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**A GUIDE TO
LEADERSHIP
IN THE**



**PENNSYLVANIA COUNSELING
ASSOCIATION**

A Branch of the American Counseling Association



PENNSYLVANIA COUNSELING ASSOCIATION

A Branch of the American Counseling Association

INTRODUCTION TO THIS HANDBOOK

Congratulations! You've been recognized as a leader or potential leader in the Pennsylvania Counseling Association (PCA). You were chosen to serve in a leadership role because you can bring many skills and ideas to your role in PCA. This handbook is designed to maximize your potential to put those skills and ideas to work on behalf of PCA.

This handbook has been prepared specifically for the Pennsylvania Counseling Association's Leadership Development Institute. Its purpose is to assist PCA leaders and potential leaders in understanding the Association, their individual leadership responsibilities, and ways in which PCA can best serve its members. Because our time at this conference will be limited, it is unlikely that we will cover the entire contents of this handbook. Our hope is that you will save this handbook as a resource and that you will refer to it frequently in your future role(s) in PCA.

We would like to thank the Idaho Counseling Association for allowing our association to use their handbook as a model!

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INTRODUCTION TO PCA

The first two chapters of this handbook are designed to provide you with an introduction to the mission and purpose of PCA, the strategic plan guiding PCA, and the organizational structure of PCA. As a leader in the Association, it is important that you are able to effectively respond to questions about why PCA and its divisions exist, its organizational structure, and why a counselor, counselor educator, and/or student would want to join the Association. In addition, whether you'll be serving in a leadership capacity for a PCA division, state region, or committee, a working knowledge of these concepts will provide a solid foundation for you to effectively lead your team and support the Association!

MISSION OF PCA

As a State Branch of the American Counseling Association, the Pennsylvania Counseling Association (PCA) promotes and supports the competent, ethical, and culturally inclusive practice of professional counseling in Pennsylvania and protects and advocates for all counselors and the clients we serve.

PCA strives:

1. To achieve recognition of Pennsylvania professional counselors as providers of mental healthcare in all human service systems and practice settings.
2. To achieve access to quality mental health services for Pennsylvanians across cultures at all stages of the life span.
3. To educate Pennsylvanians about the skills and qualifications of professional counselors.
4. To provide professional development experiences for all professional counselors in Pennsylvania.
5. To be a resource for state and local government officials and all community leaders who address the mental health needs of their constituents.
6. To recruit and train a diverse membership, which includes all professional counselors in Pennsylvania, and to involve each of them in carrying out our mission and realizing our vision.
7. To recruit as members Pennsylvania graduate students of professional counseling, to involve each of them in carrying out our mission and in realizing our vision, to mentor each of them through the transition from graduate student to professional, and to develop each of them as future leaders of our profession.

Vision of PCA

The vision of the PCA is to represent all professional counselors of the Commonwealth in the continued development of professional identity through advocacy, legislative action, and servant leadership.

PCA is:

- a vibrant state professional association, with regional chapters, divisions and special interest groups, advocating for professional counselors and their clients in Pennsylvania
- a strong voice in Harrisburg for legislation affecting professional counseling
- an authorized provider of continuing education units
- an association dedicated to promoting accreditation, board certification, and state licensure for Pennsylvania's professional counselors
- a dynamic network of Pennsylvania professional counselors

The Pennsylvania Counseling Association (PCA) is a state branch of the Washington, DC-based American Counseling Association (ACA), the national professional association that represents the 526,000-plus professional counselors who live and practice here in the United States.

The PCA is also a part of the American Counseling Association—North Atlantic Region's (ACA—NAR) network of state branches, the ACA—NAR being one of four regional chapters of the ACA. The PCA president serves as the association's official delegate to the ACA-NAR.

All PCA activities and programs are conducted in accordance with the Bylaws PCA August 2019 Revisions, as amended and approved by the PCA Executive Council in February 2008, and in accordance with the by-laws of its parent association, the American Counseling Association (ACA). Furthermore, the PCA has adopted the *ACA Code of Ethics*, last revised and approved by the ACA Governing Council in 2014. PCA members must agree to abide by this code as a condition of membership.

The PCA Executive Council, consisting of five elected officers and the elected presidents of all PCA divisions, special interest groups, and regional chapters, is the policy-making body of the association. PCA Committees, various other appointed officials, and staff implement that policy.

ORGANIZATIONAL STRUCTURE OF PCA

The organizational structure of PCA is somewhat complex. The key concepts to be addressed in this chapter include: PCA Membership, PCA Divisions, the PCA Executive Committee, PCA Regional Chapters, and PCA Committees

PCA MEMBERSHIP CATEGORIES

In thinking about membership, it is also important to know that there are seven types of individual members: (1) Professional; (2) Associate; (3) Institutional; (4) First-Year Professional; (5) Student; (6) Student Affiliate; (7) Retired.

1. **Professional Member:** Professional members hold a license as a professional counselor in Pennsylvania and work in the state. Must hold a Master's degree or higher in professional counseling or a closely related profession (e.g., psychology, social work, medicine/psychiatry, nursing/psychiatric nursing) from an accredited college or university.
2. **Associate Member:** Associate Members do not have to hold a license as a professional counselor in Pennsylvania. Individuals must hold a Master's degree or higher in professional counseling or a closely related profession (e.g., psychology, social work, medicine/psychiatry, nursing/psychiatric nursing) from an accredited college or university.
3. **Institutional Member:** Institutional members shall be comprised of institutions of higher education or businesses that employ counselors or engage in counseling-related activities. Each institutional member is entitled to one Institutional Representative and two Affiliate Representatives. Institutional Representatives will be designated individuals that coordinate and maintain the membership, determine Affiliate Representatives, and attend to any related matters.
4. **First-Year Professional:** The First-Year Professional Membership is designed for individuals who previously met the criteria for Student Member and have graduated. Individuals must meet all criteria for Associate Membership to be eligible. This membership level is only available for **one year** to facilitate the transition to professional status.
5. **Student Member:** Student Members are individuals who are attending an institution of higher education as an undergraduate or graduate student preparing for professional counseling or a closely related profession (e.g., psychology, social work, medicine/psychiatry, nursing/psychiatric nursing). Student members have the same rights as Associate Members. Student membership status shall not be extended beyond three years, requires at least 1/2 time enrollment, and subject to verification of an academic advisor if audited.
6. **Student Affiliate Member:** Individuals who are attending an institution of higher education in the state of Pennsylvania as undergraduate students who have the intention of later applying to a graduate program in professional counseling or a closely related profession--psychology, social work, medicine (psychiatry), nursing (psychiatric nursing); or individuals who live in Pennsylvania

and are attending an out of state or on-line institution of higher education for the same purpose. Student affiliate members may not vote, nor may they hold office in the organization. Student affiliate membership status shall not be extended beyond three years, requires at least ½ time enrollment, and subject to verification of an academic advisor if audited.

7. **Retired Member:** Individuals who have held professional membership for the two years immediately preceding retirement. A retired member shall maintain all the privileges of their prior membership (Professional or Associate).

PCA Leadership

The leadership of PCA consists of the PCA Executive Committee, the PCA Division Presidents, the PCA Regional Chapter Presidents, and PCA Committee Chairs. Voting members of PCA include all members of the PCA Executive Committee and Presidents of PCA Divisions and Regional Chapters.

PCA EXECUTIVE COMMITTEE

The PCA Executive Committee shall consist of the Officers of the Association and the PCA Division Presidents. The officers of PCA include the President, President-Elect, immediate Past President, Secretary and Treasurer. These positions are an elected office.

PCA DIVISIONS

PCA Divisions consist of persons who organize on the basis of a counseling specialty area in accordance with the Bylaws and policies of the Pennsylvania Counseling Association and the American Counseling Association. Branch Divisions will be encouraged to become chartered by the National Division of ACA that it represents. The Division's official delegate to the Pennsylvania Counseling Association's Executive Council will vote on behalf of the Division.

There are eight separate divisions of PCA:

- Pennsylvania Association for Child and Adolescent Counselors (PACAC)
- Pennsylvania Association for Counselor Education & Supervision (PACES)
- Pennsylvania Association of Multicultural Counseling & Development (PAMCD)
- Pennsylvania Military and Government Counseling Association (PAMCGA)
- Pennsylvania Association for Spiritual, Ethical, and Religious Values in Counseling (PASERVIC)
- Pennsylvania Association for Specialists in Group Work (PASGW)
- Pennsylvania College Counselors Association (PCCA)
- Pennsylvania Society for Sexual, Affectional, Intersex, and Gender Expansive Identities (PS-SAIGE)

Pennsylvania Association of Child and Adolescent Counselors (PACAC)

As the name implies, this division seeks to provide resources and support for professional counselors who work directly or indirectly with children and adolescent clients. Working with children and adolescents can be very challenging. Counselors who work with children and adolescents must have a firm understanding of human development, family systems, learning styles, educational structures, and legal limitations.

Pennsylvania Association of Counselor Education & Supervision (PACES)

For professional counselors with an interest in research/teaching-related and/or clinical supervision issues.

Pennsylvania Association of Multicultural Counseling & Development (PAMCD)

For professional counselors with an interest in effective counseling practices for clients with multiple intersecting identities. PAMCD is a division of the American Association of Multicultural Counseling and Development (AMCD) They also endorse the competencies put forth by AMCD and ACA which support social justice advocacy for clientele, including the Multicultural and Social Justice Counseling Competencies.

Pennsylvania Association of Specialists in Group Work (PASGW)

For professional counselors with an interest in issues related to the group counseling modality.

Pennsylvania Association for Spiritual, Ethical and Religious Values in Counseling (PASERVIC)

For counselors with an interest in promoting the purpose of the American Counseling Association (ACA) and PCA; to create an environment that empowers and enables the expression, exploration, development, and research of evolving spiritual, ethical and religious values in private, religious, and public institutions; to provide state leadership in moral and social justice issues related to counseling; and to promote the integration of spiritual, ethical, and religious values in the current practices of the counseling profession.

Pennsylvania College Counseling Association (PCCA)

For professional counselors with an interest in issues related to college counseling and other areas of student service in higher education. Professionals working within this realm can benefit from having expanded and appropriate resources for consultation and support from a network of like-minded professionals, as working with this population can present a unique set of challenges.

Pennsylvania Military and Government Counseling Association (PAMGCA)

PAMGCA is dedicated to counseling clients and their families in local, state, and federal government or in military-related agencies.

Pennsylvania Society for Sexual, Affectional, Intersex, and Gender Expansive Identities (PS-SAIGE)

Formerly PA Association for Lesbian, Gay, Bisexual and Transgender Issues in Counseling (PALGBTIC). PS-SAIGE promotes a greater understanding of lesbian, gay, bisexual, transgender/gender expansive issues among members of the counseling profession.

PCA Regional Chapters

A Regional Chapter consists of persons who organize on the basis of a local geographical unit within the Branch in accordance with the Bylaws and policies of the Pennsylvania Counseling Association and the

American Counseling Association. The Branch Chapter's official delegate to the Pennsylvania Counseling Association's Executive Council will vote on behalf of the Branch Chapter.

There are three separate divisions of PCA:

- Greater Philadelphia Area Counseling Association (GPACA)
- Greater Pittsburgh Counseling Association (GPCA)
- Northeast Pennsylvania Counseling Association (NEPCA)

Greater Philadelphia Area Counseling Association (GPACA)

The Greater Philadelphia Area Counseling Association is a regional chapter of the Pennsylvania Counseling Association who represent counselors in the Philadelphia area. The purpose of this chapter is to promote professional counseling and to support students and practicing counselors through networking and CEU opportunities.

Greater Pittsburgh Counseling Association (GPCA)

The Greater Pittsburgh Counseling Association (GPCA) is a regional chapter of the Pennsylvania Counseling Association (PCA). The southwest regional branch includes the following nine counties: Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Westmoreland, and Washington. The purpose of our regional branch chapter is creating meaningful ways for professional counselors to benefit from the mission and vision of PCA. Read more about GPCA's purpose, benefits and membership.

Northeast Pennsylvania Counseling Association (NEPCA)

The Northeast Pennsylvania Counseling Association as a regional chapter of the Pennsylvania Counseling Association, accepts the responsibility to serve and represent the professional counselors of the Northeast area of Pennsylvania by providing leadership and professional development. The purpose of the regional branch chapter is to enhance human development throughout the life span and to promote professional counseling.

PCA COMMITTEES

Within PCA, there are a number of standing committees and special . Standing committees specified by the PCA Bylaws are: Conference, Ethics/Bylaws, Finance/Budget, Government Relations, Membership, Nominations & Elections, Professional Development, and Archives. Special Committees are Awards, Graduate Student Liason, Journal Editor, Marketing and Public Relations, Past-Presidents, and Social Media.

Standing Committees

Conference

The Conference Committee shall organize and provide Association conferences and conventions.

The Conference Committee is responsible for soliciting programs, obtaining sponsors, determining schedules, publishing registration brochures and programs based on the President's theme. They work with the conference site on room allocations for breakouts, menus for luncheons and other such details. The committee members represent the various divisions of

PCA and other partners.

Ethics/Bylaws

The Bylaws Committee shall receive proposals for amendments to Bylaws, assist the President and Leaders with Bylaws, seek consistency between ACA and PCA Bylaws and PCA Policies and Procedures Manual. The committee also advises on ethical standards to the leaders of the organization.

It is the responsibility of the chair to submit PCA Bylaws to the ACA Bylaws Committee for periodic review and to provide copies of the Bylaws to the membership. In addition to the above the chair can serve as parliamentarian to the Council of Leaders.

Finance/Budget

The Finance Committee shall assist the President, President-Elect, and Treasurer in financial affairs, and annually audit the PCA financial records.

The members are the treasurers of each of the PCA Divisions. Not only does the committee audit PCA financial records, but also performs audits for each of the divisions.

Government Relations

The Government Relations Committee shall serve as a liaison between PCA and public agencies. The Government Relations Committee shall be concerned with matters of public policy at all levels. This committee shall make recommendations concerning public policy and legislative issues.

The PPL Chair maintains a close working relationship with and gives direction to the legislative watchdog hired by PCA. The chair holds regular meetings with the committee and other interested parties, and reports on its activities. The Government Relations Committee is responsible for establishing legislative priorities for all the divisions, for speaking on behalf of the Association and its divisions to state and local governments.

Membership

The Membership Committee shall solicit new and continuing members of the Association and ACA.

The Membership Committee plans campaigns to attract new members and to retain present ones. It is also the responsibility of the chair to advise the Executive Council on the amount of membership dues.

Nominations and Elections

The Nominations and Elections Committee shall establish a slate of candidates for Officers and shall conduct an election of officers by secret balloting. The Committee sends out a call for nominations

Professional Development

Gives PCA members the opportunity to learn and apply new knowledge and skills that can help them in their job and further their career.

The Professional Development Chair shall assist members and leaders in developing CEUs for programs, and send earned CEUs to members.

Archives

Assists and advises the executive council on all archives and records-related matters to ensure the preservation of and public access to information of permanent value held in the PCA Archives. The Archives Chair is the record keeper of all PCA historical records.

Committee for Anti-Racism and Inclusive Access (CARIA)

Develops, promotes and advances approaches and practices to expand and progress the

understanding of racial actions, attitudes and unconscious biases. The CARIA committee offers scholarships to selected first-year professionals and student members who identify as part of the Black, Indigenous, Person of Color (BIPOC) community funded by PCA.

Policy

Assists and advises the executive council on all matters related to policy and the policy manual. The Policy Chair collaborates with the PCA President to revise the policy manual at the beginning of each fiscal year.

Special Committees

Awards

The Awards Committee shall select recipients for annual PCA awards, obtain annual awards and special awards, and assist the President in presenting awards.

Awards presented are: *PCA Outstanding Practitioner Award, PCA Lifetime Achievement Award, PCA Outstanding Counselor Education Program Award, PCA Outstanding Graduate Student Award, PCA Outstanding Research/Publication Award, PCA Outstanding Supervisor Award, PCA Outstanding Professional Teaching Award, and David W. Hall Advocacy Award.* Nomination applications are sent out in advance to the membership. The committee then evaluates and determines the recipient of each award.

Graduate Student Liason

Attend executive meetings and serve as the liaison between counseling graduate students in PCA and the leaders of PCA.

The Graduate Student Liaison communicates the needs of graduate students to leaders of the organization and represents graduate students in decisions made within PCA.

Journal Editor

Promotes scholarship in the PCA journal, Journal of the Pennsylvania Counseling Association. The Journal Editor is responsible for sending manuscripts to reviewers, finding reviewers, promoting the journal, and making publication decisions.

Marketing and Public Relations

Establishes organizational marketing, branding and communications plans or initiatives and maintains the public image of PCA.

The Chair is responsible for developing sponsorship plans for the PCA conference and communicating with sponsors and vendors.

Past-Presidents

Serve as an advisory board to the Presidents. The Chair of the Past-Presidents committee keeps track of Past-Presidents of PCA.

Social Media

The Social Media Committee shall supervise the publications of PCA, the distribution of these, and shall enhance the public understanding of counseling and the organization. The Social Media Chair is responsible for disseminating information to social media outlets on behalf of PCA.

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WHERE DO I START?

If you are reading this handbook, it is likely that you have been elected to an office within PCA leadership, have been appointed to facilitate committee work within PCA, or are interested in assuming such a role in the future. Some people think carefully about the time and effort required to be a successful leader within this Association. They check with their employers, talk with their families, and carefully assess the level of commitment required. Other people agree to serve in leadership positions more spontaneously, often at the urging of a professional colleague or at the plea of a committee or division in need of their leadership and expertise. Regardless of the individual decision-making process used prior to accepting a leadership role, it is not uncommon to feel a bit “lost” once you take office for the first time.

If you’re experiencing this sense of being overwhelmed, you may be asking yourself the following questions:

- *Where do I start?*
- *What is expected of me?*
- *How am I supposed to know what to do?*
- *Who can I turn to for help?*

If these thoughts sound familiar to you, don’t worry! By reading this manual, you will begin answering these questions for yourself so that you can enter your leadership role with confidence and know where to turn for extra support! This chapter in particular is designed to help you identify and prioritize what you should be doing in your role as a leader within the Association.

Learn about PCA as an Organization

A good place to start is to invest some time in learning about PCA as an organization. This will provide you with an understanding of the mission and purpose of PCA, the organizational structure of the Association, and an understanding of how your division or committee relates to the functioning of PCA as a whole.

Learn the Rules (and Follow Them!)

Next, you’ll want to review the various sets of rules that govern PCA as well as those of your division or committee. It’s always good to know the rules ahead of time! Regardless

of what division or committee you are leading, you are responsible for knowing and adhering to Association rules. You will want to thoroughly read the PCA Bylaws and Policies, which can be found in **Chapter 6** and **Chapter 7** of this manual. In addition to learning PCA rules, your division has its own set of Bylaws. Please contact your division's president to obtain a copy.

What are My Responsibilities as a Leader?

Volunteer leaders have an implicit responsibility to act in the best interest of the Association they represent. This is commonly referred to as the fiduciary responsibility of a volunteer and although it is difficult to define, it can be easy to breach. Among the duties that fall under a volunteer's fiduciary responsibility are:

- **Duty of Care:** Duty of care requires an individual to exercise ordinary and reasonable caution in the performance of their duties, consistently exhibiting honesty and good faith. The "ordinary man" rule often applies when measuring this responsibility.
- **Duty of Loyalty:** Duty of loyalty requires responsibly avoiding conflicts of interest and providing undivided allegiance to the mission of the Association. Loyalty in both appearance and fact are equally critical.
- **Duty of Obedience:** Duty of obedience requires an individual to operate within and in accordance with the Association's governing documents, which for PCA includes Articles of Incorporation, Bylaws, and Policies. Your compliance with all federal and state laws, regulations, and procedures is also required.
- **Reliance on Experts:** A volunteer leader is responsible for relying on information, opinions, reports, and/or statements prepared by committees, consultants and/or staff persons that the leader believes to be reliable and competent in the matters being considered. Once a presenter has been identified or accepted as an expert, any information, opinions, reports, or statements shared by that person must be given ample proper consideration.

Fiduciary responsibility also addresses the manner in which a volunteer leader carries out his/her/their responsibilities. Outlined below are the 10 basic duties commonly assigned to Association leaders:

- ✓ **Determine the Association's mission and purpose:** Establish a Mission, Strategic Plan, Articles of Incorporation, Bylaws, and Tax Exemption status.
- ✓ **Select the Executive Board through an appropriate process:** The President represents the head of the Association. All other Association Board members report to the President, who then reports to the governing organization, ACA.
- ✓ **Provide ongoing support and guidance for the President:** Establish clear direction and lines of communication, adopt the Association's policies and procedures, approve an annual budget, etc.
- ✓ **Ensure effective organizational (strategic) planning:** Routinely evaluate the Association's Strategic Plan and identify tangible goals, tied to the budget, that need to be met to achieve this plan.
- ✓ **Ensure adequate resources:** Develop the annual budget in a conservative, realistic, and dynamic manner.
- ✓ **Manage resources effectively:** Routinely review the internal financial statements, audit reports, and any consultant reports. Routinely evaluate operational and organizational efficiencies.
- ✓ **Determine and monitor the Association's program and services:** Periodically

- survey members to ensure the benefits provided are valued and meet members' expectations.
- ✓ **Enhance the Association's public image:** Promote and protect the Association.
 - ✓ **Serve as a court of appeal.**
 - ✓ **Assess Association performance routinely.**

Practical Considerations for Volunteer Leaders

1. Attend meetings. Rely on information presented and assume the integrity of others while using reasonable judgment.
2. Read minutes to ensure their completeness and accuracy.
3. Record objections and ensure controversial issues are debated. Assumption under the law is not that the correct decision was made but that serious consideration was given to actions before they were taken.
4. Maintain current policies and procedures that have been reviewed by appropriate, relevant professionals (legal experts, auditors, database managers, etc.) and are thoroughly understood by the Association's leadership team.
5. Ensure that all laws and regulations are followed in a thorough and timely manner. Taxes must be paid and a thorough understanding of the distinction between all roles contributing to the Association is understood.
6. Ensure adequate insurance is maintained to properly safeguard Association assets.
7. Review financial statements and ensure that you have a thorough understanding of the financial position and performance of the Association.

Study the Strategic Plan

The strategic plan is the document that identifies the priorities of the Association and operationalizes its mission and purpose. In short, it serves as a concrete guide to what is important to PCA and to its divisions. It helps to answer the question, "*How am I supposed to know what to do?*" You should always be able to articulate how the activities of your committee or division are consistent with PCA's strategic plan, which is available in **Appendix B**.

Identify and Lean on Sources of Support

Being a leader in PCA has the potential to be one of the most rewarding experiences of your career. Simultaneously, it can be stressful and time-consuming. It is therefore essential that you establish and utilize a sound support network. In addition to your friends and family, you will want to identify sources of professional support: other division and/or committee leaders, the PCA President, division and/or committee members, etc. These vital connections are likely to enhance your effectiveness as a leader.

Remember:

- ✓ Learn about PCA as an Organization
- ✓ Learn the Rules
- ✓ Study the Strategic Plan
- ✓ Identify and Lean on Sources of Support

SHOW ME THE MONEY!

Another aspect of effective leadership in PCA involves attention to financial issues. Although we, as counselors, may tend more toward being “people” people than “data” people, money still makes the world go around. Indeed, you’ll want to understand what current resources exist for your committee or division. In addition, you’ll want to attend to the overall welfare of PCA by paying keen attention to PCA financial status.

Tax Status

PCA is incorporated as a 501(c) (6) entity within the Internal Revenue Code. This means that the federal government recognizes the Pennsylvania Counseling Association as a not-for-profit organization for tax purposes.

It is important to realize that our status does not mean we are exempt from paying state sales taxes.

Fiscal Year

PCA fiscal year begins on July 1 and ends on June 30. You’ll note that new officers assume their roles on July 1 in order for their term to coincide with the Fiscal Year.

PCA Budget

PCA’s budget is set annually during the Leadership Development Institute in June and reviewed throughout the year, to ensure the organization remains on track financially.

PCA’s primary source of revenue comes from Membership Dues and the Annual Conference held in November.

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SUPPORTING THE DIVISIONS

TPCA also works hard to support the divisions. Just a few of the ways in which PCA offers assistance are listed below:

1. **Web Page—www.Pennsylvaniacounseling.org**
 - a. Divisions may post conferences or workshops to PCA's web page
 - b. Web page lists information about each division and contains membership information for each
2. **Listserv**
 - a. Divisions may ask to post information regarding upcoming workshops to PCA's listserv by emailing information to the PCA President.
3. **Membership**
 - a. All membership is processed through PCA
 - b. PCA maintains a database of all members of PCA and each division. Divisions receive monthly membership reports
 - c. PCA mails out renewal notices for all PCA members and division members
 - d. If divisions have members join them directly, please notify PCA's office so the member can receive a renewal notice
4. **Trainings with CEU's**
 - a. PCA's NBCC provider number allows PCA and its divisions to offer approved CEU trainings to Pennsylvania counselors.
5. **Social Media**
 - a. PCA's social media accounts distribute information to many individuals, giving each division opportunity to share to members and potential members.



PLAYING BY THE RULES

Leadership in the Pennsylvania Counseling Association, as you now see, requires a great deal of content knowledge. It also requires considerable procedural knowledge. This chapter is designed to provide you with information about the procedural rules involved in leadership within the Pennsylvania Counseling Association.

What are generally accepted business practices which an organization should maintain?

1. Development and implementation of a strategic plan
2. Routine meetings
3. Hiring of qualified management
4. Development, review and monitoring of an annual budget
5. Complete and adequate record retention
6. Maintenance of complete and accurate minutes
7. Routine and accurate financial reporting and cost analysis of programs and/or benefits
8. Maintenance of sufficient and adequate insurance coverage
9. Written and established policies and procedures
10. A system of checks and balances to ensure compliance with all laws, regulations, policies and procedures

PCA BY-LAWS

All activities in the Pennsylvania Counseling Association are governed in accordance with the PCA By-Laws. The By-Laws were last revised in 2019 and represent specific guidelines regarding the operation of PCA. All PCA leaders, regardless of chapter or division affiliation, are responsible for conducting chapter and division business in accordance with these By-Laws.

The By-Laws address a number of important issues. These include:

- | | |
|--|---------------------------|
| ✓ The Name and Mission of PCA | ✓ PCA Officers |
| ✓ Membership in PCA | ✓ PCA Executive Leaders |
| ✓ Annual Association Meeting | ✓ PCA Standing Committees |
| ✓ Divisions, Chapters and Interest Sections of PCA | ✓ PCA Special Committees |
| | ✓ PCA Financial Affairs |

The complete set of By-Laws is included on the following pages

BYLAWS OF THE PENNSYLVANIA COUNSELING ASSOCIATION

Approved by the PCA Executive Council on February 8, 2008*

Approved by ACA at the Governing Council November 5-7, 2009*

- ARTICLE I: NAME AND MISSION
 - ARTICLE II: MEMBERSHIP
 - ARTICLE III: DIVISION, CHAPTER, AND SPECIAL INTEREST GROUP
 - ARTICLE IV: OFFICERS OF THE PENNSYLVANIA COUNSELING ASSOCIATION
 - ARTICLE V: PCA EXECUTIVE COUNCIL
 - ARTICLE VI: ANNUAL MEETING
 - ARTICLE VII: STANDING COMMITTEES
 - ARTICLE VIII: FINANCIAL AFFAIRS
 - ARTICLE IX: AMENDMENTS AND REVISIONS
 - ARTICLE X: RULES OF ORDER
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Article I NAME AND MISSION

Section 1 - Name

The name of this association shall be the “Pennsylvania Counseling Association,” herein referred to as “Association,” “PCA,” or “Pennsylvania Counseling Association.”

Section 2 - Mission

As a State Branch of the American Counseling Association, the Pennsylvania Counseling Association promotes and supports the competent, ethical, and culturally inclusive practice of professional counseling in Pennsylvania and protects and advocates for all counselors and the clients we serve.

Article II MEMBERSHIP

Section 1 - General Requirements

Membership in the Association shall be of several types (Professional, First-Year Professional, Associate, Student, Student Affiliate Member, Retired, Emeritus, Honorary, and Institutional membership) to accommodate all individuals who are engaged in or have a primary interest in counseling. A member shall be one whose dues are current, and who meets the requirements of any type membership.

Section 2 - Types of Membership

1. **Professional Member:** Individuals residing in Pennsylvania who hold a Master's degree or higher in Professional Counseling or a closely related profession--psychology, social work, medicine (psychiatry), nursing (psychiatric nursing) from a regionally accredited college or university. To be a professional member, one must also be employed as a professional counselor (or a practitioner of a closely related profession) or supervisor of counselors. If a professional member is between positions but job searching, they may maintain professional membership as long as they are seeking employment. Professional members shall be eligible to vote and hold office.

2. **Associate Member:** Individuals who hold a Master's degree or higher in Professional Counseling or a closely related profession--psychology, social work, medicine (psychiatry), nursing (psychiatric nursing) from a regionally accredited college or university. To be an associate member, one does not have to be employed as a professional counselor (or a practitioner of a closely related profession) or supervisor of counselors. In addition, associate

members need not reside in Pennsylvania or be employed in the state of Pennsylvania. An Associate member is not eligible to hold office in the Association, but is eligible to vote on all matters except as restricted by the bylaws.

3. **Institutional Member:** Institutional members shall be comprised of institutions of higher education or businesses that employ counselors or engage in counseling-related activities. Each institutional member is entitled to one Institutional Representative and two Affiliate Representatives. Institutional Representatives will be designated individuals that coordinate and maintain the membership, determine Affiliate Representatives, and attend to any related matters.

4. **First-Year Professional:** Individuals who previously met the criteria for student member and have graduated. Individuals must meet all criteria for professional membership, the only difference is an eligibility for a **one year** reduction in dues to facilitate their transition to professional status. First-year professional members shall be eligible to vote and hold office.

5. **Student Member:** Individuals who are attending an institution of higher education in the State of Pennsylvania as a graduate student preparing for professional counseling or a closely related profession--psychology, social work, medicine (psychiatry), nursing (psychiatric nursing); or individuals who live in Pennsylvania and are attending an out-of-state or on-line institution of higher education graduate program preparing for professional counseling or a closely related profession. Student members have the same rights as Professional members. Student membership status shall not be extended beyond three years, requires at least 1/2-time enrollment, and subject to verification of an academic advisor if audited.

6. **Student Affiliate Member:** Individuals who are attending an institution of higher education in the state of Pennsylvania as undergraduate students who have the intention of later applying to a graduate program in professional counseling or a closely related profession--psychology, social work, medicine (psychiatry), nursing (psychiatric nursing); or individuals who live in Pennsylvania and are attending an out of state or on-line institution of higher education for the same purpose. Student affiliate members may not vote, nor may they hold office in the organization. Student affiliate membership status shall not be extended beyond three years, requires at least ½ time enrollment, and subject to verification of an academic advisor if audited.

7. **Retired Member:** Individuals who have held professional membership for the two years immediately preceding retirement. A retired member shall maintain all the privileges of their prior membership (Professional or Associate).

8. **Emeritus Member:** Individuals who shall be a Professional or Associate Member, who having retired from professional employment, may request Emeritus status. Emeritus status is granted by a vote of the PCA Executive Council and shall be based upon the longevity of membership and service in both this Association and the American Counseling Association. Emeritus members are exempt from payment of dues, but retain all rights and privileges of either Professional or Associate members.

9. **Honorary Member:** Individuals who are so designated by action of the PCA Executive Council and shall be based on the candidate's services, support, etc., rendered to the Association. Honorary membership shall be for life, exempt from dues and not carry any rights and privileges as assigned to Professional and Associate members.

Members of all types must agree to abide by the American Counseling Association's *ACA Code of Ethics*.

Section 3 - Sanction of Members

A member may be sanctioned according to the guidelines set forth by the American Counseling Association, as dictated by its Bylaws and *ACA Code of Ethics*.

DIVISION, CHAPTER, AND SPECIAL INTEREST GROUP

Section 1 - Branch Division

A new Branch Division shall consist of persons who organize on the basis of a counseling specialty area in accordance with the Bylaws and policies of the Pennsylvania Counseling Association and the American Counseling Association. Branch Divisions will be encouraged to become chartered by the National Division of ACA that it represents. All of the Branch Division officers and all of the Branch Division members must be members of the Pennsylvania Counseling Association. The Branch Division's official delegate to the Pennsylvania Counseling Association's Executive Council will vote on behalf of the Branch Division.

Section 2 - Branch Chapter

A Branch Chapter shall consist of persons who organize on the basis of a local geographical unit within the Branch in accordance with the Bylaws and policies of the Pennsylvania Counseling Association and the American Counseling Association. All of the Branch Chapter officers and all of the Branch Chapter members must be members of the Pennsylvania Counseling Association. The Branch Chapter's official delegate to the Pennsylvania Counseling Association's Executive Council will vote on behalf of the Branch Chapter.

Section 3 - Branch Special Interest Group

A Branch Special Interest Group shall consist of persons who organize on either a Branch- wide or local level in accordance with the Bylaws and policies of the Pennsylvania Counseling Association to promote a professional interest not otherwise provided for within an existing Branch Division. All of the Branch Special Interest Group's officers and all of the Branch Special Interest Group's members must be members of the Pennsylvania Counseling Association. The Branch Special Interest Group's official delegate to the Pennsylvania Counseling Association's Executive Council will vote on behalf of the Branch Special Interest Group.

Section 4 - Application Process

Each new Division, Chapter, or Special Interest Group shall make application for charter in the following process:

1. Each new Division, Chapter, or Special Interest Group shall consist of at least 15 members.
2. Each shall have its mission in accordance with that of the Association.
3. Each shall be organized in accordance with the Bylaws of the Association.
4. Each shall, upon completion of the above, submit a request, in writing, to the PCA Executive Council of the Association for its approval. Said approval or denial will take place at the next regularly scheduled meeting of the PCA Executive Council following submission.

Section 5 - Amendments to Basic Documents

Amendments to any Division, Chapter, or Special Interest Group's Bylaws or other basic documents shall be reported in writing to the President of the Association for approval by the PCA Executive Council, at least thirty (30) days prior to the effective date of their adoption and cannot take effect until approved by the PCA Executive Council.

Section 6 - Reports

Each Division, Chapter, and Special Interest Group shall submit to the President of the Association the names of its directors and officers promptly following their election or appointment and shall certify that all said individuals are current members of the Association and the American Counseling Association.

Article IV

OFFICERS OF THE PENNSYLVANIA COUNSELING ASSOCIATION

Section 1 - Officers and Terms of Office

The officers of the Association shall be President, President-Elect, Past-President, Secretary, and Treasurer, all of whom shall be members of the American Counseling Association and Professional members of the Association.

1. The President, President-Elect, and Past-President shall serve a one (1) -year term of office.
2. The President-Elect shall be an elected officer. The President-Elect shall succeed the President in office automatically at the completion of the "Old Business" section of the agenda for the June meeting of the PCA Executive Council, or in the event of the resignation, death, or termination of the President.
3. Upon completion of the term of office, the President shall serve as Past-President for 1 year.
4. When the office of President-Elect is vacated, either through succession, resignation, death, or termination, the PCA Executive Council of the Association shall elect, from among its members, a President-Elect *Pro Tempore* to serve out the term of office. The invoking of this subsection voids subsection "3" of this Article and the Presidency reverts to nomination and election by the membership.
5. A vacancy in the office of Past-President, Secretary, or Treasurer during a term of office shall be filled through appointment by the President and with the approval of the PCA Executive Council.
6. The Secretary shall be an elected officer, shall serve for 3 years, and may hold office for 2 consecutive terms.
7. The Treasurer shall be an elected officer, shall serve for 3 years, and may hold office for 2 consecutive terms.

Section 2 - Duties of Officers

1. The President shall preside at all meetings of the Association and the PCA Executive Council; consider all motions regularly made; and call special meetings. The President shall appoint all committee chairpersons, including standing committee chairpersons and all committee members, subject to confirmation by the PCA Executive Council. The President shall be an *ex officio* member without vote on all Association Committees and a delegate to the North Atlantic Counseling Association Chapter of the American Counseling Association. The President shall perform the duties customary to that office and such additional duties as directed by the PCA Executive Council.
2. The President-Elect shall perform the duties of the President in the absence or incapacity of the President as determined by the PCA Executive Council. The President-Elect shall be a delegate to the North Atlantic Counseling Association Chapter of the American Counseling Association; assist the Treasurer in the selection of an accountant for the annual audit; and serve as liaison to all Divisions, Chapters, and Special Interest Groups.
3. The Past-President shall serve as delegate to the North Atlantic Counseling Association Chapter of the American Counseling Association.
4. The Secretary shall keep a record of all meetings of the PCA Executive Council. Copies of the official proceedings of the Association and the PCA Executive Council shall be mailed to all members of the PCA Executive Council and to the Secretaries of the Divisions and Chapters. The Secretary shall perform other duties as are customary to this office. The Secretary shall perform the duties customary to the office and such additional duties as may be directed by the PCA Executive Council.
5. The Treasurer shall oversee the receipt and disbursement of monies of the Association in accordance with the fiscal guidelines approved by the PCA Executive Council and the current budget of the Association; shall submit a financial statement of the Association at each PCA Executive Council meeting; and shall submit a complete fiscal report to the PCA Executive Council as soon as possible after close of the fiscal year and at any other time when requested to do so by the President of PCA Executive Council. The Treasurer shall submit all association financial records to an accountant selected by the Treasurer and the President-Elect for audit. The Treasurer shall perform the duties customary to the office and such additional duties as may be directed by the PCA Executive Council.

Section 3 - Sanctions and Removal from Office

An elected officer or member of the PCA Executive Council may be sanctioned or removed from office in accordance with procedures as prescribed by official policy of the Association.

Section 4 - Nomination and Election of Officers

1. The PCA Nominations & Elections Committee shall conduct the election of officers by ballot, which shall be mailed to the individual members of the Association.
2. Each Division, Chapter, and Special Interest Group president shall serve on the PCA Nominations & Elections Committee and shall have the right to submit to the PCA

Nominations & Elections Committee the name of (and no more than) two (2) candidates to be placed in nomination for the office of President-Elect.

3. Nominations for the office of President-Elect, Secretary, and Treasurer shall be submitted to the PCA Nominations & Elections Committee in writing.

4. The PCA Nominations & Elections Committee shall prepare a list of at least two (2), but no more than three (3), candidates for each elective office.

5. Should the list of nominees for office exceed three (3) for each elective office, the PCA Nominations & Elections Committee shall prepare and circulate a preliminary ballot to select the final candidates. This ballot shall be secret and mailed, if necessary, to all members of the Committee via certified mail with directions to return ballots in like fashion.

6. The PCA Nominations & Elections Committee shall, upon preparation of a slate of candidates, conduct the elections by secret ballot. The nominated slate shall be circulated among the members by mail at least thirty (30) days prior to elections.

7. Tabulation and certification of the election results shall be conducted by the PCA Nominations & Elections Committee. Results of the election shall be presented to the PCA Executive Council at its next regularly scheduled meeting following the election and shall be published in the PCA newsletter. Candidates shall be informed of the results of the election immediately upon completion and certification of the election via certified mail. Ballots shall be retained by an archives committee for one (1) calendar year from the date of election.

8. The PCA Nominations & Elections Committee shall submit to the PCA Executive Council for approval the proposed time schedule for carrying out the annual elections.

Article V PCA EXECUTIVE COUNCIL

Section 1 - Purpose

The PCA Executive Council shall be the legislative body of the Association and the agency through which the administrative functions of the Association shall be implemented.

Section 2 - Function

1. To grant or deny, for cause, petitions for the formation of Divisions, Chapters, or Special Interest Groups.
2. To act on reports and recommendations from Divisions, Chapters, or Special Interest Groups, and Committees.
3. To initiate action affecting the Association's programs, activities, and policies.
4. To amend the Bylaws.
5. To encourage the development of projects that promote the activities of the profession.
6. To exercise such other functions as may be necessary or desirable in the best interest of the Association, and not in conflict with the Bylaws.
7. To act as a liaison group among Divisions, Chapters, and Special Interest Groups of the Association.
8. To hire staff and/or contract for services to further the mission of the Association.

Section 3 - Membership

1. The PCA Executive Council shall be composed of the Officers of the Association and one (1) representative from each chartered Division, Chapter, and Special Interest Group.
2. Any vacancy from among the PCA Executive Council Representatives shall be filled by the parent organization whose representative vacated the PCA Executive Council post.
3. Each PCA Executive Council member must be a Professional or Student member of the Association and may represent only one (1) Division, Chapter, or Special Interest Group.

Section 4 - Quorum

One-third (1/3) of the total voting membership of the PCA Executive Council shall constitute a quorum.

Section 5 - Vote

Each member of the PCA Executive Council shall be entitled to one (1) vote, with the exception of the President, who may vote only in the event of a tie.

Section 6 - Meetings

1. The PCA Executive Council shall meet four (4) times annually. One of the scheduled meetings shall be held at the annual conference of the Association.
2. Additional special meetings of the PCA Executive Council may be called by the President or upon written petition signed by one-third (1/3) of the PCA Executive Council Members.

**Article VI
ANNUAL MEETING**

The annual meeting of the Association shall be held at the annual conference of said Association.

**Article VII
STANDING COMMITTEES**

Section 1 - Standing Committees

1. The Standing Committees of the Association are:
 - a. Conference
 - b. Ethics/Bylaws
 - c. Finance/Budget
 - d. Government Relations
 - e. Membership
 - f. Nominations & Elections
 - g. Professional Development
 - h. Archives
 - i. Committee for Anti-Racism and Inclusive Access (CARIA)
 - j. Policy
2. Special Committees, appointed by the President as authorized in Article IV, Section 2-1, shall serve for not more than one (1) year or until such time as the reason for their establishment has been met.

Section 2 - Committee Reports

Each Committee shall submit a written report of its activities and status to the PCA Executive Council at each meeting as requested by the President.

**Article VIII
FINANCIAL AFFAIRS**

Section 1 - Fiscal Year

The fiscal year of the Association shall be established as July 1 to June 30.

Section 2 - Method of Finances

The method of financing the Association shall be established by the PCA Executive Council in keeping with generally accepted financial practices and in accordance with the adoption of the annual budget.

Section 3 - Property of the Pennsylvania Counseling Association

In the event of dissolution, none of the property of the Association shall be transferred to any of the members. All property shall be transferred to such organizations as the PCA Executive Council shall determine to have purposes and activities most nearly consonant with those of the Association, provided that such organizations shall be exempt under Section 501 (c) (3) of the Internal Revenue Service Code or corresponding provisions of Internal Revenue Service laws.

Section 4 - Annual Budget

The President-Elect shall be responsible for the preparation of the operating budget for his/her term as President of the Association. Said budget shall be presented to the PCA Executive Council for adoption upon assuming the Presidency.

Section 5 - Audit

The Treasurer of the Association shall have the responsibility of submitting the financial documents to an independent accountant for annual audit. It shall be the responsibility of the Treasurer and President-Elect to select an accountant to review all financial records and submit a complete audit report as soon as possible following the close of the fiscal year.

**Article IX
AMENDMENTS AND REVISIONS**

Section 1 - Proposals

1. Proposed amendments or revisions may be presented to the PCA Executive Council by the PCA Ethics/Bylaws Committee or a Division, Chapter, or Special Interest Group, or an individual member, provided that in the case of an individual member, the proposed amendment or revision shall be presented over the signatures of at least twenty (20) members in good standing. All such proposed amendments or revisions must be submitted in writing to the President or to the PCA Ethics/Bylaws Committee, if said committee is currently active, at least sixty (60) days prior to the next meeting of the PCA Executive Council. The President or Committee shall present all submitted proposed amendments or revisions to the PCA Executive Council, in writing, with explanation, at least thirty (30) days prior to the meeting of the PCA Executive Council at which adoption is expected.
2. Two-thirds (2/3) of PCA Executive Council members present at the PCA Executive Council meeting shall be required for the acceptance of the amendment(s) or revision(s).

**Article X
RULES OF ORDER**

Robert's Rules of Order, by Harper Perseus Collins, current edition (by William J. Evans and Sara Corbin Robert), as from time to time revised, shall govern the proceedings of all bodies of the Association, except where otherwise specified by the Bylaws.

* Approved by PCA Spring 2007

Approved by ACA Nov 2009

Revised by PCA May 2017 (Membership)

Revised by PCA February 2019 (Membership)

Revised by PCA August 2019 (Mission)

End of ByLaws



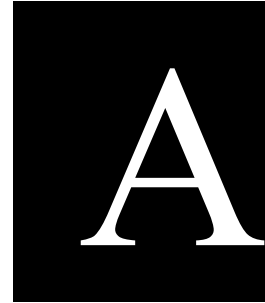
PCA POLICIES & PROCEDURES

General Policies are established through practice or are directed through the executive council action—motions.

The Policy and Procedure manual is available online on the PCA website – www.Pennsylvaniacounseling.org. The Table of Contents is as followed:

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GUIDELINES AND EXPECTATIONS FOR Executive Officer ROLES WITHIN PCA

DUTIES AND RESPONSIBILITIES OF OFFICERS

- **Duties of the Executive Committee**
 - **President**
 - **President Elect**
 - **Past President**
 - **Treasurer**
 - **Secretary**

PCA PRESIDENT

The role of the President of the Pennsylvania Counseling Association is to lead the Association toward fulfillment of the Strategic Plan and to further the mission of the Association. Officers of this Association shall be the President, President-Elect, immediate Past President, Secretary and Treasurer. Officers shall be elected at large from among the professional members of this Association. The President, President-Elect, and immediate Past President shall serve terms of one year and shall not succeed themselves, except as a result of a vacancy. The President-Elect succeeds to the Presidency in the ensuing year and to the Past Presidency the year after the Presidency.

Responsibilities

Bylaw

- Be a member in good standing of PCA and ACA.
- Is chief executive officer.
- Serves a term of one year, beginning on the first day of the PCA year and shall serve until the successor takes office.
- Shall serve as a member of the Executive Committee and Council of Leaders
- All members of the Executive Board are expected to submit a written report for each meeting whether or not in attendance
- Preside at all meetings of the Executive Board
- Transmit through the Secretary an agenda of business to be transacted 10 days prior to all meetings.
- Appoint committee members with consent of the Executive Committee.
- Hold ex-officio membership in all committees.
- Transmit the Association's annual report to the President of ACA.
- Serve as voting representative of PCA at the ACA Northern Region Branch Assembly
- **Functions**
 - Identify issues and establish priorities for the Association.
 - Establish policies for Association Governance with approval of the COL.
 - Formulate operational policies for executive action, and evaluate results.
 - Grant and revoke charters of Divisions, Chapters and Interest Sections.
 - Promotes and protects the counseling profession
 - Speaks/writes on behalf of counselors to legislators, government representatives, schools, universities professional associations, licensing board and government agencies
 - Perform such other duties as are necessary and proper for the orderly and impartial operation of the Association.
 - Receive a copy of the annual PCA audit with comments and observations about the report
 - Present Awards at Annual Conference
- **Policies**
 - Present a budget for the executive approval at the first meeting of the term of office.
 - Determine time, place and agenda of Executive Board meetings
 - Approve or disapproves all reimbursement requests

- Attend the annual ACA Conference, Regional Meetings and other meetings where state representation is required as representative of PCA. In the event that the President cannot attend, he will appoint an officer to speak in behalf of the President in place such appointment in writing.
- Choose a keynote speaker and theme for the annual PCA conference
- Submit a report of activities to each PCA executive board meeting.

Duration of Appointment: 12 months

PCA PRESIDENT-ELECT

The role of President-Elect is to prepare for the role of President. Officers of this Association

shall be the President, President-Elect, immediate Past President, Secretary and Treasurer. Officers shall be elected at large from among the professional members of this Association. All Officers shall be members in good standing in PCA and ACA. The President, President-Elect, and immediate Past President shall serve terms of one year and shall not succeed themselves, except as a result of a vacancy. The President-Elect succeeds to the Presidency in the ensuing year and to the Past Presidency the year after the Presidency.

Responsibilities

- **Bylaw**
 - Shall be a member in good standing in PCA and ACA.
 - Shall serve a term of one year.
 - Shall serve as a member of the Executive Committee and Council of Leaders
 - All members of the Council of Leaders are expected to submit a written report for each meeting whether or not in attendance
 - Preside at all meetings that the president is unable to attend.
 - Serve as PCA voting representatives at ACA Western Region Branch Assembly in the absence of the PCA President.
 - Serve as member of the Executive Committee.
- **Functions**
 - To represent PCA at ACA meetings at the written request of the PCA President
 - Identify issues and establish priorities for the Association.
 - Establish policies for Association Governance.
 - Formulate operational policies for executive action, and evaluate results.
 - Grant and revoke charters of Divisions, Chapters and interest Sections.
 - Perform such other duties as are necessary and proper for the orderly and impartial operation of the Association.
 - Ensure the continuity of the PCA Presidency by mentoring the President Elect-Elect
- **Policies**
 - Attend the annual ACA Conference as a representative of PCA.
 - Responsible for appointing Annual Conference Chair.
 - Become familiar with the bylaws and policies of the Association.
 - Shall submit a report of activities to each PCA executive meeting.
 - Develop and maintain a conference manual for upcoming PCA Conference

Duration of Appointment: 12 month

PCA IMMEDIATE PAST-PRESIDENT

The role of the Past President is to be available as a mentor to the Association. Officers of this Association shall be the President, President-Elect, immediate Past President, Secretary and Treasurer. Officers shall be elected at large from among the professional members of this Association. All Officers shall be members in good standing in PCA and ACA. The President, President-Elect, and immediate Past President shall serve terms of one year and shall not succeed themselves, except as a result of a vacancy. The President-Elect succeeds to the Presidency in the ensuing year and to the Past Presidency the year after the Presidency.

Responsibilities

- **Bylaw**
 - Be a member in good standing of PCA and ACA.
 - Serve a term of one year.
 - Shall serve as a member of the Executive Board
 - All members of the executive board are expected to submit a written report for each meeting whether or not in attendance
 - Preside at meetings in the absence of the President and the President Elect.
- **Functions**
 - Identify issues and establish priorities for the Association.
 - Establish policies for Association Governance.
 - Formulate operational policies for executive action, and evaluate results.
 - Grant and revoke charters of Divisions, Chapters and interest Sections.
 - Perform such other duties as are necessary and proper for the orderly and impartial operation of the Association.
- **Policies**
 - Solicit nominees for President and present to the Executive Board for approval.
 - Submit a report of activities at each Executive Board meeting

Duration of Appointment: 12 months

PCA TREASURER

The role of the Treasurer is to oversee the financial affairs and fiscal health of the Association. Officers of this Association shall be the President, President-Elect, immediate Past President, Secretary and Treasurer. Officers shall be elected at large from among the professional members of this Association. The term of office of any elected officer shall begin on the first day of the official PCA year and each officer shall serve until the successor takes office.

Responsibilities

- **Bylaw**
 - Shall be a member in good standing of the PCA and the ACA.
 - Shall serve a term of two years and may succeed to a second term.
 - Shall collect and disburse funds of the Association subject to the approval of the President.
 - Shall make a financial report at each executive board meeting
 - Shall serve as a member of the Executive Committee and Council of Leaders
 - All members of the Council of Leaders are expected to submit a written report for each meeting whether or not in attendance
 - Chairs the Finance Committee.
- **Functions**
 - Identify issues and establish priorities for the Association.
 - Establish policies for Association Governance.
 - Formulate operational policies for executive action, and evaluate results.
 - Grant and revoke charters of Divisions, Chapters and interest Sections.
 - Perform such other duties as are necessary and proper for the orderly and impartial operation of the Association.
 - Receive financials from Division Treasurers required to file annual taxes and audits
- **Policies**
 - Assist the President in establishing the operational budget for the current term.
 - The Treasurer is responsible for maintaining permanent records that track income, receipts and disbursements of the Association's funds
 - The Treasurer is responsible for ensuring annual tax return is completed and filed and appropriate tax forms are distributed to contractors by Federal Deadlines. The return must also be filed with the Attorney General's office.
 - Shall present financial report at each Council of Leaders meeting as to the current financial status.
 - Responsible for filing state sales tax permit if needed for PCA Conference and for paying state taxes as required.

Duration of Appointment: 36 months

PCA SECRETARY

The role of the Secretary is to keep an official record of significant documents of the Association. Officers of this Association shall be the President, President-Elect, immediate Past President, Secretary and Treasurer. Officers shall be elected at large from among the professional members of this Association. The term of office of any elected officer shall begin on the first day of the official PCA year and each officer shall serve until the successor takes office.

Responsibilities

- **Bylaw**
 - Shall be a member in good standing of the PCA and the ACA.
 - Shall serve a term of two years and shall not be eligible to immediately repeat this office
 - Shall serve as a member of the Executive Board
 - All members of the Executive Board are expected to submit a written report for each meeting whether or not in attendance
 - Keep records of current activities of the Association, Executive Board..
 - Shall issue notices of all meetings 10 days prior.
 - Report all amendments to the Articles of Incorporation or Bylaws to the ACA President in writing within 30 days after the date of adoption.
- **Functions**
 - Identify issues and establish priorities for the Association.
 - Establish policies for Association Governance.
 - Formulate operational policies for executive action, and evaluate results.
 - Grand and revoke charters of Divisions, Chapters and interest Sections.
 - Perform such other duties as are necessary and proper for the orderly and impartial operation of the Association.
 - Provide an electronic copy of board minutes to media chair to be placed on PCA Website
- **Policies**
 - Shall provide a written copy of the minutes to each member of the Executive Board at least 10 days before the next meeting.
 - Shall maintain copies of all motion forms.

Duration of Appointment: 36 months



PCA STRATEGIC PLAN

Mission

As a State Branch of the American Counseling Association, the Pennsylvania Counseling Association (PCA) promotes and supports the competent, ethical, and culturally inclusive practice of professional counseling in Pennsylvania and protects and advocates for all counselors and the clients we serve.

PCA strives:

1. To achieve recognition of Pennsylvania professional counselors as providers of mental healthcare in all human service systems and practice settings.
2. To achieve access to quality mental health services for Pennsylvanians across cultures at all stages of the life span.
3. To educate Pennsylvanians about the skills and qualifications of professional counselors.
4. To provide professional development experiences for all professional counselors in Pennsylvania.
5. To be a resource for state and local government officials and all community leaders who address the mental health needs of their constituents.
6. To recruit and train a diverse membership, which includes all professional counselors in Pennsylvania, and to involve each of them in carrying out our mission and realizing our vision.
7. To recruit as members Pennsylvania graduate students of professional counseling, to involve each of them in carrying out our mission and in realizing our vision, to mentor each of them through the transition from graduate student to professional, and to develop each of them as future leaders of our profession.

Vision

The vision of the PCA is to represent all professional counselors of the Commonwealth in the continued development of professional identity through advocacy, legislative action, and servant leadership.

PCA Is:

- a vibrant state professional association, with regional chapters, divisions and special interest groups, advocating for professional counselors and their clients in Pennsylvania
- a strong voice in Harrisburg for legislation affecting professional counseling
- an authorized provider of continuing education units
- an association dedicated to promoting accreditation, board certification, and state licensure for Pennsylvania's professional counselors
- a dynamic network of Pennsylvania professional counselors

GOALS – PROGRAMS & SERVICES

Association programs and services will be of high quality, are needs-based and comprehensive in nature.

OBJECTIVES/STRATEGIES - PROGRAMS & SERVICES

1. Ensure that content is appropriate, relevant and “user friendly”.
 - a. Apply input gained through needs assessments/program evaluations.
 - b. Engage Board in critical review.
 - c. Consult with regional and national authorities re: best practices.
 - d. Tap “corporate” knowledge/history of success.

2. Ensure that delivery methods are appropriate, relevant and “user friendly”.
 - * Comply with budget capacity.
 - * Apply input gained through needs assessments/program evaluations.
 - * Engage Board in critical review.

GOALS - PERSONNEL

The Association leadership *group* will be staffed by *counseling professionals* who are qualified for the positions they hold and dedicated to serving the profession.

OBJECTIVES/STRATEGIES – PERSONNEL

1. Recruit emerging/active professionals to serve as Association leaders.
Survey Board re: individuals with talent/leadership potential.
 - a. Review membership list.
 - b. Approach finishing graduate students through counselor educators.
 - c. Couple recruiting efforts with communication activities.
 - d. Conduct emerging leaders sessions at annual conference.
 - e. Approach subject at LDI.

2. Train identified leaders.
 - a. Address during LDI.
 - b. Connect incoming leaders with mentor.
 - c. Form a Council of Presidents (past) for input.
 - d. Include leadership tips on listserv/website.
 - e. Tap regional and national resources.

3. Retain/transition leaders.
 - a. Rotate periodically/transition to other positions.
 - b. Conduct performance reviews coupled with growth plans.
 - c. Connect leaders in need of help with mentor.
 - d. Recognize accomplishment through a variety of strategies (e.g. plaques, certificates, letters to supervisors, etc.)
 - e. Issue PCA pins.
 - f. Provide membership dues breaks for officers.

GOALS - PLANNING

The Association will base its programs and services on a *many-faceted evaluation conducted at certain points throughout the administrative cycle*.

OBJECTIVES/STRATEGIES - PLANNING

1. Conduct an annual assessment of needs.
 - a. Incorporate into annual conference evaluation.
 - b. Conduct a broad-based needs assessment.
 - c. Hold focus groups in conjunction with regional activities.
 - d. Incorporate evaluation into website.
 - e. Route evaluations to membership via listserv.
 - f. Access evaluative information through divisions.

2. Conduct input level evaluation.
 - a. Contact sister associations across U.S.
 - b. Model other professional association materials, practices, etc.
 - c. Obtain ideas through member participation.

3. Conduct process and product level evaluations of programs and services.
 - a. Secure input through Board meetings.
 - b. Elicit member input through all Association communication activities.
 - c. Access input through listserv/website.
 - d. Use conference evaluations.

GOALS – RESOURCES

The Association will ensure that sufficient resources are provided in support of its programs and services.

OBJECTIVES/STRATEGIES – RESOURCES

1. Generate sufficient revenue to support Association programs and services.
 - a. Collaborate with others to defray expenses.
 - b. Sell advertising on the website.
 - c. Maintain/increase membership.
 - d. Continue/expand conferences.
 - e. Attract sponsors/elicite contributions.
 - f. Contract for selected services.
 - g. Seek ACA grants/scholarships.
2. Manage revenue obtained through an approved budgeting process.
 - a. Provide orientation and training for leaders.
 - b. Resurrect financial committee.
 - c. Establish timelines.

GOALS – COMMUNICATION

The Association will communicate regularly with its members and constituents.

OBJECTIVES/STRATEGIES - COMMUNICATION

1. Members will be regularly informed of Association programs and services and value of affiliation.
 - a. Issue quality newsletter.
 - b. Maintain updated listserv.
 - c. Expand website to be maximally informative.
 - d. Make presentations to pre-professionals (through counselor educators).
 - e. Conduct outreach visits with professionals across state.
 - f. Issue public service announcements.
2. The public will be educated about professional counseling and its benefits
 - a. Make frequent legislator contacts.
 - b. Make state and local government contacts.
 - c. Make presentations to service clubs and organizations.
 - d. Create promotional pieces in newspapers, local tabloids.
 - e. Develop “speaker’s bureau” handout for Association.
 - f. Issue public service announcements.



TAX EXEMPT INFORMATION

PCA TAX EXEMPTION STATUS

A tax exempt organization is any business, association or entity that has applied for tax exemption and has had it awarded by the Internal Revenue Service. These organizations are exempt from federal and state income tax as well as federal unemployment tax.

PCA has 501 (c) (6) Status.

The Pennsylvania Counseling Association is NOT exempt from paying sales tax. PCA does not receive preferred postal benefits (reduced rates).

Record Retention for a tax exempt organization:

Indefinitely:

Tax returns and any correspondence with the IRS or any other governmental agencies, annual financial reports, general ledger, general journal, income tax records and payment, documentation substantiating the purchase or sale of fixed assets, certificate of incorporation, corporate charter, bylaws, minutes, pension records, any significant contracts.

Six Years:

Cancelled checks, invoices and register tapes, bank reconciliation and statements for all bank accounts, records for all revenue sources, documentation of any bad debt or account receivables, purchase records and orders, travel and expense records, personnel and payroll records.

Three Years:

Internal financial statements, subsidiary ledger, all other accounting records not noted above.



BOARD MEETINGS: ROBERT'S RULES OF ORDER

INTRODUCTION TO ROBERT'S RULES OF ORDER

www.robertsrules.org

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules! Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

What is a Motion?

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions. What are the Four Basic Types of Motions?
 1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
 2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
 3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
 4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
 - a. The Chairman will say, "It has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your

organization. There are five methods used to vote by most organizations, they are:

1. **By Voice** -- The Chairman asks those in favor to say, "Aye", those opposed to say "no". Any member may move for an exact count.
2. **By Roll Call** -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. **By General Consent** -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. **By Division** -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. **By Ballot** -- Members write their vote on a slip of paper; this method is used when secrecy is desired.

Other motions commonly used that relate to voting.

1. **Motion to Table** -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. **Motion to Postpone Indefinitely** -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, BE COURTEOUS.

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request for information	Point of information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority



Guidelines

- **Reports are required for each of the 4 PCA Executive Council Meetings that occur each year. Dates vary yearly based on the President's schedule. Please submit a report, even if the committee you represent does not have a discussion or action item. It is acceptable to indicate that you do not have anything to report as this is better and preferable to not submitting a report**
- **A call for reports (and provided template) will be distribute via email 2-3 weeks prior to the meeting.**
- **Reports are due via email at least one week prior to the meeting. This policy affords participants an opportunity to read the reports before the meeting. It is expected that participants read the reports in full prior to the meeting so action and discussion items only can be given attention during meetings.**



PENNSYLVANIA COUNSELING ASSOCIATION

A Branch of the American Counseling Association

PCA Report

Date:

Division/Branch/Position:

Chair Person Name:

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES NO

If attending via conference call, please provide phone number:

Report:

Updates:

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

Action Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

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