

**ISCA**  
**Policy & Procedures**  
**Manual**

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## **Roles and Descriptions: Board of Directors**

“All positions are volunteer positions”

### **President**

*Purpose: To lead the association in a forward direction by implementing a plan of action to increase awareness of the role of school counselors to others, encourage practitioners to strive for the highest standards of performance, and nurture future leaders.*

#### **Duties and Responsibilities:**

1. Maintain membership in ICA, ISCA, and ASCA.
2. Chief Executive Officer of ISCA.
3. Chairperson and voting member of the Governing Board.
4. Demonstrate an awareness and knowledge of the ISCA, ICA, CICO, and ASCA By-Laws as well as ISCA Policies and Procedures.
5. Maintain accurate records of expenditures related to their role as President. Follow all financial policies & procedures.
6. Call (with assistance from the executive director) and preside at all Governing Board, General Membership, and Executive Board meetings.
7. Appoint all Chairpersons of Standing Committees and Task Forces prior to or soon after taking office. With the concurrence of the Board of Directors in accordance with the bylaws
8. Serve in a liaison capacity with ICA and its divisions and CICO.
9. Be a voting member of the Governing Council of ICA and fulfill all responsibilities to ICA related to this position including attending the ICA Governing Board meetings.
10. Develop and submit Goals/Action Plan at the ISCA Transition meeting, ICA Governing Board meetings, ISCA General Membership Meeting (at ICA conference), and to the ASCA Delegate Assembly.
11. Submit Governing Board Meeting Agendas to the secretary and/or executive director for distribution to the Governing Board one week prior to each meeting.
12. With Governing Board, review/update Strategic Plan & Work Plan per schedule.
13. Post, or ask the Executive Director to post, relevant and newsworthy information to the ISCA weekly enews or newsletter on a regular basis.
14. Present and/or speak on behalf of ISCA at universities and schools to promote the profession and association.
15. Attend the ICA Fall Conference and help staff the ISCA table or appoint a chairperson to coordinate volunteers.
16. Attend the ISCA Spring Conferences and speak at the opening session.
17. Submit articles to the ISCA Newsletter and ASCA enewsletter.

18. Maintain Leadership Notebook and pass relevant information to position successor.
19. Submit reports of activities at each Governing Board meeting as well as a final report at the end of each term.

## **Past President**

*Purpose: To serve as the most experienced member of the Governing Board, Chair the Nominations and Elections committee, and Chair the Bylaws committee.*

### **Duties and Responsibilities:**

1. Maintain membership in ICA, ISCA, and ASCA.
2. Serve as a voting member of Governing Board.
3. Demonstrate an awareness and knowledge of the ISCA, ICA, and ASCA By-Laws as well as ISCA Policies and Procedures.
4. Maintain accurate records of expenditures related to their position and follow all financial policies & procedures.
5. Serve as Chairperson of the Bylaws Committee (see “Standing Committees” description).
6. Serve as Chairperson of the Nominations and Elections Committee (see “Standing Committees” description).
7. Present the outgoing President with ISCA President's plaque at the ISCA Spring Conference.
8. Develop and submit Goals/Action Plan after the ISCA summer transition meeting.
9. Attend the ICA Fall Counselor Conference and help staff the ISCA table.
10. Attend the ISCA Spring Conference.
11. Attend ISCA Governing Board, General Membership, and Executive Board meetings.
12. Submit articles to the ISCA newsletter.
13. Maintain Leadership Notebook and pass relevant information to position successor.
14. Submit reports of activities at each Governing Board meeting as well as a final report at the end of each term.

## **President Elect**

*Purpose: To serve as a voting member of the Governing Board and provide primary support to the President so as to further the mission of ISCA and to develop plans for the next Presidential year.*

### **Duties and Responsibilities:**

1. Maintain membership in ICA, ISCA, and ASCA.
2. Serve as a voting member of Governing Board.
3. Demonstrate an awareness and knowledge of the ISCA, ICA, CICO and ASCA By-Laws as well as ISCA Policies and Procedures.

4. Maintain accurate records of expenditures of expenses related to their position and follow all financial policies & procedures.
5. Serve as ISCA Representative to ICA Governing Board and attend all ICA Governing Council meetings ICA Transition Meeting.
6. Serve as Chairperson of the ISCA Annual Conference Committee.
7. Attend ISCA Annual Conferences
8. Attend CICO meetings as an ISCA Representative.
9. Observe and support President to prepare for Presidential term.
10. Develop and submit Goals/Action Plan after the ISCA Summer transition meeting.
11. Attend the ICA Fall Counselor Conference and help staff the ISCA table.
12. Attend the ISCA Spring Conference.
13. Attend ISCA Governing Board, General Membership, and Executive Board meetings.
14. Submit articles to the ISCA newsletter.
15. Maintain Leadership Notebook and pass relevant information to position successor.
16. Submit reports of activities at each Governing Board meeting as well as a final report at the end of each term.

### **President Elect-Elect**

*Purpose: To serve as a voting member of the Governing Board and provide support to the President so as to further the mission of ISCA and to begin developing plans for future leadership responsibilities.*

#### **Duties and Responsibilities:**

1. Maintain membership in ICA, ISCA, and ASCA.
2. Serve as a voting member of Governing Board.
3. Demonstrate an awareness and knowledge of the ISCA, ICA, CICO and ASCA By-Laws as well as ISCA Policies and Procedures.
4. Maintain accurate records of expenditures and follow all financial policies & procedures.
5. Serve as member of the ISCA Annual Conference Committee.
6. Observe and support President to prepare for Presidential term.
7. Develop and submit Goals/Action Plan/Report at the ISCA Summer transition meeting (Goals/Action Plan – incoming, Report – outgoing)
8. Attend the ICA Fall Counselor Conference and help staff the ISCA table.
9. Attend the ISCA Spring Conferences.
10. Attend ISCA Governing Board, General Membership, and Executive Board meetings.
11. Submit articles to the ISCA INSIGHT.
12. Maintain Leadership Notebook and pass relevant information to position successor.
13. Submit reports of activities at each Governing Board meeting as well as a final report at the end of each term.
14. Attend Speaking4Children Coalition meetings with ISCA Executive Director

### **Secretary**

*Purpose: To maintain accurate records of all official meetings of the Governing Board, General Membership, and Executive Board and present them for approval at each Leadership or General Membership Meeting. This position is appointed annually by the current President for the term they will serve with the concurrence of the Board of Directors*

**Duties and Responsibilities:**

1. Hold membership in ICA, ISCA.
2. Serve as a voting member of the Governing Board.
3. Demonstrate an awareness and knowledge of the ISCA and ICA By-Laws as well as ISCA Policies and Procedures.
4. Maintain accurate records of expenditures related to their position and follow all financial policies and procedures.
5. Keep the records and minutes of the Association from the Board of Directors meetings, Annual General Membership meeting, and Executive Board meetings.
6. Assist the executive director in distributing agendas, minutes, and other pertinent information to the Governing Board.
7. Develop and submit Goals/Action Plan after the ISCA Summer Transition meeting.
8. Attend the ICA Fall Conference and help staff the ISCA table, if needed.
9. Attend ISCA Spring Conferences.
10. Attend ISCA Governing Board, General Membership, and Executive Board meetings.
11. Submit minutes to the Executive Director.
12. Maintain Leadership Notebook and pass relevant information to position successor.
13. Submit reports of activities at each Governing Board meeting as well as a final report at the end of each term.
14. The secretary shall be elected in even years.
15. The first election of secretary shall be for a one year term. Subsequent elections will be for a two year term.

**Treasurer**

*Purpose: To oversee the maintenance of records, financial transactions, disbursement of funds and ensure that all required paperwork is properly filed. This position is appointed annually by the current President for the term they will serve with the concurrence of the Board of Directors.*

**Duties and Responsibilities**

1. Hold membership in ICA, ISCA.
2. Serve as a voting member of the Governing Board.
3. Demonstrate an awareness and knowledge of the ISCA and ICA By-Laws as well as ISCA Policies and Procedures.
4. Oversee the Executive Director's maintenance of accurate records of expenditures and follow all financial policies & procedures.

5. Oversee the Executive Director's disbursement of all funds of the Association within the approved budget.
6. Present financial reports to the Board of Directors at meetings and the Association at its annual meeting.
7. Develop and submit Goals/Action Plan/Report at the ISCA Summer transition meeting (Goals/Action Plan – incoming, Report – outgoing).
8. Attend the ICA Fall Conference.
9. Attend ISCA Annual Conferences.
10. Attend ISCA Governing Board, General Membership, and Executive Board meetings.
11. Submit articles to the ISCA newsletter.
12. Maintain Leadership Notebook and pass relevant information to position successor.
13. Submit reports of activities at each Governing Board meeting as well as a final report at the end of each term.
14. The treasurer shall be elected in odd years.
15. The first election of treasurer shall be for a two year term. Subsequent elections will be for a two year term.

## **Executive Director**

*Purpose: To provide support to all members of the Governing Board and well as to assist all members with issues concerning membership, communication, and coordination of events.*

### **Duties and Responsibilities**

1. Assist President and other Governing Board members in circulating agendas, minutes, and other important communications.
2. Serve as a non-voting member of the ISCA Governing Board.
3. Maintain accurate records of expenditures and follow all financial policies and procedures.
4. Demonstrate an awareness and knowledge of the ISCA, ICA, CICO and ASCA By-Laws as well as ISCA Policies and Procedures.
5. Develop and submit Goals/Action Plan after the ISCA Summer transition meeting.
6. Assist in procuring speakers/presenters as directed by the Governing Board and/or Executive Board.
7. Coordinate meeting locations, directions, & other necessary meeting arrangements.
8. Coordinate printing and distribution of ISCA Newsletter.
9. Maintain and improve ISCA website.
10. Maintain ISCA listserve.
11. Attend the ICA Fall Conference.
12. Publicize "Call for Proposals" for ISCA Annual Conference.
13. Collect proposals for Conference Committee and distribute to the committee as determined.
14. Coordinate registration for ISCA Annual Conference.

15. Contact potential exhibitors for ISCA Annual Conference, per Conference Committee's direction.
16. Coordinate exhibitors for ISCA Annual Conference.
17. Submit reports of activities at each Governing Board meeting as well as a final report at the end of each term.

## **Vice President Positions**

*Purpose: To provide leadership and address educational and professional issues related to their respective levels. Vice President terms are for two years and are staggered. In even years Elementary, Secondary and Graduate Student VP. In odd years Middle/Jr. High School, Counselor Educator, and Counselor Supervisor*

### **Duties and Responsibilities:**

1. Hold and maintain membership in ICA, ISCA
2. Serve as voting members of the ISCA Governing Board.
3. Demonstrate an awareness and knowledge of the ISCA and ICA By-Laws as well as ISCA Policies and Procedures.
4. Maintain accurate records of expenditures and follow all financial policies & procedures.
5. Connect with ISCA region representatives to learn about issues and support efforts across the state at the level each represents.
6. Develop and submit Goals/Action Plan/Report at the ISCA Summer transition meeting (Goals/Action Plan – incoming, Report – outgoing).
7. Attend the ICA Fall Conference and help staff the ISCA table, if needed.
8. Attend the Annual ISCA Conference and help staff the ISCA table, if needed.
9. Attend the ISCA Governing Board and Membership meetings.
10. Submit articles to the ISCA Newsletter.
11. Maintain Leadership Notebook and pass relevant information to position successor.
12. Submit reports of activities at each Governing Board meeting as well as a final report at the end of each term.

## **Region Representatives**

*Purpose: To connect counselors in each ISCA region with the association and local resources as well as represent counselors from all levels in the area represented.*

### **Duties and Responsibilities:**

1. Hold and maintain membership in ICA, ISCA
2. Serve as voting members of the ISCA Governing Board.



3. Demonstrate an awareness and knowledge of the ISCA and ICA By-Laws as well as ISCA Policies and Procedures.
4. Maintain accurate records of expenditures and follow all financial policies & procedures.
5. Connect with ISCA Area Reps to learn about issues and support efforts across the state at the level each represents.
6. Develop and submit Goals/Action Plan/Report at the ISCA Summer transition meeting (Goals/Action Plan – incoming, Report – outgoing).
7. Attend the ICA Fall Conference.
8. Attend the Annual ISCA Conference.
9. Attend the ISCA Governing Board and Membership meetings.
10. Submit articles to the ISCA Newsletter.
11. Maintain Leadership Notebook and pass relevant information to position successor.
12. Submit reports of activities at each Governing Board meeting as well as a final report at the end of each term.

## **Role Descriptions: Standing Committees**

### **Bylaws** (Past President)

*Purpose: To review the Bylaws of the Association annually and make recommendations concerning revisions to the Governing Board. Bylaws chair has the responsibility of ensuring compliance with ICA, ASCA, and current ISCA philosophy as well as to look toward potential changes to improve the functioning of the association.*

### **Duties and Responsibilities:**

1. Appoint committee members.
2. Notify President of committee appointments.
3. Submit proposed bylaw changes for approval to the Governing Board no later than the fall Leadership meeting.
4. These bylaws may be amended by majority vote at the Annual Meeting or by mail-in or electronic ballot published in the *Insight*, ISCA's quarterly newsletter or sent out to the membership electronically.
5. If bylaws changes are approved by the membership make those approved changes to the bylaws, add date of update, and distribute to the Governing Board within thirty (30) days.
6. Submit reports of activities at each Governing Board meeting as well as a final report at the end of each term.

### **Ethics**

*Purpose: To review ASCA Ethical guidelines and serve as a resource to the Governing Board ensuring compliance with ICA and ASCA ethics.*

1. Appoint committee members.
2. Notify President of committee appointments.
3. Review ethical guideline changes (ASCA, ACA) and communicate revisions to the Governing Board and ISCA membership.
4. Submit reports of activities at each Governing Board meeting as well as a final report at the end of each term.

### **Membership**

*Purpose: To recruit and retain members for ICA and ISCA.*

### **Duties and Responsibilities:**

1. Hold membership in ICA, ISCA.
2. Demonstrate an awareness and knowledge of the ICA and ISCA By-Laws as well as ISCA Policies and Procedures.
3. Maintain accurate records of expenditures and follow all financial policies and procedures.
4. Appoint committee members, if needed, to complete job assignments in a timely, competent manner.
5. Notify the President of such committee appointments.
6. Collaborate with the ICA Membership chairperson to organize support for the school counselor's role and emphasize the importance of Association involvement.
7. Develop and submit Goals/Action Plan after the ISCA summer transition meeting.
8. Attend the ICA Fall Conference and help staff the ISCA table.
9. Attend the ISCA Annual Conference and help staff the ISCA table, if needed.

10. Attend ISCA Governing Board meetings.
11. Submit articles to the ISCA Newsletter.
12. Maintain Leadership Notebook and pass relevant information to position successor.
13. Submit reports of activities at each Governing Board meeting as well as a final report at the end of each term.

## **Nominations and Elections (Past President)**

*Purpose: To develop a slate of candidates who are invested in the organization and willing to commit their time and energy to the ISCA Mission and Work Plan.*

### **Duties and Responsibilities:**

1. Solicit interest in members to run for office in the positions open for a given year (See bylaws to determine which offices are open for election) by submitting an article in the January issue of the ISCA newsletter, INSIGHT and by contacting members recommended by the Board of Directors.
2. Notify all potential candidates for the office of the duties and terms of said office and secure their consent.
3. Prepare a slate of candidates and ballot for the elective offices of the association by the spring issue of the ISCA newsletter, INSIGHT.
4. Obtain a candidate statement from every candidate to be published in the Spring issue of the ISCA newsletter, INSIGHT.
5. Ensure that all candidates are held to the same limitations in regard to length of the candidate statement. This is often determined by the amount of space available in the newsletter.
6. Create a ballot, with the assistance of the executive director, which can be published on the ICA Web site for electronic voting. Make a paper ballot available as requested..
7. Notify President of committee appointments.
8. Conduct and certify officer elections with the assistance of the Nominations and Elections Committee.
9. Notify all candidates of the results of the election.
10. Announce election results in the fall ISCA newsletter and via the ISCA listserv as soon as possible after the election.
11. Submit reports of activities at each Board of Directors meeting as well as a final report at the end of each term.

## **Professional Recognition**

*Purpose: To coordinate the solicitation of nominations for awards and appoint a committee to select award winners.*

### **Duties and Responsibilities:**

1. Hold membership in ICA, ISCA.

2. Demonstrate an awareness and knowledge of the ISCA and ICA By-Laws as well as ISCA Policies and Procedures.
3. Maintain accurate records of expenditures and follow all financial policies & procedures.
4. Appoint committee members, if needed, to complete job assignments in a timely, competent manner
5. Voting to select recipient(s) in the event of a tie.
6. Notify the President of such committee appointments.
7. Elicit nominations for:

"ISCA Elementary School Counselor of the Year"

"ISCA Middle/Junior High School Counselor of the Year"

"Ray Piagetini ISCA High School Counselor of the Year"

"Dr. Toni Tollerud ISCA Counselor Educator of the Year"

"ISCA School Counselor Internship Supervisor of the Year"

"ISCA School Administrator of the Year"

"ISCA Advocate of the Year"

"ISCA Legislator of the Year"

For presentation at the ISCA Conferences

1. Order plaques to be presented at appropriate conferences.
2. Coordinate, with the President, who will present awards at conferences.
3. Develop and submit Goals/Action Plan/Report at the ISCA Summer transition meeting (Goals/Action Plan – incoming, Report – outgoing).
4. Attend the ISCA Board of Director meetings, ICA and ISCA Conference.
5. Submit articles to the ISCA Newsletter as needed.
6. Maintain Leadership Notebook and pass relevant information to position successor.
7. Submit reports of activities at each Board of Directors meeting as well as a final report at the end of each term.

## **Public Awareness and Relations**

*Purpose: To coordinate activities promoting School Counseling Week and media exposure of school counseling and/or ISCA activities.*

### **Duties and Responsibilities:**

1. Hold membership in ICA, ISCA
2. Demonstrate an awareness and knowledge of the ISCA and ICA By-Laws as well as ISCA Policies and Procedures.
3. Maintain accurate records of expenditures and follow all financial policies & procedures
4. Collaborate with membership chairperson to organize support for school counselor's role and emphasize the importance of Association involvement.
5. Appoint committee members, if needed, to complete job assignments in a timely, competent manner
6. Notify the President of such committee appointments

7. Develop and submit Goals/Action Plan after the ISCA Summer transition meeting
8. Attend the Fall ICA Conference and help staff the ISCA table, if needed.
9. Attend the ISCA Leadership meetings
10. Submit articles to the ISCA Newsletter
11. Maintain Leadership Notebook and pass relevant information to position successor.
12. Submit reports of activities at each Governing Board/Governing Board meeting as well as a final report at the end of each term.
13. Pre-service Programs:
  - Uphold and encourage continuous improvement in the standards for the education of professional school counselors.
  - Encourage cooperation and collaboration with appropriate associations, **agencies and community groups regarding school counseling.**

## **Public Policy and Legislation**

*Purpose: Inform the membership of national and state legislative issues as well as Department of Education issues relating to school counselors*

### **Duties and Responsibilities:**

1. Hold membership in ICA, ISCA
2. Demonstrate an awareness and knowledge of the ISCA and ICA By-Laws as well as ISCA Policies and Procedures.
3. Maintain accurate records of expenditures and follow all financial policies & procedures
4. Appoint committee members, if needed
5. Notify the President of such committee appointments
6. Attend CICO meetings as an ISCA Rep.
7. Work with CICO to remain aware of legislative issues at the state level and federal levels.
8. Inform membership of pressing legislative issues.
9. Attend the ICA Fall Conference
10. Attend the ISCA Annual Conferences
11. Attend ISCA Governing Board meetings
12. Submit articles to the ISCA Newsletter as needed
13. Maintain Leadership Notebook and pass relevant information to position successor
14. Submit reports of activities at each Governing Board/Governing Board meeting as well as a final report at the end of each term.

## **Accountability and Research**

*Purpose: Inform the membership of current research pertinent to issues relating to school counselors. Conduct and develop research with ISCA membership and develop accountability statements.*

**Duties and Responsibilities:**

1. Hold membership in ICA, ISCA
2. Demonstrate an awareness and knowledge of the ISCA and ICA By-Laws as well as ISCA Policies and Procedures.
3. Maintain accurate records of expenditures and follow all financial policies & procedures
4. Appoint committee members, if needed
5. Notify the President of such committee appointments
8. Inform membership of pressing accountability issues impacting school counselors.
9. Attend the ICA Fall Conference
10. Attend the ISCA Annual Conferences
11. Attend ISCA Governing Board meetings
12. Submit articles to the ISCA Newsletter as needed
13. Maintain Leadership Notebook and pass relevant information to position successor
14. Submit reports of activities at each Governing Board/Governing Board meeting as well as a final report at the end of each term.

**Professional Development**

*Purpose: Identify professional development needs of ISCA membership. Identify speakers, programs, webinars, and workshops to address identified professional development needs.*

**Duties and Responsibilities:**

1. Hold membership in ICA, ISCA
2. Demonstrate an awareness and knowledge of the ISCA and ICA By-Laws as well as ISCA Policies and Procedures.
3. Maintain accurate records of expenditures and follow all financial policies & procedures
4. Appoint committee members, if needed
5. Notify the President of such committee appointments
6. Conduct ISCA members needs assessment to identify professional development needs.
7. Attend the ICA Fall Conference
8. Attend the ISCA Annual Conferences
9. Attend ISCA Governing Board meetings
10. Submit articles to the ISCA Newsletter as needed
11. Maintain Leadership Notebook and pass relevant information to position successor

12. Submit reports of activities at each Governing Board/Governing Board meeting as well as a final report at the end of each term.

## **Financial Affairs Committee**

1. The Financial Affairs Committee shall be responsible for developing an operating budget for the Association to be presented at the Governing Board transition meeting at the start of each governance year. It shall advise the Governing Board on such matters as budget planning and development and financial management.
2. The Financial Affairs Committee shall consist of the Treasurer, President, President-Elect, President-Elect-Elect immediate Past President, Executive Director, and any other individual appointed by the President, subject to ratification by the Governing Board.
3. The executive director is responsible for preparing a budget with a report of the previous year's expenses. The budget must be approved by a simple majority of the full Governing Board. The voting may be electronic. The budget may be amended by the Governing Board at any meeting. Any amendment of the budget requires approval by a simple majority of the full Governing Board. The voting may be electronic. All expenditures must comply with the budget. No expenditure can exceed the line item approved by the Governing Board.
4. The Executive Committee by a simple majority vote is authorized to make an emergency expenditure not to exceed \$300. This expenditure will be reported to the Governing Board at its next meeting.

## **Role Descriptions: Task Force Chairs**

*Purpose: Task Force Chairs are temporary positions meant to fulfill a specific and immediate need of the association. Chairs are appointed when a task occurs that does not fit within the role of an already elected or appointed member of the Governing Board/Governing Board.*

1. Appointed by the President with consensus of the ISCA Governing Board.
2. Preference is given to those holding membership in ICA/ISCA.
3. Follow all bylaws, financial policies and procedures, as well as general policies and procedures of ISCA.
4. Submit articles to the ISCA Newsletter as needed
5. Submit reports of activities at each Governing Board meeting as well as a final report at the end of each term.

## **Policies and Procedures: Everyone**

## ***Submitting Requests for Reimbursement***

### Travel:

1. Reimbursement Authority: ISCA provides reimbursement for travel and housing for ISCA officers, Governing Board members, Committee Chairs, staff and other persons as authorized by the Governing Board.

#### Implementing Procedures

The Board of Directors must approve the expenditure in advance.

Authorization: The signature of the individual requesting reimbursement must appear on the expense voucher.

Supporting Data: Dates, places and purpose of the authorized activity or meeting must be indicated.

Time Frame for Submitting Vouchers: Travel vouchers must be submitted within thirty (30) days of the incurring of travel costs. The association reserves the right to not reimburse any expenses not received within the thirty (30) day time limit.

2. Travel by Public Transportation: Round trip travel by air (coach fare), train coach and bus and taxi or ride share plus parking expenses will be provided and will be reimbursed after submission of an official voucher and related receipts.

#### Implementing Procedures

Lowest Fare: ISCA will reimburse travel at the lowest fare available at the time of travel.

3. Travel by Private Automobile: Travel by automobile will be reimbursed at the rate set by the IRS Governing Board, currently \$0.45 per mile, not to exceed one round trip air coach fare from the individual's place of residence or point of departure to the meeting site.

4. Automobile Rental: Automobile rental may be reimbursed only if it is specifically authorized by the Governing Board.

5. Ground Transportation: Airport ground transportation is allowable at the standard taxi or shuttle prevailing rate and should be reported on the official voucher forms.

#### Implementing Procedures



Supporting Data: Original receipts, departure point, destination point, business purpose, dates, amount of expenditure and name of passenger must be provided.

Intra-City Taxi Cab Fares: Other than transportation for meals, intra-city cab fares are allowed when the official business requires such travel.

6. ISCA reimburses Governing Board members for round-trip to the Governing Board, committee and Task Force meetings. Payment shall be made only to the driver whenever rides are shared.

7. A fifty dollar (\$50.00) reimbursement allowance will be given for each day of official business with the pro rata allocation for travel days. Only meals purchased will be reimbursed assuming they were not provided by the event. The daily allocation will be as follows: Breakfast-\$9.00; Lunch-\$11.00; and Dinner-\$30.00 ASCA \$6.50 / \$8.50 / \$20.00

### Implementing Procedures

Business Meals: Only those meals that would have been incurred during the time that an individual was traveling on ISCA business are eligible for reimbursement.

Provided Meals: Reimbursement for provided meals may not be claimed regardless of whether or not the individual partakes.

Per Diem Inclusions: Public transportation fares to and from restaurants, taxes and tips are considered part of the cost of the meal and are reimbursed.

1. Requests submitted more than thirty (30) days after a meeting, will not be approved.

### Copies:

Typically members and those in leadership positions are not required to make any copies. To ensure that your copy needs will be reimbursed, ask for approval at a Governing Board Meeting. If this is not possible, seek President's approval. If copies are needed, provide a receipt along with a completed "Reimbursement" form to the Executive Director. The Executive Director has these forms. A check will be issued as soon as possible after receipt of the reimbursement request. Requests submitted more than sixty (60) days after the date on the receipt, will not be approved. Generally copies will be provided by the ISCA office.

## **ISCA Governing Board members**

## Expenses (other):

Any appropriate expenses incurred by members of the Governing Board, Standing Committee Chairs, and Task Force Chairs can be reimbursed if the expenses were previously approved by the Governing Board. Requests to approve reimbursement after the expenditure has occurred can be considered by the Governing Board.

## Surveys

When ISCA receives a request to utilize its membership list for the distribution of a survey from a graduate student that the following ISCA policy will apply:

1. The graduate student needs to already be a member of ISCA
2. They need to be from Illinois.
3. That only one notice will be sent out on the list serv.
4. The research/survey needs to be approved by their academic department.

## Contracts

All contracts for services, presenters, meeting space, printing, publications, and other materials must be pre-approved by the Governing Board.

## ***INSIGHT Articles***

It is expected that all voting members of the ISCA Governing Board may submit articles for each issue of the INSIGHT. This publication is typically printed four times per year. Deadlines usually fall several weeks before print dates. The Executive Director will notify all Governing Board members of these deadlines. Please be on time.

It is beneficial for all Standing Committee Chairs and Task Force Chairs to submit articles when specific activities have occurred, are about to occur, or if other information needs to be disseminated. All Chairs will be notified of deadlines. Please be on time.

## ***ASCA Delegate Assembly and LDI: Philosophy***

ISCA, being a division of ASCA, has a responsibility to its parent organization to stay fully engaged in perpetuating progress and continuing to help ASCA and ISCA move forward. The two primary sources of information flowing to the leadership of ISCA and back to ASCA are the Delegate Assembly and LDI (Leadership Development Institute). We make every effort to send ISCA leaders to these functions.

## ***Delegate Assembly***

The number of delegates ISCA can send to the ASCA Delegate Assembly is determined by ASCA. Once that number is determined by ASCA (in the spring of each year), the ISCA President is notified via mail how many delegates ISCA can send to the ASCA Delegate Assembly. Also in that paperwork, are the registration forms indicating who will serve as a delegate. All Delegates who have not previously served must have their credentials approved

prior to the actual Delegate Assembly. The following are ASCA delegate preferences based on number of delegates needed and availability of ISCA funds:

1. President, 2. President Elect, 3. President Elect-Elect. If preferred officers are unable to serve as delegates, the Governing Board will designate who may attend in their place. The preference is to future leaders of ISCA.

ASCA charges no fees for delegates but there are expenses for travel to the Delegate Assembly/Conference site, for hotel rooms, meals that occur during the Delegate Assembly that are not provided by ASCA, travel to and from the airport or airport parking. For travel expenses incurred going to and from the airport ISCA will reimburse the attendee for expenses incurred at the standard taxi or shuttle rate. The Governing Board votes upon such expenditures as part of the ISCA annual budget.

ISCA will reimburse each designated attendee of the sleeping room cost incurred for two nights in a standard room. To save money and encourage collaboration, The daily allocation will be as follows: Breakfast-\$9.00; Lunch-\$11.00; and Dinner-\$30.00. ISCA does not provide any of the costs associated with the ASCA conference.

#### Implementing Procedures

**Business Meals:** Only those meals that will have been incurred during the time that an individual was traveling to and from and attending the ASCA Delegate assembly for business are eligible for reimbursement.

**Provided Meals:** Reimbursement for provided meals may not be claimed if the attendee does not partake in that meal or incur an expense for a meal.

**Per Diem Inclusions:** Public transportation fares to and from restaurants, taxes and tips are considered part of the cost of the meal and are additionally reimbursed.

#### ***LDI***

Each year, ISCA is invited by ASCA to send the person who will be President in July of that year and the person who will be President Elect in July of that year, to ASCA's LDI (Leadership Development Institute). ASCA currently charges no fee for the President Elect but does charge a fee for the cost of room and board for the President or other representative. ASCA expects LDI participants to share a room with a same gender participant. In addition to the fee for the President, there are expenses for transportation and possibly for meals purchased in transit or not covered during LDI. These may be submitted for reimbursement provided that the Governing Board approves these expenditures ahead of time.

A fifty dollar (\$50.00) reimbursement allowance will be given for each day of official business with the pro rata allocation for travel days. The daily allocation will be as follows: Breakfast-\$9.00; Lunch-\$11.00; and Dinner-\$30.00

### ***ICA Conference***

It is customary for the officers of ISCA to attend the ICA Conference. However, ISCA does not pay the conference fees for any leaders. In order to support the conference, ISCA leaders frequently serve on a conference committee of some kind or as a committee chair. In some cases, committee members/chairs can receive discounts on rooms but this is decided by ICA, not ISCA. The ISCA President will be reimbursed for expenses incurred for a standard sleeping room at the ICA Annual Conference for up to 2 nights and for parking expenses incurred.

### ***ISCA Conferences***

The Annual ISCA Spring Conferences takes effort from all members of the Governing Board. The Governing Board must approve the dates and locations. In addition, the location should be easily accessed by highways/interstates and have lodging options in close proximity. The ISCA Spring Conference's primary purpose is to provide services to members. Secondarily, to make a profit. The ISCA President and President-Elect will be reimbursed for expenses incurred for a standard sleeping room at the ICA Annual Conference for up to 2 nights and for parking expenses incurred.

### **Workshops (Professional Development)**

ISCA makes an effort to sponsor valuable workshops to members and non-members of the school counseling community. Non-members are charged a higher fee in order to either gain greater profits or to encourage membership in ICA/ISCA.

Workshops can be sponsored by ISCA alone or in conjunction with ICA and/or other divisions. If workshop sponsorship is shared with our parent organization or other division, profits and expenses are shared equally.

Speakers selected for Workshops should have a well-established reputation in their field of expertise and references are to be reviewed thoroughly. Those selecting speakers should consider not only the speaker's clinical expertise but speaking skills as well.

Details of each workshop are to be determined for each event: Dates, locations, payment and expenses covered for speaker, food/beverages (which to offer/include in fee), schedule, etc. and approved by the Governing Board.