

Policies and Procedures

Montana School
Counselor Association

Montana School Counselor Association Policies and Procedures

First Adopted August 13, 2007	Amended August 5, 2015
Amended January 26, 2010	Amended April 15, 2016
Amended April 16, 2011	Amended August 7, 2016
Amended April 20, 2012	Amended August 11, 2017
Amended July 28, 2014	Amended October 18, 2019
	Amended March 3, 2020

These are the Policies and Procedures for the Montana School Counselor Association first adopted in August of 2007. These operational policies guide the work of the Executive Director, Board of Directors, and the membership. They should be reviewed annually, but also may be changed by a two-thirds vote of the Board of Directors at any board meeting.

I. Legal Status

MSCA is a legal non-profit corporation with Articles of Incorporation filed with the State of Montana. MSCA has been designated as a 501c-3 non-profit corporation by the Federal Government. It is necessary that an annual report be filed each January with the Secretary of State (Montana). In addition, tax reporting is required based upon the organization's annual financial status. The 501c-3 status allows tax deductible donations. The organization also has an Employer Identification Number kept with the Executive Director and Brent Russ, CPC, contracted accountant.

II. Affiliation

MSCA is a State Division of the American School Counselor Association chartered in accordance with ASCA's bylaws. MSCA was granted its first charter in 1982. That charter was most recently reissued on July 8, 2016 (and is good through 2021).

III. Organization Direction and Planning

The work of the Montana School Counselor Association is guided by MSCA Bylaws, the Ends Goals and the Policies and Procedures. MSCA employs a part-time Executive Director who manages the operations, the Means, of the organization with the support of committees and with the advisement of the Board of Directors. As elected representatives of the membership, the Board of Directors develops the End Goals and overall direction of the association. All actions by the Executive Director, Board of Directors, and committees ~~taken should~~ support the organization's mission.

IV. Board Member Code of Ethics

As a leader who helps to promote excellence in the profession of school counseling, it is each board member's ethical responsibility to see to it that the work of the Montana School Counselor Association board results in significant progress for the profession in Montana.

Once a year, at each Fall Board meeting, each member of the MSCA Board of Directors will review the By-Laws, Policies and Procedures, and sign the MSCA Board Member Code of Conduct ~~Ethics~~. In addition, board members, as models of the profession, adhere to the Board Member Code of Conduct which closely mirrors MSCA's parent organization, ASCA.

V. Board Member Code of Conduct:

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.

- A.** Board members must have loyalty to the membership, unconflicted by any personal interest or loyalties to other organizations or individuals, including staff or other board members.
- B.** Board members must avoid conflict of interest with respect to their fiduciary responsibility.
 1. There will be no self-dealing or business by a member with the organization. Members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as being a conflict.
 2. When the board is to decide upon an issue, about which a board member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
 3. Board members will not use their board position to obtain employment in the organization for themselves, family members, or close associates. Should a board member apply for employment, he or she must first resign from the board.
- C.** Board members may not attempt to exercise individual authority over the organization.
 1. Board members' interaction with the Executive Director or with staff must recognize the lack of authority vested in individuals except when explicitly board authorized.
 2. Board members' interaction with public, press or other entities must reflect the action and vision of the full board and the stated positions of the Association.
 3. Board members will not identify their position on the MSCA board when endorsing products, services, programs, organizations or individuals.
 4. Except for participation in board deliberation about whether the Executive Director has achieved any reasonable operational definition of board policy, members will not express individual judgments of performance of employees of the Executive Director beyond common courtesy.
- D.** Board members will respect the confidentiality appropriate to issues of a sensitive nature.
- E.** Board members will support the legitimacy and authority of board decisions, irrespective of the member's personal position on the issue.
- F.** Board members will maintain all eligibility requirements to serve on the board. Board members must notify the Board Chair in writing within 30 days after learning they are or will become ineligible to continue serving on the board. The Board Chair must notify the Assistant Board Chair in writing within 30 days after learning s/he is or will become ineligible to continue serving on the board.

VI. Board Resolution Policy

The board is responsible and accountable for its actions, including actions taken by individuals that may undermine the efforts of the organization, the board or other individuals. For a full copy of the Montana Board Resolution Policy, please see Appendix B.

VII. Financial Policies

A. Finance Committee

The Finance Committee will be responsible for overseeing and managing the budget and financial records. The committee will consist of the Executive Director, Board Chair, Assistant Chair, and Finance Chair. MSCA has contracted the services of Brent Russ, CPA of Missoula, MT for the purposes of consultation, tax filing, and records review.

B. Financial Records

The Executive Director is charged with keeping the Financial Records of the organization. All expenditures and receipts are to be recorded and then reviewed three times a year by the finance committee. Quarterly reports are to be submitted to the Board of Directors and an annual report will be provided to the membership at the Annual Meeting.

1. Audit

A professional audit or review will be conducted every four years.

2. Payments received through website

- a. All financial transactions through the website are processed by Paya Virtual Terminal (formerly Sage) <https://www.sagepayments.net/virtualterminal/>
- b. Settled batches from Paya are recorded in Quickbooks and uploaded to Dropbox folder

C. Banking

MSCA has a business checking account, a savings account, and an investment account. The accounts lie with First Security Bank, Missoula Branch. The investment account is with Edward Jones, Broker John Strong. The Executive Director and three members of the Finance Committee. are listed on ~~that~~ checking account They are the Board Chair, Assistant Chair, and Finance Chair. These three officers will each be able to sign checks, will possess a debit card for the account, and will have online access to view the account.

A decision to change the bank utilized and to open or close an account for the Association will require a two-thirds majority vote of the Board of Directors.

Bank statements will be sent to the Executive Director monthly for reconciliation purposes and then filed. In addition, records and bank statements are available for the finance committee review at any time. Any officer or member of MSCA may request to view a statement and financial records with the Executive Director.

This account is not to be used as a cash account and therefore cash will not be obtained

through the use of the debit card. Petty cash will be obtained through the bank, with detailed records kept. All purchases made with the debit card are recorded in the Account Register with the identifying card number, ensuring that all purchases can be traced to the specific card used. The Debit Card Expenditure Form sent by the card user is then reconciled monthly with that statement by the Executive Director. (A copy of the Expenditure Form is included as Appendix C). At this time, the account has no regular user fees or monthly transaction fees associated with it.

D. Debit Card Purchases

The Debit Card Expenditure Form must be completed with receipt attached for every debit card transaction made by board members. These must be sent to the Executive Director by the last day of each month for reconciliation. The Executive Director will have their expenditures reviewed by the finance committee and initialled by the Board or Finance Chair quarterly or at each person-to-person meeting.

E. Purchases

The Executive Director has spending authority for individual purchases for up to \$250. ~~Goods~~ Purchases for more than \$250.00 require documented approval in the meeting minutes of the Board of Directors unless specified in the budget. All expenditures require receipts to go on file with the Executive Director with the exception of per diem reimbursement.

F. Expenses

MSCA employs a part time Executive Director and pays a monthly salary and associated employment costs. MSCA pays a stipend to conference coordinators, newsletter editor, and professional fees to our accountant. All other expenses are general operating expenses addressed in the budget. Future expenses that are or may become regular monthly transactions must be approved by a majority vote of the Executive Board.

G. Reimbursement Policy

MSCA members representing the Montana School Counselor Association at conferences, meetings, and events are subject to approval by the Board of Directors. Representatives may be elected board members or other MSCA members appointed to act on behalf of the Association. Representatives of MSCA are expected to be fiscally responsible and make an effort to minimize expenses. The following is a breakdown of the expenses covered:

1. Lodging

MSCA will pay for a single room rate for the event for each representative. No set guidelines for costs per night are mandated as the Association recognizes that rates vary depending upon location and season.

2. Mileage

MSCA will pay roundtrip mileage from the representative's home city to the event location at the current state government rate, which will be updated each January.

When two or more representatives are traveling from the same home city to the same event, carpooling is strongly encouraged.

3. Meals

Meals for representatives will be reimbursed at the following rates:

In-State:	
Breakfast	\$5.00
Lunch	\$7.00
Dinner	\$12.00
Total	\$24.00
Out-Of-State:	
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00
Total	\$50.00

Receipts for meals are not required and representatives may request meal payment in advance by submitting the MSCA Reimbursement Form to the Executive Director a minimum of 10 days prior to the event.

On occasion, when the Board hosts a lunch or dinner meeting/gathering, the Board will assume the cost of the meal for all attendees at the out-of-state rate. The Board will not pay for alcoholic beverages during this meal; however attendees may choose to purchase their own alcoholic beverages.

When determining meals to be reimbursed, representatives may begin on the day at the time they leave their home city. If meals are included as part of the conference, meeting, or event, the representative may not be reimbursed for those meals.

4. Travel

Travel to events should occur as close to the date and time of the event as is possible based on distance and time. MSCA will pay lodging and meals for the day before and the day after the event when time and distance require it.

Mileage and related expenses (i.e. parking fees, internet access), will also be paid to

those representatives who are required to travel more than 15 miles by car to an airport when flying for MSCA purposes. Transportation costs to and from the site of the conference/meeting will also be covered.

H. Reimbursement Schedule

1. Before the Event

Travel reimbursements may be requested prior to the event as an advance per diem by completing the MSCA Reimbursement Form and submitting it to the Executive Director a minimum of 10 days prior to the event.

2. After the Event

The MSCA Reimbursement Form, with receipts for all expenses other than mileage and meals (hotels, shuttles, parking, internet fees) attached will be submitted to the Executive Director within 30 days of the event. The Executive Director will process the claim and send payment within 10 days of the receipt of the form.

The MSCA Reimbursement Form is located in Appendix D.

I. Standard Events Covered by Reimbursement

Representatives listed below will receive reimbursement for travel and expenses from MSCA providing that they do not receive reimbursement from any other sources.

1. Executive Board Meetings:

All elected and appointed Board Members and Executive Director.

2. Fall Conference (currently MFPE) and Board Meeting:

All elected and appointed Board Members and Executive Director.

3. Spring Institute/Conference and Board Meeting:

All elected and appointed Board Members and Executive Director.

4. Board Approved State Committee Meeting:

Annually appointed board members to committees including, but not limited to, Advocacy Committee, Montana Association for Career and Technical Education (MACTE), Montana College Access Network (MCAN), Montana Behavior Initiative (MBI), and the School Mental Health Initiative.

5. ASCA Conference, Delegate Assembly and Leadership Development Institute (LDI):

The Executive Director and Board Chair will represent the association and all expenses are paid for by MSCA. If one or more of these cannot attend, board substitutions may be made.

6. Other events representing MSCA with Board approval.

The Executive Director and Board Chair may attend and all expenses are paid for by MSCA. If one or more of these cannot attend, board substitutions may be made.

VIII. Asset Management

The association owns computers for the purpose of managing financial and other records, presentations, and website management. The technology purchased by the association will be depreciated at a rate of 20% per year and replaced as necessary. After a period of five years, computers will be made available for purchase by the primary user followed by other board members at a cost of 10% of the original purchase price. If no board member makes the purchase, the hard drive will be wiped clean and donated to an organization or student in need. After a period of five years, other technological equipment will be assessed for value and fit for continued use.

This policy will apply to other assets and equipment as applicable.

IX. Records

A. Legal Documents

The Executive Director will maintain a file of all of the original documents of the organization. Copies of each shall also be kept with the contracted accountant for safekeeping and tax and 501c-3 report reference. Electronic archives will be kept in Dropbox. The following documents should be in those files:

1. ASCA charter
2. Articles of Incorporation
3. 501c3 application and designation
4. Annual Corporation report with the Montana Secretary of State
5. Minutes of the Bi-Annual Meetings
6. Contracts
7. Tax ID letter
8. Any tax documents filed (copies)

Working documents will be kept in Google Drive.

B. Minutes

The Executive Director is responsible to maintain minutes of the Board of Director meetings. A minute taker will be assigned to record the minutes of each meeting. Minutes should be distributed to the Executive Board within two weeks of each meeting. Minutes of the bi-annual Membership Meetings are provided to the members at the subsequent Annual Meeting or upon request. Board members will have access to the minutes via the electronic record keeping system.

C. Financial Records

The Executive Director is responsible for maintaining the financial records of the

Association (see section VI, B – Financial Records).

D. Annual Tax Filing

The Treasurer will complete the annual tax forms, including IRS form 990, to determine if the organization needs to file tax returns with the IRS. If the organization exceeds the income guidelines for not filing, the Treasurer will file IRS form 990, including tax forms related to speaker fees, by the May 15th deadline each year. MSCA will use the calendar year as its tax filing year. The Treasurer will report to the Executive Board during the summer meeting on the status of the tax filings.

X. Meetings

A. Association

The general membership of the Association will have an opportunity to meet two times annually. One meeting will be held in conjunction with the Fall Conference and the second will be held in conjunction with the Spring Institute/Conference.

B. Board of Directors

The Board of Directors will meet four times each year (quarterly). The board may have additional meetings, including virtual meetings, as needed.

Fall	In conjunction with the MFPE Educators Conference the third week of October. The location is determined by MFPE.
Winter	Meeting format to be determined by the executive board.
Spring	In conjunction with the Spring Institute/Conference, usually in April. Location is determined by the Executive Board.
Summer	Meeting format determined by the executive board.

X. Job Descriptions

A. Executive Director

The Executive Director will manage the operations of the association in collaboration with and subject to the ends goals established by the Board of Directors. These operations will include but not be limited to the following:

Salary: \$14,000/year with bonus option
 Hours per week: 10-15 hour (average)

- A. Primary and continuous contact for the organization, with emphasis on member services.
 1. Shall serve as a permanent registered official for MSCA.
 2. Shall provide a permanent mailing address.
 3. Shall attend all Board of Director meetings, MSCA conferences, and ASCA Leadership Development Institute.
 4. Shall be primary contact for member requests or website inquiries.
- B. Collaboration with Executive Board.
 1. Shall serve as a non-voting member of the Executive Board.
 2. Shall assist committee chairpersons and Governing Board members in the development of a strategic plan.
 3. Shall serve as parliamentarian at all Governing Board meetings.
 4. Assist in the coordination of MSCA leadership development.
 5. Shall attend all Governing Board meetings and MSCA conferences.
 6. Shall review by-laws and the policies and procedures annually and recommend revisions to the Governing Board.
 7. Shall provide a quarterly report of operations and fiscal status of organization to Board of Directors. Shall provide comprehensive annual report for presentation to Membership two weeks prior to annual conference in April.
 8. Subject to annual review by Board of Directors. Contract renewed on a year to year basis.
- C. Member Services and Professional Development
 1. Manage operations of Standing Committees to help achieve Ends Goals of organization. This includes:
 - i. Coordination of annual conference and school counseling track of educator conference in the fall.
 - ii. Ensure OPI renewal units and state licensing board CEU's for LCPC, LMFT, or LCSW credit.
- D. Advocacy and Public Relations
 1. Shall maintain active and consistent communication with OPI, SAM, MASP, and other stakeholders to voice the concerns and efforts of Montana School Counselors.
 2. Write articles for member newsletters on a regular basis and coordinate submissions by guest writers.
 3. Recruit, develop, and sustain affiliate members.
- E. Financial Management
 1. Shall develop an annual budget for Board approval.
 2. Coordinate with contracted accountant to ensure the following:
 - i. Annual tax filing

- ii. Annual filing of report for 501c3 status
- 3. Shall function as Treasurer of organization, including:
 - i. Management of finances on website ie. monitor member dues.
 - ii. Payment of conference and other association expenses including reimbursement to Board members for travel.
 - iii. Shall manage and maintain daily financial transactions including but not limited to daily record keeping of credits and debits, reconciling bank accounts, and managing monthly, quarterly, and annual bills, statements
 - iv. Managing savings investments.
 - v. Engage in generation of revenue including but not limited to grant writing, sponsorship, membership recruitment, and website advertising.

F. Records Management

- 1. Shall organize, maintain and store archives of MSCA. This includes Dropbox and Google Drive.
- 2. Shall work with web manager to ensure that content is relevant and current on site.
- 3. Shall collect quarterly data on membership trends and activity and present to Board of Directors.

B. Board of Directors Chairperson

- 1. Shall provide leadership and facilitate the work of MSCA.
- 2. Shall preside over all general meetings and Executive Board meetings of MSCA.
- 3. Shall oversee the work of the officers and the Executive Board to ensure the completion of the Mission of MSCA.
- 4. Shall serve as a regular member of the Bylaws and Policies Committee and the Finance Committee.
- 5. Shall communicate regularly with the membership through the newsletter and email communication.
- 6. Shall represent MSCA at the ASCA Delegate Assembly, Annual Conference, Leadership Development Institute (LDI), and other conferences or meetings as necessary.
- 7. Shall attend all Executive Board Meetings, the ~~Co-chair~~ Spring Conference, and the Fall Conference.
- 8. Shall review the association's documents which include; Bylaws, Policies and Procedures, Ends Goals, Minutes, Financial Reports and other information pertinent to this position.

B. Board of Directors Assistant Chairperson

1. Shall, in the absence of the Chairperson assume the role of the Chair with all of its authority and responsibility.
2. Shall serve as a member of the Finance Committee.
3. Shall attend the annual Spring Conference and Fall Conference.
4. Shall mentor new members of Board of Directors.
5. Shall facilitate recognition of outgoing/incoming board members, including ordering of nametags.

XI. Communications

A. Newsletters

1. Publications

- a. The newsletter will be published five times a year by ASCA with contributions from MSCA Board Members or Affiliate contributors, according to the schedule set by ASCA.
- b. MSCA will autonomously publish one Homegrown issue per year in the Fall and one Affiliate Focus in the Spring.
- c. All newsletter publications will be electronically distributed to all MSCA members by ASCA, with exception of the two MSCA published issues.
- d. All newsletter publications will be published to the MSCA website.
- e. Complementary newsletters may be mailed or emailed to persons or organizations as a means of communication from MSCA.

2. Content

- a. Each Board member will submit an article relevant to his/her area of representation for newsletters on a rotating basis.
- b. Article submissions from persons, other than the Board of Directors, may be included provided they meet the mission and approval of MSCA. If an article submission is deemed to be too lengthy, the editor may shorten the script and could provide a link on the MSCA website where more information will be available if deemed appropriate by the board.
- c. Submission information may include, but is not limited to:
 1. Best practices.
 2. Conference opportunities.
 3. Programs and services.
 4. General information pertaining to counseling issues.

3. Editor Duties

- a. Publish two newsletters a year and special issues as necessary.
- b. Decide format, style, and layout of newsletters.
- c. Edit all copy received from contributors.
- d. Submit a publication-ready copy to the Executive Director and Assistant Board Chair for final review according to time frames established by the Board of Directors.

- e. The Editor will be compensated \$100.00 per issue.

4. Advertising

- a. Advertisements for the e-news and the MSCA website may be submitted according to the following fee scale:
 - i. E-news: As of now, e-news are created using a publisher-type software and have ad spaces typical of a hard-copy newsletter with the following fees:
 - 1. 1/8 Page: \$50
 - 2. 1/4 Page: \$75
 - 3. 1/2 Page: \$125
 - 4. Full Page: \$150.00
 - ii. Website:
 - 1. Horizontal Banner (728x90): \$500 for one year
 - 2. Left Nav Banner 1-3 (250x250): \$200 for one year
- b. The Executive Director reserves the right to reject any advertising that does not support, or is in conflict with, the association's mission. MSCA also reserves the right to reject any advertisers whose mission does not support the mission and vision of the Montana School Counselor Association. MSCA does not endorse any product as an organization. MSCA offers these advertisements as a service to our members. It is the responsibility of each person to investigate the validity of each advertiser's claims regarding their service or products. MSCA accepts no responsibility for the service or advertiser themselves.
- c. Advertisements must be received by the Executive Director at least one month prior to the publication of the newsletter.
- d. Fees for advertisements will be sent directly to the Executive Director on the Newsletter Advertisement Form. A copy of the ad will be attached. Those should be submitted within 10 days following the receipt of the ad and payment. (See Appendix D for Newsletter Advertisement Form and Guidelines).
- e. Editor Contact Information: MSCA Executive Director

B. Website

- 1. **Site Information** – The Montana School Counselor Association will maintain a website at www.mtschoolcounselor.org. The domain name is registered with Network Solutions (www.networksolutions.com) and paid through 1/17/2024. The account number is 27040008. The domain name account holder is the American School Counselor Association (ASCA). ASCA has given MSCA permission to use the domain name for as long as MSCA remains a chapter member of ASCA. Naylor (Previously Timberlake) hosts the site.
 - c. All financial transactions through the website are processed by Paya Virtual Terminal (formerly Sage) <https://www.sagepayments.net/virtualterminal/>

2. Content – The website will serve as a communication tool for counselors and other individuals interested in School Counseling and school counselors in Montana. The following content will be on the website:

- a. Current Executive Board.
- b. Bylaws of the organization.
- f. ASCA and MSCA Conference Information.
- g. Current MSCA Information.
- h. Leadership message and Member Spotlight
- i. Pictures
- j. Other information and links relevant to MSCA.

3. Management

- a. Information will be posted to the site under the direction of the Executive Director in consultation with the Board Chair and PR/Social Media Committee.
- b. The PR/Social Media Committee will review the site four times per year to provide suggestions or corrections when appropriate.
- c. The Board will review the site twice a year to provide suggestions or corrections.

4. All content shall support the mission and goals of the Montana School Counselor Association (MSCA).

C. Email

1. Each board member shall maintain a MSCA email during the duration of their term(s). The email will be created by the board member as: first initial or full first name last name msca@gmail.com. Example: John Smith JSmithmsca@gmail.com or johnsmithmsca@gmail.com
2. Upon completion of a board member's term(s), the Board member will delete their MSCA gmail account.
3. An electronic database will be maintained by the **Executive Director**, via **Naylor (Formerly Timberlake)**, as part of the membership roster.
4. The Board of Directors and Executive Director will use the electronic database for the distribution of news, ~~or~~ newsletters, and other relevant communication provided to the membership.
5. The database will not be provided to other organizations for their use. Information may be submitted to the Executive Director for forwarding to the membership, provided it fits with the goals and purposes of MSCA.
6. Any communication directly affecting the Association in a negative way or having any kind of legal ramification should be directed immediately to the Board Chair or Executive Director. The Board Chair will address the board for further consultation once fully informed of the situation.
7. E-mail communication should not be considered confidential communication.
8. Board members will adhere to the highest ethical standards when dealing with all electronic communication.
9. Board members will use best practice and **blind cc** their electronic email databases when sending emails.

D. Mail

1. The Board or Executive Director will determine what items will be mailed to the full membership.
2. The Board or Executive Director may apply for the Postal Service Non-Profit rating at any time that the Board or Executive Director determines a savings would occur for the organization.
3. The Board or Executive Director will follow financial protocols regarding mail by gaining the correct authorization before mailing items out. Receipts will be submitted under the financial protocols.

E. Social Media

1. The Board or Executive Director will utilize social media to promote the activities and interests of MSCA.
2. Social Media will be regulated by the Executive Director, in collaboration with Social Media Chair.
3. The Board, Executive Director and Committee Chairs will observe all ethical practices when utilizing social media.

XII. Awards

A. Board Member Recognition – Upon expiration of their terms, or when they are no longer serving on the board in another capacity, board members will be recognized by the Association. Exception: the Assistant Board Chair will be recognized at the end of their Term. The Assistant Board Chair will be responsible for procuring appropriate acknowledgments to be presented at the Fall Membership Meeting.

B. School Counselor of the Year Award/Advocate of the Year Award

1. Each year at the Spring Conference these awards will be presented by the association.
2. MSCA will recognize a school counselor and an advocate of the year.
3. Nominees may not be current board members.
4. Nominees must be in current position for at least three years.
5. The appointed board member will be responsible for getting the nomination form out, sending nominations to board members, tallying votes, procuring plaques/awards and presenting them at the conference, and contacting local newspapers of the winners. A letter will also be sent to the recognized school counselor/advocate's district.
6. The school counselor of the year will be submitted by MSCA to ASCA for the national award and MSCA will help facilitate the process.

C. Lifetime Achievement Award

1. MSCA will honor members with a lifetime achievement award on the occasion that the Board deems appropriate.

D. RAMP School Recognition

1. School Counseling programs meeting RAMP qualifications will be recognized at the Spring Conference and on the website.

MSCA Board Member Signature

Appendix:

- A. MSCA Board Member Code of Conduct**
- B. MSCA Dispute Resolution Process**
- C. MSCA Debit Card Expenditure Form**
- D. MSCA Reimbursement Form**
- E. Newsletter Advertisement Form and Advertising Guidelines**

Appendices

A. MSCA Board Code of Conduct

As a leader who helps to promote excellence in the profession of school counseling, it is my ethical responsibility to see to it that the work of the Montana School Counselor Association board meets standards and goals that result in significant progress for the school counseling profession in Montana. _____

As a fully responsible and participating member of the leadership of the Montana School Counselor Association, I will demonstrate my commitment to the Association and the profession by agreeing to the following:

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 must have loyalty to the membership, unconflicted by any personal interest or loyalties to other organizations or individuals, including staff or other board members.
- Board members must avoid conflict of interest with respect to their fiduciary responsibility.
 - There will be no self-dealing or business by a member with the organization. Members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as being a conflict.
 - When the board is to decide upon an issue, about which a board member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
 - Board members will not use their board position to obtain employment in the organization for themselves, family members, or close associates. Should a board member apply for employment, he or she must first resign from the board.
- Board members may not attempt to exercise individual authority over the organization.
 - Board members' interaction with the Executive Director or with staff must recognize the lack of authority vested in individuals except when explicitly board authorized.
 - Board members' interaction with public, press or other entities must reflect the action and vision of the full board and the stated positions of the Association.
 - Board members will not identify their position on the MSCA board when endorsing products, services, programs, organizations or individuals.
 - Except for participation in board deliberation about whether the Executive Director has achieved any reasonable operational definition of board policy, members will not express individual judgments of performance of employees of the Executive Director beyond common courtesy.

- Board members will respect the confidentiality appropriate to issues of a sensitive nature.
- Board members will support the legitimacy and authority of board decisions, irrespective of the member's personal position on the issue.
- Board members will maintain all eligibility requirements to serve on the board. Board members must notify the Board Chair in writing within 30 days after learning they are or will become ineligible to continue serving on the board. The Board Chair must notify the Assistant Board Chair in writing within 30 days after learning s/he is or will become ineligible to continue serving on the board. _____

Signature:	
Print Name:	
Board Position:	Date:

B. MSCA Dispute Resolution Process

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 immediately without discussion with other board members.

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 mediator(s). The selected mediator shall act in an unbiased manner during mediation and be guided by the best interests of the association as a whole.

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
- Impact on the organization and to the Board; specifically, does it hurt the organization, does it hinder the effectiveness of the Board or is it a personal issue outside the bounds of the Board?

The Board shall:

- Review written explanations
- Offer the disputants an opportunity to state what they are willing to do to resolve the problem
- Make/offer suggestions for possible resolution to the 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 the dispute resolution proceedings. The Board shall handle/address disputes in Executive Session.

C. MSCA Debit Card Expenditure Form



Jessica Buboltz, Chair
jbuboltzmsca@gmail.com

PO Box 7084
Missoula, MT 59807
(406) 813-0327

Kindle Lewis, Executive Director
klewismsca@gmail.com

MSCA Debit Card Expenditure Form

Name:

Date of Claim:

Date	Description of Expense/Reason	Amount

*****Receipts must accompany this form for all claim(s)******

Forms are due by the end of each month.

Signature of Claimant:	Date:
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ED or Financial Committee Use Only:

Date Received:	Date entered in QB:
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D. MSCA Reimbursement Form



Jessica Buboltz, Chair
jbuboltzmsca@gmail.com

PO Box 7084
Missoula, MT 59807
(406) 813-0327

Kindle Lewis, Executive Director
klewismsca@gmail.com

MSCA Reimbursement Form

Name:

Date of Claim:

Category-select one	Date	Description of Expense Please be specific as to the Event (e.g. MFPE, MCAN, Helena Advocacy etc.)	Amount
Board Expense Advocacy Expense Operating Expense Committee Expense Conference Expense			
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Board Expense Advocacy Expense Operating Expense Committee Expense Conference Expense			
Board Expense Advocacy Expense Operating Expense Committee Expense Conference Expense			
Board Expense Advocacy Expense Operating Expense Committee Expense Conference Expense			
		Grand Total to be Reimbursed	

A receipt must accompany this reimbursement form for all claims other than mileage & meals.

Mileage – must include a description of the event/location attended on behalf of MSCA, location of where travel began and the TOTAL ROUNDTRIP MILEAGE claimed. (i.e. April 17, 2019; Missoula, MT to Bozeman, MT for Spring Conference, 405 miles). Mileage will be reimbursed at the state/federal rate (0.575 as of 1/1/20).

Meals – Meals for in-state travel will be reimbursed at the following rate: (\$5/breakfast, \$7/lunch, \$12/dinner or \$24/day). Meals for out of state travel will be reimbursed at the following rate: (\$10/breakfast, \$15/lunch, \$25/dinner or \$50/day).

Explanation of Category – Board Expense: travel for board meetings lodging, meals **Advocacy Expense:** travel for advocacy, collaboration (including to conferences such as MCAN and MACTE), gifts, recognition of membership, awards, SCOY **Operating Expense:** postage, printing, mailing, newsletter, supplies, office equipment **Committee Expense:** any expense related to your work on a MSCA committee **Conference Expense:** any MSCA conference (Spring Conference, MFPE) related expense

Signature of Claimant:	Date:
Address (where you would like the reimbursement mailed to):	

ED's Use Only:

Date Received: _____ Check Number: _____ Date Mailed: _____ Date Logged in Quick Books: _____

E. Newsletter Advertisement Form and Advertising Guidelines

The Montana School Counselors Association (MSCA) welcomes advertisements from businesses and organizations that offer information, resources and support to its Montana school professionals. This opportunity is available up to two times annually: one Homegrown issue per year in the Fall and one Affiliate Focus in the Spring. Each issue of MSCA's Homegrown e-news and Affiliate Focus e-news reaches more than 300 counselors, school administrators and other educational professionals. Two full-color newsletters are mailed electronically. These advertising opportunities allow you to market your organization/institution throughout Montana.

Rates:

1/8 Page: \$50

1/4 Page: \$75

1/2 Page: \$125

Full Page: \$150.00

Submissions & Deadlines

Please submit advertisements (preferably Publisher) along with a completed Advertisement Reservation Form by the following dates:

Due Date	Date Published
August 15	September 15
March 15	April/at Spring Conference

Email files to klewismsca@gmail.com

Disclaimer

Information printed in the Homegrown e-news and Affiliate Focus e-news does not represent an official MSCA policy or position, and the acceptance of advertising does not constitute an endorsement or approval by MSCA of any advertised service or product. MSCA reserves the right to edit or reject all submissions.