

OHIO COUNSELING ASSOCIATION

STATE EXECUTIVE COUNCIL OPERATING PROCEDURES

Updated June 2017

These procedures provide guidelines for the Officers, Executive Council, Committees, Divisions, and Chapters of OCA. They are compliant with the OCA and ACA Bylaws.

GENERAL GUIDELINES FOR OFFICERS

PRESIDENT

The President shall:

1. Perform the responsibilities outlined in Article VII of the Bylaws.
2. Direct the Executive Director (ED) to set the dates for all Executive Council meetings for the year and announce them at the first Council meeting.
3. Direct the ED to prepare the agenda for Executive Council meetings.
4. Preside at all association and Executive Council meetings.
5. Initiate the election, by the Executive Council, of delegates to the Midwest and ACA Conventions.
6. Respond to requests and correspondence from ACA.
7. Inform the Executive Council of all actions taken by the association.
8. Work closely with the President-elect to help ensure a smooth transition at the end of the year.
9. Shall attend, as a delegate, the ACA annual convention and the Midwest Regional Conference.
10. Act as OCA's liaison to the AOCC and transition responsibility to the President Elect after the November Conference.

PRESIDENT-ELECT

The President-elect shall:

1. Perform the duties outlined in Article VII of the By-Laws.
2. Serve as co-chair of the All Ohio Conference held in cooperation with OSCA and the Ohio Department of Education.
3. Begin, in the spring of the year, to consider appointments to the association's standing committees.

4. Work with the ED to understand budget preparation processes.
5. Assist the President as needed.

PAST-PRESIDENT

The Past-President shall:

1. Perform the responsibilities outlined in Article VII and Article VIII of the Bylaws.
2. Serve as chair of the Nominations and Elections Committee.
3. Serve as advisor to the President.
4. Serve as advisor to the Chapters and Divisions.

SECRETARY

The Secretary shall:

1. Perform the responsibilities described in Article VII of the Bylaws.
2. Sent copies of all minutes to the Archives (DropBox) after EC approval.
3. Turn all records of the association over to the newly elected secretary immediately, but no later than 30 days, after the expiration of his/her term.

TREASURER

The Treasurer shall:

1. Perform the responsibilities outlined in Article VII of the Bylaws.
2. Account for all income from memberships, ACA grants and awards, registrations, etc.
3. Provide a system of control for expenditures within amounts authorized by the Executive Council.
4. Work with the ED in planning and monitoring the budget.
5. Work with the ED to arrange for an audit of books at the end of each fiscal year. This audit must be completed within ninety days.
6. Send copies of the budget, the treasurer's records, deposit slips, canceled checks, and treasurer's reports to the Archives (DropBox) by the end of each Fiscal Year.
7. Keep an accurate record of all funds received and disbursed.
8. Pay invoices and due bills. Any costs over \$500 must be approved by two officers.

9. Receive and deposit association dues and disburse appropriate dues and rebates to Divisions and Chapters.
10. Void all checks not cashed in 60 days.
11. Arrange for a transfer of funds and records to the new treasurer within 30 days of the close of the fiscal year and after such records have been audited.
12. Pay only bills that are received within 30 days of the billing.

GUIDELINES FOR BRANCH DIVISIONS

Each Branch Division will follow the guidelines in Article III of the By-Laws.

The Division Representatives will:

- A. Submit a list of officers and committee chairs to the ED by June 1 of each year and financial records (bank statements and income/expense sheet) by July 1 of each year.
- B. Send a representative (officer or other) to all Executive Council meetings and reimburse the expenses of this representative. Ensure this representative is a Professional Member of the OCA so that your Division has a vote on all issues.
- C. Officers must maintain membership in the OCA, ACA, and corresponding National Division.
4. Provide advice to the President regarding goals and objectives and future directions of OCA.
5. Serve as a communication link between OCA and division membership.
1. Submit regular news items about your Division activities to the Media and PR Committee.
6. Submit a summary of Division activities at OCA Executive Council Meetings.
7. A general OCA service fee of five dollars (\$5) will be charged for each regular member and one dollar (\$1) for each student member of an OCA Branch Division who is also a member of OCA. This general service fee can be waived as a part of a separate formal contract between an OCA Division and OCA to provide significant financial support for lobbying efforts and/or other major services.

GUIDELINES FOR BRANCH CHAPTERS

Each Branch Chapter will follow the guidelines in Article IV of the By-Laws.

Each Chapter Representative shall:

2. Submit a list of officers and committee chairs to the ED By June 1 of each year.

- D. Send a representative (officer or other) to all Executive Council meetings and reimburse the expenses of this representative. Ensure this representative is a Professional Member of the OCA so that your Chapter has a vote on all issues.
3. Maintain membership in the OCA and the ACA.
4. Provide advice to the President regarding goals and objectives and future directions of OCA.
5. Serve as a communication link between OCA and the local chapter.
6. Submit regular news items about Chapter activities to the Media and PR Committee.
- 7.** Submit a summary of chapter activities at OCA Executive Council Meetings.

GUIDELINES FOR COMMITTEES

The Executive Council should follow the guidelines for committees as described in Article IX of the Bylaws. OCA Divisions and Chapters should be invited and encouraged to submit names of members willing to serve on committees. The chair and all members of the committee must be members of OCA. Each committee should meet at least three times each year and shall provide a summary of activities at each Executive Council meeting. Chairs should inform the newsletter editor of committee activities so the editor can inform the membership. The chairs should inform the President of all meetings and are expected to attend all meetings requested by the President.

The existing standing committees are these: Awards, Ethics, Finance, Government Relations, Leadership Development, Membership, Media & PR, Nominations & Elections, OCSWMT Board Liaison, and Professional Development.

AWARDS

The committee shall be composed of the chair and other members as designated.

This committee shall:

1. Maintain information about existing OCA awards: The Dave Brooks Award, the Herman J. Peters Award, The Chuck Weaver Award, The Counselor of the Year Award, and the Past-President's Award.
2. Develop new or special award criteria with the approval of the Executive Council.
3. Distribute nomination forms for fall conference awards to the membership for return by April 30 deadline each year.
4. Select those to be honored and purchase appropriate plaques.
5. Present awards at the November AOCC Conference.

ETHICS

The committee shall be composed of the Presidents of each state division or their designees.

This committee shall:

1. Educate the membership concerning ethical standards.
2. Process all ethics complaints through ACA Ethics Committee and forward those complaints to NBCC and the Ohio Counselor, Social Worker, and Marriage and Family Counselor (CSWMFT) Board.

FINANCE

The finance committee shall be composed of the President, President-elect, Treasurer, one Division Representative, and one Chapter Representative

This committee shall:

1. Prepare a yearly budget to be presented to the Executive Council.
2. Review and revise the budget as needed throughout the year and present those revisions to the Executive Council for approval.
3. The Finance Committee chair shall not be the OCA Treasurer.

GOVERNMENT RELATIONS

This committee shall be composed of the chair of the Government Relations Committee, the President-elect, the President, and other individuals interested in legislative concerns.

This committee shall:

1. Scrutinize all bills pertaining to counseling that are filed with the legislature.
2. Monitor the progress of bills pertaining to counseling.
3. Serve as members of coalitions with goals similar to those of counselors.
4. Provide testimony at legislative hearings.
5. Lead the annual Legislative Advocacy Day in downtown Columbus (with ED help).
6. Communicate with ACA headquarters regarding national legislation.
7. Develop links with Chapters, Divisions and other counseling groups.
8. Be an advocate with other organizations.

LEADERSHIP DEVELOPMENT

This committee shall be comprised of a veteran Professional Member of the OCA and committee members as the Chair desires. Leadership from the Chapters and Divisions as well as the Past President should be considered as members of this committee.

1. This committee will help recruit volunteers for committee placement with future goals of Chair and Officer positions.
2. Chair and Committee will use the OCA database (Wild Apricot) for sorted lists of members showing roles and offices they are interested in. This database also shows membership types and the committee will keep in mind offices that require Professional vs Student members.
3. This Committee will work with the Past President/Nominations and Elections Chair to solicit nominations for the next President Elect, Secretary, and Treasurer.

MEMBERSHIP

The committee shall be composed of the chair and selected individuals.

This committee shall:

1. Redesign membership form when needed.
2. Work with committee and ED to recruit new members several times a year via email campaigns, cooperation with Chapters and Divisions, and membership drives associated with the AOCC.
3. Assist the Nominations Committee by validating the list of eligible nominees and voters.
4. Prepare membership reports for Executive Council meetings.

MEDIA & PUBLIC RELATIONS

This committee will be composed of the members interested in spreading news about the OCA via an online newsletter (distributed via a link to the OCA website) and social media (OCA Facebook, Twitter, and Instagram accounts). An active Blog on the OCA website should also be considered for topical discussions of interest to Counselors.

This committee shall:

1. Prepare and publish newsletters when content or member interest demands.
2. Promote the profession and image of Counselors in Ohio.
3. Solicit information from Divisions and Chapters for dissemination to members.
4. Report activities at each Executive Council meeting.
5. Attempt to sell advertising in the newsletter and OCA website.

NOMINATIONS & ELECTIONS

The committee shall be chaired by the Past-President and should follow the guidelines as outlined in Article IX of the By-Laws.

This committee shall:

1. Invite all Divisions and Chapter representatives to submit recommendations for nominations, prior to January 1, for the office of President-elect.
2. Utilize the Professional Development Committee and OCA ListServ to issue a call for nominations from the membership at large with the deadline for such nominations being January 1. Each nomination thus received must be endorsed by 20 OCA members.
3. Screen recommendations and establish a slate to be presented to the Executive Council for approval by February 1 of each year.
4. Ensure that candidates for office are Professional Members of OCA and ACA.
5. Use SurveyMonkey or similar online voting software to ensure one vote per Professional Member and fair counting of the votes.
6. Conduct a run-off election in the case of a tie in any of the elected offices.
7. Announce the results of the election on the website.

PROFESSIONAL DEVELOPMENT COMMITTEE

The committee shall consist of the chair and other members as designated. While this committee has overall responsibility for conferences and workshops, the President-elect has responsibility for planning the All-Ohio Counselors Conference. However, this committee shall act as an advisory committee in the planning of the All-Ohio Counselors Conference.

This committee shall:

1. Approve programming and issue continuing education units.
2. Communicate with professional development and national certifying and state licensure bodies (NBCC and OCWSMFT) through the OCA Executive Director.
3. Develop a program of yearly conferences and/or workshops to provide opportunities for the professional development of counselors.
4. Gather, archive (DropBox), and provide information about conferences to the ED for CE Provider renewal including marketing flyers, ads, presenter credentials, program content, surveys, and exams.
5. Include representatives from Divisions and Chapters on your Committee.

GUIDELINES FOR FILLING VACANCIES

The procedures for the filling of vacancies are described in Article VI, Section 5.

GUIDELINES FOR THE SUCCESSION OF OFFICERS

The procedures for the succession of officers are described in Article VI, Section 4.

GUIDELINES FOR DELEGATES TO MIDWEST REGION LEADERSHIP INSTITUTE, ACA NATIONAL CONVENTION, AND ACA INSTITUTE FOR LEADERSHIP TRAINING

Delegates to the Midwest Region Meetings and ACA Conference shall be the President, President-Elect, and up to a maximum of two other delegates elected by the Executive Council (one of whom can be the Past-President). For the ACA ILT, the President and President Elect will select up to two delegates who may receive grants for registration and/or travel.

Delegates to these conventions shall:

1. Attend fall Midwest and Branch leadership meetings and regional business meetings at the annual national convention.
2. Prepare a written report to members to be presented at the next Executive Council meeting following the conference.
3. Will receive a maximum reimbursement of \$500 for the Midwest Regional Meeting and \$750 for the ACA Convention.

TRAVEL GUIDELINES: CONFERENCES AND MEETINGS

OUT-OF-STATE GRANT AND REIMBURSEMENT GUIDELINES

1. Delegates of OCA are expected to travel via personal auto or commercial airlines, as appropriate and cost effective. Airfare will be reimbursed at air coach rate. An original airline receipt must accompany the request for reimbursement.
2. Local transportation costs such as taxi fares, tolls, and parking at the airport will be reimbursed only if receipts are provided.
3. If time or distance permits, a personal vehicle may be used for travel. Reimbursement will be made at the rate of that year's government reimbursement rate plus parking. Parking and tolls must be substantiated by original receipts. The reimbursement rate includes the cost of gas, insurance, mechanical issues, etc. No additional reimbursement will be given for such costs.

IN-STATE MEETING REIMBURSEMENT GUIDELINES

1. Officers of the OCA (President, President Elect, Past President, Secretary, and Treasurer) will be reimbursed at the current IRS mileage rate when attending OCA meetings or conducting official OCA business. No meals or additional costs will be reimbursed.
2. Committee Chairs, Committee Members, and invited guests will not be reimbursed for attending Executive Council meetings.
3. Chapter and Division Officers or representatives to the Executive Council meetings will be reimbursed for their travel by their respective Chapter or Division.

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