executive Council on 07/25/2005 and finalized with 4/5 approvals of bylaw changes by membership as reported 11/02/2005.*

### **2.4 ACA MIDWEST REGION FALL LEADERSHIP CONFERENCE AND BRANCH MEETING POLICY**

#### **DELEGATE SELECTION**

1. Three of the five delegates will be the KCA President, President-Elect, and Executive Director. After concurring with the attending delegates, the KCA President or designee will cast the one vote representing KCA.
2. The KCA President will be responsible for inviting at his/her discretion, non-designated KCA members to serve as Midwest delegates in order to make the number of official delegates representing KCA the allowed maximum number of five (5). Delegates are required to be members of ACA.

#### **NON-DELEGATE ATTENDEES**

1. All KCA members are encouraged to attend the Midwest Conference at their own expense.
2. KCA regions and divisions are encouraged to fund non-delegate attendees to the Midwest Conference.
3. Information concerning the Midwest Conference will be incorporated and repeated in all KCA newsletters.
4. E-mail notices and website postings will be used from September to the date of the Midwest Conference to provide detailed conference information.

### **C. BUDGET CONSIDERATIONS**

1. KCA will budget annually for Midwest Region dues.
2. The amounts budgeted for the President, President-Elect, and Executive Director will vary from year to year according to estimated travel costs.
3. In years when Midwest is held in a neighboring state, KCA may budget monies toward non-delegate member travel expenses.

### **MIDWEST GRANT FUNDS**

1. Any Midwest grant funds awarded to KCA would be used toward the Midwest travel expenses of the individual(s) who were named in the grant, if these same individuals are non-budgeted attendees.
2. If the writer or identified person is unable to attend the Midwest Conference, the grant funds would be used towards reimbursement to KCA for delegates without Midwest travel line items, and consistent with the intent of the criteria for funding from Midwest.

*Changed by Executive Council 07/2005.*

## **2.5 DUTIES OF OFFICERS**

### **A. PRESIDENT**

1. Chief Executive Officer is empowered to conduct the affairs of KCA as prescribed by the Executive Council or the Association if not in session.
2. Call and preside at all meetings of the Executive Council.
3. Preside at general meetings of the Association.
4. Appoints all members of committees except as otherwise specified.
5. Holds ex-officio membership on all committees.
6. Committee member of the Financial Planning Committee.
7. Represents KCA at ACA Midwest Region Leadership Conference and ACA Conference.

8. Compiles a board book with consent agenda items and background material for the board agenda to be distributed, with the board agenda, at least one week prior to each board meeting.
9. At the end of term, compiles all board books for his/her year as president and presents them to the Historian Committee Chair to be placed in the KCA archives.
10. Each Year, the President and Executive Director will determine the best course of communication for Region and Division membership. This strategy would be for retention purposes, for soliciting and sharing value-added aspects of KCA. This could be done through phone calls, email, and/or mail.

#### **B. PRESIDENT ELECT**

1. Act in the place of the President at all Executive Council or Association meetings in the absence of the President.
2. Presides and serves as parliamentarian.
3. Oversees the publishing of the KCA Newsletter.
4. Works closely with the Membership and Media Chairs.
5. Calls a meeting of the Site Selection Committee for future conferences between the annual convention and the first board meeting of the new fiscal year.
6. Responsible to prepare a budget (in conjunction with the Financial Committee) for the following KCA year and present this budget at the annual Association meeting.
7. Expected to attend ACA Midwest Region Leadership Conference, and ACA Conference.

#### **C. PAST PRESIDENT**

1. Chairs the Nominations and Elections committee.
2. Chairs the Executive Director Evaluation Committee.
3. Serves as a member of the Conference Planning Committee.
4. Works in the area of leadership development within the organization.

**D. SECRETARY**

1. The secretary shall keep record of current activities of the Association and its Executive Council.
2. Shall issue notices of meetings to all members.
3. Shall notify ACA of election of officers and amendments to the bylaws.

**E. TREASURER**

1. Collect and disburse all funds in accordance with the approved Association budget.
2. Make a financial report to the Association at all Executive Council and Association meetings.
3. Arrange for an audit of Association financial records prior to the expiration of term.
4. Serve as Chair for the Financial Affairs Committee.
5. Distribute funds to regions and divisions at each Executive Council Meeting unless otherwise requested.
6. The Treasurer, in conjunction with the Executive Director, will arrange to have taxes, audits, and any other required filings for the preceding fiscal year completed and filed within the appropriate deadlines.
7. Shall work closely with the Executive Director regarding membership renewals and all other financial transactions.
8. The treasurer will seek authorization from the Board for a KCA credit card for the President, President Elect, and Executive Director, at the first meeting of each fiscal year.  
*Approved 11/05/2008.*

**F. DUTIES OF BOARD MEMBERS**

1. Attend the three Executive Council meetings per year.
2. Provide region and division reports for the President's consent agenda.
3. Actively participate in the Association's responsibilities.
4. The Governing Council shall adopt an annual budget.
5. No appropriations of Association funds shall be made except pursuant to the authority of the Governing Council.

6. KCA is organized and shall be operated exclusively for charitable and educational purposes within the meaning of sections 501(c)(3) of the Internal Revenue Code. No part of the net earning of KCA shall inure to the benefit of or be distributable to the members of its Governing Council, officers, members of its committee, other private individuals, or organizations organized and operated for a profit (except to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes as stated). KCA shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
7. Grant and revoke Division, Regions, Organizational Affiliates charters.
8. Adopt and amend Bylaws.
9. Establish the strategic plan of the Association
10. Board members will be charged to contact a list (provided by the president or his/her representative) of individual KCA members throughout the board year, by phone, letter, email, or face-to-face. This strategy would be for retention purposes, for soliciting and sharing value-added aspects of KCA, scanning the membership for ways the organization can better serve them.  
*Approved 03/14/2007.*

## **2.6 KCA ONE-FOURTH TIME EXECUTIVE DIRECTOR**

### **A. JOB DESCRIPTION**

1. The KCA Executive Director shall be appointed by the Executive Council and shall serve at its will. The duties of the Executive Director shall be determined by the Executive Council and shall be reviewed on an annual basis.
  - a. The KCA Executive Director serves the Association by providing management of the day-to-day business of the Association as delegated by the President or otherwise designated in the KCA Policy and Procedures manual.
  - b. Reflects always and only the philosophy of the Association as established through policies.
  - c. Functions within the policies established by the Executive Council and as executed by the Board.
  - d. Recognizes that the elected officers, Executive Board and Executive Council are the decision-making bodies of the Association and that is the duty of the Executive Director to implement the decisions as so directed.



2. The Executive Director is not a lobbyist, spokesperson, liaison officer or figurehead for KCA. Even so, at the request of the President, the Executive Director may serve in any one of these capacities. If so requested, the expense involved should come from the budget area appropriate to the request.
3. The Executive Director will not hold an elective office in KCA, the KCA regional branches, or in the state divisions.
4. The funds budgeted for the Executive Director shall be distributed as follows:
  - a. The base-consulting fee for the part time Executive Director is set at \$4000 per year.
  - b. KCA will reimburse the Executive Director for ACA dues, KCA dues, and registration fees for Fall and Spring Conferences.
  - c. The Executive Director shall report total active members quarterly as follows: July 1, October 1, January 1, and April 1 of each year. This report will include membership of each division, region, and contact information of members.
  - d. All payments for travel, lodging, printing, postage and miscellaneous expenses must be paid for by credit card and/or a receipt provided before reimbursement is made.
  - e. Should the allocation needed cause the total expenditures to exceed the amount budgeted for that fiscal year; the petition should be presented to the Executive Council. Petitioning should precede commitment to obligations exceeding budgeted amounts.
  - f. Funds budgeted for travel for the Executive Director may be drawn in advance upon submission of an estimate of anticipated expenses. Following the travel, actual expenses will be documented and appropriate adjustment made.
  - g. Expenses associated with attending the spring and summer meetings of the Executive Council and the Midwest Leadership Conference will be reimbursed from the same budget area used to reimburse members of the Executive Council. The remaining meeting is reimbursed from the travel budget of the Executive Director.
  - h. The ACA conference, the KCA region and division meetings are optional meetings and should be funded from the budgeted travel allowance provided for the Executive Director.
  - i. Should the President of a KCA region or division request the attendance of the Executive Director at a designated meeting; the requesting individual or group should cover the travel expense involved.

**B. EXECUTIVE DIRECTOR DUTIES**

1. Be familiar with the record keeping system of KCA and provide instruction in its use to newly elected officers.
2. The Executive Director would be responsible for maintaining records of incorporation, IRS 990, 501© (6) tax status and other such official paperwork. In conjunction with the Treasurer, will arrange to have the taxes, audits, and any other required filings for the preceding fiscal year completed and filed within the appropriate deadlines.
3. Provision should be made for the Executive Director to be able to withdraw funds and to transact the functions of the Treasurer in case the Treasurer becomes incapacitated. This authority shall be given at the discretion of the President.
4. Engage in systematic activities designed to complement but not replace the efforts of the Membership Committee in recruiting new members and retaining existing members. An annual matching of KCA's membership roster against the State Department of Education's roster of Kansas counseling personnel, ACA rosters, KSRB rosters, and others as deemed appropriate will take place and appropriate mailings prepared. Comparison with additional rosters may take place at the direction of the President.
5. Responsible for membership renewals and the membership database.
6. In order to maintain appropriate accountability, all funds collected through the office of the Executive Director should be forwarded to the Treasurer within thirty (30) days along with sufficient documentation to allow assignment to the appropriate budget area and to determine the reimbursement, if any, due the Executive Director.
7. Provide detailed membership reports to the KCA President, Membership Chair, Division and Regional Presidents. Reports will be submitted on a quarterly basis as follows: on July 1, October 1, January 1, and April 1 of each year. Reports will include membership of each division, region, and contact information of members.
8. Assist President-Elect and immediate past KCA Conference chairs with securing a co-chair. Assist with site-selection, as required.

9. Work closely with the Media Chair to see that the website is kept up-to-date, and that bills and contracts associated with the website were kept up-to-date.

10. Be in charge of exhibiting KCA at other organization conventions.

### **C. EXECUTIVE DIRECTOR EVALUATION**

The KCA Executive Director has a variety of responsibilities important to the Kansas Counseling Association. Evaluation of the Executive Director's performance of those responsibilities is necessary to insure the efficient functioning of KCA. The evaluation process must be thorough, fair, and consistent with KCA principles regarding human worth and dignity. The annual review of the KCA Executive Director shall be completed before the annual KCA Conference so that the KCA Executive Council may review the summative evaluation. Members of the Evaluation Committee are the immediate Past President, President, President-Elect, Treasurer, Membership and Media committee chairs. *Changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005.*

### **2.7 KANSAS COUNSELING ASSOCIATION CO-SPONSORSHIP GUIDELINES**

Co-sponsorship requests are to be submitted in writing to the President a minimum of sixty (60) days prior to the event. The President will consult with officers reviewing the co-sponsorship opportunities on a case-by-case basis. Approval of request for co-sponsorship will be equal to three of the five officer's favorable response. The President or his/her designee will act as contact person and representative for KCA during the planning and carrying out of the event. If requesting organization realizes a profit from the co-sponsored event, KCA will share in those profits at a mutually agreed upon rate. This rate may vary based on anticipated profit, level of KCA member involvement (i.e. providing mailing list/labels, registration workers, presenters), and other factors.

#### **QUESTIONS TO GUIDE CO-SPONSORSHIP DECISIONS**

1. Does the proposed event support the mission and fundamental purposes of KCA?
2. Does the proposed event support the values described in KCA's Strategic Plan?
3. Does the proposed event address needs of its members and the profession?
4. Will KCA somehow benefit from this event (i.e. increased visibility, publicity, opportunity to recruit members, profit)?
5. If monetary support is requested, will it reflect responsible stewardship?

## **2.8 KCA CONFERENCE POLICY**

Perhaps the most important service an Association provides for its members is the KCA Conference and/or drive-in workshops(s). The annual, quarterly, or occasional meeting is the vital link between the Association and the membership. This is the best opportunity for the Association to shine, to showcase the Association and the work that it does. Therefore, it cannot be stressed too strongly that the meeting site is selected with extreme care and consideration and the program developed with in-depth attention to every possible detail.

The annual Kansas Counseling Association Conference serves many needs of its members. Professionally, the programs enable attendees to upgrade skills and knowledge, develop and maintain relationships with leading practitioners in the field of counseling, and participate in conducting the business of KCA. It also provides the opportunity to establish professional position statements and to speak as a unified profession on those positions. It is also a time to renew old friendships and to establish new ones.

### **A. SITE SELECTION CONTRACTING**

1. **Date:** The KCA Annual Conference is scheduled so as not to conflict with the ACA Conference.
2. **Coordination Structure:** The site selection steering committee for the conference to be held three years away becomes active following the election of officers for the coming Association year. The committee will consist of the incoming President Elect, immediate past Conference Chair(s) and the Executive Director. The President Elect will chair the committee and guide the process. The role of the Executive Director will be to prepare, send, and receive communications as determined by the committee. The committee will be responsible for: a) soliciting bids for site hosting, b) preparing and submitting a comparative summary of the bids for conference sites for action by the Executive Council, and c) negotiations and final contracting with the site selected.
3. **Basic Convention Format:** Begin with the end in mind. In order to facilitate the selection process, the committee should initially identify the basic organizational format for the conference. Meal functions represent the largest cost to the Association and are 63+major considerations for the facility as they enter the bid process. The Executive Council shall approve or modify the basic conference format proposal prior to selection of the site (such as

acceptable dates, conference length, and purpose of meal functions, etc.).

4. Request Bids: Based upon the committee's planned conference format, a written bid specification sheet (see sample) will be developed and sent to all prospective sites to ensure that each facility understands the needs, expectations, standards, and priorities of the Association. Bid specifications also serve to provide fairness in comparisons and may function as a tool in the negotiation process that occurs prior to agreement to the proposed contract. Bid proposals for hosting the conference should be received prior to the fall Executive Council meeting, with a comparative summary provided by the Conference Committee to the Council at that time for initial consideration.

#### **B. CRITERIA FOR SELECTION: FUNCTION AND AFFORDABILITY**

1. Space and Accessibility: Accessibility of the location is important, and the area in which the facility is located can make a good impression. The meeting must be able to fit comfortably and match all program needs in the space available. There should be adequate space for concurrent meetings, registration counters, space for numerous exhibitors, and any office or service areas that may be required.
2. Staff: The facility should have adequate staff, experienced in handling all aspects of professional conferences. A good working relationship needs to be established and cultivated with the conference sales representative who will oversee all aspects and be available during the business and professional development sessions of the conference.
3. Meeting Rooms: Room availability, size, and climate may either confine or facilitate meetings. An adequate number of climate-controlled, well-ventilated and lighted rooms must be available to allow all interested participants to comfortably attend sessions of interest. There should be room darkeners for slide presentations and videos. An adequate number of clearly marked exits, fire extinguishers, sprinklers, and other safety features must be evident throughout the facility. The facility must also have a well-documented emergency plan and storm shelters must be of adequate size to accommodate all attendees.
4. Equipment: The facility should have available equipment such as public address systems, podiums, risers, table skirting, audiovisual

aids, extension cords/power strips, electrical outlets, and Internet accessibility as needed by the Association as part of the conference agreement.

5. **Sleeping Rooms:** Sleeping rooms should be conveniently located to the meeting rooms and readily accessible to persons with disabilities. The rooms should be attractive and neatly maintained on a daily basis. Adequate housekeeping and support services must be guaranteed.
6. **Complimentary Rooms:** Association policy and guidelines specify several persons in key roles for whom the Association will provide a suite or room during the conference. The site selection committee should therefore request in the bid specifications a minimum of 4 complimentary suites/rooms without condition for use by the Association throughout the duration of the conference. Additional room arrangements may be negotiated based upon cumulative room nights picked up by attendees.
7. **Meal Functions:** Conference attendees remember the meal function, especially the menu quality and service provided. There are many details to consider in planning food functions. A varied and affordable menu should be offered and meals chosen with care during Phase 2 of the conference process. The facility must offer linen and table service. Consideration should be given to menu planning during Holy Days.
8. **Considerations for selection:**
  - a Appearance and cleanliness of food preparation areas.
  - b Plan for sufficient staffing at peak times.
  - c Prompt and efficient service.
  - d Menu variety and also flexibility of substitutions for those with dietary restrictions.
  - e Flexibility to quickly set up additional food outlets for buffets, etc. if needed.
  - f Costs including tax and gratuities.
  - g Projected price increases before the date of the event.
  - h Charges for additional staffing, etc.
  - i Policy and pricing for refreshment breaks.
  - j Liquor laws/facility policy and cash bar policies.
  - k Meal guarantee policies (date guarantee due and additional meals prepared).

### **C. NEGOTIATIONS AND CONTRACTING**

The written bid specifications let the facility know up front what is expected in terms of meeting space accommodations, sleeping room accommodations, and the number of complimentary rooms requested for use by the Association. Quoted prices and terms can always be negotiated. This committee is responsible for negotiating the best deal at the facility selected by the Executive Council. Caution must be taken when contracting in behalf of the Association. Entering into a multiple-year contract with the same facility is risky since it may limit re-negotiation options in succeeding years of the contract, creates a long term financial commitment for the Association, and binds the decision making flexibility for future Executive Councils during that contract period.

Before a final decision is made, members of the site selection committee should make a visit to the proposed site to review sleeping rooms, meeting areas, food preparation and function areas, parking, and general surroundings. Check details within the contract such as cancellation penalties, deposit requirements, correct room dates, and room blocks. Before signing the contract, identify all possible flaws in contract language that may affect the Association and negotiate adjustments to the contract where needed. The contract should bear the signature of the President Elect and the Executive Director.

### **D. CONFERENCE PLANNING**

#### **1. Coordination Structure**

The conference will be co-chaired, by persons who would agree to a two-year commitment. Ideally, one chair would be from the area of the upcoming conference, and the other would be selected from an area near to the next year's conference. Each year, the two coordinators would work together to produce the conference, calling in committee chairs as needed. Each year, one coordinator would go off the team and a new person would be added, so that there would be someone with experience mentoring a new coordinator. This would provide for consistency, as well as dividing the burden of conference planning between two persons (with appropriate committees). The name of the new coordinator will be presented for Executive Council approval at the first board meeting in the new board year.

#### **2. Theme**

The conference coordinators will be responsible for developing the theme title consistent with the initiative of ACA and KCA for the year in which the conference will be held.

3. Exhibits/Advertising
  - a. Conference coordinators will appoint a Vendor chair to recruit vendors and to solicit advertising for the KCA Annual Conference. This person will also be responsible for helping vendors get checked in and established at the conference site.
  - b. The Exhibitor Chair will maintain communication with past exhibitors and recruit new exhibitors.
  - c. In cooperation with the Conference Coordinator, adequate space and facilities will be established for exhibitors.
  - d. Table fees will be established by the Executive Council.
  - e. The Executive Director will serve in an advisory capacity to help with the duties of this position.
  
4. Complimentary Room Allocation

When complimentary rooms are furnished to KCA by the conference-hosting hotel, the Conference Committee in the following order will allocate these:

  - a. First room or suite to KCA President
  - b. Second room or suite to Keynote Speaker
  - c. Third room or suite to ACA President (if attending)
  - d. Fourth room or suite to Second Speaker
  - e. Fifth room or suite to Conference Co-Chair
  - f. Sixth room or suite to Conference Co-Chair
  - g. Seventh room or suite to KCA President Elect
  
5. General Fiscal Policies
  - a. Registration fees are determined to cover expenses incurred in planning and operating the conference. Additional funds may be raised through advertising in the program booklet, exhibitors, sponsorship of functions by outside sources, and contributions. The KCA Executive Council must approve all fees and fund-raising activities in advance.
  - b. Complimentary registration or tickets to various functions are not authorized to KCA members. Presenters who are members of the KCA are not eligible for travel expenses or honoraria. The only exception shall be when they are invited as a general session presenter with a contractual agreement approved by the KCA Conference Committee. General program participants eligible for KCA membership are also excluded from complimentary registration and are not eligible to receive travel expenses or honoraria. Complimentary one-day registration is offered only to major speakers and non-counseling professionals participating in program sessions.
  - c. All conference expenditures and proceeds must be accounted for in the conference account. A minimum combined balance



of \$1000 must be maintained in funds designated for the convention. Spending which causes a balance below this combined \$1000 amount must have prior approval of the Executive Council.

6. Program

- a. The Conference Committee shall find keynote speakers and solicit programs for the conference. The Executive Council must approve the general conference format. The Conference Committee should make efforts to acquire speakers and programs that directly relate to the work of counselors in the settings represented by the membership of the Association. Requests shall be made for assistance from regions and divisions in the identification of presenters for the program sessions in attempting to achieve a balance of programs that are in proportion to the membership of the Association.
- b. Leadership Training should be provided at the summer Board meeting for incoming or current region, division or Association presidents, president-elects, treasurers, and secretaries. The Leadership Committee will coordinate this training.

7. Audio-visual

Providing for the cost of audio-visual equipment rental at the hotel as a help to presenters should be at the discretion of the Conference Committee because of varying costs and policies at different hotels.

8. Publicity

Pre-conference publicity shall include articles in the KCA newsletter and requests to region and division presidents to promote the conference at their meetings. Brochures outlining the conference shall be emailed to the KCA membership and to licensed counselors in Kansas who are not yet KCA members. The Conference Committee may, at their discretion, send brochures about the conference to other related counseling professionals in the state or surrounding states.

*Changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005.*

## **2.9 AWARDS: GUIDELINES FOR THE PRESENTATION OF DIVISION AWARDS AT THE KCA SPRING CONVENTION**

These guidelines are intended to assist the state regions and divisions and the KCA awards chairperson in preparing for the presentation of awards at the KCA Spring Conference.

1. Each division is responsible for the development of their own award qualification guidelines and meeting the deadlines presented herein. Because the award recipient will become the nominee for KCA Counselor of the Year, it is suggested that similar guidelines and criteria be followed. The criteria and application for the KCA Counselor of the Year will be available to all region and division presidents.
2. Each region and division should select an award recipient in the region/division. These winners should be honored at region/division meetings before the KCA annual conference awards ceremony.
3. Region and division award recipients will then become candidates for the KCA Counselor of the Year. Their names and qualifications should be submitted to the awards committee on the state Counselor of the Year nomination form by December 15<sup>th</sup>. The awards committee will then send an application form to the COY nominee to be completed by January 15<sup>th</sup>.
4. The cost of region/division awards will be the responsibility of the region/division. The costs of state-level awards are a budgeted line item and are the responsibility of KCA. This includes but is not limited to flowers, certificates, plaques, etc.
5. The accomplishments of region/division nominations for KCA Counselor of the Year will be recognized through printed materials at the awards ceremony. These professional descriptions will be submitted to the KCA newsletter and/or website. Each region/division will be responsible for submitting any additional information. They will also be responsible for publicity in the local media.
6. Individual recognition will be given from the podium during the awards banquet to retirees and four award winners. Retirees will receive a certificate. All region/division winners will receive a certificate for recognition as finalists for the KCA Counselor of the year. Then, the KCA Counselor of the Year winner, the Hall of Fame Honoree, the Distinguished Service Award winner, and the President's Award recipient will be introduced and asked to come to the podium where they will be allowed to give a speech. The speech should be no longer than two minutes and should cover specific current issues in counseling, or should thank the profession in some way.

7. The awards committee will be responsible for the publicity concerning the four KCA award recipient.  
*Changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005.*

## **2.10 KCA NOMINATIONS AND ELECTIONS GUIDELINES**

The nominations and elections of the Association shall be conducted in accordance with the KCA By-Laws, Article VI, Section C as follows:

### **A. ELECTION OF OFFICERS**

1. The past president of KCA shall serve as the chairperson of the Nominations Committee. The other members of the committee shall consist of the past president of each regional chapter. If the past president cannot serve, the chairperson shall be appointed by the Executive Council. The duties of this committee shall be to recommend to the Association a slate of candidates for the officers to be filled at the beginning of the next fiscal year.
2. Elections of officers shall take place prior to the close of the business meeting in the spring with the members of KCA in good standing participating in the voting. The selection of balloting procedure shall be determined by the Executive Council and shall be one of the following:
  - a. By mail if members receive their ballots at least thirty (30) days prior to the annual business meeting of KCA. All mail ballots will be sent by first class mail.
  - b. By written ballot at the annual spring business meeting of KCA with the members in attendance voting. In either case, the nominee receiving the most votes is elected.
3. The Nominations Committee shall carry out the election procedures in the following manner:
  - a. The ballot and information about the candidates shall be sent to the general membership in the newsletter unless a mail ballot is approved by the Executive Council. All mail ballots will be sent first class.
  - b. Each region and division shall have the right to submit to the Nominations Committee the name of no more than one candidate for each position on the ballot. An attempt will be made to ensure that the officers of KCA are representative of various regions/divisions within the state.
  - c. Candidates for any KCA position may not campaign or solicit votes through organized campaign activities.

- d. The chairperson of the Nominations Committee shall receive the completed ballots and be responsible for counting the ballots and verifying the election results.
- e. In the event that a mail ballot results in a tie vote, the winning candidate shall be determined by a vote of the membership attending the KCA annual spring business meeting.
- f. All ballots are to be retained until the individual assumes office or 60 days after the election by the election chair.

## **B. NOMINATIONS AND ELECTIONS SCHEDULE**

- October 15<sup>th</sup>, Chair of Nominations Committee shall have solicited nominations from all regions, divisions and the general membership.
- December 1<sup>st</sup>, deadline for receipt of names of candidates.
- January 1<sup>st</sup>, deadline for receipt of candidate information for the newsletter. Winter mailing, print candidate information and send ballots to the general membership.
- Inform candidates of the election results. Announce the election results at the Annual Spring Conference, on the website and in the KCA Newsletter.

*Changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005*

### **2.11 KCA NEWSLETTER INFORMATION GUIDELINES**

KCA welcomes advertising in the newsletter, but reserves the right to edit all copies and to refuse ads that are not in consonance with the principles of Title VII of the Civil Rights Act of 1964 (Equal Employment Opportunity). The publication of any advertisement by KCA is not an endorsement of the advertiser of the products or services advertised. KCA is not responsible for any claims made in an advertisement. The KCA newsletter accepts sponsorship from the Association's divisions, as well as from individuals and organizations outside KCA.

Ad Size and Cost:

- Full page \$200
- 2/3 page \$150
- 1/2 page \$120
- 1/3 page \$ 80
- 1/4 page \$ 60
- 1/6 page \$ 30

There will be three issues of the KCA newsletter published during the Association year. Dates for publication are approximately one month following each Executive Council meeting. *Members will receive the newsletter*

**electronically.** All members are encouraged to submit letters or articles for consideration by the editor for publication.

The guidelines established by ACA will be followed. The KCA newsletter welcomes letters to the editor and other articles. Only letters from individuals will be published. Individuals may write as often as they like, but the KCA newsletter will print only one letter per person per topic in each 365 - day period. Letters should be typed, signed and dated and include an address and daytime telephone number.

The KCA newsletter will publish letters and other articles anticipated to be of most interest to its readers. Due to time limitations, the KCA newsletter cannot acknowledge or return submissions. Due to space limitations, the KCA newsletter reserves the right to edit submissions. Submissions that have been edited substantially will be returned to the author for approval. Opinions expressed do not necessarily reflect the views of KCA or the KCA newsletter committee.

*Changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005.*

## 2.12 KCA WEB PAGE GUIDELINES

- A. KCA regions and divisions are encouraged to submit information to the KCA Media Chair as well as provide information for use on their own web-site.
  1. Each region or division is responsible for updating the contents of its web page as needed throughout the year. This may include a list of current officers, upcoming regional events (workshops, webinars or Drive-In's), and KCA related events.
  2. Each region or division will select one contact person who will be responsible for updating the web page information and will provide contact information regarding this individual to the media chair.
  3. The KCA media chair and Executive Director has the right to edit the region or division web pages for content accuracy.
  4. Each region or division must accept that these guidelines may be changed each year, and they must meet the new guidelines to maintain the page on the KCA web site.
  5. Depending on available space, each division and region president should submit information in the following format:

- a. Brief description of what your region/division does and/or current goals.
  - b. List of officers with email addresses or phone numbers.
  - c. Brief write-up of current news about the region/division.
  - d. Calendar of upcoming events specific to the region/division.
  - e. Links, if any (note: links will be added by the region or division to the links page).
  - f. Printable forms/registration (note: this will be available as downloads only).
  - g. Use Microsoft Word, if possible, and limit to 1-2 pages.
  - h. Please submit this information by e-mail to the current Media Chair.
6. The National Board for Certified Counselors has developed an extensive policy for screening potential continuing education for approval for CEU credit for counseling. The entire document can be found at the following website:  
<http://www.nbcc.org/extras/pdfs/approvedproviderpolicies.pdf>  
 Based on this research, it is the recommendation of the committee that any CEU program endorsed by NBCC would be suitable to post for CEU credit on the KCA website. *Adopted 11/02/2006.*
7. It is the recommendation of the Board (07/29/06) that no individual jobs be posted on the KCA website. Instead, job posting search agents, particularly those dealing with jobs in counseling or education, will be utilized as a resource for job openings.

### **2.13 PROCEDURES FOR USE OF LEGISLATIVE CONSULTANTS**

The Kansas Counseling Association realizes that effective advocacy for all counselors in the state requires a complete public policy and legislative effort, a component of which may include enlisting the assistance of legislative consultants, appropriately referred to as lobbyists. KCA members are best served when someone is paid to look out for their best interests. As such, watchdog and lobbying efforts must include every venue of legislation that may affect KCA members regardless of their practice setting. In support of the legislative advocacy of all KCA members, the Kansas Counseling Association may enter into agreements with professional lobbyists for such assistance. The annual KCA budget proposed by the Executive Council to the general membership for approval will reflect the amount necessary for **two** lobbyists. Once approved, the KCA President may enter into the agreement. A full copy of the approved contract shall be provided to all members of the Executive Council. Communications and regular updates shall be provided directly by the

lobbyist to the current President, President Elect, and Co-Chairs of Advocacy and Legislation. Advocacy and Legislation Co-Chairs are then responsible for providing written updates at each Executive Council meeting and quarterly to the KCA membership.

(Background)

The support of licensure for counselors within the state has been a focus of the Kansas Counseling Association since the late 1970's. State recognition of counseling as a legitimate mental health field was opposed fiercely by those who were already licensed mental health providers at that time, Psychologists, Social Workers, and Psychiatrists. Through the continued efforts of numerous KCA leaders and members, and the enlistment of a lobbyist, a registration bill was finally passed in 1988 giving counselors some but not all of the recognition that was being sought. As counselors were registered as professional counselors by the state Behavioral Sciences Regulatory Board, the push continued for full state recognition through licensure. Through this process, other mental health fields were also seeking the same recognition. Eventually, it was determined that it would be a stronger approach if all joined together in seeking licensure. Efforts were focused in a Mental Health Credentialing Coalition and the groups involved then shared the cost of the lobbyist. Counselors were licensed in Kansas in 1997. The Kansas Counseling Association was and remains an integral part of that coalition. Representatives other than the KCA President may be authorized to participate in discussions of MHCC. The KCA President may authorize the affected specialty division, the Kansas Mental Health Counselors Association (KMHCA) or a Co-Chair of Advocacy and Legislation Committee to represent the interests of KCA on that committee. The authorized representative will communicate with the KCA President regarding each meeting.

*Approved 03/2001. Changed by Executive Council on 07/25/05 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005.*

#### **2.14 STATEMENT OF DIVERSITY AND NON-DISCRIMINATION**

The Statement of Diversity and Non-Discrimination approved by the KCA Executive Council (03/2001) shall be included on Association business documents including convention planning, sponsored programs, and vendors doing business with KCA: The Kansas Counseling Association will not knowingly engage in activities that discriminate on the basis of ethnic group, race, religion, gender, sexual orientation, disability and/or age.

*Approved 01/2002. Changed by Executive Council on 07/25/05 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005.*

### **2.15 INTER-PROFESSIONAL RELATIONSHIPS**

The Kansas Counseling Association maintains relationships with various governmental agencies, professional associations, and corporations for purposes of sharing of information, communication, and input regarding issues of mutual interest.

- A. Through the years, KCA has maintained a close working relationship with the Kansas Department of Education (KSDE). KSDE developed and has maintained a presence at KCA, KSCA, and KACES meetings and events as a process for the sharing of information among representatives of the Kansas Counseling community and State Department of Education and State Board of Education. Traditionally, the current KSDE School Counseling Consultant has been invited to represent KSDE in this dialogue.
- B. The American College Testing Corporation (ACT) maintains a statewide council for the purpose of increased communication and input. Traditionally, the KCA President has been asked to appoint a counselor representative to this council.
- C. The Kansas Association of Collegiate Registrars and Admissions Office has worked with the KCA in establishing a joint Ethical Practices Statement regarding the college admissions process.
- D. The Mental Health Credentialing Coalition involves KCA and KMHCA along with the Kansas Association of Marriage and Family Therapy, and the Kansas Association of Masters in Psychology (refer to Policy 2.14 for details). The Kansas Counseling Association values these opportunities for inter-professional relationships that have already been developed as they provide ongoing benefits and recognition for counselors statewide. The continuation of these relationships and the development of similar opportunities for working together with other professional associations and governmental agencies are encouraged.  
*Changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005.*

### **2.16 POSITION STATEMENT**

Comprehensive School Counseling Programs

We believe that in Kansas Schools:

1. School counselors are essential in the design and systematic delivery of comprehensive school counseling programs that promote the achievement of all students by facilitating social-emotional, academic, and career development;



2. Comprehensive school counseling programs must have a developmental orientation spanning P-12th grade with an integrative curriculum designed to support every student in acquiring specific competencies and reaching specified outcomes;
3. Effective school counseling programs are a cooperative effort between school counselors, parents, students, educators, and the broader community to include development services and counseling interventions that are data-driven and preventive by design.

(KCA encourages the local implementation of the Kansas Comprehensive School Counseling Program (2014), Kansas State Board of Education).

**The Rationale:**

Kansas's schools continue to respond to growing challenges. The comprehensive school counseling programs often serve as the first line of support in many communities across the state. Effective school counseling programs designed and delivered by state-credentialed school counselors in coordination with interdependent efforts of the entire community are essential in addressing the specific needs of each school and district. The systematically planned curriculum, preventive design, and supportive responsive services ensure continued progress towards an academic mission that supports all learners.

Historically, schools have focused on the services which counselors provide to specialized subgroups of students; however, as with any educational program area an articulated P-12 sequence of outcomes and, components to implement those outcomes, provide a renewed focus. Unlike previous efforts in Kansas, the Kansas Comprehensive School Counseling Program provides a vehicle for organizing counseling as a complete P-12 program and provides the basis for evaluating the effectiveness of its implementation. KCA believes that the Kansas School Counseling Comprehensive guidelines provide the framework to empower the program, the school counselor, and others who deliver and implement it.

The Career, Standards, and Assessment Services - Counselor Education Kansas Department of Education along with a committee of school counselors and counselor educators from across the state developed and revised the Kansas Comprehensive School Counseling Program and the Kansas Curricular Standards for School Counseling. Both documents may be found on the KSDE website. (May, 2015)

*Approved 01/1995; 05/2015.*

## **2.17 POSITION STATEMENT**

State Licensure of Professional Counselors

KCA supports the state licensure of professional counselors in Kansas.

The Rationale:

The state regulation of the practice of Professional Counseling is needed in Kansas for the following reasons:

1. Protection of the public regarding the practice of Professional Counseling.
2. Private counseling practitioners would have consistent qualifications.
3. Kansas's citizens who wish to avail themselves of counseling and would have a list of credentialed providers from which to choose.
4. Sparsely populated areas of the state would be more likely to have professional counseling services available to them.
5. Licensed Professional Counselors are recognized as similar to Psychologists and Social Workers as qualified mental health care providers.
6. The availability of licensed professional counselors would help reduce healthcare costs.
7. Improvement of Professional Counseling through consistent continuing education requirements.
8. Listings of Licensed Professional Counselors would assist school counselors and others in making appropriate referrals to qualified professionals.
9. The Kansas economy would be helped by citizens being able to access the services of a licensed professional counselor without having to go out-of-state.
10. Counselors trained in Kansas would be able to stay in state to practice. *Approved 01/27/1995; Changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005.*

## **STANDING COMMITTEE CHARGES**

### **3.1 AWARDS COMMITTEE CHARGE**

The Awards Committee will be composed of the committee chair and four committee members from the KCA Executive Council: two from the regions and two from the divisions. This committee will have the following tasks and responsibilities:

1. Solicit KCA award nominations from the Association membership, select and award recipients, and obtain the appropriate award plaques.
2. Monitor awards to be given by divisions at the spring conference and provide guidelines to divisions for the presentation of awards.
3. At the direction of the president, the committee will assist in developing and preparing nomination forms for regional and national awards for KCA members or programs.

4. Requests for budget amounts for the coming year will be submitted to the Financial Affairs Committee no later than February 1.
5. Submit a written report to the KCA President two weeks prior to the fall and spring meetings. The report should highlight activities and budget expenditures of this committee.
6. The chairperson will develop and/or maintain a timeline for the execution of committee functions. This timeline and any guidelines for committee function will be forwarded to the incoming committee chair at the leadership transition meeting. A copy of the timeline and guidelines will be provided to the president at that time.
7. The chairperson and committee members are encouraged to attend meetings of the KCA Executive Council whenever possible. *05/1995; Reviewed 01/2000; 06/2002; revised 10/2004; Changed by Executive Council on 07/25/2005 and finalized with 04/5 approval of bylaw changes by membership as reported 11/02/2005.*

### **3.2 CONFERENCE PLANNING COMMITTEE CHARGE**

The KCA Conference Planning Committee shall be composed of two separate subcommittees: one for selection of an appropriate conference site, the other for planning and conducting the conference.

1. The Site Selection Subcommittee will be chaired by the President Elect and will have two additional members - the Executive Director and the immediate past Conference Coordinator. The Executive Board will make the final selection.
2. The Conference Planning Subcommittee shall be chaired by the Conference Coordinators and will include other members as appointed by the Conference Coordinators. By nature, the series of activities involved in the annual KCA Conference provide a major focus for the Association. The Conference Planning Policy and Guidelines provide the direction and procedures to be completed by these subcommittees.  
*Approved 09/13/2001. Changed by Executive Council on 07/25/2005 and finalized with 04/5 approval of bylaw changes by membership as reported 11/02/2005.*

### **3.3 FINANCIAL AFFAIRS COMMITTEE CHARGE**

The Financial Affairs Committee will be composed of the KCA Treasurer serving as the committee chairperson and the KCA President, Past President, and

President Elect. The committee shall have the following tasks and responsibilities:

1. The President-Elect obtains budget requests from officers and committee chairs and prepares a balanced budget for submission to the KCA Executive Council. The budget is then submitted to the membership for final approval at the annual meeting.
2. When needed, explore new dues revenue sources for the Association and submit recommendations to the KCA Executive Council.
3. Review the KCA financial standing and budgeting procedure and submit recommendations to the KCA Executive Council.
4. The committee chair will develop and maintain a timeline for execution of committee functions. This timeline and any guidelines for committee function will be forwarded to incoming committee chairs at the summer Board transition meeting. A copy of the timeline and guidelines will be provided to the president at that time.
5. Submit a written report to the KCA President two weeks prior to all Executive Council meetings. The report should highlight the activities of the Financial Affairs Committee and budget expenditures.

*05/1995; Reviewed 01/2000; revised 06/2002; Changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/05.*

### **3.4 HUMAN RIGHTS COMMITTEE CHARGE**

The Human Rights Committee will be composed of the chairperson and committee members. The Human Rights Committee will have the following tasks and responsibilities:

1. Provide KCA members with information relative to human rights issues coming from ACA.
2. Monitor all KCA programs and materials for sexual and cultural bias and attempt to eliminate such incidences.
3. Monitor state legislation relative to human rights issues and submit legislative information to the Government Relations Committee.
4. The Human Rights Committee will be charged to ensure at least one program on human dignity and diversity will be presented at convention.
5. The Human Rights Committee will develop, maintain, and publish a library resource list.

6. Submit a written report to the KCA President two weeks prior to all Executive Council meetings. The report should highlight activities and budget expenditures of this committee.
7. The committee chair will develop and maintain a timeline for execution of committee functions. This timeline and any guidelines for committee function will be forwarded to incoming committee chairs at the summer board transition meeting. A copy of the timeline and guidelines will be provided to the President at that time.
8. The chairperson and committee members are encouraged to attend the KCA Executive Council meetings whenever possible. *Changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005.*

### **3.5 MEDIA COMMITTEE CHARGE**

The Media Committee will be composed of co-chairpersons (the President Elect shall serve as one of the co-chairs), and two additional committee members as recommended for appointment by the co-chairs. The Media Committee shall have the following tasks and responsibilities:

1. Coordinate all public relations activities for the KCA, including news releases, printed brochures, and the publication of the KCA journal. Request the regions and divisions send copies of all media releases to the committee chair for collection. Send to home newspapers, news releases regarding members recognized at the annual convention.
2. Develop a public relations plan to be implemented over the year with potential members, the general public, and related professional groups. Submit this plan to the KCA Executive Council at the fall meeting.
3. Appoint a committee member to serve as the Media Chair of the KCA site. Monitor the continuous development of the KCA website to enhance the effectiveness of the site. Provide updated information to keep the website current as needed throughout the year. Monitor the finances required in maintaining the site.
4. Establish guidelines to allow the regions and divisions to request that the KCA website host their web pages.
5. Review the KCA regions and divisions requests to link to the KCA web page and approve if the guidelines are met. Monitor and edit, if necessary, the approved regional and division pages for content accuracy and megabyte space limitations. (If upon review, an initial request is not approved, the Media Chair should

provide information to the region or division regarding necessary changes before approval is granted).

6. Submit a written report to the KCA President two weeks prior to the fall and spring meetings. The report should highlight the accomplishments and budget expenditures of the Media Committee.
7. The chairpersons and committee members are encouraged to attend the KCA Executive Council meetings whenever possible.  
*Revised 03/2001.*

### **3.6 MEMBERSHIP COMMITTEE CHARGE**

The Membership committee will be composed of the committee chairperson, KCA Executive Director, two at-large committee members and one person from each region who serves as membership chair will be responsible for obtaining the names of new counselors in their region. The committee will have the following tasks and responsibilities: *03/14/2007*

1. Maintain an active program for new counselors. An at-large member of the KCA Membership Committee will be provided with a list of new counselors (new to the profession or new to the job) by the region membership representatives, and they will make contact with each new counselor individually. *03/14/2007*
2. Review the current membership forms, letters, and membership promotional literature and make recommendations to the KCA Executive Council.
3. Review the current process used by the Executive Director for membership renewals and report recommendations to the KCA Executive Council.
4. The Membership Chair(s) will appoint a member of the committee to work with the KCA Graduate Student representative to obtain the names of new or upcoming counseling graduates from the various institutions of higher learning in Kansas. This pool of names would be used as opportunities for recruitment and mentoring. *03/14/2007*
5. Work closely with the Graduate Student Committee to solicit new student members and to obtain graduation lists to solicit recent graduates in counseling fields.
6. Submit a written report to the KCA President two weeks prior to the fall and spring meetings. The report should highlight the current membership of KCA, its regions and divisions and outline the activities and budget.
7. The committee will submit requests for budget amounts for the coming year to the Financial Affairs Committee no later than February 1.

8. The committee chair(s) will develop and maintain a timeline for execution of committee functions. This timeline and any guidelines for committee function will be forwarded to incoming committee chairs at the summer board transition meeting. A copy of the timeline and guidelines will be provided to the President at that time.
9. The committee chair(s) are encouraged to attend the KCA Executive Council meetings whenever possible.  
*05/1995; Reviewed 01/2000; Revised 06/2002. Changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005.*

### **3.7 NOMINATIONS AND ELECTIONS COMMITTEE CHARGE**

The Nominations and Elections Committee will be composed of the immediate Past President of KCA as chair and the Regional Past Presidents of KCA. This committee shall have the following tasks and responsibilities:

1. Identify candidates for the KCA offices and conduct the election.
2. Submit a written report to the KCA President two weeks prior to all Executive Board meetings. This report should highlight activities and budget expenditures of this committee.
3. The committee will submit requests for budget amounts for the coming year to the Financial Affairs Committee no later than February 1.
4. The committee chair will develop and maintain a timeline for execution of committee functions. This timeline and any guidelines for committee function will be forwarded to incoming committee chairs at the board transition meeting. A copy of the timelines and guidelines will be provided to the President at that time.
5. The term of appointment to this committee is one KCA fiscal year.  
*05/1995; reviewed 01/2000; revised 06/2002.*

### **3.8 PROFESSIONAL PREPARATION, STANDARDS AND ETHICS COMMITTEE CHARGE**

The Professional Preparation, Standards and Ethics Committee will be composed of the committee chairperson and two committee members. The committee shall have the following tasks and responsibilities:

1. Review and monitor NBCC procedures for member receipt of CEU's and publicize the processes to the KCA membership. Handle all requests for the use of the KCA provider number for NBCC.

2. KCA does not pass judgment on specific ethical complaints. The role of the committee is to facilitate ethical complaints to the Behavioral Sciences Regulatory Board or to ACA (or other state and national professional boards and organizations as appropriate). The committee will abide by any sanctions that are imposed.
3. Monitor state and/or national ethics regulations and provide education/information to the membership.
4. Assist in the arbitration and conciliation of any conflicts among members of KCA, assist members in determining ethical conduct.
5. Submit a written report to the KCA President two weeks prior to all Executive Council meetings. The report should highlight activities and budget expenditures of this committee.
6. The committee will submit requests for budget amounts for the coming year to the Financial Affairs Committee no later than February 1.
7. The committee chair will develop and maintain a timeline for execution of committee functions. This timeline and any guidelines for committee function will be forwarded to incoming committee chairs at the board transition meeting. A copy of the timeline and guidelines will be provided to the President at that time.
8. The chairperson and committee members are encouraged to attend the KCA Executive Council meetings whenever possible.  
*05/1995, revised 03/2001. Changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changed by membership as reported 11/02/2005.*

### **3.9 ADVOCACY AND LEGISLATION COMMITTEE CHARGE**

The Advocacy and Legislation Committee will be composed of the committee co-chairpersons and one committee member. This committee shall have the following tasks and responsibilities:

1. Identify and monitor all state and national legislation which impact counselors and inform the KCA Executive Council and members of any action needed relative to the legislation via email or website.
2. Coordinate legislative activities or action requested by the KCA Executive Council.
3. Continue to work with regions and divisions in exploring the feasibility of pursuing legislation for funding mental health and counseling programs in the state.



4. Continue to work to develop the communication system of notification for counselor issues and post notices about important issues on the KCA website.
  5. Provide advocacy training as needed or requested to KCA membership.
  6. Submit a written report to the KCA President two weeks prior to all Executive Council meetings. The report should highlight activities and budget expenditures of this committee.
  7. The chairperson and committee members are encouraged to attend the KCA Executive Council meetings whenever possible.
  8. Identify a state legislator who supports the vision and mission of the KCA to be recognized during the awards presentations at the annual conference or as requested.
- 05/1995; updated 03/2000; revised 06/2002; revised 09/2003; Changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005.*

### **3.10 STRATEGIC PLANNING COMMITTEE CHARGE**

The Strategic Planning Committee will be composed of the committee chairperson and two additional committee members appointed by the President. The purpose of this committee is to engage the Executive Council as needed and membership in a strategic planning process for the Association, facilitate the development of a long-range strategic plan, and monitor implementation of the plan in the actions and decisions of the Association. This committee will have the following tasks and responsibilities:

1. Monitor the implementation of the current strategic plan and provide a continuous three-year focus for the decisions of the Executive Council.
2. In cooperation with the Executive Director and Media Chair, develop a continuous and informative loop of long-range Association plans for the Association's membership.
3. Facilitate an annual review of the strategic plan and assist the Executive Council in articulating adjustments and extensions.
4. Submit a written report to the KCA President two weeks prior to all Executive Council meetings.
5. The committee will submit requests for budget amounts for the coming year to the Financial Affairs Committee no later than February 1.
6. The committee chair will develop and maintain a timeline for execution of committee functions. This timeline and any guideline for committee functions will be forwarded to incoming committee chairs at the summer board transition meeting. A

copy of the timeline and guidelines will be provided to the President at that time.

7. The chairperson and committee members are encouraged to attend all KCA Executive Council meetings whenever possible. *09/13/2001; revised 06/2002. Changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005.*

## **SPECIAL COMMITTEES**

### **3.11 BYLAWS COMMITTEE CHARGE**

The Bylaws Committee will be composed of the chairperson and two committee members. This committee shall have the following tasks and responsibilities:

1. Review the bylaws of each region and division to determine the consistency with KCA bylaws.
2. Submit recommendations to the appropriate region, division, and the KCA Executive Council.
3. Submit a written report to the KCA President two weeks prior to all Executive Council meetings. The report should highlight activities and budget expenditures of the committee.
4. The chairperson and committee members are encouraged to attend the KCA Executive Council meetings whenever possible. .
5. The term of appointment to this committee is the KCA fiscal year. The committee shall be dissolved prior to the end of the fiscal year if the tasks of the committee are completed. *05/1995, reviewed 01/2000, revised 06/2002*

### **3.12 EXECUTIVE DIRECTOR EVALUATION COMMITTEE CHARGE**

The Executive Director Evaluation Committee will be composed of the KCA Past President, President, Treasurer, Media and Membership Committee chairs. This committee shall have the following tasks and responsibilities:

1. Maintain a current job description statement and job performance guideline to be used in the evaluation of the Executive Director.
2. Conduct a job performance evaluation of the Executive Director and submit a report to the Executive Council at the spring Board meeting.
3. Submit a written report to the KCA President two weeks prior to the winter and spring Board meetings. The report should highlight activities and budget expenditures of this committee.
4. The term of appointment to this committee is for the fiscal year. The committee shall be dissolved prior to the end of the KCA fiscal year if the tasks of the committee are completed.

*05/1995, reviewed 01/2000, revised 06/2002. Changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005.*

### **3.13 NEWSLETTER EDITOR EVALUATION COMMITTEE CHARGE**

The annual review of the KCA Newsletter Editor shall be completed before the annual KCA Conference so that the KCA Executive Council can review the summative evaluation instrument. Members of the Evaluation Committee are the immediate Past President (Chair), President, President Elect, Treasurer, Membership and Media committee chairs.

*Added by Executive Committee 07/25/2005.*

### **3.14 KCA HISTORY AND TRADITIONS COMMITTEE CHARGE**

The KCA History and Traditions Committee will be composed of the chairperson and one committee member appointed by the President. The KCA President shall appoint the Chairperson and the member must have served on the Executive Council. The purpose of this committee is to preserve and honor the history and traditions of the association, and ensure a consideration of historical perspective in current decision-making. This committee shall have the following tasks and responsibilities:

1. Research the historical background of issues coming before the Executive Council as requested.
2. Provide perspective as to the reasons and rationale for various traditions, traditional practices/decisions, and policies/guidelines as they have developed in the association as requested.
3. Serve in the capacity as an advisor to the officers and Executive Council as they may desire.
4. Maintain, or have maintained, all historical organizational data and materials to insure accessibility in order to share the rich history of KCA.
5. The term of appointment to this committee is the KCA fiscal year.
6. History and Association memorabilia is preserved at the Kansas Museum of History, 6425 SW. 6th Avenue, Topeka, KS 66615 (1-785-272-8681) *06/2001, changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005.*

### **3.15 REGION AND DIVISION EVALUATION AND SUPPORT COMMITTEE CHARGE**

The Region and Division Evaluation and Support Committee will be composed of the Chairperson and four additional members of the Executive Council appointed by the President. The members will be chosen to represent key factors to provide long-range perspective in dealing with current issues. The purpose of this committee will be to offer support to Regions and Divisions regarding any area of financial and organizational stability.

1. Maintain a list of ways that the committee is willing and able to support regions and divisions of KCA.
2. Identify what support is currently being provided by KCA to the chapters and divisions.
3. When requested by the President, assist in the development of new divisions. Research and publicize the benefits of membership for the potential division. Actively seek membership from among current ACA members for the new division.
4. Consider the extent to which KCA can subsidize the operating budgets of its components without affecting a dues increase for all members.
5. Submit a written report to the KCA President two weeks prior to the fall meeting, and provide an oral report to the Executive Council at the fall meeting.
6. Submit a final written committee report with recommendations to the KCA President no later than the fall meeting.  
*06/2001, revised 06/2002, changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/05.*

### **3.16 LEADERSHIP COMMITTEE CHARGE**

As a result of directives within the Strategic Plan for the 2002-2003 year, a pilot Leadership Committee was formed. The committee will be composed of a chairperson or co-chairpersons appointed by the President, with members designated by the committee chair (or co-chairs).

1. Develop and carry out a Leadership Development Program to foster leadership and commitment with KCA. This training may be carried out during the traditional board transition meeting and/or with seminars throughout the year.
2. The committee chair will develop and maintain a timeline for execution of committee functions. This timeline and any guidelines for committee function will be forwarded to incoming committee chairs at the summer Board transition meeting. A

copy of the timeline and guidelines will be provided to the President at that time.

3. The chairperson and committee members are encouraged to attend the KCA Executive Council meetings whenever possible. *06/2002, changed by Executive Council on 07/25/2005 and finalized with 4/5 approval of bylaw changes by membership as reported 11/02/2005.*

### **3.17 GRADUATE STUDENT COMMITTEE**

The committee is composed of a current graduate student as chairperson, with other members designated by the committee chair.

1. Develop and carry out a program for graduate students in the counseling profession to foster greater involvement and leadership in KCA.
2. The committee will work closely with the President, Membership Committee, and the Mentoring Program to develop and implement the program.
3. The committee chair will develop and maintain a timeline for execution of committee functions.
4. The purpose of the committee will be to increase graduate student membership and involvement in KCA.
5. The chairperson and committee members are encouraged to attend the KCA Executive Council meetings whenever possible. *09/2003*

### **3.18 PROFESSIONAL DEVELOPMENT COMMITTEE**

Each year the President will appoint a point person to lead the Professional Development Committee, which will be composed of (but not limited to) current and former award finalists and winners who have volunteered to contribute their leadership skills to promote the counseling profession.

1. This team could be involved in such tasks as organizing and/or presenting drive-in conferences around the state, presenting at convention, helping with advocacy issues, organizing professional exchanges, participating in a speaker's bureau, etc.
2. Team members would commit to a minimum of two years (i.e. current year as award winner and one additional year). This would allow for team members to rotate in and out.
3. The team itself will do strategic planning and determine its leadership and the tasks to complete for the year. *03/14/07*

