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Introduction

The Alabama School Counselor Association (ALSCA) Policies and Procedures Handbook was prepared by the Bylaws Committee with input from the ALSCA Governing Board and the general membership. The chair of this committee was Thelma Robinson. Members were James Clay, Frances Manning, Sandy Magnusom, and Jane Smith. The information provided in this handbook is designed to provide continuity and strength, to assist ALSCA officers, committee chairs, and the membership to:

- Use the information to learn about ALSCA, its history, purposes, and organizational structure,
- Understand the procedures and policies of the state and national parent organizations: Alabama Counseling Association (ALCA) and the American School Counselor Association (ASCA), and
- Become knowledgeable, effective, and oriented regarding the responsibilities of officers and chairpersons.

It is the goal of the Bylaws Committee that this handbook will strengthen our ALSCA leadership team. According to Article V, Section 1 of the ALSCA Bylaws, the Association’s Policies and Procedures Handbook shall be reviewed annually by the Bylaws Committee, which will recommend revisions as necessary to the Governing Board for approval.

History of the Alabama School Counselor Association (ALSCA)

The Alabama School Counselor Association (ALSCA) received its charter from the American School Counselor Association (ASCA) during the national convention of the American Personnel and Guidance Association (APGA) in New Orleans in 1970. It was the second division of the Alabama Personnel and Guidance Association (ALPGA) to receive a national charter.

The state constitution for ALSCA was adopted the previous year (1969) at the ALPGA meeting during the Alabama Education Association (AEA) conference. In order to receive a state charter, a slate of officers had to be submitted. Therefore, Dr. John Seymour, ALPGA President, and Mrs. Reba Clark, President-Elect, appointed the following officers for the interim year until elections could be held in March at the regular meeting:

- President, Mary H. McKinnon, Director of Guidance, Jefferson County Schools
- Secretary, Mary Moon, Counselor, Mountain Brook High School
- Treasurer, Herman Griffin former Counselor, Athens High School
- Parliamentarian, Bob Griffin, Assistant Professor, University of Alabama.

The officers were charged with contacting the prospective members of ALPGA and setting up temporary committees to carry out the necessary business of the organization until the membership could officially elect officers. Plans were made to hold an ALSCA meeting during the ALPGA Fall Workshop in Mobile, and the membership fee was set at $1.00.
Bylaws stated that the purposes of ALSCA were:

- To foster a close personal and professional relationship among school counselors and with counselors in other settings;
- To improve the standards of counseling and guidance services for students kindergarten through postsecondary schools;
- To assume an active role in helping others understand and improve such services;
- To develop a close working relationship with state and local school administrators, educational associations, and state agencies;
- To advance the profession of counseling in order to maximize the educational/academic, occupational, and person/social growth of each individual;
- To publish educational and professional materials.

Traditionally ALSCA met with AEA and ALPGA [now the Alabama Counseling Association (ALCA)] representatives until 1975. From 1975 until 1980, no spring meetings were held, although the membership met during the ALCA Annual Conference each year. In 1980, a Spring Workshop was initiated for ALSCA members only. By 1983, the Spring Workshop was a joint venture with one or more districts participating with ALSCA in presenting programs for members.

ALSCA is a state division of ASCA and a division of ALCA. A member must join ALCA to be a member of ALSCA. The governing structure provides a system for the membership to be heard at all levels; members receive benefits that only a large national organization can provide. ALSCA continues to work in conjunction with ALCA to bring content sessions of interest to its members at the ALCA Annual Conference.

ALSCA encourages all of its members to present current and relevant issues to their colleagues at the ALCA Annual Conference, as well as at other ALSCA-sponsored professional development conferences and workshops, and at content sessions at conferences sponsored by other groups. ALSCA sends two voting delegates to Delegate Assembly, held in conjunction with Leadership Development Institute and the ASCA Annual Conference.

ALSCA’s membership has grown from 132 members at its inception to approximately 1,000 members today. It is the largest of the ALCA divisions.
**Governing Board**

**Elected Officers:**
All elected positions serve a one-year term, with the exception of Treasurer, who serves a two-year term.

President (Budget and Finance Committee Assistant Chair)
President-Elect (Program Selection Chair; Budget and Finance Committee)
President-Elect Elect (VP for level of job setting; Budget and Finance Committee)
Immediate Past President (Budget and Finance Committee; Elections Committee Chair)
Secretary
Treasurer (Budget and Finance Committee Chair)
Historian (Communications Committee Assistant Chair for Social Media)

**Appointed Voting Members of the Governing Board:**
All appointed positions serve a one-year term, with the exception of the Government and Interprofessional Relations Committee Chair, who serves a three-year term.

Vice-President Preschool/Elementary School
Vice-President Middle/Junior High School
Vice-President High School
Vice-President Counselor Educator
Vice-President Counselor Supervisor
Bylaws Committee Chair (Parliamentarian)
Communications Committee Chair
   (Assistant Chairs shall be non-voting, unless designated, and should represent the following areas: Advocacy, Poster and Essay Contest, National School Counseling Week, Newsletter, Social Media (should be the Historian), and Website.)
Government and Interprofessional Relations Committee Chair
Membership Committee Chair
Professional Development Committee Chair
   (Assistant Chairs shall be non-voting, unless designated, and should include a Career Chair.)
Professional Recognition Committee Chair
   (Assistant Chairs shall be non-voting, unless designated, and should represent the following areas: ALCA Awards, Awards Luncheon, and RAVE/Alabama School Counseling Program of Distinction Awards. The ALCA Awards Chair shall be a voting delegate at the ALCA Meeting.)

**Appointed Non-Voting Members of the Governing Board:**
Alabama State Department of Education Liaison
ALCA Journal Manuscript Reviewer
Hospitality Committee Chair
Research Committee Chair
General Policies

Fiscal Year
The fiscal year shall be May 1 through April 30. ALSCA shall be governed by the policies and procedures set forth in this handbook.

Representation of Governing Board
The Governing Board shall be comprised of the elected officers, the five (5) vice-presidents, and the chairperson of each standing committee. The President of the Association shall be the chairperson of the Governing Board. ALSCA will not engage in activities that discriminate on the basis of race, color, sex, religion, creed, national origin, affectional or sexual orientation, disability, or age. Geographic location will also be considered in the appointment of Governing Board members.

- Governing Board members are to keep an accurate account of the functions of their office/committee and are to transfer all materials and files related to the office/committee to their successors in a timely manner.
- Each Governing Board member is expected to submit at least one article each year to the “The Alabama School Counselor” newsletter editor.
- All officers are required to attend ALSCA Governing Board meetings, write and carry out a plan of action, plan a budget for activities, produce regular written reports regarding the progress of the plan of action and expenditure of funds, and submit an end of the year report.
- All Governing Board members are strongly encouraged to be members of ASCA. The President and President-Elect are required to be members of ASCA.

Officers

President, President-Elect, and President-Elect Elect
The Presidential succession requires a four-year commitment: one year as President-Elect Elect, one year as President-Elect, one year as President, and one year as Immediate Past President.

The President, President-Elect, and President-Elect Elect must be eligible to hold professional membership in ASCA in order to serve as one of ALSCA’s representatives at Delegate Assembly. The President, President-Elect, and President-Elect Elect must maintain active professional membership in ALSCA and must be employed as school counselors, or otherwise must devote at least fifty percent of their time in activities related to school counseling whether directly or in a supervisory role. The President, President-Elect, and President-Elect Elect must have been employed for at least three years as a school counselor or school counselor educator at the time of nomination.

Responsibilities of Elected Officers and Standing Committee Chairpersons
The responsibilities of elected officers and standing committee chairpersons are outlined in the ALSCA Bylaws, Article IV, Section 2, and Article V. These responsibilities are further defined in Appendix A.
**Financial Policies**

**Budget and Finance Committee**

The Budget and Finance Committee of the Alabama School Counselor Association oversees the income and expenditures of the Association. The members of the Finance Committee are the Treasurer, who serves as the chairperson, President, Immediate Past President, President Elect, and President Elect-Elect. It is the responsibility of both the President and the Treasurer to ascertain that all expenditures fall within the guidelines established and within the current budget.

**Budget Requests and Plans of Action**

The Budget and Finance Committee will use budget requests and Plans of Action along with the President’s priorities in developing a proposed, balanced budget to submit to the Governing Board for approval at its first fiscal year meeting.

**Annual Budget**

The Budget and Finance Committee shall review all budget requests and present a proposed balanced budget to the Governing Board for approval. The Governing Board shall consider the proposed budget, make any changes deemed advisable and approve a balanced budget.

**Budget Adjustments**

The budget adjustments of the Association are made from the Budget and Finance Committee to the Governing Board. Other budget adjustments must be accompanied by a budget request and a Plan of Action or a revised Plan of Action sent to the Budget and Finance Committee for review and recommendation to the Governing Board.

**Budget Expenditures**

All expenditures of officers and committees to be reimbursed by ALSCA will be set by the limits of the Association’s budget in compliance with the Association’s governing categories and Financial Policies.

**Over Expenditures**

The Treasurer will reject any request for payment, which extends beyond the limits for which the money was allocated. The person refused has the right to appeal the decision of the Treasurer to the Budget and Finance Committee. A second appeal may be made to the ALSCA Governing Board. In all cases, the decision of the Governing Board shall be final.

**Request for Additional Funds**

Requests for additional funds must be submitted to the President. The Budget and Finance Committee may grant approval for all over-expenditures not to exceed $100.00. The Governing Board, upon the recommendation of the Budget and Finance Committee, must grant approval for all expenditures exceeding the budget amount by $100.00.

**Organizational Sustenance**

Organizational sustenance shall consist of all committees identified for the purpose of soliciting funds to sustain the organizational structure and for the purchase of items for which profitable resale is an allowable expense. Items to be purchased will be identified along with cost of items,
projected number to be purchased, and projected profit amounts by the appointed committee chairperson. An outline of these projects shall be presented to the Governing Board in a written Plan of Action statement in the spring of each year.

**Fiscal Responsibility**
ALSCA leaders are encouraged to exercise fiscal responsibility in a serious attempt to keep cost efficiency in mind when carrying out Association duties. Officers are asked to be continually mindful of the fact that each $150.00 expenditure constitutes the dues of ten (10) members. Expenditures that benefit all members of the Association are to be prioritized.

**Reimbursement Procedures**
Expenses incurred as a result of business of the Association shall be authorized for reimbursement by the appropriate ALSCA officer or committee chairperson. Payment authorizations must be submitted to the President (for expenses in excess of $25.00) or to the Treasurer within 30 days of the incidence of the expense. All expenditures must be accompanied by an explanation. Receipts are to be submitted, where possible, for each particular budget category. The President, President Elect, President Elect-Elect, and Immediate Past President are encouraged to use the Association credit card for travel and lodging expenses.

**Travel/Lodging/Meals for Designated Association Representatives**

*Transportation*
Travel by air and/or ground transportation must be at a fare as low as possible to accommodate convenient travel arrangements and must be accompanied by dated receipts.

*Travel by Private Auto*
When allowable, travel by private auto will be reimbursed at the rate of 50 cents per mile to the limit of one round-trip airfare at the lowest available cost from the individual’s place of residence or point of departure.

*Auto rental*
Auto rental may be reimbursed only if it is specifically authorized by the Budget and Finance Committee Chair and the President, and there is no other available transportation at less cost.

*Rooms*
Room expenditures, whenever possible, should be based upon one-half the prevailing minimum rates for double occupancy. Single-room housing accommodations will be allowed only when unusual circumstances occur and warrant.

*Meals*
Actual cost of meals and tips shall be reimbursed up to $50.00 per full day or according to the following guidelines for a partial day: Breakfast $10.00, Lunch $15.00, Dinner $25.00. Meals, which are an aspect of an official function, shall be fully reimbursed.
Allowable Travel Expenditures

**Leadership Development Institute (LDI)**

ALSCA will fund the registration expense of the ALSCA President, President-Elect, President-Elect Elect, and Immediate Past President to attend LDI. In the event that one of the designated Presidents is unable to attend, the President in collaboration with the Governing Board will select a substitute from the elected leaders to attend LDI. ALSCA will pay airfare, lodging, and registration for the designated attendees according to travel policies. Meals not included in registration will be purchased with the ALSCA credit card or submitted for reimbursement according to travel policies.

**ASCA Delegate Assembly**

The Immediate Past President and current President, or their alternates, will represent ALSCA at the ASCA Delegate Assembly, which is held in conjunction with the ASCA Annual Conference. This will allow the Immediate Past President of ALSCA to finish the ASCA year with his/her class of state presidents and to be in compliance with the ASCA bylaws. Expenses will be reimbursed, in compliance with travel policies, according to the following two options:

- For Delegate Assembly representatives who wish to actively participate in the ASCA Conference, ALSCA will pay registration, travel, and lodging for the conference. Representatives will be asked to share materials and ideas from the conference with counselors in the Association upon their return.
- For Delegate Assembly representatives who do not plan to attend the conference, ALSCA will pay travel and lodging for the time required to attend Delegate Assembly. ASCA Conference registration will not be paid unless the representative(s) plan to attend conference sessions during the available time.

**Discretionary Funds**

**President’s Annual Discretionary Fund**

$500.00 shall be allocated to the President for payment of incidental expenses such as gifts, gratuities, business cards, photography, items to share at conferences, and awards deemed appropriate by the President.

**President-Elect’s Discretionary Fund**

$300.00 shall be allocated to the President-Elect for payment of incidental expenses such as gifts, gratuities, business cards, items to share at conferences, and awards deemed appropriate by the President-Elect.

**Administrative Discretionary Fund**

In the event of unexpected expenses, officers must seek confirmation from the President and Treasurer prior to the expenditure.

**Liaison Activities**

It is the responsibility of any organization requesting the ALSCA President to attend and participate in scheduled events to make financial arrangements with the President.
End of Fiscal Year Accounting
The accounts of all officers and committee chairs should be resolved by June 15 of each year. The Budget and Finance Committee Chair (Treasurer) will be responsible for submitting for publication an end of the year financial statement.

Funding for Cooperative Conferences
ALSCA seeks to cooperate with other state divisions, agencies, and chapters in the development and sponsorship of conferences, seminars, and workshops for members. If ALSCA approves partial funding of an event, it is a sound rule of thumb that all special events should be self-supporting. Advance funding should be requested and included in the budget for the year with approval of the Governing Board.

Nominations and Elections Procedures

“Officers shall be elected annually either by paper or electronic ballot. Election results will be publicized to the Association” (Bylaws Article III.1.c).

“The Elections Committee will solicit nominations of members to be considered for office. The committee shall then submit a slate of nominees for election as stated in Article III. The Immediate Past-President shall serve as chairperson of the committee” (Bylaws Article V.2.d).

The following timeline is recommended for election procedures:

- August 1: Call for nominations
- August 31: Nomination deadline
- September 15: Nomination packets returned
- October 15: Slate of candidates notified by Election Committee
- ALCA Annual Conference: Publicize candidates and position statements
- Candidates introduced at division meeting
- Voting begins
- December 15: Ballots mailed to any member not voting at ALCA Annual Conference
- January 10: Postmark deadline for returned ballots
- February 15: Results announced

Officers to be elected each year: President Elect-Elect
Secretary
Historian

Officer to be elected every other year: Treasurer
The Immediate Past President shall, with the approval of the President and Governing Board, appoint a committee of no fewer than three persons representing diverse geographical areas of the state. From nominations submitted, the committee will select two (if possible) candidates for each office prior to October 15th. Candidates will be presented at the ALSCA Division Meeting at the ALCA Annual Conference.

Ballots are to be made available to all members attending the ALCA Annual Conference. Ballots will be mailed in December with first class postage to all members not voting at the ALCA Annual Conference. The Immediate Past President should count the votes in the presence of at least one other Governing Board member.

Each candidate for ALSCA office must submit a Nomination Packet, which includes the following materials in final form and according to instructions.

- Nominee
- Candidate for office of
- Nominated by
- *Nominee’s Address
- *Nominee’s Phone Number
- ALCA Chapter
- Current Position and Location
- Professional Employment History
- Certification and/or Licensure
- Nominee’s American School Counselor Association member number
- Education
- Professional/Leadership Experience
- ALSCA Association Leadership
- Memberships
- Awards/Certifications/Publications
- Position Statement (150 words)

*A nominee’s personal contact information should not be publicized.*

Election Guidelines
Electioneering and campaigning should be kept at a minimum and in accordance with the following guidelines:

- The Association and its affiliates shall not engage in the practice of budgeting and/or appropriating organizational funds for support of any candidate for any ALCA or ALSCA office.
- The Association and its candidates shall not engage in the practice of accepting campaign funds and/or other campaign support from commercial firms, corporations, and/or foundations.
- Written candidacy information shall be limited to the distribution following the guidelines outlined above and/or the ALSCA ballot. A candidate or his/her representative may not disseminate formal written information (e.g. brochures, letters, etc.). Oral information about candidates will be confined to personal communication among members, not involving campaign speakers, mass communication, and other formal campaign activities.
Violation of these policies will subject the candidate to possible invalidation of eligibility as a candidate; authority to withdraw a candidate rests with the Elections Committee with ratification by the Governing Board.

Any member/candidate charged with violating the written Nominations and Elections policies approved by the Governing Board shall be given notice of the precise nature of the charge, shall be given the opportunity to confront witnesses, and shall have the right to appeal and have a hearing before the Governing Board, whose decision shall be final. The Elections Committee shall consider any charges made on the signature of five members in good standing and shall have the power to determine whether the charges shall be dropped, whether the charges are true, and if found to be true, shall have the power to disqualify the member/candidate and cancel his/her eligibility as a candidate in the election, subject, however, to the right of any such member to appeal any final decision of the Elections Committee to the Governing Board.
Appendix A: Position and Committee Descriptions

President
The President is responsible for scheduling, creating an agenda, and presiding over all Association meetings. The President, or designee, shall attend ALCA Executive Council meetings, as directed by the ALCA Executive Director. The President shall also attend the ASCA LDI and Delegate Assembly as a voting delegate. The President should communicate regularly with all Governing Board members and be committed to working in tandem with the Executive Council to move the Association in a positive direction. The President is responsible for appointing Governing Board members, as detailed in the Association’s Bylaws and Policies and Procedures Handbook. The President is also responsible for ensuring that all Governing Board members are fulfilling their duties. The President serves as the Budget and Finance Committee Assistant Chair and should be knowledgeable of Association budgets, expenditures, and balances on all accounts.

President-Elect
The President-Elect, or designee, serves as the Program Selection Chair for the ALCA Annual Conference. The President Elect is also the coordinator for the School Counselor Round Up at the ALCA Annual Conference. This includes planning, securing presenters and door prizes, and communicating with the ALCA Executive Director and Conference Chair. The President-Elect shall attend the ASCA LDI and Delegate Assembly as a non-voting delegate, unless otherwise specified by the President. The President-Elect should work closely with the President and be available to step in for the President, if necessary. The President-Elect serves on the Budget and Finance Committee.

President-Elect Elect
The President-Elect Elect is responsible for securing door prizes for the New School Counselor Academy at the ALCA Annual Conference and coordinating with the Alabama State Department of Education Liaison. The President-Elect Elect shall attend the ASCA LDI and Delegate Assembly as a non-voting delegate, unless otherwise specified by the President. The President-Elect Elect should work closely with both the President-Elect and the President and be available to step in for the President-Elect, if necessary. The President-Elect Elect serves on the Budget and Finance Committee.

Immediate Past President
The Immediate Past President serves as the Elections Committee Chair and should be available to assist the President, as needed. The Immediate Past President shall attend the ASCA LDI and Delegate Assembly as a voting delegate. The Immediate Past President serves on the Budget and Finance Committee.

Secretary
The Secretary is responsible for attending and recording the minutes at all Association meetings. The Secretary or President should request reports and materials from Governing Board members prior to meetings, which will be subsequently compiled as a piece of the official documentation. The Secretary shall maintain storage of and access to all official Association records. Recording the minutes is not a verbatim report but a summary that includes: notes of discussions, decisions, and actions made by the board. The Secretary shall submit the minutes of each meeting to the President within two weeks of the meeting. The Secretary will assist the President in providing access of the minutes to all appropriate Governing Board members. The Secretary shall present the minutes of the previous meeting for Board approval. If approved, the Secretary ensures the
proper storage of the minutes. If the Board does not approve the minutes, the Secretary will
record and/or amend the necessary documentation per Board approval.

**Treasurer**
The Treasurer shall be responsible for maintaining accurate financial documents for the
Association. The Treasurer shall serve as the Budget and Finance Committee Chair and ensure
that all expenditures are aligned with the budgets submitted and approved by the Governing
Board. The Treasurer shall provide current balances, deposit records, and expenditures of all
Association accounts, as requested. The Treasurer shall ensure that all financial obligations of
the Association are handled and reported in a prompt and timely manner.

**Historian**
The Historian shall be responsible for maintaining accurate photographic documentation of all
Association functions, including meetings, professional development activities, etc. The Historian
shall post applicable material to active social media accounts of the Association. The Historian
should serve as the Communications Committee Assistant Chair for Social Media.

**Vice-Presidents**
There are five (5) Vice-Presidents: Preschool/Elementary School, Middle/Junior High School,
High School, Counselor Educator, and Counselor Supervisor. These positions are appointed by
the President, with the exception of the level served by the President Elect-Elect. The
Vice-Presidents should encourage collaboration and support in their specific settings. These
individuals should be willing to speak or to assist the President Elect in securing speakers at
their level, if requested. All Vice-Presidents are voting members of the Governing Board.

**ALCA Journal Manuscript Reviewer**
This position is appointed by President. The ALCA Journal Manuscript Reviewer shall be
responsible for reviewing any manuscript submissions received by ALCA for the ALCA Journal
on the topic of school counseling or related areas. ALCA will share the specific format to be used
for reviewing and critiquing the submitted manuscript(s). The ALCA Journal Manuscript
Reviewer shall submit review to ALCA, regarding recommendation for publication. This is a
non-voting position.

**Alabama State Department of Education (ALSDE) Liaison:**
The ALSDE Liaison is a non-voting position and is responsible for the following:
1. Carry out and complete all duties and responsibilities as directed by ALSCA by-laws.
2. Advocate for the needs of school counselors in Alabama within ALSDE channels.
3. Lend expertise to the association and governing board based on counseling/leadership
   experience.
4. Provide pertinent information to the governing board regarding any ALSDE proposals and
   policies impacting school counseling in the state.
5. Provide the governing board with current information regarding the status and
   effectiveness of school counseling programs in Alabama.
6. Provide information acquired from joint state coordinators to the governing board.
7. Disseminate pertinent information from the association to Alabama’s school counseling
   coordinators.
8. Coordinate with the governing board regarding any state-sponsored professional
   development forums and conferences for school counselors.
9. Submit reports to the board and to the membership for the annual business meeting.
**Budget and Finance Committee**
The Budget and Finance Committee is chaired by the Treasurer. Other members of this committee are: President, President Elect, President Elect Elect, and Immediate Past President. This committee is responsible for ensuring that all expenditures are in accordance with approved budgets and that the Association is fiscally responsible.

**Bylaws Committee**
The Bylaws Committee Chair is appointed by the President, and the committee has one vote in Governing Board business. The Bylaws Committee is responsible for annually reviewing, updating, and submitting both the Bylaws and Policies and Procedures Handbook before the Governing Board. The Bylaws Committee Chair shall ensure that the bylaws are followed and shall serve as the Parliamentarian at all ALSCA meetings.

**Communications Committee**
The Communications Committee Chair and Assistant Chairs are appointed by the President, and the committee has one vote in Governing Board business. This committee will coordinate all communication, including print and electronic, and support and promote the organization and school counseling profession through advocacy. The committee will coordinate and distribute biannual newsletters, promote National School Counseling Week, organize and coordinate the Art & Essay Contest, design and manage the website, manage and update social media accounts, and plan and coordinate advocacy efforts.

**Elections Committee**
The Elections Committee is comprised of three or four members and is chaired by the Immediate Past President. This committee is tasked with overseeing the annual nominations and elections processes, following the timeline as outlined in the *Bylaws and Policies and Procedures Handbook*. The Immediate Past President shall inform the President of the committee membership, typically based on location. While members of this committee may be voting members on the Governing Board, this is a non-voting committee.

**Government and Interprofessional Relations Committee**
The Government and Interprofessional Relations Committee Chair is appointed by the President, and the committee has one vote in Governing Board business. This committee is responsible for reporting national news and events that impact school counseling, reporting state news and events that impact school counseling, and reporting ASCA news and events. This committee is also responsible for coordinating with the Communications Committee advocacy efforts.

**Hospitality Committee**
The Hospitality Committee Chair is appointed by the President and falls under the Membership Committee. The Hospitality Committee is responsible for providing snacks and meals for Governing Board meetings, as directed by the President. The Hospitality Committee is also responsible for setting up a table at ALSCA-sponsored or related events, such as Critical Issues and the ALCA Annual Conference. The Hospitality Committee should work alongside the Membership Committee to offer benefits to Membership at ALSCA-sponsored or related events. While members of this committee may be voting members on the Governing Board, this is a non-voting committee.

**Membership Committee**
The Membership Committee Chair is appointed by the President, and the committee has one vote in Governing Board business. This committee is responsible for generating interest in joining or
in renewing membership in ALSCA. This committee should advertise membership benefits through appropriate ALSCA outlets (including website and other social media sources) and work to improve visible and/or tangible membership benefits. This committee should also be in touch with Membership to determine current needs and preferences expressed by ALSCA Membership and to relay findings to the Governing Board for consideration of incorporation into future ALSCA Governing Board goals.

**Professional Development Committee**
The Professional Development Committee Chair is appointed by the President, and the committee has one vote in Governing Board business. The Professional Development Committee Chair is responsible for organizing, coordinating, creating and/or overseeing all aspects of professional development sponsored by ALSCA. This includes, but is not limited to: creating and maintaining a budget for the Professional Development Committee, organization of the Professional Development Committee, as directed by the President, organization and facilitation of Professional Development Committee meetings, creation and advertisement of publications relating to professional development opportunities, creation and submission of files to meet ALCA requirements for offering NBCC credit, recruiting presenters for professional development events, generating interest in the professional development events, organization of and assignment of duties for the professional development events, securing outside assistance with professional development events as needed, and maintaining and/or securing documentation to report on financial aspects of professional development events. The Professional Development Committee Chair may divide and/or assign duties to Assistant Chair(s) and Professional Development Committee members.

**Professional Development Committee, Career Chair**
This position is appointed by the President, falls within the Professional Development Committee, and is under the Professional Development Committee Chair. The Career Chair supports the Alabama State Department of Education Liaison with planning and organizing the Career Development Conference (CDC), a conference supported and organized by ALSCA, the Alabama Career Development Association, and the Alabama Career Technical Association. The Career Chair may be asked to present sessions at CDC and should plan to assist the Alabama State Department of Education Liaison by working at the Career Development Conference(s). The Career Chair will also serve on Professional Development Committee and will assist the Professional Development Committee Chair with tasks associated with all ALSCA-sponsored professional development events.

**Professional Recognition Committee**
The Professional Recognition Committee Chair and Assistant Chairs are appointed by the President, and the committee has one vote in Governing Board business. The Professional Recognition Committee is responsible for several different statewide recognition efforts, including the ALSCA Annual Awards, RAVE Awards, and ALCA Awards. The Professional Recognition Committee Chair and designated Assistant Chair are responsible for overseeing the nomination, submission, and selection process for the following annual awards:

- Elementary School Counselor of the Year, Secondary School Counselor of the Year, Asa Sparks New Counselor of the Year, Counselor Supervisor of the Year, and Counselor Advocate of the Year.
The Professional Recognition Committee Chair and designated Assistant Chair are also responsible for submitting to the President and designated committee the three (3) nominees for selection for our state’s ASCA Counselor of the Year.

**Professional Recognition Committee, Awards Luncheon Chair**
The Awards Luncheon Chair plans, organizes, and coordinates the annual ALSCA Annual Awards Luncheon, which is held in conjunction with the ALCA Annual Conference. Responsibilities include: menu planning, working with the hotel event coordinator, distributing and collecting reservations, creating and printing the awards program, selecting decorations, and setting up and coordinating the event.

**Professional Recognition Committee, Asst. Chair for RAVE/Alabama School Counseling Program of Distinction**
The RAVE (Recognition of Accountability Verification & Excellence Award) is a continuous improvement document that gives a school-counseling program an opportunity to demonstrate effective communication and a commitment to implementing an outcome-based, data-driven program. Modeled after the Comprehensive Counseling and Guidance Model for Alabama Public Schools (State Plan), the RAVE has been developed by an advisory group of Alabama school counselors, counselor educators, system/district supervisors and the Alabama Department of Education. The Professional Recognition Committee, Assistant Chair for RAVE has a depth of knowledge about all components of RAVE. The Assistant Chair for RAVE leads workshops to guide applicants through the RAVE process, promotes the program, receives and organizes RAVE applications and fees, sends the applications to the scorers, sends letters to the RAVE recipients, orders the trophies, and presents the trophies at the ALSCA Annual Awards Luncheon.

The purpose of the Alabama School Counseling Program of Distinction Award is to recognize Alabama School Counselors for their commitment to delivering a comprehensive, data-driven school counseling program. It is a continuous improvement document that gives a school counseling program an opportunity to demonstrate effective communication and a commitment to implementing an outcome-based, data-driven program. It is modeled after the Comprehensive Counseling and Guidance Model for Alabama Public Schools (State Plan) and the ASCA National Model. It was developed by an advisory group of Alabama school counselors, counselor educators, system/district supervisors and the Alabama Department of Education. Schools who earn the Distinction Award will be eligible for the ASCA RAMP.

**Professional Recognition Committee, Assistant Chair for ALCA Awards**
The Professional Recognition Committee Assistant Chair for ALCA Awards is appointed by the President and shall coordinate and promote submission of nominations for the ALCA Awards, following the guidelines outlined by ALCA. The Assistant Chair for ALCA Awards shall submit, review, and attend the annual ALCA meeting to select recipients for the following awards and any additional awards, as determined by ALCA:

- Outstanding Member Award
- Research Award
- Individual Publication Award
- Chapter/Division Service Award
- Chapter/Division Program Award
- Distinguished Professional Service Award
- Outstanding Practitioner Award
- Fannie R. Cooley Award
- Jean H. Cecil Award
- Wilbur A. Tincher Award
- Recognition of Deceased/Retiring Members

The Assistant Chair for ALCA Awards is a voting delegate at the ALCA meeting.
Research Committee
The Research Committee Chair is appointed by the President and is responsible for collecting and disseminating information to the Governing Board and Membership regarding current trends applicable to school counselors in Alabama. The Research Committee Chair should work alongside the Communications Committee, specifically with the Assistant Chair for Advocacy. This is a non-voting position.
### Honor Roll of Past Presidents

<table>
<thead>
<tr>
<th>Year</th>
<th>President</th>
<th>Year</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>1970-71</td>
<td>Mary McKinnon</td>
<td>1994-95</td>
<td>Diane McWain</td>
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<tr>
<td>1971-72</td>
<td>Herman Griffin</td>
<td>1995-96</td>
<td>Nicki Graham</td>
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<tr>
<td>1972-73</td>
<td>William Jenkins</td>
<td>1996-97</td>
<td>Glenda Reynolds</td>
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<tr>
<td>1973-74</td>
<td>Jimmy Jones</td>
<td>1997-98</td>
<td>Nancy Cole</td>
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<td>1974-75</td>
<td>Rae Sykes</td>
<td>1998-99</td>
<td>Carol Turner</td>
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<td>1975-76</td>
<td>Minnie Jackson</td>
<td>1999-00</td>
<td>Lynn Cooper</td>
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<td>1976-77</td>
<td>Dean Byrd</td>
<td>2000-01</td>
<td>Annette Bohannan</td>
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<td>1977-78</td>
<td>Thelma Robinson</td>
<td>2001-02</td>
<td>Angie Stansell</td>
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<td>1978-79</td>
<td>Mike Burgan</td>
<td>2002-03</td>
<td>Stephanie Rogers Howard</td>
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<td>1979-80</td>
<td>Jerry Daly</td>
<td>2003-04</td>
<td>Carol Turner</td>
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<td>1980-81</td>
<td>Harriette Huckaby</td>
<td>2004-05</td>
<td>Angie Stansell</td>
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<td>1981-82</td>
<td>Barbara Mayer</td>
<td>2005-06</td>
<td>Jerry Lynn Morrow</td>
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<td>1982-83</td>
<td>Thelma Robinson</td>
<td>2006-07</td>
<td>Marty Hulsey</td>
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<td>1983-84</td>
<td>Eddie Ruth Dean</td>
<td>2007-08</td>
<td>Katharine Nichols</td>
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<td>1984-85</td>
<td>Frances Manning</td>
<td>2008-09</td>
<td>Nancy Fox</td>
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<td>1985-86</td>
<td>Judy Childress</td>
<td>2009-10</td>
<td>Nancy Wolfe</td>
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<td>1986-87</td>
<td>Jean Davis</td>
<td>2010-11</td>
<td>Donna Clark</td>
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<td>1987-88</td>
<td>Gloris Peterson</td>
<td>2011-12</td>
<td>Jennifer Riddle</td>
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<td>1988-89</td>
<td>Margaret “Meg” Smith</td>
<td>2012-13</td>
<td>LaWanda Edwards</td>
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<td>1989-90</td>
<td>Anita Sherman</td>
<td>2013-14</td>
<td>Monica Mack</td>
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<td>1991-92</td>
<td>Jane Smith</td>
<td>2015-16</td>
<td>Debbie Grant</td>
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<td>1992-93</td>
<td>Sandy Magnuson</td>
<td>2016-17</td>
<td>Emily Rich</td>
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<td>1993-94</td>
<td>Wynelle Sewell</td>
<td>2017-18</td>
<td>Maegan Vick</td>
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