

# American Association of State Counseling Boards

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## ***POLICY AND PROCEDURES MANUAL 2021-22***



**POLICY AND PROCEDURES MANUAL**

**American Association of State Counseling Boards**

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**I. Travel and Meeting Expenses**

A. General Policies

1. The following policies have been developed to provide guidelines for the Executive Board regarding travel and meeting expenses.
2. It is the policy of AASCB to adhere to the rules and regulations of the Internal Revenue Service regarding travel and meeting expenses.
3. Any exception to the following rules necessitated by extenuating circumstances must be approved by the President.

B. Time Limits

1. Those attending meetings will be paid allowable expenses only for the 12 hours prior to the first meeting at which attendance is required, and the 12 hours succeeding the close of the last meeting at which attendance is required.
2. Persons arriving one or more days early, or staying one or more days late will be expected to assume the additional hotel expense, except in those circumstances where total expense would be lowered by staying one additional night in order to obtain significantly lower airfare, or when it is financially advantageous to AASCB.
3. An exception to these guidelines will be allowed for one night's lodging when a person living more than two hour's drive from an airport must spend the night at an airport hotel prior to an early morning flight. This exception is subject to approval by the President or when it is the President's travel, the approval is provided by the Treasurer.

C. Allowable Expenses

1. Transportation: Choice of transportation when traveling on AASCB business should be based on the lowest cost method of transportation that is available.
  - a. Automobile
    - 1) The mileage reimbursement rate is at the IRS accepted rate. Mileage reimbursement will be for the shortest route according to official highway maps, not to exceed an amount equal to the lowest economy air fare to the location.
    - 2) The use of rental cars is prohibited, except in certain situations. A request for rental car reimbursement must be approved in advance by the AASCB President or Treasurer. Rental car use should be the last option for transportation for AASCB events.
    - 3) Highway tolls and parking at the site of the common carrier or hotel are reimbursable. A receipt is required.
    - 4) AASCB will not be liable for damages or loss of any type to personal vehicles, including accident, theft, or vandalism while traveling on AASCB business.
  - b. Air Travel

- 1) The full cost of airline or other common carrier tickets will be reimbursed. A receipt is required.
  - 2) All business air travel will be by coach, tourist, or economy class, and should represent the least expensive cost available that is consistent with arriving at the desired destination in a timely manner.
  - 3) When possible, it is required that airline reservations be made as early as possible (at least three weeks in advance) in order to take advantage of the best available rates.
  - 4) Persons who may wish to fly first class may do so by paying the differential in ticket prices. In such case, reimbursement should be requested at the coach rate.
  - 5) Unused airline tickets (partial and complete) are to be sent to AASCB for immediate credit no later than 7 days after the scheduled date of travel.
  - 6) AASCB reserves the right to require an individual traveling on AASCB business to stay over a Saturday to take advantage of significant cost savings in airline prices.
  - 7) Personal automobile mileage from place of residence to and from the airport or other common carrier will be reimbursed at the IRS accepted rate. Persons who choose to use other forms of transportation from place of residence to the airport may do so by paying the differential between such cost and actual mileage, unless such cost is less than actual mileage. Request for reimbursement should be based on the lowest cost.
  - 8) Parking at the airport or other common carrier will be reimbursed. A receipt is required. When traveling between airport and hotel, consideration should first be given to the use of airport shuttle service, since this cost is usually substantially less than the cost of taxi service.
- c. Lodging
- 1) The cost of hotel room will be reimbursed at the convention rate for the number of days the meeting is in session. A receipt is required. A logistics page for approved AASCB travel will be sent in advance by the Executive Director.
  - 2) The cost of a double room will be paid by AASCB for an executive board member when accompanied by a partner.
  - 3) Other partners/guest expenses will not be reimbursable.
  - 4) When expense reports are submitted, lodging expenses should be itemized daily and placed in the appropriate category: room plus tax in the “lodging” category, meals charged to the room in the “meals” category.
  - 5) Lodging must be secured within close proximity to the conference seminar, program and/or meeting business site. Cost effective lodging must be chosen taking into consideration special lodging needs, convenience, travel time, safety and the nature of AASCB business.
- d. Meals
- 1) Board Members attending AASCB meetings are allowed per diem based on the Internal Revenue Service allowable rates.
  - 2) There will be no reimbursement for meals which are included as part of a conference registration.
  - 3) Meals for partner/guest are not to be included in the meal allowance.
- e. Expenses not reimbursable

Certain expenses that are incurred while traveling are personal in nature; AASCB will not reimburse them.

f. Submission of Expense Reports

- 1) The Internal Revenue Service requires that a record of relevant facts about expenses incurred be made at or near the time the expenditure is made and that expenses are supported by documentary evidence.
- 2) A fully completed expense account report, completed on the approved travel template form should be submitted to the Treasurer and Executive Director within 30 working days after the expenses are incurred.
  - ✓ Receipts are required for air travel, lodging, shuttle services, and tolls.
  - ✓ If there are unusual expenses for which reimbursement is being requested, a full explanation must be given on an attached sheet.
- 3) When the expense account report has been properly completed and all attachments are in order, the report should be reviewed by the Treasurer for final approval and send on to the Executive Director for payment. Expense reimbursement will be made in a timely manner upon receipt of an approved request.

## **II. Financial Policies**

- A. AASCB conducts a biennial (every 2 years) audit of the financial records of the Association. Results of the audit are to be shared at the annual meeting and/or on the website.
- B. AASCB presents an annual report of all financial activities to the delegates at the annual meeting.
- C. The executive board reviews financial activities on at least a semi-annual basis. The treasurer approves the semi-annual report for the executive board's review.
- D. The AASCB Treasurer is to provide oversight of all bills paid and to monitor the association's cash flow. In the event of incapacity of the Treasurer, the President may step in as needed.
- E. AASCB bank accounts should be in the name of the AASCB Treasurer, Executive Director, and the President.
- F. Anything spent after the approval of the AASCB budget that does not appear in the budget must be approved by a majority of the Executive Board.
- G. The fiscal year of AASCB begins July 1 and ends on June 30 of each year.
- H. The Executive Board will review dues annually and report changes to the delegates at the Annual Business Meeting.

## **III. Investment Policies**

- A. Investment Philosophy: The policy of AASCB shall be to invest funds in short term and fixed income instruments earning a market rate of interest without assuming undue risk to principal. The primary objective of such investments in order of importance shall be preservation of capital, maintenance of liquidity and yield. Yield is to be obtained by selecting an investment on the basis of "best relative value" as to type and maturity, and the transaction then executed at a competitive price. Speculation on interest rate movement is strictly prohibited.
- B. Responsibility/Authority to Invest: The investments are the responsibility of the executive board or its designee. This responsibility includes the authority to monitor an investment

advisor, open accounts with brokers, and establish safekeeping accounts for other arrangements for the custody of securities and execute such documents as may be necessary.

C. All investments should be in U.S. dollars

#### **IV. Honorarium Policies**

Members of the executive board shall not receive honoraria or consulting fees from AASCB funds.

#### **V. Publications**

A. No person who participates in the authorship of any AASCB written or electronic publication has any right of ownership, nor are they owed any royalties or financial address in set publication. Participation in such projects is considered to be voluntary. Substantial participators in the production of a publication may be identified on the final product as acknowledged contributors.

B. The AASCB Newsletter, "The Liaison," is published at least 2 times annually and is distributed to all member jurisdictions and affiliates.

#### **VI. Meetings**

##### **A. Business**

1. There shall be an annual business meeting held during the conference or other alternate date.
2. Elections are held at the annual business meeting. Nominations for elections will be the responsibility of the Past President who will act as the chair of the Nominating Committee.
3. The President shall appoint a Parliamentarian to be available during the business meeting.
4. The prior year's conference minutes are to be distributed to the delegates during the Annual Business Meeting as part of the initial certification of the delegates.
5. Business meetings should be kept according to "Robert's Rules of Order" with time limits for speakers that are always respected in fairness to others.

##### **B. Conference**

1. The program for the annual conference shall be the responsibility of the Executive Director and in consultation with the President and President-Elect.
2. Proper provisions for persons with disabilities must be in place at any facility used.
3. Continuing education credits for program content at conferences is offered for all attendees.
4. Speakers who participate in AASCB conference must register for the conference. AASCB may waive registration fees at its discretion.
5. The Executive Board may authorize the reimbursement of the expenses of the AASCB conference keynote speakers.
6. The AASCB President and Executive Director co-sign hotel or any other contracts for AASCB.
7. Exhibitors are required to pay for their own audio-visual or computer equipment.
8. People who are invited to speak as plenary speakers and who request equipment can expect AASCB to pay a reasonable cost for such equipment, subject to the approval of the Executive Director in consultation with the Executive Board.

9. For-profit organizations are not allowed to present programs at the AASCB conference unless approved by the Executive Board and it reserves the right to give final approval of all presenters/presentations.
10. Conference evaluation forms will be included in participant packages for the annual conference as well as posted online after the conference.
11. A summary of the evaluations of the annual conference will be made available to the Executive Board following the conference, and there will be a specific agenda item to provide formal time for discussion.

## **VII. Personnel**

Job Description: Executive Director

### **A. Management**

1. Attend Executive Board meetings.
2. Coordinate and disseminate association information, making full use of current, low cost technology
3. Follow through on Executive Board decisions for services requested of the Executive Director
4. Keep the Executive Board and membership informed of the condition and operation of the association
5. In consultation with the President, develop agendas for all Board meetings and prepare backup materials as needed
6. Meet with the President and other Executive Board members as needed
7. Maintain liaison with other regulatory associations as directed by the Executive Board.

### **B. Administrative**

1. Establish association headquarters at a location that is staffed and equipped to render all services
2. Promote association visibility and communication through current technologies
3. Enhance the association's image by handling requests in a complete, timely and courteous manner
4. Maintain correspondence and reply to calls of inquiry in a timely fashion
5. Maintain permanent records and files of the association
6. Maintain tax and corporation records, and follow through on needed reports and consultations with a lawyer or CPA who assists in filing reports
7. Work with committees as assigned by the Executive Board
8. Receive all dues, registration, and other payments
9. Maintain current records and files of the association
10. Provide computer services for the association
11. Maintain mailing and reproduction services
12. Maintain web postings of state member boards and their regulations

### **C. Membership**

1. Prepare and distribute periodic reports on the state of membership
2. Maintain computerized records of all members currently in the association's database/membership files
3. Provide printouts as required by the executive board
4. Provide annual dues billing and follow-up invoices

5. Provide membership services, such as handling applications, preparing mailings, and following up on suggestions and complaints
6. Create membership services as directed by the Executive Board.

#### D. Publications

1. Plan and coordinate the writing (with the editor), editing, layout, publishing, and dissemination of all publications (such as the Liaison, AASCB Annual Conference Proceedings, etc.)
2. Maintain a AASCB directory providing alphabetical and geographical listings of member states on the website
3. Prepare member communications, materials (such as papers, special reports, proceedings, annual reports) as requested and budgeted
4. Distribute publications to association members and others as appropriate

#### E. Conferences and Meetings

1. Negotiate favorable contracts for Annual Conference and Executive Board meeting facilities and sleeping rooms as needed
2. Assist in conference program planning, content development, and the call for “content programs”
3. Promote attendance through the use of low-cost technology
4. Handle pre-registration, virtual and on-site registration
5. Prepare name badges and other appropriate identification materials
6. Coordinate all details (including the conference program content descriptions and room assignments) as directed by the Executive Board
7. Promote and manage conference exhibits and sponsors
8. Provide on-site and virtual conference management
9. Provide post-meeting follow up, committee reports, and presentation summaries
10. Conduct, summarize, and publish conference evaluations

F. The Executive Director should attend all meetings of the Executive Board.

G. The Executive Director, with the Executive Board, will develop performance-based objectives for each year.

H. The evaluation of the Executive Director will be carried out each year by the Executive Board, in a timely manner, and will be based on performance and accomplishment.

### **VIII. Executive Board**

- A. The Executive Board will meet at least twice per year, either virtual or in-person meetings are permitted
- B. AASCB board members may print AASCB business cards at AASCB expense.
- C. The Executive Director, in consultation with the President, is responsible for preparing the agenda for the Executive Board meetings.
- D. The minutes for the Executive Board meeting are maintained by the Secretary, until approved, then the Executive Director will archive.
- E. According to Robert’s Rules of Order, minutes should contain actions taken, not what was said by members. The minutes should never reflect the opinion of the person keeping them.
- F. All efforts will be made to keep member boards informed of the actions of the Executive Board by newsletter, memo, or other means.

### **X. Legal Services**



On an as needed basis, the Executive Board may direct the Executive Director to secure legal services on behalf of the association.

## **XI. Awards**

- A. Past-President Life Membership Award
- B. Distinguished Service Award – an award to a noteworthy AASCB member each year. The nominees should be active in AASCB, have served in a leadership capacity, and furthered the mission of AASCB. The winner will be awarded at the annual conference. Recipient to be determined by the Executive Board and may be nominated using the form on the website.
- C. President’s Award – an award to be give to someone selected by the President in recognition of outstanding leadership and service. This award will be given at the President’s discretion and only when a suitable recipient is found.
- D. Outstanding Research Awards – recipients will be selected by the Executive Board. Awards do not have to be given annually.
- E. Board Service Award – given to all outgoing Executive Board Officers at the conference before the end of their board term.

## **XII. Membership**

- A. AASCB membership dues apply to that fiscal year (July 1 – June 30) unless the jurisdiction is in arrears. The annual membership is \$900 per state member board. Rate is set by the AASCB Executive Board.
- B. Affiliate Organization Membership dues are \$900 per year. Rate is set by the AASCB Executive Board.
- C. Dues are payable on July 1<sup>st</sup> of each year. Notices are sent quarterly until dues are received. A final notice is sent prior to the end of the fiscal year to those jurisdictions yet to pay. If a jurisdiction fails to pay its dues prior to June 30<sup>th</sup>, its membership status is no longer current. If a jurisdiction becomes in arrears, it is automatically dropped from membership. If a jurisdiction has not paid in full before the annual meeting, their delegates may not vote.
- D. AASCB shall maintain a reserve fund equivalent to 25% of its annual budget which will be used in the event of financial emergency. This requires approval from and can be accessed by the Executive Board.

## **XIII. General**

The Policy and Procedures Manual will be reviewed annually and changes will be approved by the Executive Board.

## **XIV. Proxy Voting**

The Executive Board may set the procedures for proxy voting **consistent with the bylaws** to allow those member state boards who are absent from the conference to cast their votes. It will be the responsibility of the Executive Director to send ballots to each member board not in attendance at the conference, and verify their membership eligibility to vote. Two weeks will be allowed for state boards to submit their ballots. The Executive Director may implement the use of a secured online voting system and will report the results to the membership.