New York State School Counselor Association
GOVERNING POLICIES

FINANCIAL POLICIES

I. Introduction

A. The New York State School Counselor Association is a non-profit professional membership organization. All expenditures and income shall be directed solely to the operation of the association for the benefit of members.

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

C. NYSSCA's fiscal year shall coincide with its business year, beginning July1 of the year and ending on June 30 of the following year.

D. The Treasurer shall oversee the financial affairs of the Corporation, subject to the direction of the Governing Board, and shall recommend to the Board policies regarding the Corporation's funds and accounts. At each annual meeting of the membership, the Treasurer shall present to the members an annual financial report. The treasurer shall perform such duties as are customarily incidental to the office or assigned by the Board or President.

II. Budget

A. The President-elect, in consultation with the Treasurer and Executive Director, will develop a budget for the upcoming fiscal year.

B. All appointed and elected officers must submit budget requests to the President-elect by April 15 for inclusion in the coming year's budget.

C. Outgoing officers shall communicate with incoming officers to determine budget needs.

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

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

III. Expenditures

A. Expenditures must be in relationship to income and must be limited to budget allocations. Budget must be consistent with income. Income is obtained through:
   1. Membership dues
   2. Sale of publications and other materials
   3. Interest on invested financial resources
   4. NYSSCA sponsored events (conferences, workshops, etc.)
   5. Donations to the Association
   6. Advertising in NYSSCA Publications and Website

B. Expenditures must be consistent with NYSSCA's objectives and must conform to priorities established by the leadership to ensure maximum benefits to the membership. Expenditures include:

   1. Travel, telephone, postage, lodging and other expenses related to activities of elected and appointed officers.
   2. Expenses related to the preparation, publishing, and distribution of publications.
   3. Expenditures related to the work of committees:
      a. Postage, telephone, and mileage for committee chairs when attending governing board meetings or other meetings requested by NYSSCA leadership
      b. Expenses for committee members when traveling to committee meetings.
   4. Expenditures involving rare or infrequent expenditures, not appropriated for in the annual budget, must be approved by NYSSCA leadership prior to acquisition. Approval is required as follows:
      a. Up to $99 Treasurer
      b. $100 to $199 Treasurer and President
      c. $200 and up Governing Board
   5. Expenditures related to cooperative efforts of NYSSCA with other local, state, or national organizations to improve services, effect legislation, enhance the image of school counseling, improve communication, etc., as directed by the President or Governing Board.
   6. Local counseling association may request funds from Regional Governors for support of local initiatives. If those allocations fall within the Regional Governor's budget allocation, no further approval if necessary. If a local association requests more funds than those at the Regional Governor's disposal, approval must be acquired as per item I.B.4 above.
   7. Scholarships awarded by NYSSCA or by NYSSCA in conjunction with other organizations.

8. Travel is reimbursed in the form of refunds for gas and tolls. Mileage is not reimbursed.
9. Per diem expenses accrued by officers shall be reimbursed on a daily basis in amounts not to exceed $45 per day.

IV. Procedures Related to Expenditures

A. All bills must be submitted to the President for approval using a NYSSCA voucher. The President will send bills to the Treasurer for payment.

B. Appropriate receipts or bills must accompany all vouchers. No vouchers will be paid unless accompanied by these items, except in extenuating circumstances, as determined by the President and Treasurer.

C. Voucher approval is based upon:
1. Written policy
2. Budget
3. Approval of Governing Board

D. All vouchers for expenses in a fiscal year must be submitted by July 15 of the next fiscal year.

E. All checks for expenditures over $2500 must be signed by both the President and Treasurer.

V. Governing Board Meetings

A. As per NYSSCA By-laws, the Governing Board shall meet at least ~~once~~ four times a year (Article IV, Section 2.a).

B. NYSSCA shall cover expenses incurred by elected and appointed officers and others approved by the President, including:
1. Ground transportation, as per Section III.B.8 above.
2. Hotel accommodations based on double occupancy. Governing Board members desiring a single room shall pay half the cost of their room.
3. All meals, beginning with dinner the night before the meeting, breakfast, and lunch on the day of the meeting.

VI. NYSSCA Annual Conference

A. The Conference Committee Chair in conjunction with the Conference Treasurer shall develop a budget for the annual conference at least 6-months prior to the event.

B. All vouchers for conference expenses must be submitted to the Conference Committee Chair for review. The Chair will submit such vouchers to the President for approval.

C. Registration Fees
   1. Conference registration fees shall be determined by the Conference Committee Chair after consultation with the conference committee.
   2. NYSSCA elected and appointed officers are expected to pay conference registration fees.
   3. Conference committee members' registration fees will be determined annually.
   4. The Conference Committee Chair, after consultation with the President and Treasurer, may waive registration fees for any officers or committee members unable to pay the registration fee. Any waivers will be kept confidential.
   5. Workshop presenters attending the entire conference will be offered a reduced registration fee, not to exceed the cost of meals for the event.
   6. Workshop presenters not attending the conference will not be charged a registration fee.

D. Master Bill
   1. The conference master bill is the record of all fees NYSSCA owes the conference site for services, including lodging, meals, audio-visual services, and other services.
   2. Only the Conference Committee Chair after consultation with the President and Treasurer is authorized to add items to the Master Bill.

VII. American School Counselor Association Events

A. Delegate Assembly/Leadership Development Institute
   1. Delegate Assembly (DA) is ASCA's annual legislative body. NYSSCA is allowed a number of voting delegates based upon ASCA Governing Policies. NYSSCA can also end other representatives to participate in the Leadership Development Institute (LDI) held concurrently with the Delegate Assembly. The number of LDI participants is based on ASCA policy.
      a. Delegates are appointed per policy in NYSCA By-Laws, Article III, Section 4-G. (Delegates to ASCA' Delegate Assembly shall be appointed by the Governing Board with a two-thirds (2/3) vote. All delegates must be members of the American School Counselor Association in good standing.)
   2. Participants to ASCA's Leadership Development Institute shall be **recommended to the Board for a vote** from a list of interested, and available Board members, by the President and President Elect as part of a team. The

selection shall adhere to the annual budget line for ASCA LDI. The selection criteria shall include previous attendance at LDI, position on the Board, and should reflect the goals in NYSSA's Strategic Plan.

3. NYSSCA shall pay expenses for DA/LDI participants within the limits determined by the Governing Board each year.
   Covered expenses include:
   a. Air and ground travel
   b. Hotel accommodations based on double occupancy in the ASCA approved hotel. Delegates desiring single room shall be reimbursed half the cost of their room.
   c. Food allowance not to exceed $45 per day per delegate.

B. Conference
   1. The Annual ASCA Conference occurs immediately after Delegate Assembly. Various items of ASCA business are conducted at the conference, requiring state representation. To facilitate that representation, NYSSCA shall cover the following expenses for one elected or appointed officer and the Executive Director. Those expenses include:
      a. Registration fees
      b. Air and ground travel
      c. Hotel accommodations based on double occupancy in the ASCA approved hotel. A representative desiring a single room shall be reimbursed half the cost of their room.
      d. Food allowance not to exceed $45 per day per delegate.

   2. NYSSCA's representative to ASCA's Annual Conference shall be selected on the following basis:
      a. President
      b. President-elect
      c. Immediate Past-president
      d. Other elected or appointed officer, as selected by the Governing Board

C. Regional Workshops
   1. Throughout the year, State Leaders from our geographic area may meet to discuss matters of common concern.
   2. NYSSCA shall cover expenses for attendees to all Regional meetings, including:
      a. Air and ground travel
      b. Hotel accommodations based on double occupancy in the Regional event approved hotel. Attendees desiring single room shall be reimbursed half the cost of their room.

c. Food allowance not to exceed $45 per person for days ASCA does not supply meals.

3. NYSSCA's representatives to Regional meetings shall be chosen on the following basis:
    a. President
    b. President-elect
    c. Immediate Past-president
    d. Other elected or appointed officer, as selected by the Governing Board.

VIII. Financial Accountability

A. Quarterly, the Financial Committee, consisting of the Treasurer, Executive Director, President-Elect-Elect, 1 Regional Governor, and 1 level Vice-President, appointed by the President, shall review the financial records to ensure that transactions are in compliance with Association Policies and applicable laws and regulations.
B. The Financial Committee shall also ensure that financial reports are distributed in timely manner to the Executive Board to make certain that expenditures are in line with budget projections.
C. A majority of the Executive Board may request an external audit when they deem appropriate.

IX. Membership

A. Membership dues will be determined by the Governing Board, in accordance with the By-Laws.

B. All Past-presidents of the Association shall receive free life time memberships.

XI. Debit Card Usage

A. The President, President-Elect, President Elect-Elect, Executive Director, and Treasurer shall be assigned debit cards.
B. Debit cards will be used as follows:
    1. Within individual budget allocations for the holder's position/office.
    2. Use within dollar amounts approved by the Governing Board for a specific NYSSCA function.
    3. Use for normal NYSSCA governance functions that vary in cost, such as meals and lodging for Board meeting.

C. All other usage must be approved by the Governing Board at a regular meeting, or in the case of an emergency or time-sensitive need, by permission of the President with advisement by the Treasurer.

D. Any use of the card with the dollar amount must be communicated to the Treasurer within 24 hours of its use. This is to ensure proper account balancing and record keeping and to stay current with such balance. Communication may be e-mail or phone.

E. Debit cards are approved for $300 in emergency cash using a PIN number provided by our bank. The PIN is needed for emergency cash. Normal use of debit cards does not require a PIN.

F. On July 1 of each year, the President elect-elect will be issued a new debit card and the Past-president will surrender his or her card, unless the Governing Board feels that the latter position and activity warrant the continued use of the card.

G. Misuse of the card, as determined by the Treasurer or President, with justifying information, will result in immediate cancellation of the card. The misuser will be held liable for all expenses incurred.

XII. Amendments

A. NYSSCA's Financial Policies may be changed at any time following approval of a simple majority of elected Governing Board officers.