



TENNESSEE COUNSELING  
ASSOCIATION

*A Branch of the American Counseling Association*

# Leadership Handbook

July 2015

# TCA LEADERSHIP HANDBOOK

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## **PREFACE**

Individuals elected to offices in professional organization often have only limited information about the observable functions, i.e., programs, which they have obtained as a member. Frequently there is also limited orientation provided to acquaint the new officers with their duties and responsibilities and with the policies of the organization.

The purposes of this Leadership Handbook include:

1. To provide information and guidelines to be followed while discharging the duties of office;
2. To acquaint personnel with currently effective policies and procedures of the Association at all levels; Chapter, Division, State Branch and National;
3. To improve working relationship among the personnel of the various chapters and divisions of the Association through an understanding of their respective functions so as to insure the most efficient administration of the Association.

The content of information is designed to be basic enough to apply at any level of the Association because functions of officers and committee chairs at Chapter, Division, or State level are, in most instances, similar. This information is submitted in an attempt to enhance the effectiveness with which those who volunteer their time and skills will function.

The loose leaf format was adopted to facilitate the addition of materials currently not provided and to encourage frequent revision and adaptation of the content as policies and procedures of the Association change.

### **Leadership Handbook**

Adopted 1974	Laveta Ligon
Revised 1982	Ann Tinnon
Revised 1982	Bennie R. Jones
Revised 1983	Gloria A. Patterson
Revised 1984	Dorothy M. Pease
Revised 1985	Mildred L. Clyde
Revised 1988	E. Thelma Wright
Revised 1993	Pat Cole & Ronnie Reeder
Revised 2003	Charles R. White
Revised 2004	Randy Gambrell
Revised 2013, 2015	Michael L. Bundy

## **INTRODUCTION**

A central philosophy permeates this Handbook edition: TCA is the association for all professional counselors in Tennessee. While counselor groups within TCA have interests and needs unique to their specific clients, there are many issues that all groups can view with mutual interest. We have common goals, such as advocating for our clients, maintaining the integrity of the counseling relationship, promoting mental health services, advancing counseling research and best practices, obtaining professional development, enhancing our professional identity, and improving the quality of training. We have a united sense of purpose that binds us together as a unique helping profession. It is the mission of TCA to unify all counselors in Tennessee because: Together we are stronger. Together we make a difference.

This TCA Leadership Handbook is written to provide officers and committee chairs with an overview of expected responsibilities. We urge you to keep a copy of this Handbook readily available for ease of access to the important information it contains to assist. This Handbook is designed to address many questions that may arise during your leadership in TCA.

A copy of the TCA Bylaws (revised 2012) is included for your convenience. This recent revision is in full compliance with ACA Bylaws as of June 2013.

If you have any questions, you can contact the TCA President Audrey Elion at [dr.audreyelion1@gmail.com](mailto:dr.audreyelion1@gmail.com) or (901) 292-2672.

*Remember: it is not the acceptance of responsibility, but the fulfillment of it that determines the growth and development of both the individual and the Association.*

### **TCA Mission Statement**

The mission of the Tennessee Counseling Association is to enhance the quality of life in Tennessee and society by promoting the development of professional counselors, advancing the counseling profession, and using the profession and practice of counseling to promote respect for human dignity and diversity.

### **TCA Vision Statement**

The Tennessee Counseling Association is the publically recognized organization to which all professional counselors belong.

## Suggested alignment of TCA Chapters by Counties

This suggested alignment of TCA chapters is a guide. Actual alignment is determined by each chapter's Bylaws. Members are encouraged to affiliate with the chapter closest to their county.

### Cumberland

Bledsoe  
Clay  
Cumberland  
DeKalb  
Fentress  
Jackson  
Macon  
Overton  
Pickett  
Putnam  
Smith  
Trousdale  
Van Buren  
White

### Middle Tennessee

Cannon  
Cheatham  
Davidson  
Dickson  
Houston  
Humphreys  
Montgomery  
Robertson  
Rutherford  
Stewart  
Sumner  
Williamson  
Wilson

### South Tennessee

Bedford  
Coffee  
Franklin  
Grundy  
Lincoln  
Moore  
Warren

### Lookout

Bradley  
Hamilton  
Marion  
Meigs  
McMinn  
Polk  
Rhea  
Sequatchie

### Smoky Mountain

Anderson  
Blount  
Campbell  
Claiborne  
Cocke  
Grainger  
Hamblen  
Jefferson  
Knox  
Loudon  
Monroe  
Morgan  
Roane  
Scott  
Sevier  
Union

### Watauga

Carter  
Greene  
Hancock  
Hawkins  
Johnson  
Sullivan  
Unicoi  
Washington

### Martha Polk

Benton  
Carroll  
Chester  
Crockett  
Decatur  
Dyer  
Gibson  
Hardeman  
Hardin  
Haywood  
Henderson  
Henry  
Lake  
Lauderdale  
Madison  
McNairy  
Obion  
Weakley

### South Central

Giles  
Hickman  
Lawrence  
Lewis  
Marshall  
Maury  
Perry  
Wayne

### West

Fayette  
Shelby  
Tipton

## **TCA Divisions and Organizational Affiliates**

Note: Organizations with Affiliation Status are noted with asterisk.\*

### **Association for Lesbian, Gay, Bisexual and Transgender Issues in Counseling – Tennessee (ALGBTIC-TN)**

This association is for those who seek to educate counselors to the unique needs of client identity development; and a non-threatening counseling environment by aiding in the reduction of stereotypical thinking and homophobia.

### **Tennessee Association for Counselor Education and Supervision (TACES)**

This association is for those who are interested in the quality of education and supervision of counselors in all work settings.

### **\*Tennessee Association for Multicultural Counseling and Development (TAMCD)**

This association is for those who wish to improve cultural, ethnic and racial empathy and understanding by programs to advance and sustain personal growth.

### **Tennessee Mental Health Counselors Association (TMHCA)**

This association represents mental health counselors and advocates for client-access to quality services within the health care industry.

### **Tennessee Association for Specialists in Group Work (TASGW)**

This affiliate is for those who are interested in providing professional leadership in the field of group work, establishing standards for professional training, supporting research, and disseminating knowledge.

### **Tennessee School Counselor Association (TSCA)**

This association is for those who wish to promote school counseling professionals and interest in activities that affect the personal, educational, and career development of students. TSCA members also work with parents, educators, and community members to provide a positive learning environment.

### **\*Tennessee Association of Adult Development and Aging (TAADA)**

This affiliate is for those interested in sharing information, professional development, and advocacy related to adult development and aging issues and addressing counseling concerns across the lifespan.

### **\*Tennessee Association of Addiction and Offender Counselors (TAAOC)**

This affiliate is for those interested in increasing development of counselors working with addiction and offender populations.

### **\*Tennessee Association of Marriage and Family Counselors (TAMFC)**

This affiliate is for those interested in developing healthy family systems through prevention, education, and therapy.

\*Tennessee Career Development Association (TCDA)

This affiliate is for those who counsel clients in the achievement of career and life goals by providing professional development, resources, standards, scientific research, and advocacy.

\*Tennessee Employment Counseling Association (TECA)

This affiliate is for those interested in providing professional leadership to people who counsel in employment and/or career development settings.

ACA Divisions without affiliation or charters in Tennessee

Association for Assessment and Research in Counseling (AARC)

Association for Creativity in counseling (ACC)

American College Counseling Association (ACCA)

Association for Counselors and Educators in Government (ACEG)

The Association for Humanistic Counseling (AHC)

American Rehabilitation counseling Association (ARCA)

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

Counseling Association for Humanistic Education and Development (C-AHEAD)

Counselors for Social Justice (SCJ)

## **American Counseling Association**

Tennessee Counseling Association is a state branch of the American Counseling Association. ACA has 56 branches, including each state, plus the District of Columbia, Europe, Latin America, Puerto Rico, Virgin Islands, and the Philippines. The branches are organized into four regions: ACA Midwest Region, ACA North Atlantic Region, ACA Southern Region, and ACA Western Region. A region chair is elected for each region.

### **North Atlantic Region**

Connecticut	New York
Delaware (Inactive)	Pennsylvania
District of Columbia	Puerto Rico
Europe	Rhode Island/Massachusetts
Maine	Vermont (Inactive)
New Hampshire (Inactive)	Virgin Islands
New Jersey	

### **Southern Region**

Alabama	Mississippi
Arkansas	North Carolina
Florida	South Carolina
Georgia (Inactive)	Tennessee
Kentucky	Texas
Latin America (Inactive)	Virginia
Louisiana	West Virginia
Maryland	

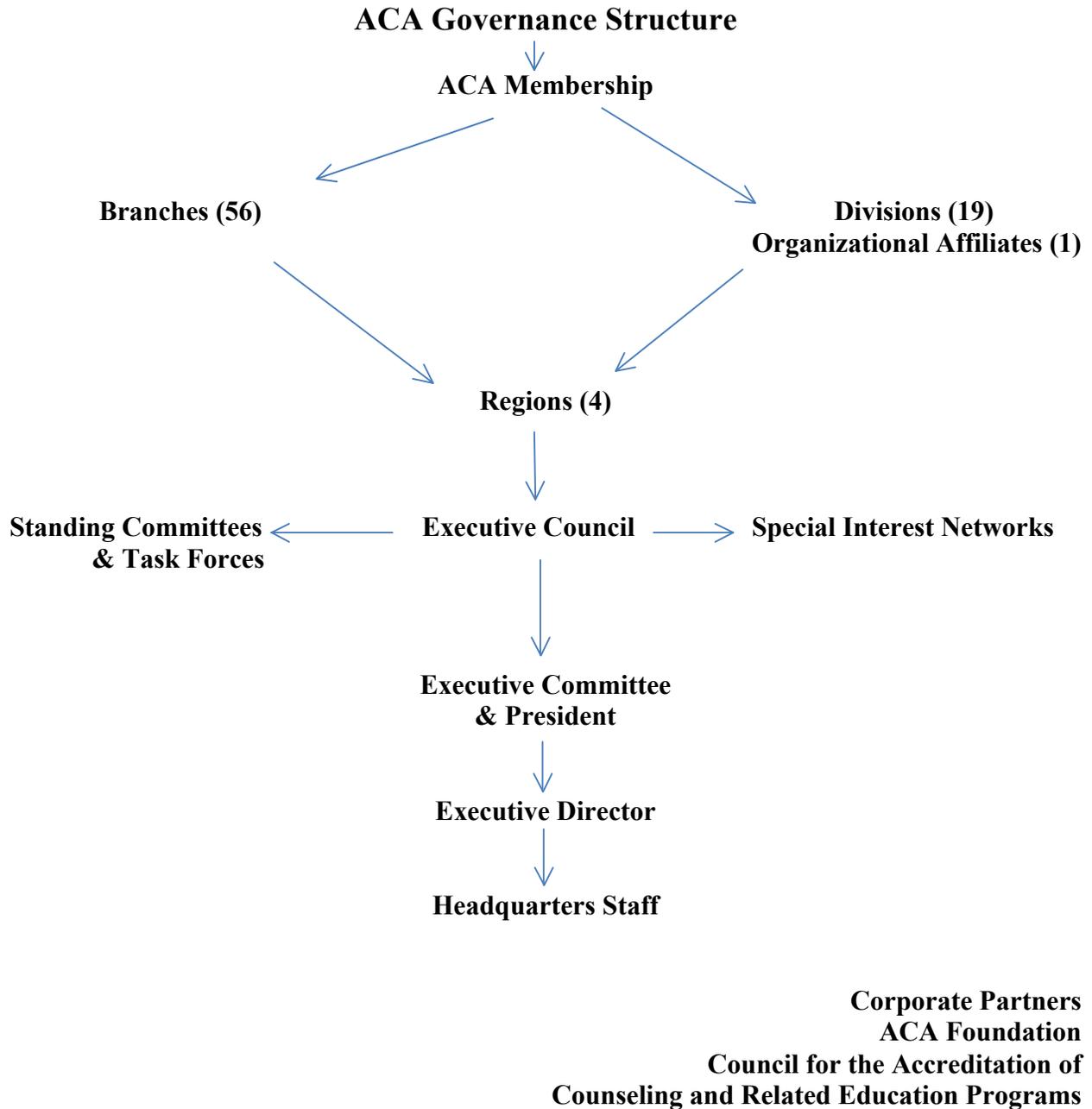
### **Mid-West Region**

Illinois	Nebraska
Indiana	North Dakota
Iowa	Ohio
Kansas	Oklahoma
Michigan	South Dakota
Minnesota	Wisconsin
Missouri	

### **Western Region**

Alaska	Nevada (Inactive)
Arizona	New Mexico
California	Oregon
Colorado	Philippines (Inactive)
Hawaii	Utah (Reforming)
Idaho	Washington
Montana	Wyoming

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The ACA Bylaws set forth the basic governance structure for the administration of Association affairs. Association leaders, including ACA national, division, region and branch officers, should familiarize themselves with the policies and guidelines set forth in the Bylaws, the Policies and Procedures Manual and the Operating Handbooks.

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## **PRESIDENT**

The President of TCA is expected to perform the following duties:

1. Ensure that the **annual non-profit forms** are completed and submitted to the Internal Revenue Service and TN Department of Revenue Division of Business Services in July, at the end of the fiscal year. Note: TCA fiscal year is July 1-June 30.
2. Prepare the agenda for all Governing Council business meetings.
3. Preside over all meetings of the Governing Council, regular and called meetings of TCA.
4. Study the Bylaws, Financial Records, and Policies of TCA.
5. Attend ACA Summer Leadership Training Institute to become familiar with ACA policies and procedures to ensure full compliance with the national organization and to build a network of relationships with other ACA branch and division leaders.
6. Appoint all committee chairs of TCA and name any special committees deemed necessary for the work of the Association.
7. Collaborate with the leadership of each TCA chapter and division to address concerns and issues of membership.
8. Promote correspondence and exchange of ideas and programs among chapters and divisions that will strengthen them and TCA.
9. Coordinate with the ACA President and staff on the organization, structure and planning for TCA.
10. Work with the TCA Governing Council in promoting TCA activities.
11. Collaborate with the TCA Treasurer to develop the annual TCA budget, to monitor expenses of each account within the guidelines of the *TCA Fiscal Policy*.
12. Maintain expense receipts of all travel and other leadership activities; give expense receipts to TCA Treasurer promptly after the event.
13. Prepare articles for each issue of the *TCA Newsletter* and other media as requested.
14. Prepare a report of all activities for presentation at each Governing Council meeting.
15. Maintain regular communication with members of the Governing Council concerning progress toward achievement of goals.

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16. Communicate TCA Governing Council actions to ACA Southern Region and ACA; and forward such correspondence, as required by those bodies.
17. Perform such duties as are incidental to the office or as directed by the TCA Governing Council and/or ACA Southern Region.
18. File reports, budget, audit results, and other significant documents with ACA.
19. Encourage the development of new leadership within the organization.
20. Assume responsibility for training officers and committee chairs in their respective duties. This may be achieved through the July TCA Leadership Development Institute.
21. Assist the President-elect in preparing for his/her administration by sharing information about unfinished business, policies, procedures, and responsibilities, thus providing continuity for the Association.
22. Maintain membership in ACA while serving as President, President-elect, and Immediate Past President of TCA.
23. Appoint a committee to review the financial records at the end of each Treasurer's term of office (biannually) and submit the committee's written report to the incoming Governing Council.
24. Secure meeting space at an appropriate location for the Governing Council's regular and called meetings.

## **PRESIDENT-ELECT**

The President-elect of TCA is expected to perform the following duties:

1. Plan the annual TCA conference and serve as the conference chair. A wide variety of program materials should be provided in order to meet the needs of the diverse groups represented in the membership. Review the *TCA Conference Planning Handbook*.
2. Perform such duties as may be directed by the TCA Governing Council. Assume a committee leadership role or special assignment as requested by President.
3. Serve as a member of the TCA Governing Council as per the Bylaws of TCA.
4. Assume, in the absence of the President, the role of President with all of its authority and responsibilities.
5. Begin preparation during this year to assume the duties of President at TCA Leadership Development Institute in July the following year.
6. Attend the Summer ACA Leadership Development Institute to become familiar with ACA policies and procedures to ensure full compliance with the national organization and to build a network of relationships with other ACA branch and division leaders.
7. Attend the ACA annual conference to represent TCA at various meetings and events and to build relationships with ACA leaders and staff.
8. Maintain expense receipts of all travel and other leadership activities as may be appropriate for the office; give expense receipts to TCA Treasurer immediately after the event.
9. Encourage the development of new leadership within the organization.
10. Begin, as early as possible, to identify TCA members for appointments to duties, committees, etc., that shall be made during his/her tenure of office.
11. Prepare articles for each issue of the *TCA Newsletter* and other media as requested.
12. Collaborate with the leadership of each TCA chapter and division to address concerns and issues of membership.
13. Maintain membership in ACA while serving as President, President-elect, and Immediate Past President of TCA.
14. Ensure that the **annual non-profit forms** are completed and submitted to the Internal Revenue Service and TN Department of Revenue Division of Business Services in July, at the end of the fiscal year. Note: TCA fiscal year is July 1-June 30.
15. Write letters of appreciation to appropriate individuals in conjunction with programs presented and other functions hosted during the TCA conference.

## **PRESIDENT-ELECT-ELECT**

The President-elect-elect of TCA is expected to perform the following duties:

1. Assume, in the absence of the President and the President-elect, the role of President with all of its authority and responsibility.
2. Immediately upon election, assume the chair of the Program Committee to plan the following year's TCA conference and serve as the Program Coordinator. A wide variety of program materials should be provided in order to meet the needs of the diverse groups represented in the membership. Review the *TCA Conference Planning Handbook*.
3. Perform such duties as may be directed by the TCA Governing Council.
4. Assume a committee leadership role or special assignment as agreed upon by the President, the President-elect and the President-elect-elect.
5. Serve as a member of the TCA Governing Council as per the Bylaws of TCA.
6. Maintain expense receipts of all travel and other leadership activities as may be appropriate for the office; give expense receipts to TCA Treasurer immediately after the event.
7. Begin preparation during this year to assume the duties of President-elect at the July TCA Leadership Development Institute the following year.
8. Encourage the development of new leadership within the organization.
9. Prepare articles for each issue of the *TCA Newsletter* and other media as requested.
10. Collaborate with the leadership of each TCA chapter and division to help them address concerns and issues of membership.
11. Identify members, as early as possible, for appointments to duties, committees, etc., that shall be made during his/her tenure of office.
12. Represent TCA at national, regional and state conferences, workshops and Governing Council meetings as requested by authorized personnel.
13. Prepare a written report of activities to be presented at each Governing Council meeting. Two such meetings are required by the Bylaws of TCA.

## **IMMEDIATE PAST PRESIDENT**

The Immediate Past President of TCA is expected to perform the following duties:

1. Carry out such duties as may be directed by the TCA Governing Council.
2. Assume a committee leadership role or special assignment as agreed upon by the President, President-elect and the President-elect-elect.
3. Serve as the chair of the Nominations and Elections Committee.
4. Serve as advisor to the President and other members of the Executive Council individually and collectively.
5. Serve as a member of the TCA Governing Council as per the Bylaws of TCA.
6. Encourage the development of new leadership within the organization.
7. Collaborate with the leadership of each TCA chapter and division to help them address concerns and issues of membership.
8. Maintain expense receipts of all travel and other leadership activities as may be appropriate for the office; give expense receipts to TCA Treasurer immediately after the event.
9. Represent TCA at national, regional and state conferences, workshops and Governing Council meetings as requested by authorized personnel.
10. Preside, in the absence of the President, President-elect, President-elect-elect, Secretary, and Treasurer, over meetings of the Governing Council of TCA.
11. Maintain membership in ACA while serving as Immediate Past President of TCA.

## SECRETARY

The Secretary of TCA is expected to perform the following duties:

1. Attend all TCA Governing Council meetings.
2. Accurately and concisely record all business transacted by the Governing Council and members of the Association.
3. Collect all motions and resolutions.
4. Prepare and distribute minutes of the TCA Governing Council meetings after they have been read and approved by the President.
5. Prepare and distribute minutes of the regular or called meetings to the TCA Governing Council after minutes have been read and approved by the President.
6. Complete other duties that may be assigned by the Governing Council or directed by the President.
7. Have materials ready for the Governing Council meeting.
  - a. copies of previous minutes
  - b. copy of Bylaws
  - c. membership roster
  - d. paper, pencils, and tape recorder (if one is desired)
8. Call Roll at business meetings of the Governing Council.
9. Collect and compile copies of all written reports.
10. In the absence of the President, President-elect, and President-elect-elect, preside over the meetings of the Governing Council and regular or called meetings of TCA.
11. Encourage the development of new leadership within the organization.
12. Maintain expense receipts of all travel and other leadership activities as may be appropriate for the office; give expense receipts to TCA Treasurer immediately after the event.
13. Collaborate with the leadership of each TCA chapter and division to help them address concerns and issues of membership.
14. Maintain membership in ACA while serving as Secretary of TCA.

## TREASURER

The Treasurer of TCA is expected to perform the following duties:

1. Ensure that the **annual non-profit forms** are completed and submitted to the Internal Revenue Service and TN Department of Revenue Division of Business Services in July, at the end of the fiscal year. Note: TCA fiscal year is July 1-June 30.
2. Review reimbursement and payment requests for conformity with *TCA Fiscal Policies and Guidelines* and review account balances to determine if budget account balance is sufficient to cover expenditures. Note: Ensure that all reimbursement requests have receipts.
3. Issue checks for reimbursement and payment requests and designate them to the appropriate line item in the budget. This includes membership disbursements to chapters and divisions.
4. Obtain President authorization for disbursement of checks over \$500 and any checks issued to self for expenses as Treasurer.
5. Adhere to guidelines regarding requests for checks to be reissued that have not been cashed.
6. Record all financial disbursements in QuickBooks.
7. Receive and record monthly deposit statements from the Membership Secretary.
8. Review and reconcile monthly bank statements.
9. Pay monthly expenses, such as salary to Membership Secretary and credit card statements.
10. Consult with credit card holders to determine appropriate line items in budget for their expenditures.
11. Keep files of reimbursement forms and receipts for all checks disbursed and payments made.
12. Keep files of all deposit forms, bank statements, and IRS filing and correspondence.
13. Compile and submit current Income and Expense Report to the Governing Council at each meeting.
14. Collaboration with the TCA president to prepare an annual budget for TCA to be voted on at the July Leadership Development Institute, with each account to conform to the *TCA Fiscal Policies and Guidelines.*

15. Provide input to the Governing Council regarding the financial impact of programs as they are deliberated.
16. Submit an annual fiscal report at the July Leadership Development Institute to each member of the Governing Council.
17. Arrange for a certified public accountant to submit necessary forms to the Internal Revenue Service and arrange for the President's signature on forms as required.
18. Arrange for an audit of finances at the end of tenure as Treasurer.
19. Complete other duties that may be assigned by the Governing Council and/or the President.
20. Encourage the development of new leadership within the organization.
21. Maintain expense receipts of all travel and other leadership activities as may be appropriate for the office; give expense receipts to TCA Treasurer immediately after the event.
22. Collaborate with the leadership of each TCA chapter and division to help them address concerns and issues of membership.
23. Maintain membership in ACA while serving as Treasurer of TCA.

## **CHAPTER/DIVISION PRESIDENT**

Chapter/Division Presidents are elected by their respective group in accordance with the Chapter/Division Bylaws and are members of the Governing Council of the Tennessee Counseling Association.

The Chapter/Division Presidents are expected to perform the following duties:

1. Serve as a voting member of the TCA Governing Council in accordance with the TCA Bylaws.
2. Plan regular meetings and programs of the Chapter/Division that are inclusive and contain equal interest of all membership groups, including mental health counselors and school counselors.
3. Prepare the annual budget in collaboration with the Chapter/Division treasurer; submit the annual budget to Chapter/Division executive council and to the TCA Governing Council.
4. Plan special events of high interest to all counselors, i.e., one-day seminar or conference.
5. Promote awareness of counseling and human development.
6. Establish connections with local government and state leaders to advocate counseling and human development.
7. Promote membership benefits to area school and mental health counselors.
8. Establish effective communication network among area counselors.
9. Ensure current information is regularly reported on chapter/division website.
10. Submit announcements and activities of Chapter/Division to *TCA Newsletter* editor and TCA Webmaster.
11. Encourage the development of new leadership within the organization
12. Maintain expense receipts of all travel and other leadership activities as may be appropriate for the office; give expense receipts to TCA Treasurer immediately after the event.
13. Collaborate with the leadership of other TCA chapter and division to help them address concerns and issues of mutual concern.
14. Review Chapter/Division Bylaws to align them with TCA Bylaws; present Chapter/Division Bylaws to TCA Bylaws Committee for review; and, submit Chapter/Division Bylaws to TCA Governing Council.

## PARLIAMENTARIAN

The Parliamentarian of TCA is appointed by the President and serves as an *ex-officio* of the Governing Council without voting rights.

The Parliamentarian is expected to perform the following duties:

1. Advise the President on matters pertaining to the Bylaws of TCA.
2. Assist the President during the Governing Council meetings to assure that *Robert's Rules of Order* are applied.
3. Serve on committees as designated by the President.
4. Encourage the development of new leadership within the organization.
5. Maintain expense receipts of all travel and other leadership activities as may be appropriate for the office; give expense receipts to TCA Treasurer immediately after the event.
6. Collaborate with the leadership of TCA chapter and division to help them address concerns and issues of membership.

## **TCA MEMBERSHIP SECRETARY**

**Terms of Employment:** Yearly contract/Renewable until termination of yearly contract by a majority vote of quorum at a TCA Governing Council meeting.

**Evaluation:** Every 4 months during first year of employment and annually thereafter.

**Supervision:** Reports to President and Membership Committee Chair.

**Salary:** \$600 per month

**Requirements:**

1. Ability to be bonded
2. Knowledge of Windows based programs
3. Communication Skills
4. Ability to work with TCA Governing Council
5. Ability to meet deadlines
6. Ability to work independently

**Membership Secretary Duties:**

1. Maintain membership database (RegOnline), this involves but is not limited to processing membership applications, renewals and receipts.
2. Email appropriate acknowledgments (1st and/or 15th of the month).
3. Submit all appropriate documentation to treasurer (receipts and spreadsheet and other necessary support documentation -- discuss with treasurer).
4. Provide membership lists to chapter and division presidents, newsletter editors, journal chair and other designated parties of the association quarterly and upon request.
5. Maintain membership data/information/history on computer d-base in an efficient and productive manner necessary to generate Council summary reports at board meetings.
6. Respond to general member inquiries regarding membership status.
7. Systematically perform membership renewal functions coming due (include 30, 60, 90 days lapsed members).
8. Backup data base at least monthly.
9. Attend all State Association meetings and other designated conferences and meetings.
10. Attend all TCA Governing Council meetings and serve as an *ex-officio* member (non-voting).

11. Answer TCA incoming toll-free number and reply via TCA provided cell phone.
12. Pick up mail from TCA P.O. box if located in that same city and send/deposit checks in TCA account
13. Participate in annual evaluation of responsibilities enumerated in this document.

#### TCA Conference and Events

1. Represent TCA membership in the registration process at the annual conference.
2. Design online conference registration form and web page in RegOnline.
3. Collect checks and payments for conference and maintain an accounting for each event (registration; pre-conferences; silent auction; luncheons & brunch; merchandise).
4. Work with conference chairman and committee to invoice and collect payments from sponsors and exhibitors, if necessary.
5. Create an event summary after conference for the event chairman to include the breakdown of attendee type, funds collected by category.
6. Copy treasurer on conference deposits and breakdown by category. Include breakdown of conference expenses and income from RegOnline.

#### Chapter & Division Events

1. Design online conference registration form and web page in RegOnline.
2. Collect checks and payments for conference and maintain an accounting for each event.
3. Copy treasurer on conference deposits and breakdown by category. Include breakdown of conference expenses and income from RegOnline.
4. Provide event summary for event chairman.

## **MEMBERSHIP**

The Membership Chair is expected to perform the following duties:

1. Collaborate with the TCA Membership Secretary to promote membership.
2. Design the TCA Membership form by July 1 of each year with the assistance of the TCA Membership Secretary
3. Provide leadership and coordination for the Membership Committee and recruit members for the Committee.
4. Research vital demographic data of various groups and design strategic membership recruitment campaigns for these groups, i.e., LPCs and school counselors in Tennessee.
5. Obtain mailing lists to distribute membership applications to professional personnel who might be interested in joining TCA.
6. Organize and implement programs to increase the membership of TCA and all its chapters and divisions.
7. Submit a written report of Committee's activities with recommendations to the Governing Council at each meeting.
8. Work with the editor of the *TCA Newsletter* in promoting membership campaigns.
9. Write and submit an article for each *TCA Newsletter*.
10. Intensify efforts to promote TCA and ACA membership as well as provide an organized, systematic membership program.
11. Maintain an electronic file of the Membership Committee activities for the year and pass along the file to next Membership Committee chair.
12. Develop a "plan of action" to be submitted to the Governing Council of TCA at the July Leadership Development Institute.
13. Encourage the development of new leadership within the organization.
14. Maintain expense receipts of all travel and other leadership activities as may be appropriate for the office; give receipts to TCA Treasurer immediately after the event.
15. Collaborate with the leadership of TCA chapter and division to help them address concerns and issues of membership.

## **Guidelines For Chapter Membership Chair**

The goals of these leaders are 1) to maintain and increase membership in the region, 2) keep up to-date records of dues and membership, 3) work closely with chapter officers to facilitate policy and decision making, and 4) to serve as the liaison between TCA Membership Chair, TCA Membership Secretary and local chapter members.

In order to reach these goals the following suggestions are made, knowing individual variations and practices are necessary:

1. Personal contacts are most important to getting new members and for urging former members to re-join.
2. Use emails, phone calls, meetings, gatherings, and other special events as opportunities to promote TCA and chapter membership.
3. Get others involved in the annual membership drive, especially after the TCA Leadership Development Institute in July.
4. Promote the benefits of association membership.
5. Record keeping is essential. Work with the TCA Membership Secretary for maintaining accurate records.
6. Your Chapter Treasurer and TCA Treasurer depend on your accuracy.

## HUMAN RIGHTS

The TCA Human Rights Committee shall promote social progress and better standards of life upholding the dignity and worth of the human person without distinction of any kind, i.e., race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status. (TCA Bylaws: Article VIII, Section 1-b)

The Human Rights Chair is expected to perform the following duties:

1. Serve in a leadership/resource role to promote state Human Rights' programs.
2. Communicate and coordinate with other TCA leaders to represent the human rights of individuals and concern of human rights in our country.
3. Maintain and coordinate programs with the ACA Human Rights Chair.
4. Write and submit an article for each issue of the *TCA Newsletter*.
5. Be prepared to present human rights programs when requested by other state organizations.
6. Maintain an electronic file of the Human Rights Committee activities for the year and pass along the file to the next Human Rights Committee chair.
7. Complete duties as assigned by the TCA Governing Council and/or the President.
8. Encourage the development of new leadership within the organization.
9. Maintain expense receipts of all travel and other leadership activities as may be appropriate for the office; give expense receipts to TCA Treasurer immediately after the event.
10. Collaborate with the leadership of TCA chapter and division to help them address concerns and issues of membership.

## **PUBLIC POLICY AND LEGISLATION**

The Public Policy and Legislation Committee shall promote and support public policy and legislation which promotes the profession and enhances human development. The committee shall inform the membership of national and state legislative efforts related to counseling, including state licensure, and for government relations training of members. They shall be aware of pending State legislation, public hearings by the Legislature or Legislative Committees, the State Board of Education and/or the State Advisory Council on Vocational Education; lobby for appropriate legislation; prepare bills for appropriate legislation. (TCA-Bylaws: Article VIII, Section 1-c)

The Public Policy and Legislation Chair of TCA is expected to perform the following duties:

1. Provide leadership, in collaboration with TCA President, for all public policy and legislative activities done in the name of the Tennessee Counseling Association.
2. Recommend Committee members to TCA President for appointment that can effectively represent diverse advocacy needs among TCA membership.
3. Monitor the Tennessee General Assembly for legislative initiatives that impact clients, counselors, and the counseling professional.
4. Monitor State government departments, boards, committees, and other entities, which have responsibilities for regulating, developing and/or executing policies and programs that impact clients, counselors and the counseling professional.
5. Maintain an ongoing active communication link with the ACA Government Relations and disseminate information to membership.
9. Maintain a file of the year's activities to be compiled and reported as maybe required by the Internal Revenue Service.
10. Write and submit an article for each *TCA Newsletter*.
11. Work closely with, encourage, and provide guidance to any division, chapter, or individual member in need of assistance with public policy and advocacy.
12. Develop a "plan of action" to be submitted to the Governing Council.

Note: *TCA President shall appoint a member of TMHCA to monitor activities of the legislative and licensing board for a three year term, with successive appointments of one or more individuals to create a "rotating" monitoring panel. This individual(s) will report to TCA President and TMHCA President. (TCA Governing Council Minutes, July 2011)*

## PUBLICATIONS

The Publications Committee shall be responsible for the preparation and dissemination of information about the organization via a newsletter, website, and any social media to be used by the membership. There shall be at least one representative from each grand division of the State on the Publications Committee. (TCA Bylaws: Article VIII, Section 1-e)

The Publications Committee Chair is expected to perform the following duties:

1. Provide leadership and coordination for the *TCA Newsletter*, *TCA Website*, *TCA Facebook*, and *TCA Twitter* accounts.
2. Ensure that all TCA publications serve the wide range of professional interests and needs among the TCA membership.
3. Recruit committee members who could chair subcommittees provide leadership for *TCA Facebook*, *TCA Twitter*, and *TCA Website*.
4. Promote the mission, vision and goals of ACA and TCA as outlined in those Bylaws.
5. Work to improve the quality and relevance of the *TCA Newsletter* to the diverse needs of the TCA membership.
6. Announce deadlines for submitting articles to each *TCA Newsletter* at the July Leadership Development Institute.
7. Solicit timely articles from TCA officers, committee chairs and other TCA members by reminding them of the deadlines and suggesting topics.
8. Work with the President-elect to promote the annual conference, i.e., solicits articles about what makes the conference important for professional development.
9. Collaborate with *TCA Website* Sub-committee Chair to ensure that the *TCA Website* has accurate and professional content.
10. Collaborate with the social media sub-committee chairs to ensure accurate and professional content is presented on the *TCA Facebook* and *TCA Twitter* accounts.
11. Develop a “plan of action” to be submitted to the Governing Council at the July TCA Leadership Development Institute.

## TCA Newsletter Guidelines

TCA Newsletter is published on the TCA website and emailed to the TCA Listserv.

### **Fall – July 20 Deadline**

***\*Mid-August E-Mailing\****

President & President-elect articles  
TCA Membership form  
Welcome new/renewed members list (obtain list from Membership Secretary)  
Call for Program Proposals – TCA Conference – mail to designee/President-elect  
Call for Journal articles  
Chapter/division updates and meeting dates  
TCA Conference information/registration form  
TCA Officer(s) Ballot (as needed) <**membership # required**>  
Exhibitor Registration form for TCA Conference  
TSCA - nomination form & awards form  
Kudos/Recognition of member accomplishments  
What's New – WWW resources – book reviews

### **Winter – December 15 Deadline**

***\*Mid-January E-mailing\****

President, President-elect & President-elect-elect articles  
Welcome new/renewed members list (obtain list from Membership Secretary)  
Call for Journal articles Post  
TCA info/highlights  
Next TCA Conference information/registration form  
Dates to remember – Governing Council/Associations/Divisions  
Committee Chair Reports  
Kudos/Recognition of member accomplishments  
What's New – WWW resources – book reviews

### **Spring – March 30 Deadline**

***\*Mid-May E-mailing\****

President & President-elect articles  
Welcome new/renewed members (obtain list from Membership Secretary)  
Call for Journal articles  
TCA officer(s) nomination form  
Exhibitor Registration form for TCA Conference  
LDI registration/information  
Kudos/Recognition of member accomplishments  
What's New – WWW resources – book reviews

## **Guidelines for Chapter & Division Newsletter Editors**

Newsletters provide the opportunity for a Chapter/Division to develop and maintain open channels of communication with its members. The newsletter can publicize professional activities and opportunities, recognize individuals and/or groups for outstanding contributions to the profession, as well as share innovative and creative counseling methods and projects.

The following guidelines are intended to present issues for consideration, suggestions for possible solutions, and hints for developing and writing articles.

- I. Scheduling Guidelines
  - A. Number of issues per year
  - B. Approximate date of publication for each issue
  - C. Deadline for receipt of materials
- II. Printing Guidelines
  - A. Type: ditto, printed  
(Vocational print shops in school systems or in Vocational Area Schools may be a source for inexpensive printing.)
  - B. Limitations
    1. Headlines: bold, typed
    2. Pictures
    3. Column width: single, double, triple
    4. Cost
- III. Mailing Guidelines
  - A. Membership list
  - B. Prospect list
  - C. Special list: superintendents, other chapter/division newsletter editors, legislators, special interest persons
  - D. Mailing labels: typed, hand addressed (Generated by membership system.).
  - E. Postage: First class.
- IV. Editing Guidelines
  - A. Noteworthy News Ideas
    1. People and their special interests, projects, contributions, responsibilities.
    2. Chapter/division activities.
    3. Workshops, seminars, special guest lectures available.
    4. Programs for meetings.
    5. Innovative ideas, programs, projects.
    6. State and local counseling activities.
    7. Committee reports, special interest items.
    8. Legislative concerns and reports.
    9. News of future activities and events (preferred to past reports).
    10. News-makers: people, numbers, human interest, records, awards.
    11. Fillers (short items of interest, 2-5 lines).

B. Pictures: pictures bring news to life!

1. Color.
2. Sharp contrasts.
3. Clear focus.
4. Close-up of people.
5. Identify activity and people.
6. Action pictures.

C. Article writing

1. First paragraphs should be one sentence, containing all major information.
2. Only active voice verbs should be used.
3. Include a cut-off paragraph (an ending paragraph which may be omitted if space is limited).
4. Sub-headings make long articles easier to read.
5. Important ideas come first in sentences, paragraphs, and articles.

## **STRATEGIC PLANNING** *(Deep Thought Planning)*

The Strategic Planning Committee shall identify new and needed developments related to the Tennessee counseling Association and shall provide the necessary research base to under grid areas toward which to work. (TCA Bylaws: Article VII, Section 1-a)

The Strategic Planning Committee chair is expected to perform the following duties:

1. Provide leadership to the Strategic Planning Committee as it seeks to provide strategic thinking and planning for the Tennessee Counseling Association over a three to five year period.
2. Review the Mission, Vision and Goals for TCA and offer any revisions and refinements as appropriate to the Governing Council.
3. Examine the ongoing policies and practices of TCA and offer any revisions and refinements as appropriate to the Governing Council.
4. Analyze internal and external environments for challenges and opportunities that TCA should consider.
5. Encourage the development of new leadership within the organization.
6. Maintain expense receipts of all travel and other leadership activities as may be appropriate for the office; give expense receipts to TCA Treasurer immediately after the event.
7. Seek input from the leadership of TCA chapters and divisions on concerns and issues of their membership and advice TCA Governing Council where TCA could provide support.

## **BYLAWS**

The Bylaws Committee Chair is expected to perform the following duties:

1. Provide leadership and coordination for the Bylaws Committee.
2. Select TCA Bylaws Committee members as needed, with approval of President.
3. Publish the TCA Bylaws in their entirety on the TCA website ([www.tncounselors.org](http://www.tncounselors.org)) as a reference for TCA members.
4. Collaborate with chapter and divisions to align their Bylaws to TCA Bylaws.
5. Review the TCA Bylaws annually for possible revisions to recommend to the TCA Governing Council.
6. Advise TCA Governing Council on both time and procedural guidelines for changing the Bylaws.
7. Receive and record any requests for changes to the Bylaws including name and affiliations of person submitting the request and the date submitted.
8. Encourage the development of new leadership within the organization.
9. Maintain expense receipts of all travel and other leadership activities as may be appropriate for the office; give expense receipts to TCA Treasurer immediately after the event.
10. Maintain a master file of the year's activities of the Bylaws Committee to be passed on to the next Chair.

## PROGRAMS

The TCA Program Committee, chaired by the President-elect, shall be responsible for the Annual Conference. (TCA Bylaws: Article VIII, Section 1-f)

The Program Chair is expected to perform the following duties:

1. Assume the primary responsibility for planning the annual conference.
2. Establish and oversee the budget for the annual conference. This authority may be shared only with a conference co-chair who has been approved by the President of the Association.
3. Establish a budget for the annual conference, which is based on 350 to 600 attendees and which projects to have minimum revenue of \$25,000 over expenses.
4. Recruit and organize a sufficient number of TCA members to assist in organizing a successful annual conference.
5. Ensure that the number of CEUs available through the conference address the variety of TCA member needs.
6. Ensure that the programs of the annual conference are diverse, covering **all** specialty areas and experience levels.
7. Enter into contracts (pertaining to the conference) on behalf of the Association.
8. Develop a “plan of action” to be submitted to the Governing Council at the July TCA Leadership Development Institute.

## ARCHIVES

The Archives Chair is an *ad hoc* (without voting) position on Governing Council and is expected to perform the following duties:

1. Assume responsibility for collecting and cataloging minutes, handbooks, programs, photographs, and other historical material of TCA.
2. Explore ways to electronically archive TCA business related documents as Governing Council Minutes, Leadership Handbook, Conference Planning Guide, Financial Reports, and the like.
3. Recommend Archives committee members to the TCA President.
4. Encourage individual members, and division and chapter Archive Chairs to gather information and forward it to the TCA Archives Committee.
5. Encourage the development of new leadership within the organization.
6. Collaborate with the leadership of TCA chapter and division to help them address concerns and issues of membership.
7. Maintain expense receipts of all travel and other leadership activities as may be appropriate for the office; give expense receipts to TCA Treasurer immediately after the event.
8. Provide transition to the next Chair by sharing materials, information, and access to the electronic vault containing TCA Archives.
9. Develop a “plan of action” to be submitted to the Governing Council at the July TCA Leadership Development Institute.

## AWARDS

The Awards Committee Chair is expected to perform the following duties:

1. Collect and submit materials to ACA for branch awards.
2. Inform the Governing Council and TCA leaders of current award guidelines and any changes in award procedures or requirements.
3. Encourage and promote submission of award materials from all committees, divisions, and chapters.
4. Prepare written reports for Governing Council meetings detailing current award guidelines, procedures, progress and participation.
5. Write and submit an article for each *TCA Newsletter* to promote ways to recognize colleagues for distinguished service.
6. Maintain accurate records of the costs incurred by the committee for the preparation and submission of annual entries and submit a detailed report and receipts to the TCA Treasurer with all requests for reimbursement.
7. Encourage the development of new leadership within the organization.
8. Collaborate with the leadership of TCA chapter and division to help them address concerns and issues of membership.
9. Maintain a file of copies of current award guidelines, reports, and past entries.
10. Provide transition services to the succeeding Chair by sharing materials and information.

## **FINANCIAL**

The TCA Financial Committee is a special committee whose members are appointed by the President to advise the President and Treasurer on financial matters such as budget development, bookkeeping, and fiscal policies.

The Financial Committee Chair is expected to perform the following duties:

1. Provide leadership to ensure that the Financial Committee conducts sound analysis of money matters, reach consensus decisions within its meetings, and provides good financial advice to the Governing Council, President, and Treasurer.
2. Examine TCA Fiscal Policies and offer any revisions and refinements as appropriate to the Governing Council.
3. Review the TCA financial records of the TCA Treasurer at the end of his/her term of office and before the new Treasurer assumes office and management of TCA financial records.
4. Submit a report on the biannual review of TCA financial records (see number 3 above) to the Governing Council.

## **ETHICS**

The Ethics Committee is an *ad hoc* Committee of the Tennessee Counseling Association. The Committee consists of a chairperson (appointed by the President) and Chapter/Division Ethics Chairs. Other individuals may also be selected by the Chairperson and TCA President to serve on the Committee. Committee members are requested to make at least a two-year commitment to Committee membership to ensure continuity.

### ***Role of the Ethics Committee***

*The TCA Ethics Committee functions in an educative and consultative capacity and does not adjudicate complaints of ethical misconduct. The Committee may issue informal opinions on ethical issues and make recommendations for referral to the ACA Ethics Committee for formal interpretations.*

### **Committee Responsibilities**

1. Educating the membership and interested parties as to ACA's ethical standards and global human rights issues.
2. Receiving and processing inquiries regarding ethical standards.
3. Participating in professional development in the areas of ethical concerns and human rights issues.
4. Attending the annual Ethics Committee meeting held during the TCA Convention.

### **Conditions and Process for Submitting an Ethical Inquiry**

1. Inquiries will be accepted from TCA members and non-members.
2. Inquiries submitted for review and opinion should be made in writing and delivered to the Committee Chair.
3. The Committee will not act on anonymous inquiries.
4. The Committee will not act on any inquiries that are currently under civil and/or criminal litigation.

### **Conditions and Process for Handling an Inquiry**

1. Committee members may individually assist members with ethical concerns by providing information relevant to the issue raised by the member. Such consultations should be documented and forwarded to the Chairperson. Committee members are requested to respond to inquiries within two weeks of the request.
2. A Committee member receiving a request for review or opinion should consult with at least two other Committee members to reach consensus on a response. Responses will be issued in writing attached to a copy of the member's original request form. A copy of the request and response should be forwarded to the Chairperson. Again, Committee members are requested to respond to inquiries within two weeks of the request.

3. If a consensus response cannot be reached in response to a member request, the Committee member should forward the request to the Chairperson who will either call a Committee meeting or forward the request to the ACA Ethics Committee utilizing the appropriate method outlined in the *ACA Codes of Ethics and Standards of Practice*. The Committee Chairperson is then charged with the responsibility of responding to the inquiring member.
4. Questions of an urgent nature may be handled by available Committee members or the Chairperson, with the proviso that such opinions cannot be considered as representing an official position of the Committee, TCA, or ACA. Such opinions will be summarized in writing and submitted, with a clear indication of its limits, to the author of the inquiry. Copies will be sent to the Chairperson for review.
5. Referrals will be reviewed annually by Committee members.
6. Questions and responses may be submitted for publication in the TCA Newsletter. The identity of the member requesting the opinion will not be disclosed.

#### **Meetings of the Committee**

1. The annual meeting of the Ethics Committee will be held during the TCA Conference.
2. The Chairperson may call a meeting of the Committee in the event that a consensus response to an ethical inquiry is unable to be reached at the Chapter/Division level.
3. The Chairperson may also call additional meetings of the Committee for professional development purposes.
4. Committee members are requested to notify the Chairperson in the event that they become aware of professional development opportunities in the areas of Ethics and Human Rights. The Chairperson will in turn notify all Committee members of the opportunity.

## **TCA CODE OF ETHICS**

Professional Counselors are dedicated to service to society. This service is committed to profound faith in the worth, dignity, and great potentiality of the individual human being.

The marks of a professional can be stated as follows:

1. Possession of a body of specialized knowledge, skills, and attitudes known and practiced by its members.
2. This body of specialized knowledge, skills, and attitude is derived through scientific inquiry and scholarly learning.
3. This body of specialized knowledge, skills, and attitudes is acquired through professional preparation, preferably on the graduate level, in a college or university as well as through continuous in-service training and personal growth after completion of formal education.
4. This body of specialized knowledge, skills, and attitudes is constantly tested and extended through research and scholarly inquiry.
5. A profession has a literature of its own, even though it may, and indeed must, draw portions of its content from other areas of knowledge.
6. A profession exalts service to the individual and society above personal gain. It possesses a philosophy and a code of ethics.
7. A profession through the voluntary association of its members constantly examines and improves the quality of its professional preparation and services to the individual and society.
8. Membership in the professional organization and the practice of the profession must be limited to persons meeting stated standards of preparation and competencies.
9. The profession affords a life career and permanent membership as long as services meet professional standards.
10. The public recognizes, has confidence in, and is willing to compensate the members of the profession for their services.
11. The member exerts what influence he/she can to foster the development and improvement of the profession and continues his/her professional growth throughout his/her career.

12. The member has a responsibility to the institution within which he/she serves. His/her acceptance of employment by the institution implies that he/she is in substantial agreement with the general policies and principles of the institution. Within the member's own work settings, if, despite his/her efforts, he/she cannot reach agreement as to acceptable ethical standards of conduct with his/her superiors, he/she should end his/her affiliation with them.
13. The member must expect ethical behavior among his/her professional associates at all times. He/she is obligated, in situations where he/she possesses information raising serious doubt as to the ethical behavior of other members, to attempt to rectify such conditions.
14. The member is obligated to concern him/herself with the degree to which the personnel functions of non-members with whose work he/she is acquainted represent competent and ethical performance. Where his/her information raises serious doubt as to the ethical behavior of such persons, it is his/her responsibility to attempt to rectify such conditions.
15. The member must not seek self-enhancement through expressing evaluations or comparisons damaging to other ethical professional workers.
16. The member should not claim or imply professional qualifications exceeding those possessed and is responsible for correcting any misrepresentations of his/her qualifications by others.
17. The member who provides information to the public or to his/her subordinates, peers, or superiors has a clear responsibility to see that both the content and the manner of presentation are accurate and appropriate to the situation.
18. The member has an obligation to insure that evaluative information about such persons as clients, students, and applicants shall be shared only with those persons who will use such information for professional purposes.
19. The member shall offer professional services only through the context of a professional relationship.

**TENNESSEE COUNSELING ASSOCIATION**  
**ETHICAL INQUIRY FORM**

Date of Inquiry: \_\_\_\_\_

Member Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

Email: \_\_\_\_\_

**PREREQUISITES**

Have you:

- \_\_\_ 1. Reviewed appropriate ethical standards?
- \_\_\_ 2. Consulted colleagues?
- \_\_\_ 3. Contacted chapter ethics committee member?

Is the issue under any legal litigation?                    \_\_\_ No                    \_\_\_ Yes

If yes, describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On a separate sheet, please describe the situation or issue for which you desire a TCA Ethics Committee interpretation. Please include as many details as possible.

Identify relevant issues and applicable code sections.

Return to Dr. Jake Morris at [jake.morris@lipscomb.edu](mailto:jake.morris@lipscomb.edu).

## **FISCAL POLICIES**

### **Financial Statements:**

As organizational leaders and officers, each of you has a duty to oversee the finances of your respective organizations. Given this fiduciary responsibility and a litigious society, it is essential for anyone involved with the Association to have a general understanding of the organization's financial health and condition.

An organization's financial health and position is measured through its financial statements. It is very important to understand what basis the organization's financial statements are being prepared. Cash basis financial statements record transactions when cash is received and/or disbursed which can be misleading. Accrual basis statements record transactions when incurred and are far more accurate. That is why accrual basis financial statements are required by generally accepted accounting principles.

Just as a thermometer can be used to take an individual's temperature to diagnosis illness and/or evaluate health, financial statements can be used to measure the financial health of an organization. However, just as an elevated temperature will not indicate the specific illness, the financial statements will not specifically indicate the cause of an organization's performance whether good or bad. Only by understanding why the financial statements indicate certain information can a manager evaluate a potential problem or promising trend.

To assess an organization's financial status, a minimum of two reports should be routinely provided: the Balance Sheet (also called the statement of financial position) and the Statement of Revenue and Expenses (also called the statement of activities). When prepared and understood in a complete, accurate, and timely manner these reports will provide the financial pulse of an organization and answer some of those questions (below) needed for leaders to carry out their fiduciary responsibility and make informed decisions.

Where do we stand as of the date of the report?

- Are we financially viable?
- What is our cash position?
- Are bills being paid on time?
- Where do we stand with investments?
- How did they perform last month? Last year?

Are we doing as anticipated?

- Are we doing as anticipated?
- Are revenues going to meet the budgeted goal? If not, which ones and why?
- What are we doing to address those revenues that may not meet the budgeted goal?
- Are expenses going to meet the budgeted goal? If not, which ones and why?
- What are we doing to address those expenses that may not meet the budgeted goal?

What concerns should we be aware of and why?

- Where do you think we will finish the fiscal year?
- Are there any other concerns that we should be aware of?

### **Travel, Meeting and Conference Expense Reimbursements:**

#### **Out-of-State Travel**

Association members traveling on Association business may be reimbursed up to the approved TCA rate with prior approval of the President.

The TCA President and President-elect will be given a budget figure in July which includes travel expenses to the ACA Annual Convention and the ACA Summer Leadership Development Institute/Southern Region.

#### **Other Procedures**

**Receipts are required for reimbursements**, with the exceptions of gratuities and taxi fares. Meals and gratuities shall be covered at per diem rate. Per Diem Inclusions: Public transportation fares to and from restaurants. Taxes and tips are considered part of the cost of the meal and are not reimbursed.

The amount established in a given account in the yearly TCA budget is considered the maximum. The Treasurer of TCA will not reimburse for expenses within a given account, which exceeds 15% of the amount budgeted for that account, except as approved by TCA President.

Outgoing and incoming chairpersons will confer in estimating budget needs to be presented to the elected TCA leadership for budget planning in accordance with the deadline established by the President.

The TCA President and the TCA Treasurer have the combined authority to impound a percentage of all budget accounts if monies are not available.

The President, in collaboration with Treasurer, shall have a proposed budget ready to present at the Leadership Development Institute at the beginning of the fiscal year.

## Tennessee Counseling Association Travel Reimbursement Rate Structure

TCA reimbursement rate structure and guidelines are as follows:

RATE	GUIDELINES	
Breakfast: \$7.50	Depart home prior to 9AM/BLD	Arrive home 6-11AM/B
Lunch: \$9.50	Depart home 9AM-2PM/LD	Arrive home 11AM-5PM/BL
Dinner: \$25.00	Depart home after 2PM/D	Arrive home after 5PM/BLD
Mileage: 40 cents/mile	Full day of travel/BLD	

TCA will pay approved State of Tennessee rate, per day, per room for authorized lodging.

Transportation costs will be paid for the least expensive available airfare and/or ground travel.

TCA does not reimburse mileage of Governing Council members to the November Council meeting, which is held at the TCA conference each year. (Policy adopted by TCA Governing Council, July 2010.)

### Check Policy

Payment to any individual, division, chapter, or other recipient will be made by check from the TCA Treasurer. Such **checks are to be disposed by the recipient within a ninety (90) day period.** However, checks issued by the TCA Treasurer and claimed as lost or outdated will be reissued if a notarized written request is received from the chapter, the division, or the individual to whom the original check was issued. Checks will not be reissued after six months from the date of the issuance of the original check. This is to allow for notification through financial reports and Governing Council meetings. If any expense is incurred by TCA for the re-issuance of the check or for stopping payment on the original check, these costs will be paid by the recipient of the check.

## ELECTION POLICY

- I. Nominations from the membership must be submitted to the Nomination and Election Committee Chair (TCA Past President) by May 31. They are to be announced to the Governing Council at the annual Leadership Development Institute by the newly installed Past President. (In the event that no nominations are received by the stated deadline, the Past President shall solicit nominees prior to LDI.) If no nominations are in place for a particular office by the end of LDI, nominations shall remain open until the close of the Annual Business Meeting held at the Annual Conference in November.
- II. Ballots are to be mailed to the membership no later than October 1, preferably in the *TCA Newsletter*, to allow for absentee voting, provided that a slate or ballot is in place. If not, all balloting will be conducted by those voting members present at the Annual Conference.
- III. Ballots must be validated by use of a membership number or personal initials in order to be included in the tabulation of the votes. Membership numbers are to be assigned by the Membership Chair.
- IV. Voting may be completed in one of two ways if a ballot is mailed:
  1. Ballots may be returned to the Nomination and Election Committee Chair by mail. The ballots must be postmarked no later than Monday prior to the annual conference. The Nomination and Election Committee Chair will transport the marked ballots to the conference site prior to 1:00 pm of the first full day of the conference.
  2. Ballots may be cast at the Annual Conference.
- V. Ballots will be counted by the Nomination and Election Committee Chair or his/her designee and no fewer than two members of the Association at large.
- VI. Results of the election shall be announced prior to the close of the conference.
- VII. In the event of a tie, members present at the conference will cast ballots in a run-off election prior to the close of the conference.
- VIII. Elections must be conducted in full compliance with the Bylaws of the Association.

## LISTSERVS

A listserv enable groups to communicate with each other by email without having to put it all of the addresses each time in order to send a message to the entire group. However, there are certain protocols that should be observed when submitting a message or replying to a message on a listserv. Please read the guidelines below on how best to use a listserv.

Tennessee Counseling Association:

[TNcounselor@yahogroups.com](mailto:TNcounselor@yahogroups.com)

Tennessee School Counselors Association:

[tnschoolcounselors@yahogroups.com](mailto:tnschoolcounselors@yahogroups.com)

Tennessee Mental Health Counselors Association:

[tmhca@yahogroups.com](mailto:tmhca@yahogroups.com)

Smoky Mountain Counseling Association:

[smc@listserv.utk.edu](mailto:smc@listserv.utk.edu)

### **How best to use the listserv:**

When you want to send an email message to the entire group use the listserv address provided above. The message will be reviewed and sent to the entire group.

When you respond to a message sent to this listserv address, be aware of how you send it. If you want your message to go to the entire list, you simple hit REPLY.

If you want your message to go only to one of a few members, you should FORWARD it and address your response to ONLY the person you want to see the message.

Any time you change your email address, please notify \_\_\_\_\_ to have the listserv updated.

Remember a listserv is:

- A tool to communicate by email quickly and easily.
- Use it:
  - Ask questions
  - Share information or ideas.

# TENNESSEE COUNSELING ASSOCIATION

## Commitment to Inclusion

Adopted by TCA Governing Council July 13, 2013

Possible statement for TCA presenters (refereed-selected or invited)

As a presenter at the TCA conference, I agree to the Commitment to Inclusion Statement and include people-first and inclusive language and representation of diversity in the presentation and related materials. Please see TCA Commitment to Inclusion Statement for more information.

---

Signature in agreement

### **Commitment to Inclusion Statement (or Policy)**

The Tennessee Counseling Association expresses a vital commitment to promote respect for human dignity and diversity.

Because we realize that language is a basic means of communicating internalized attitudes as well as information, we commit ourselves to the use of language that articulates our regard for each other and gives more inclusive and accurate information. Additionally we recognize the diversity of our clients, members, and communities and commit to be inclusive in our representation of this diversity in our presentations and publications. We are committed to modeling behavior free of inappropriate and demeaning attitudes, assumptions and stereotypes about age, race, sex, religion/spirituality, affectional/sexual orientation, gender identity, and ability.

As part of this commitment, we expect all office holders and presenters at conferences or programs affiliated with TCA to agree to the following guidelines for inclusion:

- 1) Incorporate Gender neutral or inclusive language and examples
- 2) Use multiple terms or inclusive words (such as *women and men* or *humans*, etc.) rather than the consistent generic use of male terms (such as *guys*, *men*, *mankind*, etc.) or phrase sentences to eliminate the use of gender descriptive pronouns (e.g., Rather than, *As an adolescent matures, he becomes more aware of adult issues.* use *As adolescents mature, they become more aware of adult issues.*)
- 3) Incorporate Relationship inclusive language and examples
  - a. Use inclusive descriptions (*partner, significant other, couple(d)*, separated, etc.) rather than sole use of *spouse, marriage, married*, etc.
  - b. Use the full names of individual people (such as *Michelle Miller*) rather than *Miss Miller* or *Mrs. Tom Miller*). If speaking about a woman and using only her last name speak as you would a male, i.e. Ms. Miller or Mr. Miller. This leaves out any identity of legal married status for both genders
  - c. Incorporate a variety of relationship scenarios as examples (for example: married couple; domestic partners, couple living together, single, widowed, divorced, separated couple, etc.)

- 4) Incorporate People-first language
  - a. Reference the person prior to any “label” (*people with disabilities, he is diagnosed with ADHD*). Avoid labels as people or objects (*disabled, she is ADHD, the gays, etc.*).
- 5) Incorporate Ethnicity/racial inclusive examples
  - a. Incorporate examples of ethnically and racially diverse individuals and families (Biracial or biethnic child, African American gay man, College student from India, etc.
- 6) Incorporate Religious/Spirituality inclusive examples
  - a. Avoid assumption of Christianity or Theism in audience, participants, members, clients, etc.
  - b. Incorporate religious/spirituality inclusion (Theist, Non-theist, Atheist, Wiccan, Jewish, Muslim, etc.)
- 7) Incorporate Sexual orientation/Gender identity inclusive examples
  - a. Avoid assumption of heterosexuality and utilize gender identity pronouns as desired by individuals (e.g., individual desires to be referred to as female regardless of appearance or biological sex)
  - b. Incorporate examples of sexual/affectional orientation and gender identity diversity (e.g., lesbian teen, child with two dads, etc.)

# TCA ANNUAL CONFERENCE REVENUE DISBURSEMENT POLICY

Policy adopted by TCA Governing Council November 23, 2013.

## RATIONALE

Most counselors join TCA because they wish to be associated with counselors who have similar interests and can offer them support. For example, school counselors join TCA to connect with TSCA members and mental health counselors join TCA to network with TMHCA members. When TCA membership rises, Chapter membership increases too.

TCA and its Divisions must develop more services for their membership. Those services must directly contribute to the special interests and needs of members. Counselors join TCA for their professional identity and to receive services that will directly benefit their practice. However, TCA Divisions are unable to rely solely upon income from dues to fund needed membership services.

TCA depends upon profits from its annual conference. At this time, TCA needs to generate approximately \$25,000 in net profits from conference revenues annually to maintain sufficient working capital to support operations and membership services. This does not provide for any expansion of member services. Therefore, it is important that divisions and chapters make every effort to promote attendance at the annual TCA conference.

Based upon these factors, it is important that the TCA annual conference share financial resources with its divisions, based upon professional membership participation at the conference. To this end, the following policy is proposed:

## TCA CONFERENCE DISBURSEMENT POLICY

When TCA net profits (income less expenses) from its annual conference exceed \$25,000, the balance above \$25,000 up to \$40,000 shall be divided among its Divisions in proportion to Division professional members paid attendance at the annual conference. If conference net profits exceed \$40,000, the incremental net profit will be split equally between TCA and the Divisions based on the proportion to Division professional members paid attendance at the annual conference.

### Example 1. TCA Conference Net Profits of \$25,000

TCA Share = \$25,000

Divisions Share = \$0

200 TSCA members	$200/300 = 66.5\%$	Equals	\$0
50 TMHCA members	$50/300 = 16.5\%$	Equals	0
20 TACES members	$20/300 = 7.0\%$	Equals	0
15 ALGBTIC members	$15/300 = 5.0\%$	Equals	0
<u>15 TAMCD members</u>	$15/300 = 5.0\%$	Equals	<u>0</u>
300 Total paid conference attendees			<u>\$0</u>

**Example 2. TCA Conference Net Profits of \$35,000**TCA Share = \$25,000Divisions Share = \$10,000

200 TSCA members	200/300 = 66.5%	Equals \$ 6,650
50 TMHCA members	50/300 = 16.5%	Equals 1,650
20 TACES members	20/300 = 7.0%	Equals 700
15 ALGBTIC members	15/300 = 5.0%	Equals 500
<u>15 TAMCD members</u>	15/300 = 5.0%	Equals <u>500</u>
300 Total paid conference attendees		<u>\$10,000</u>

**Example 3. TCA Conference Net Profits of \$45,000**TCA Share = \$27,500Divisions Share = \$17,500

200 TSCA members	200/300 = 66.5%	Equals \$11,637.50
50 TMHCA members	50/300 = 16.5%	Equals 2,887.50
20 TACES members	20/300 = 7.0%	Equals 1,225.00
15 ALGBTIC members	15/300 = 5.0%	Equals 875.00
<u>15 TAMCD members</u>	15/300 = 5.0%	Equals <u>875.00</u>
300 Total paid conference attendees		<u>\$17,500.00</u>

**HISTORY: Recent TCA Conference Net profits**

2012 \$37,937

2011 \$18,581

2010 \$28,670

**TENNESSEE COUNSELING ASSOCIATION  
RECORD RETENTION AND DESTRUCTION SCHEDULE**

**Adopted by TCA Governing Council, November 23, 2013.**

**1) Purpose**

The purpose of this schedule is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by Tennessee Counseling Association or are of no value are discarded at the proper time. This Schedule is also for the purpose of aiding Officers and employees of Tennessee Counseling Association in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

**2) Schedule**

This Schedule represents the Tennessee Counseling Association's schedule regarding the retention and disposal of records and the retention and disposal of electronic documents.

**3) Administration**

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Tennessee Counseling Association and the retention and disposal of electronic documents. The TCA President, or designee (s), is the officer in charge of the administration of this Schedule and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The TCA President is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for Tennessee Counseling Association; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Schedule.

**4) Suspension of Record Disposal In Event of Litigation or Claims**

In the event Tennessee Counseling Association is served with any subpoena or request for documents or any officer or employee becomes aware of a governmental investigation or audit concerning Tennessee Counseling Association or the commencement of any litigation against or concerning Tennessee Counseling Association, such person shall inform the TCA President and any further disposal of documents shall be suspended until such time as the TCA President, with the advice of counsel, determines otherwise. The TCA President shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

**Applicability**

This Schedule applies to all physical records generated in the course of Tennessee Counseling Association's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

**APPENDIX A - RECORD RETENTION SCHEDULE**

The Record Retention Schedule is organized as follows:

4-9-0

## **SECTION TOPIC**

- A. Accounting and Finance
- B. Contracts
- C. Corporate Records
- D. Correspondence and Internal Memoranda
- E. Electronic Documents
- F. Grant Records-EEF
- G. Insurance Records
- H. Legal Files and Papers
- I. Miscellaneous
- J. Tax Records
- K. Contribution Records
- L. Programs & Services Records
- M. Division Records
- N. Membership Documents
- O. Conference Documents
- P. Nominating/Voting Records
- Q. Payroll Documents
- R. Retirement Plan Documents
- S. Personnel Records
- T. Property Records

### **A. ACCOUNTING AND FINANCE**

<b>Record Type</b>	<b>Retention Period</b>
Accounts Payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Plans and Budgets	2 years
Bank Statements and Canceled Checks	7 years
Employee Expense Reports	7 years
General Ledgers	Permanent
Interim Financial Statements	7 years
Notes Receivable ledgers and schedules	7 years

<b>Record Type</b>	<b>Retention Period</b>
Investment Records	7 years after sale of investment
Credit card records (documents showing customer credit card number)	2 years

1. Credit card record retention and destruction

A credit card may be used to pay for the following Tennessee Counseling Association products and services: membership dues, conference registrations, contributions, or publications.

All records showing customer credit card number must be locked in a desk drawer or a file cabinet when not in immediate use by staff.

If it is determined that information on a document, which contains credit card information, is necessary for retention beyond 2 years, then the credit card number will be cut out of the document during the remainder of retention.

**B. CONTRACTS**

<b>Record Type</b>	<b>Retention Period</b>
Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)	7 years after expiration or termination

**C. CORPORATE RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)	Permanent
Licenses and Permits (ALL)	Permanent

**D. CORRESPONDENCE AND INTERNAL MEMORANDA**

**General Principle:** Most correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (7 years after expiration). It is recommended that records that support a particular project be kept with the project and take on the retention time of that particular project file.

Correspondence or memoranda that do not pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:

1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded *within two years*. Some examples include:

- Routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
- Form letters that require no follow-up.
- Letters of general inquiry and replies that complete a cycle of correspondence.
- Letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change).
- Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary.
- Chronological correspondence files.

Please note that copies of interoffice correspondence and documents where a copy will be in the originating department file should be read and destroyed, unless that information provides reference to or direction to other documents and must be kept for project traceability.

2. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

## **E. ELECTRONIC DOCUMENTS**

1. **Electronic Mail:** Not all email needs to be retained, depending on the subject matter.
  - All e-mail—from internal or external sources—should be deleted after 12 months.
  - Tennessee Counseling Association business-related emails should be maintained by officers and staff for the length of time appropriate for the subject matter.
  - TCA Officers and Staff will take care not to send confidential/proprietary Tennessee Counseling Association information to outside sources.
2. **Electronic Documents:** including Microsoft Office Suite and PDF files. Retention also depends on the subject matter.
  - **PDF documents** – The length of time that a PDF file should be retained should be based upon the content of the file and the category under the various sections of this schedule. The maximum period that a PDF file should be retained is 6 years.
  - **Text/formatted files** – TCA officers and staff will conduct annual reviews of all text/formatted files (e.g., Microsoft Word documents) and will delete all those they consider unnecessary or outdated. After five years, all text files will be deleted from the officer's or staff's desktop/laptop. Text/formatted files the staff deems vital to the performance of their job should be printed and stored in the staff's workspace.

### 3. Web Page Files: Internet Cookies

- All workstations: Internet Explorer or other browser should be scheduled to delete Internet cookies once per month.

Tennessee Counseling Association cannot automatically delete electronic files beyond the dates specified in this Schedule. It is the responsibility of all officers and staff to adhere to the guidelines specified in this schedule.

Each officer and staff member is responsible for maintaining a backup system of Tennessee Counseling Association electronic files for which they are responsible. These backup systems are a safeguard to retrieve lost information a computer network system experience problems. TCA documents may be uploaded to the official TCA Dropbox.

In certain cases a document will be maintained in both paper and electronic form. In such cases the official document will be the electronic document.

### F. GRANT RECORDS-EEF

<b>Record Type</b>	<b>Retention Period</b>
Original grant proposal	7 years after completion of grant period
Grant agreement and subsequent modifications, if applicable	7 years after completion of grant period
All requested IRS/grantee correspondence including determination letters and “no change” in exempt status letters	7 years after completion of grant period
Final grantee reports, both financial and narrative	7 years after completion of grant period
Report assessment forms	7 years after completion of grant period
Documentation relating to grantee evidence of invoices and matching or challenge grants that would support grantee compliance with the grant agreement	7 years after completion of grant period
Pre-grant inquiry forms and other documentation for expenditure responsibility grants	7 years after completion of grant period
Grantee work product produced with the	7 years after completion of grant

<b>Record Type</b>	<b>Retention Period</b>
grant funds	period

#### **G. INSURANCE RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Annual Loss Summaries	10 years
Audits and Adjustments	3 years after final adjustment
Certificates Issued to Tennessee Counseling Association –ALL	Permanent
Claims Files (including correspondence, medical records, injury documentation, etc.)	Permanent
Insurance Policies (including expired policies)	Permanent
Journal Entry Support Data	7 years
Releases and Settlements	25 years

#### **H. LEGAL FILES AND PAPERS**

<b>Record Type</b>	<b>Retention Period</b>
Legal Memoranda and Opinions (including all subject matter files)	7 years after close of matter
Litigation Files	1 year after expiration of appeals or time for filing appeals
Court Orders	Permanent
Requests for Departure from Records Retention Plan	10 years

#### **I. MISCELLANEOUS**

<b>Record Type</b>	<b>Retention Period</b>
Consultant's Reports	2 years
Material of Historical Value (including pictures, publications)	Permanent
Schedule and Procedures Manuals – Original	Current version with revision history
Schedule and Procedures Manuals - Copies	Retain current version only

Annual Reports

Permanent

**J. TAX RECORDS**

**General Principle:** Donors Forum must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any such return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

<b>Record Type</b>	<b>Retention Period</b>
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns - Income, Franchise, Property	Permanent
Tax Workpaper Packages - Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent

**K. CONTRIBUTION RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Records of Contributions	Permanent
Tennessee Counseling Association's or other documents evidencing terms of gifts	Permanent

**L. PROGRAM AND SERVICE RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
<i>Tennessee Counseling Association Journals</i>	Permanent (1 copy only)

<b>Record Type</b>	<b>Retention Period</b>
Tennessee Counseling Association Conferences	Permanent (1 copy only)
Research & Publications	Permanent (1 copy only)

**M. DIVISION & CHAPTER RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Division & CHAPTER By-laws	Permanent
Monthly Financials	2 years

**N. MEMBERSHIP RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Membership Applications	Current plus 1 year

**O. CONFERENCE RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Registration Forms	Current plus 1 year
Refunds or Refund requests	Current plus 1 year
Facilitator Packets (electronic)	Current plus 3 years
Presenter Agreements (paper and electronic)	Current plus 3 year

**P. NOMINATING/VOTING RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Nomination Ballots (paper and electronic)	Current plus 1 year
Election Ballots (paper and electronic)	Current plus 1 year

Record Retention and Destruction Schedule adopted by TCA Governing Council November 23, 2013.

# TCA STRATEGIC PLAN 1996-2000

## **Identity Statement**

Tennessee Counseling Association (TCA) is an organization of professional counselors who practice in a variety of work settings, i.e. public and private schools, community colleges, vocational technical centers, mental health facilities, military, government, correctional facilities (public and private), community agencies, colleges and universities, and private practice.

## **Mission Statement**

The mission of TCA is twofold: (a) to provide a unity of focus for professional personnel involved in counseling and development in Tennessee; and (b) to enhance and promote the counseling profession.

## **Vision Statement**

The vision of TCA is to maintain, support, and advocate for the counseling profession.

## **Common Sustaining Goals**

- A. Building a Strong Leadership Team
  1. Redefine the job descriptions of all elected officers.
  2. Develop a comprehensive leadership training program for TCA leaders.
  3. Schedule an annual transition/orientation session for persons in elected and appointed positions.
  4. Devise a plan to promote the growth of emerging leaders through chapters and divisions.
  5. Formulate concrete strategies to provide for diversity in the leadership of the Association.
  
- B. Promoting the Organizational Structure, Management, and Resources
  1. Examine the Bylaws and current committee structure to ensure a more efficient organizational structure.
  2. Implement a paid statewide position to manage TCA.
  3. Appoint a finance committee to oversee and monitor insurance, tax, and other financial needs.
  4. Establish policies and procedures for conference planning.
  5. Develop a sound financial plan to adequately support the operations of the Association.

- C. Maintaining and Enhancing Membership
  - 1. Develop and implement a membership recruitment plan.
  - 2. Strengthen the programs and visibility of divisions.
  - 3. Enhance member services.
  - 4. Provide improved and consistent communications to members via newsletters, journals, legislative alerts and others.
  
- D. Advocating and Increasing Public Awareness and Support
  - 1. Address legislative and lobbying concerns.
  - 2. Establish guidelines for counselor advocacy.
  - 3. Develop a public service program based on current needs (i.e. parenting program).
  - 4. Provide training for counselors to implement the public service program.
  - 5. Establish and distribute information on a speaker's bureau.

Adopted by TCA Governing Council November 24, 1996.

**TCA Membership**

P.O. Box 240365  
 Memphis, TN 38124-0365  
 Toll-free: 877-730-3159  
 Email: TCAmembership@gmail.com

**Membership Form**



Ms. **Name:** \_\_\_\_\_  
 Mrs. \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_  
 Mr. **Job Title** \_\_\_\_\_ **Organization/Company:** \_\_\_\_\_  
 Dr. \_\_\_\_\_  
 New Application  Renewal

**Membership Type:** <sup>\*</sup> The applicant has retired from a counseling position and is working less than 15 hours per week.  
 Professional/Regular <sup>\*\*</sup> The applicant is a student in a counseling program and is not currently practicing as a counselor (Professor's information and signature required for membership rate of \$25 per year.)  
 Retired\* <sup>\*\*\*</sup> The applicant has recently graduated with a degree in counseling (first year membership is half price but requires a copy of the applicant's transcript or written statement from Professor)  
 Student\*\*  
 New Professional\*\*\*

Signature of Professor: \_\_\_\_\_ Name: \_\_\_\_\_ Institution: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact Information**  Do not publish my address information in the Directory  Do not release my information to any mailing service

Email Address: \_\_\_\_\_ @ \_\_\_\_\_ Secondary Email: \_\_\_\_\_ @ \_\_\_\_\_ Twitter: \_\_\_\_\_ Facebook: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Birthday: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**Chapter and Division / Organizational Affiliates (In Alphabetic Order)**

- |  |  |  |
|--|--|--|
| <p><b>Additional Chapters \$20.00</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CCA Cumberland Counseling Assn</li> <li><input type="checkbox"/> LCA Lookout Counseling Assn</li> <li><input type="checkbox"/> MPCA Martha Polk Counseling Assn</li> <li><input type="checkbox"/> MTCA Middle Tennessee Counseling Assn</li> <li><input type="checkbox"/> SMCA Smoky Mountain Counseling Assn</li> <li><input type="checkbox"/> SCCA South Central Counseling Assn</li> <li><input type="checkbox"/> STCA South Tennessee Counseling Assn</li> <li><input type="checkbox"/> WCA Watauga Counseling Assn</li> <li><input type="checkbox"/> WTCA West Tennessee Counseling Assn</li> </ul> | <p><b>Additional Divisions \$25.00</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ALGBTICTN Assn for LGBT Issues in Counseling in TN</li> <li><input type="checkbox"/> TACES Tennessee Assn of Counselor Educators</li> <li><input type="checkbox"/> TAMCD TN Assn for Multicultural Counseling &amp; Dev.</li> <li><input type="checkbox"/> TMHCA Tennessee Mental Health Counselors Assn.</li> <li><input type="checkbox"/> TSCA Tennessee School Counselors Assn.</li> </ul> | <p><b>Affiliates \$25.00</b></p> <p><small>**Affiliate Divisions (less than 40 members)</small></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> TAMFC TN Assn of Marriage &amp; Family Counselors</li> <li><input type="checkbox"/> TASGW TN Assn for Specialists in Group Work</li> <li><input type="checkbox"/> TCCA Tennessee College Counseling Assn</li> <li><input type="checkbox"/> TCDA Tennessee Career Development Assn</li> <li><input type="checkbox"/> TAADA TN Assn of Adult Development &amp; Aging</li> <li><input type="checkbox"/> TAAOC TN Assn of Addiction &amp; Offender Counseling</li> </ul> |
|--|--|--|
- Please Note:**  
 Your annual membership fees of \$85.00 include membership in the state organization, one local chapter in your geographic area, and one division or affiliate of your choice. If you would like to add additional chapters or divisions/affiliates, place a checkmark beside your selection and add the additional \$20 per chapter or additional \$25 per division or affiliate (½ price for Students, Retired, & New Professional members) to your payment.

Please Check All That Apply		
<b>Volunteer Committees</b>	<b>Licensure</b>	<b>How did you hear about us?</b>
<input type="checkbox"/> By-Laws	<input type="checkbox"/> LPC	<input type="checkbox"/> Member
<input type="checkbox"/> Ethics	<input type="checkbox"/> MHSP	<input type="checkbox"/> College Professor
<input type="checkbox"/> Finance	<input type="checkbox"/> LMFT	<input type="checkbox"/> Online
<input type="checkbox"/> Human Rights	<input type="checkbox"/> LCSW	<input type="checkbox"/> Other
<input type="checkbox"/> Membership		
<input type="checkbox"/> Program	<b>Certification</b>	<b>Are you Currently A Member Of:</b>
<input type="checkbox"/> Public Policy	<input type="checkbox"/> NCC	<input type="checkbox"/> ACA
<input type="checkbox"/> Publications	<input type="checkbox"/> NCSC	<input type="checkbox"/> TEA
<b>Would You Like To Be Included On Our Listserv? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>		

**Dues Computation:**  
**\*TCA Dues includes: one chapter and one division or affiliate as checked above.**  
**TCA DUES \*:** \$ 85.00  
**Additional Chapter Dues Only:** \$ \_\_\_\_\_  
**Additional Division Dues Only:** \$ \_\_\_\_\_  
**Student Member Rate:** \$25.00 \$ \_\_\_\_\_  
**Total\*\*:** \$ \_\_\_\_\_  
**\*\* New Professionals & Retirees pay half of this amount.**

Select One

Please remind me of my renewal date by email  
 Please remind me of my renewal date by regular mail

**Payment Information:**  
 Check enclosed Check Number: \_\_\_\_\_  
 Card Type: Visa, MC, Amex, Discover, Etc. \_\_\_\_\_ CC# \_\_\_\_\_ Exp. \_\_\_\_\_ 3-digit code: \_\_\_\_\_  
 Name Printed on Card: \_\_\_\_\_ Billing Address: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree that the information provided on this application is correct and as a professional member of TCA I will adhere to the American Counseling Association Ethical Codes and Standards of Practice.  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**TCA... your Professional Association!**  
 Renew online at [www.tncounselors.org](http://www.tncounselors.org)



**TCA 2015 Leadership Institute  
Registration Form**

Return to [mbundy@cn.edu](mailto:mbundy@cn.edu) by May 30, 2015 (soon would be better)

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

1 - **Which night(s)** do you need a reservation at Clarion Inn & Suites, Murfreesboro.

Thursday, only     Friday, only     Both Thursday and Friday nights

I will not need a room, but plan to attend the TCA 2015 Leadership Institute.

I will be unable to attend LDI but wish to receive information for my position.

2. **Room requirements:**

Do you have or would like a roommate? If so, please indicate preferred roommate below. If you want a room by yourself, you will be responsible for 1/2 the room cost (\$49, plus room tax, and any incidentals) (TCA does not pay for friends/family who accompany you to Murfreesboro.)

I will share a room.

Select a TCA member to room with me.

\_\_\_\_\_ will share a room with me.

I prefer a private room and will reimburse TCA \$49 plus tax and incidentals for each room night.

3. **Leadership Position:**

Division or Chapter: \_\_\_\_\_

Position:  President     President-elect     Other \_\_\_\_\_

Governing Council Position: \_\_\_\_\_

**NOTE: All TCA members are welcome to attend the Leadership Institute**

Any TCA member is welcome to attend and participate in 2015LI. However, if not an officer or an Emerging Leader, you or your chapter/division will be responsible for all of your expenses.

If you have questions about registration, contact Michael Bundy at [mbundy@cn.edu](mailto:mbundy@cn.edu)

Return TCA2015LI form to: [mbundy@cn.edu](mailto:mbundy@cn.edu) before May 30, 2015.

**TENNESSEE COUNSELING ASSOCIATION**  
**Travel and Expense Reimbursement Form**

NAME: \_\_\_\_\_ Position: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL PHONE #: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

\*All receipts and supporting documentation must be attached.\*

Date	Description of Reimbursement	\$ Amount	Account #
Total to be Reimbursed		\$	

I, the undersigned, hereby certify that all expenses reported above were properly incurred, within TCA, division/organizational affiliate, or chapter policies, and are accurate to the best of my knowledge. I, the undersigned, hereby certify that I am not receiving reimbursement for any expenses listed above from any other sources.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

TCA President \_\_\_\_\_ TCA Treasurer \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check#: \_\_\_\_\_

Mail To: Jimmy Cannington, TCA Treasurer  
 4408 Mildred Drive  
 Knoxville, TN 37914

Per Diem: Per Diem Guidelines:

Breakfast: \$7.50	Depart home prior to 9AM/BLD	Arrive home 6-11AM/B
Lunch: \$9.50	Depart home 9AM-2PM/LD	Arrive home 11AM-5PM/BL
Dinner: \$25.00	Depart home after 2PM/D	Arrive home after 5PM/BLD
Mileage: 40 cents/mile	Full day of travel/BLD	

## TCA Chart of Accounts (Revised July, 2015)

<p><b>2000 Conference Expenses</b></p> <ul style="list-style-type: none"> <li>2001 Meals/Snacks</li> <li>2002 Speaker Fees</li> <li>2003 Decorations</li> <li>2004 Entertainment</li> <li>2005 Agendas/Portfolios</li> <li>2006 Registration Refunds</li> <li>2007 Luncheon Costs</li> <li>2008 Audio/Visual</li> <li>2009 Cmte/Speaker Gifts</li> <li>2010 Oversight Committee</li> <li>2011 Pre-Con Share/Divisions</li> <li>2012 Luncheon Shr/Divisions</li> <li>2013 Hotel Costs</li> <li>2014 Badges/Nametags</li> <li>2015 Security</li> <li>2016 Micellaneous Exp</li> <li>2017 Printing/Postage</li> <li>2018 Banking &amp; RegOnline fees</li> <li>2019 Attendee Gifts</li> </ul> <p><b>2020 Membership Expenses</b></p> <ul style="list-style-type: none"> <li>2021 Overpayments/Refunds</li> <li>2022 Returned Check Fees</li> <li>2023 Postage</li> <li>2024 Equipment</li> <li>2025 Bank Fees/Service Charges</li> <li>2026 Supplies</li> <li>2027 Data Processing</li> <li>2028 Internet/Phone/1-800#</li> </ul> <p><b>2030 ACA Conference Expenses</b></p> <ul style="list-style-type: none"> <li>2031 ACA Registration</li> <li>2032 ACA Conference Lodging</li> <li>2033 ACA Meals</li> <li>2034 ACA Mileage/Airfare</li> <li>2035 ACA Micellaneous Exp</li> </ul> <p><b>2040 ACA Leadership Institute/SR</b></p> <ul style="list-style-type: none"> <li>2041 ACA LI &amp; SR Registration</li> <li>2042 ACA LI &amp; SR Lodging</li> <li>2043 ACA LI &amp; SR Meals</li> <li>2044 ACA LI &amp; SR Mileage/Airfare</li> <li>2045 ACA LI &amp; SR Micellaneous Expenses</li> </ul> <p><b>2060 Chapter Disbursements</b></p> <p><b>2080 Division Disbursements</b></p> <p><b>2100 Membership Secretary</b></p> <ul style="list-style-type: none"> <li>2101 Salary</li> <li>2102 Travel/Mileage</li> <li>2103 Michellaneous Expenses</li> </ul> <p><b>2120 Discretionary</b></p> <p><b>2200 President</b></p> <p><b>2205 President-elect</b></p> <p><b>2210 President-elect-elect</b></p>	<p><b>2215 Past President</b></p> <p><b>2220 Board Secretary</b></p> <p><b>2225 Board Treasurer</b></p> <p><b>2230 Strategic Planning</b></p> <p><b>2235 Ethics</b></p> <p><b>2240 Government Relations</b></p> <p><b>2245 Publications</b></p> <p><b>2250 Archives</b></p> <p><b>2255 By-Laws</b></p> <p><b>2260 Professional Development</b></p> <p><b>2265 Technology</b></p> <ul style="list-style-type: none"> <li>2266 Domain Name</li> <li>2267 Web Hosting Fee</li> <li>2268 Michellaneous Expense</li> </ul> <p><b>2270 Grants</b></p> <ul style="list-style-type: none"> <li>2271 Grants to Divisions</li> <li>2272 Grants to Chapters</li> <li>2273 Other Grants</li> </ul> <p><b>2275 Tax Expenses</b></p> <ul style="list-style-type: none"> <li>2276 Tax Exemptions</li> <li>2277 IRS Preparation</li> <li>2278 Taxes Paid</li> </ul> <p><b>2280 Awards</b></p> <ul style="list-style-type: none"> <li>2281 TCA Awards</li> <li>2282 ACA Awards</li> </ul> <p><b>2285 Membership Committee</b></p> <p><b>2290 Financial Affairs</b></p> <p><b>2295 Human Rights</b></p> <p><b>2300 Governing Council Meetings</b></p> <ul style="list-style-type: none"> <li><b>Lodging:</b> LI 2311; Nov 2321; Other 2341</li> <li><b>Meals:</b> LI 2312; Nov 2322; Other 2342</li> <li><b>Mileage:</b> LI 2313; Nov 2324; Other 2343</li> <li><b>PerDiem:</b> LI 2314; Nov 2324; Other 2344</li> <li><b>Mis.Exp:</b> LI 2315; Nov 2325; Other 2345</li> </ul> <p><b>2400 Chapter/Divison Events</b></p> <p><b>2500 Insurance Expense</b></p> <p><b>2600 TCA Reserve Fund</b></p>
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**TENNESSEE COUNSELING ASSOCIATION  
CONTACT HOUR MONITORING FORM FOR NBCC  
(Meetings and Conferences)**

NAME OF NCC \_\_\_\_\_

ADDRESS: Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

List each session in which you participated in order of attendance:

<u>Date</u>	<u>Time</u>	<u>Program Title</u>	<u>Speaker</u>	<u>Contact Hours</u>
-------------	-------------	----------------------	----------------	----------------------


Total Contact Hours \_\_\_\_\_

**I certify that the information presented on this form is complete and accurate.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Credit can only be granted for your participation in content sessions that will enhance your skills and knowledge as a counselor. Only request credit for sessions which you attended in their entirety. Credit cannot be granted for business/governance meetings, breaks, or social activities, including meal functions, except for actual time of a content speaker.

**\*\*NOTE TO NCCs:** This documentation should be submitted with the NBCC Renewal Form **ONLY** at your annual renewal date.

A maximum of \_\_\_\_\_ hours can be earned by participation in the activity(ies) offered at the conference.

Authorized by: \_\_\_\_\_

Position: \_\_\_\_\_

NBCC Provider/Provider No: \_\_\_\_\_

Phone number of contact for verification of hours \_\_\_\_\_

**TENNESSEE COUNSELING ASSOCIATION  
CONTACT HOUR MONITORING FORM  
(Single Session Activity)**

NAME OF NCC \_\_\_\_\_

ADDRESS: Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

The person identified above participated in the following professional activity:

Date	Time	Program Title	Speaker	Contact Hours
------	------	---------------	---------	---------------

Credit can only be granted for your participation in a content session that will enhance your skills and knowledge as a counselor. Request credit for only a session that you attend in its entirety. Credit cannot be granted for a business/governance meeting, break, or social activity which includes a meal function, except for actual time of a content speaker.

**\*\*NOTE TO NCCs:** This documentation should be submitted with the NBCC Renewal Form **ONLY** at your annual renewal date.

Authorized by: \_\_\_\_\_

Position: \_\_\_\_\_

NBCC Provider/Provider No: \_\_\_\_\_

Phone number of contact for verification of hours: \_\_\_\_\_

**\*\*PROVIDERS:** This form must be duplicated on your letterhead.

## **SUGGESTIONS FOR OFFICERS AND COMMITTEE CHAIRS**

### **Building An Agenda**

1. Invite input from all those who will be involved in the meeting.
2. Review the minutes of the previous meeting for unfinished business.
3. Assign each topic an amount of time for discussion.
4. Set the beginning and adjournment times for your meeting.
5. Distribute the agenda in advance of the meeting.
6. Ask for additions and changes at the beginning of the meeting.
7. Approve the agenda.
8. Adhere to the topics and times established in the agenda.

#### **HINT:**

For maximum involvement and participation, an agenda should, as much as possible, be the product of all the people who will be involved in the meeting.

### **PLANS OF ACTION**

Plans of action are detailed strategies for implementing your association's goals. Simply stated, a plan of action can be a means to:

- tell what you are doing, or
- tell what you did.

Plans of action should be built on assessed member and association needs. They should be action-oriented by listing the steps of how the officer intends to accomplish each objective that is part of the whole to which they have been elected or appointed.

Plans of action provide a means for the association and the officer to be accountable to the membership.

**SAMPLE MEETING AGENDA**  
**TENNESSEE COUNSELING ASSOCIATION**  
Governing Council Agenda  
July 12 & 13, 2013

Call to Order  
Roll Call  
Call for Quorum  
Adoption of Agenda

Secretary's Report – Approval of Minutes from last meeting

Treasurer's Report – Review of FY'13 Financial Report  
TCA Financial Policy Review  
FY'14 Budget Overview

Chapter/Division Presidents' Reports

- A. All Chapter/Division/Committee Reports must be submitted in writing to Secretary prior to meeting.
- B. Divisions and Chapters are invited to make brief oral reports, if so desired.

Committee Chairs' Reports

- A. Committee Chairs will make oral reports.
- B. All actions and motions coming from the committee reports will be acted on under New Business instead of during reports.

Advocacy	Dr. Francis Martin
Bylaws	Dr. Carolyn Brewer
Ethics	Dr. Jeri Lee
Human Rights	Ms. Jo Ann Boyd
Membership	Dr. Kitty Pruett & Mary Brignole
Public Policy & Legislation	Dr. Randy McPherson
Publications	Shelbie Ely
Strategic Planning	Dr. Andy Finch

President Elect's Report – 2013 Conference

Past President's Report

President's Report

Unfinished Business

New Business

TCA FY14 Budget Adoption  
Adjourn

# **SAMPLE LDI AGENDA**

## **LEADERSHIP DEVELOPMENT CONFERENCE EMBASSY SUITES MURFREESBORO, TN JULY 11-13, 2013**

### Agenda

#### **Thursday, July 11, 2013**

- Noon - 1:00PM      Check-In/Registration at Embassy Suites
- 1:00 - 5:00PM      Welcome  
Examining New TCA Bylaws  
Analyzing TCA Financial Policy and Procedures  
Exploring TCA Advocacy Strategies  
Expanding Membership Strategies
- 5:30 - 6:30PM      Manager's Reception in Embassy Suites Lounge  
6:45 - 8:00PM      Dinner at Mimi's Café, Murfreesboro

#### **Friday, July 12, 2013**

- 7:00 - 8:00AM      Hot breakfast – Embassy Suites Restaurant  
8:30 - 9:15AM      Analyzing TCA Webpage Strategy for all chapters and divisions  
9:30 - 10:15AM     Developing TCA Strategic Thinking  
10:30 - 12:00PM    TCA Governing Council Meeting
- 12:00- 1:00PM      Lunch with colleagues (TCA per diem rate apply)
- 1:00-5:00PM        Division and Chapter meetings, as needed
- 5:30 - 6:30PM      Manager's Reception in Embassy Suites Lounge  
6:30PM              Dinner with colleagues (TCA per diem rate apply)

#### **Saturday, July 13, 2013**

- 7:00 – 8:00AM      Hot breakfast – Embassy Suites Restaurant  
8:30AM              Governing Council Meeting  
Noon                  Adjourn

## SUGGESTIONS FOR OFFICERS AND COMMITTEE CHAIRS

### The Leader's Checklist for Preparing a Meeting

Keep this handy checklist in mind the next time you're asked to run a meeting. Simply put a check next to each of the steps listed below. . .and relax!

- Prepare agenda
- Mail agenda to arrive a week in advance
- Prepare a personal copy of agenda showing time allocated for each segment and plan for guiding discussion
- Ask individuals to make special presentations
- Reserve room
- Confirm reservation
- Check room for heating and ventilation
- Arrange for refreshments
- Purchase name tags or name cards
- Contact members giving special presentations to determine special equipment needs
- Arrange for additional copies of agenda, resource materials, and paper and pencils for all group members
- Arrange for a chalkboard or easel
- Take a tape recorder, or arrange for a secretary or group member to take minutes
- Explain purpose and importance of meeting
- Present each problem
- Look for the causes of problems
- Brainstorm for solutions
- Evaluate suggested solutions
- Select one or more solutions
- Plan for implementation of solution
- Keep track of time
- Watch for non-verbal cues from quiet members who want to speak
- Divert attention from monopolizer
- Defuse arguments
- Convince jokers it's time to be serious
- Keep discussion on the track
- Acknowledge contributions with a nod
- Summarize when necessary

## **SECRETARY SUGGESTIONS**

### **Taking the Minutes**

The President or presiding officer will usually give the Secretary an agenda, which will assist in following the flow of business.

The Secretary may want to use a tape recorder to be sure to get exact workings of motions, to identify speakers, etc. It is impossible to write down in longhand all the happenings during a business meeting.

Feel free to stop action to ask that a motion be repeated, or for a name needed to identify person (as those making motions), or for clarification.

Note: A motion should be presented in writing to the Secretary so it can be read back at the President's request before the group votes on it.

Sit near the President to assist him/her by giving information and/or reminders and to be able to readily receive recognition from the President when you need to ask for clarification or identification.

It is appropriate to ask the President to request that members making motions give you a written copy of the motion. A copy of the Treasurer's report and of committee reports should be given to the Secretary. These are a great help in writing the minutes, and should be filed with the minutes of the meeting.

### **Writing the Minutes**

Give the official name of the organization and date of meeting in the title at the top of the first page for quick reference. Use the term "Minutes" for ease in identifying and filing.

In the first paragraph of the minutes give the official name of the organization, date, place and time of meeting and presiding officer.

Identify those present either individually by name and/or title or give a summary of those present such as "46 members and two observers".

On the heading of each page after page one, indicate the page number, name of the organization with "Minutes of" and the date.

You may want to use the headings for each section of the minutes. Some people find this makes it much easier to refer to the specific sections when needed.

Be concise. It isn't necessary to write all the pros and cons of a discussion on a motion; just state the motion, name of person who made it and the one who seconded it and whether or not the motion carried.

In the statement "Minutes of the previous meeting were approved" include the date of the previous meeting, as "Minutes of the previous meeting (April 4, 2013) were approved." This gives definite continuity to your minutes and is especially helpful in using the minutes for historical information.

In the conclusion, state the time of adjournment. Sign the minutes "Respectfully yours," then list the President's name and title and underneath that, list the Secretary's name and title.

When a committee has no report, say nothing. Do not say, "There was no report from the Budget Committee."

### **After the Minutes are Written**

Send a copy of the minutes to the President within one week after the meeting.

The Secretary shall submit a copy to the President with a request for corrections prior to duplication and distribution of the minutes to the membership (or Governing Council).

Keep an electronic file and PDF document of minutes during your term as Secretary and pass these on to the Secretary following you.

Be willing to accept corrections to the minutes graciously. Even though a very dedicated and conscientious Secretary spends hours writing and rewriting minutes of a meeting, an error might be included which an equally dedicated and conscientious member would recognize and offer to correct.

**LEGISLATIVE ADVOCACY**  
On Writing to Congress  
**Some Do's and Don'ts**

The best way to communicate with legislators is as follows:

1. Meet and know your legislator personally. Have a face-to-face contact as often as possible.
2. Phone or write beginning with, "When we last talked together..." or some other reference to the fact that you are a personal acquaintance.
3. Boil every national issue down to local circumstances, using local facts and figures whenever possible. How does the issue affect constituents in his or her Congressional District or State?
4. Follow up with "thank you" and commendation letters whenever possible.
5. Resist the temptation to write a critical or angry letter after-the-fact. If you want to express disappointment, couch it in terms that you hope he or she will be with you next time around. The bridge you burn today may be the one you need tomorrow.
6. Remember: Your Government Relations network is nothing without your vigorous "grass roots" letter writing. So keep the letters rolling. Political power is a year-round business.

**The Best Way: Individualized Correspondences**

1. Individualized emails/letters tell about the local situation – they give facts and figures, and they tell about a local need.
2. The best correspondence is one which translates a national issue into local terms – here is what this means to us back home among the people you represent.
3. A good email/letter is one which praises the Senator or Representative for something they had done recently, or for their past services on a particular matter.
4. Senators and Representatives will often quote from or have reprinted in the daily Congressional Record some of the best personal email/letters.
5. Just about the best way I know to begin an email/letter is to say, "You will recall you and I talked when you were in..." This requires personal contact.
6. We have the responsibility, as "missionaries" in our field, to convince our friends throughout the education field that unless they speak up, clearly and directly, and often, they will be lost in the wide array of national priorities.

### **Suggested Advocacy Activities**

November – Personal letters of congratulations to state and federal legislators. This is a good way to get acquainted. Personal visits would be even better!!

January – Contact legislators before they leave for Washington or state capital.

March – Learn who the key people are in your state legislature. Ex. Chairman, Education Committee. Learn who the key people are in Congress.

May – Personal visit with state and federal legislators. This is a big job but involves some of your key people by “assigning” them to the legislator in their home town.

July – Invite your legislators to visit you at your work place. An early invitation will give them time to put it on their schedule.

September – Keep the letters and “personal touch” going.

The foregoing points have been adopted from a paper by Kenton Pattie for the Legislative Committee of the National Audio-Visual Association, Inc.

## **HOW TO WRITE RESOLUTIONS**

### **GUIDING PRINCIPLES:**

Resolutions are a means through which the membership gives direction to the policies and priorities of the Association. Therefore, serious thought should be given to resolutions that are presented to the Governing Council for its consideration. The following principles should apply to each resolution:

1. The resolution should concern something of primary importance to the membership of the Association.
2. The resolution should be consistent with the Association's purposes and objectives.
3. The resolution's rationale and action should be clearly stated.
4. The resolution does not create (or reconstitute) a committee, or modify rules, or direct a single (or limited) action or require an expenditure of funds. (These actions should be made to the appropriate committee or commission, who will make a motion, though Governing Council members are not prohibited from making motions during new business.)

### **GUIDELINES FOR SUBMISSION:**

1. Resolutions should conform to the definition and format of Roberts Rules of Order.
2. Resolutions must be received by the President or Governing Director thirty (30) days prior to the Governing Council meeting at which the resolution is to be presented.
3. Resolutions must be submitted in writing and signed by the maker(s). An emailing address should be clearly stated.
4. If the resolution calls for the recommended expenditure of funds, a definite amount must be clearly stated.
5. Except in a most extreme emergency, resolutions should be presented with sufficient copies for each Governing Council Member. However, a majority vote of the Assembly may indicate a willingness to consider a resolution without that number, so long as it is presented in writing to the Secretary of the Association.

## GUIDELINES FOR RESOLUTION FORMAT

ORIGINATOR: Names of Committee, Task force  
State Division or Person

RESOLUTION TITLE

WHEREAS . . .

WHEREAS . . .

BE IT THEREFORE RESOLVED . . .

SUBMITTERS' ADDRESS & TELEPHONE: \_\_\_\_\_ (signature)  
Submitter: Print Name

Address and Telephone Number  
of submitter goes here.

\_\_\_\_\_ (signature)  
Co-signer: Print Name

### PROCEDURES FOR PROCESSING RESOLUTION:

1. Resolutions will be screened by the Governing Committee to eliminate repetitive or redundant resolutions.
2. Resolutions received by the deadline will be submitted to the Governing Council for its consideration and action. Resolutions recommended by the Governing Committee will be reported to the Governing Council with the Committee's action noted. Resolutions presented to the Governing Committee and rejected by them shall be presented in a summary form to the Governing Council. A majority vote, at the conclusion of the Agenda item "Resolutions", shall bring any rejected resolution to the floor for debate and votes.
3. Resolutions received after the thirty (30) day deadline will be returned by the Governing Committee/Governing Director to the submitter with instructions for Presenting them from the floor at the Governing Council Meeting.
4. Resolutions originating from individuals or groups at Conference may be introduced under "Resolutions" on the Agenda, or under new business, by any active TCA member. Resolutions submitted in advance shall have priority over those submitted from the floor.

## RULES FOR HANDLING MOTIONS

Types of Motions	Order of Handling	Must be Seconded	Can be Discussed	Can be Amended	Voted Required	Vote can be Reconsidered
To reopen nominations	No define precedence rule	Yes	No	Yes	Majority	Negative vote only
To withdraw or modify a motion (to prevent vote or inclusion in minutes)	Has precedence over motion to which it pertains	No	No	No	Majority	Negative
To rise to a point of order (to enforce rules or programs)	Has precedence over motion to which it pertains	No	No	No	No vote Chairman rules	No
<b>PRIVILEGED MOTIONS</b>						
To take a recess	Has precedence over motions	Yes	Yes, if no motion is pending	Yes	Majority	No
To adjourn	Has precedence over above motions	Yes	No	No	Majority	No
To set next meeting time	Has precedence over above motions	Yes	Yes, if no motions is pending	As to time	Majority	Yes
<b>UNCLASSIFIED MOTIONS</b>						
To take motion from table (to bring up tabled motion for consideration)	Cannot be made if any other motion is pending	Yes	No	No	Majority	No
To reconsider (to bring up discussion and obtain vote on previously decided motion)	Cannot be made if any other motion is pending	Yes	Yes, when motion is debatable	No	Majority	No
To rescind (repeal) decision on a motion	Cannot be made if any other motion is pending	Yes	Yes, when motion is debatable	No	Majority or 2/3 pending on requirement motion	Yes

<b>MAIN MOTION</b>						
To present a proposal to assembly	Cannot be made if any other motion is pending	Yes	Yes	Yes	Majority	Yes
<b>SUBSIDIARY MOTIONS</b>						
To postpone indefinitely action on a motion	Has precedence over above motion	Yes	Yes	No	Majority	Affirmative vote only
To amend (improve) a main motion	Has precedence over above motions	Yes	Yes, when motion is debatable	Yes, but only once	Majority	Yes
To refer motion to committee (for special consideration)	Has precedence over above motions	Yes	Yes	Yes	Majority	Yes
To postpone definitely (to certain time) action on a motion	Has precedence over above motions	Yes	Yes	Yes	Majority	Yes
To limit discussion to a certain time	Has precedence over above motions	Yes	No	Yes	2/3	Yes
To call for vote (to end discussion at once and vote)	Has precedence over above motions	Yes	No	No	2/3	No
To table motion (to lay it aside until later)	Has precedence over above motions	Yes	No	No	Majority	No
<b>INCIDENTAL MOTIONS</b>						
To suspend a rule temporarily (e.g. to change order of business)	No definite precedence rule	Yes	No	No	2/3	No
To close nominations	No definite precedence rule	Yes	No	Yes		



TENNESSEE COUNSELING  
ASSOCIATION  
*A Branch of the American Counseling Association*  
P.O. Box 240365  
Memphis, TN 38124-0365  
1-877-730-3159

## TCA Motion Form

DATE: \_\_\_\_\_

Motion #: \_\_\_\_\_

Maker of Motion: \_\_\_\_\_

Seconded: \_\_\_\_\_

I move:

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Motion: Passed / Failed

Amended: Motion(s) # \_\_\_\_\_

\_\_\_\_\_  
(Signature)

# TCA BYLAWS



## **ARTICLE I**

### **NAME, AFFILIATION, MISSION, AND PURPOSES**

#### **Section 1. Name.**

The name of the association shall be the Tennessee Counseling Association, hereinafter referred to as the Association, TCA, or the Tennessee Counseling Association.

#### **Section 2. Affiliation.**

The Tennessee Counseling Association is a branch of the American Counseling Association. It shall manifest autonomy in the conduct of its affairs but shall be organized and operated at all times in compliance with the Bylaws of the American Counseling Association.

#### **Section 3. Mission.**

The mission of the Tennessee Counseling Association is to enhance the quality of life in Tennessee and society by promoting the development of professional counselors, advancing the counseling profession, and using the profession and practice of counseling to promote respect for human dignity and diversity.

#### **Section 4. Purposes.**

- a) To provide a united organization through which all persons engaged or interested in the counseling profession can exchange ideas, seek solutions to common problems, and encourage personal and professional growth across the lifespan.
- b) To promote high professional standards in counseling to increase public confidence and trust through program development, continuing education, accountability, and the ethical conduct of counselors across Tennessee.
- c) To advocate for the counseling profession in Tennessee through dissemination of information to counselors and the public at large, promotion of needed legislation and monitoring of legislation pertaining to the counseling profession, identification of current and needed professional counseling opportunities, positions, and programs in Tennessee, and provision of continuing education opportunities.
- d) To promote the acceptance and value of individual differences and the holistic well-being of all individuals across the lifespan.
- e) To identify and provide continuing education opportunities to encourage professional growth, creativity, research, accountability, and service in the counseling profession in Tennessee.

- f) To encourage and support the work of the divisions and chapters of the Tennessee Counseling Association.

### **Section 5: Policy on Non-Discrimination.**

In promoting and implementing its purposes, the Tennessee Counseling Association shall not discriminate against any individual on the basis of ethnicity, race, religion, gender, sexual orientation, age, and/or disability.

## **ARTICLE II MEMBERSHIP**

### **Section 1. Classes of Membership.**

- a) Membership with voting rights shall be available only to individuals who are supportive of the TCA mission and who are engaged in or interested in counseling in Tennessee.
- b) Membership in the regional chapter and in the Tennessee Counseling Association is required for affiliation in a division.
- c) Membership in the Tennessee Counseling Association must include one chapter and a minimum of one division or organizational affiliate. Membership shall be categorized according to the following classes.
  - 1) **Professional Membership** is open to individuals who hold a master's degree or higher in counseling or a closely related field from a college or university that was accredited when the degree was awarded by one of the regional accrediting bodies recognized by the Council for Higher Education Accreditation and/or be a licensed counselor by the state of Tennessee in a counseling or closely related field.
  - 2) **New Professional Membership** is open to counselors in their first year of practice following completion of counseling training. Applicant shall produce appropriate documentation.
  - 3) **Regular Membership** is open to individuals whose interests and activities are consistent with those of the association, but who are not qualified for Professional Membership status.
  - 4) **Student Membership** is open to individuals enrolled at the graduate level in a counselor education program. Student membership must be endorsed by a college professor from their counseling program.
  - 5) **Honorary Membership** is open to individuals manifesting an interest in and support for the association through promotion of specific programs and

philosophy in keeping with the stated purposes of the Tennessee Counseling Association as specified in these Bylaws. Honorary members are not allowed to vote or hold office and are exempt from the payment of all dues. Honorary Membership must be approved by the Governing Council.

- 6) **Retired Membership** is open to any active member upon retirement.
  - 7) **Lifetime Membership** is awarded to individuals who have made significant contributions to the profession of counseling and/or the Tennessee Counseling Association. This award may be bestowed by a majority vote of the Governing Council. Individuals having a Lifetime Membership shall have all rights and privileges afforded an individual having a regular membership.
- d) Members must agree to abide by the American Counseling Association's Code of Ethics.

### **Section 2. Membership Year.**

Membership is continuous for 12 months from the receipt of membership dues by the entity responsible for processing the Tennessee Counseling Association applications. An anniversary renewal date will be established based on the initial activation of membership and will only be adjusted if the membership has lapsed for a period of 90 days or more.

### **Section 3. Dues.**

- a) Membership dues shall be determined by the Governing Council at the Leadership Development Institute at the business meeting.
- b) Chapter and division/organizational affiliate dues shall be based on the state association's dues. Chapter dues will be equal to 50% of the state association dues, division/organization/affiliate dues will be equal to 66% of the state association dues.
- c) Student membership dues will be one half the regular membership dues.
- d) Retired membership dues will be one half the regular membership dues.
- e) New Professional Membership dues are waived for the first year. When membership continues past one year, the New Professional Membership shall convert to Professional Membership.

### **Section 4. Severance of Membership.**

- a) A member may be dropped from membership for any conduct that tends to injure the association or to affect adversely its reputation, or that is contrary to or destructive of its mission according to the association bylaws and the ACA Code of Ethics. Any member charged with engaging in any such conduct shall be given notice of the precise nature of the charge against him/her and shall be

given the opportunity to present evidence in his/her behalf through witnesses or otherwise, shall be given the opportunity to confront witnesses against him/her, and shall have the right to appeal and have a hearing before the Governing Council, whose decision shall be final.

- b) A member will be dropped from membership for the non-payment of dues.
- c) If a TCA member resigns before the due's date, that member will be removed from the membership list and no remaining dues will be returned. Any member who resigns in good standing may rejoin at a later date.

## **ARTICLE III**

### **MEETINGS AND ACTIONS OF THE MEMBERSHIP**

#### **Section 1. Notice of membership Meetings and Actions.**

The Annual Business Meeting of the Association will be held at a date and place to be determined by the Governing Council and announced at least six months prior to the meeting date. Any other conventions, conferences and meetings of the Association shall be scheduled by the Governing Council. In the event that an announced Annual Business Meeting is cancelled or rescheduled, the membership will be notified by email by the TCA President or TCA President's designee.

#### **Section 2. Manner of Acting and Decision-Making.**

- a) A majority of the votes cast on a matter where a quorum is present shall be necessary for the adoption thereof unless a greater proportion is required by law or these Bylaws. If so arranged by the President with respect to any matters that may be voted on by voting members, including the election of the Governing Council or officers, such members may vote by postal mail or electronic ballot.
- b) If so arranged by the President, voting members may participate in a meeting where members are voting by means of a conference telephone or other telecommunication device that allows all persons participating in the meeting to hear each other and to have their views heard. Such participation in a meeting shall be deemed presence in person at such meeting.
- c) If and when the law is amended to so permit, this Bylaw shall empower the voting members to conduct and participate in meetings by electronic communications in which words are transmitted to all participants.
- d) A proxy vote requires the written signed permission of the person with voting rights for the person to serve as proxy and those serving as proxy are required to consult with the person with voting rights as needed and possible on issues and actions.

- e) Those voting members who have at least one-tenth of the votes entitled to be cast represented in person or by proxy shall constitute a quorum.

## **ARTICLE IV**

### **REGIONAL CHAPTERS, DIVISIONS, AND AFFILIATES OF TENNESSEE COUNSELING ASSOCIATION**

#### **Section 1. Organization of Chapters, Divisions, and Affiliates.**

- a) Regional Chapters.  
Regional Counseling Associations may request membership in the Tennessee Counseling Association for their members by so voting and upon the approval by the Governing Council of the Tennessee Counseling Association. A Regional Chapter must have a minimum of 20 Tennessee Counseling Association dues-paying members before its application can be considered by the Governing Council.
- b) Divisions.  
Divisional associations may acquire membership, each of which shall consist of at least 40 members representing specialized areas of interest in human development, guidance, counseling, or personnel work. Such Divisions shall be organized in accordance with the American Counseling Association Bylaws. Applications must have the approval of the Governing Council. Divisions must maintain an active membership of 40 in order to remain a Division of the Tennessee Counseling Association. If membership is below 40 active members at the time of the Tennessee Counseling Association Leadership Development Institute, the Division's status will change to that of Organizational Affiliate. Organizational Affiliates will be represented on the Governing Council and shall have their concerns voiced through the Past President.
- c) Organizational Affiliates  
Organizational Affiliates are those approved TCA divisions whose membership has fallen below the required number as specified in these Bylaws.

#### **Section 2. Formation of Chapters, Divisions, and Affiliates.**

- a) Regional Chapters.  
Regional Chapters must be approved by the Governing Council and meet the requirements specified in these Bylaws.
- b) Divisions.  
Divisions must be approved by the Governing Council and meet the requirements specified in these Bylaws.
- c) Affiliates  
Affiliates are comprised of the membership of Divisions that drop below 40 members as specified in these Bylaws.

**Section 3. Filing of Budget and Bylaws.**

- a) Regional Chapters are required to submit an annual budget and a copy of Bylaws to the TCA Governing Council each year.
- b) Divisions are required to submit an annual budget and a copy of bylaws to the Governing Council each year.
- c) Affiliates are required to submit an annual budget and a copy of bylaws to the Governing Council each year.

**Section 4. Reports.**

- a) Regional Chapters are required to submit an annual report to the TCA President for distribution to the Governing Council and for presentation at the Summer Leadership Development Institute.
- b) Divisions are required to submit an annual report to the TCA President for distribution to the Governing Council and for presentation at the Summer Leadership Development Institute.
- c) Affiliates should submit an annual report to the immediate past president who represents them on the TCA Governing Council.

**Section 5. Involuntary Revocation of a Charter.**

- a) The Governing Council shall have the power to revoke the charter of a Regional Chapter, Division, or Affiliate when it is deemed in the best interest of TCA to do so.
  - 1) Before final action may be taken with respect to the revocation of the charter of a Regional Chapter, a notice of intent to revoke must first be passed by a majority of the Governing Council members present and voting and the Regional Chapter in question advised in writing of the reasons for the proposed action. The Regional Chapter shall have until the next meeting of the Association (but in no case less than nine months) to effect remedial measures.
  - 2) Two-thirds of the votes cast by the members of The Governing Council shall be necessary to revoke the charter of a Regional Chapter.

**Section 6. Voluntary Withdrawal of a Regional Chapter, Division, or Affiliate.**

- a) An organization's status as a Regional Chapter may be voluntarily withdrawn only in compliance with TCA Bylaws, policies and procedures adopted by the Governing Council.

# **ARTICLE V**

## **BUSINESS AFFAIRS OF THE ASSOCIATION.**

### **Section 1. Severable or Transferable Interest.**

No member shall have any severable or transferable interest in the property of the Tennessee Counseling Association.

### **Section 2. Control and Management.**

All property of the Tennessee Counseling Association shall be subject to the control and management of the Governing Council. Any accumulation or disposal of real property, except upon dissolution of the Association, must be approved in advance by the Governing Council.

### **Section 3. Disposal upon Dissolution.**

On dissolution or final liquidation, the Governing Council shall, after paying or making provision for the payment of all the lawful debts and liabilities of the Tennessee Counseling Association, distribute all the assets of the Association to one or more of the following categories of recipients as the Governing Council of the Association shall determine:

- a) A nonprofit organization or organizations which may have been created to succeed the Tennessee Counseling Association, as long as such organization or each of such organizations shall then qualify as an organization exempt from federal income taxation under section 501(a) of the Internal Revenue Code as an organization described in sections 170(c)(2) AND 501(C)(3) OF SUCH Code; and/or
- b) A nonprofit organization or organizations having similar purposes as the Association and which may be selected as an appropriate recipient of such assets, as long as such organization or each of such organizations shall then qualify as an organization exempt from federal income taxation under section 501©(3) of such Code.
- c) Any dissolution of TCA or voluntary withdrawal from ACA will be conducted in compliance with ACA Bylaws, Policies and Procedures.

### **Section 4. Appropriation of Association Funds.**

- a) No appropriations of Association funds shall be made except pursuant to the authority of the Governing Council.
- b) The Governing Council shall adopt an annual budget.
- c) The treasurer shall be authorized to pay the cost of the budget expenses upon written approval of the president.
- d) National, Regional, and State Conference Expenses.  
Expense allowance for the President, President-elect, President-elect-elect to the American Counseling Association Conference and the American Counseling Association Leadership Development Institute shall be determined by the

Governing Council. Expenses for the Tennessee Counseling Association officers to travel to and attend the Tennessee Counseling Association Annual Conference shall be determined by the Governing Council and shall be outlined in the Tennessee Counseling Association Fiscal Policy.

- e) Fiscal Independence.  
Each Division shall be fiscally independent. Allocation of funds to the Division above membership dues shall be determined by the Executive Council.
- f) Fiscal Policy.  
Supplemental fiscal policies and implementation guidelines to these Bylaws are found in the Policies and Procedures (*TCA Leadership Handbook*) shall be established by the Governing Council.

### **Section 5. Association Year.**

The fiscal year and the governance year of the Association shall be July 1 to June 30.

### **Section 6. Reports.**

- a) Reports for the fiscal year including the President's and Treasurer's Reports are to be submitted at the Leadership Development Institute each year.
- b) A budget for the year is to be presented each year by the Treasurer at the LDI and a formal audit by an independent evaluator is to be completed every other year at the close of the Treasurer's two-year term of office.
- c) TCA President or TCA President's designee is responsible for filing reports, budget, and audit results with ACA.

### **Section 7. Limitations on Activities.**

TCA is organized and shall be operated exclusively for charitable and educational purposes within the meaning of sections 170(c)(2)(B), 501(c)(3), 2055(a)(2), and 2522(a)(2) of the Internal Revenue Code. No part of the net earnings of TCA shall inure to the benefit of or be distributable to the members of its Governing Council, officers, members of its committees, other private individuals, or organizations organized and operated for a profit (except that TCA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as hereinabove stated). No substantial part of the activities of TCA shall be carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall be empowered to make the election authorized under section 501(h) of the Internal Revenue Code. TCA shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision herein, TCA shall not carry on any activities not permitted to be carried on –

- a) by an organization exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) of such Code, and/or
- b) by an organization, contributions to which are deductible under sections 170©(2), 2055(a)(2), or 2522(a)(2) of the Internal Revenue Code.

**Section 8. Internal Revenue Code.**

References herein to sections of the Internal Revenue Code are to provisions of the Internal Revenue Code of 1986, as amended, as those provisions are now enacted or to corresponding provisions of any future United States internal revenue law.

**ARTICLE VI**

**OFFICERS OF THE ASSOCIATION**

**Section 1. Officers and Terms of Office.**

- a) Officers. Officers shall be the President, the President-elect, the President-Elect-Elect, the Secretary, the Treasurer, and the immediate Past President
- b) Eligibility. All elected officers of the Association shall be members in good standing of the American Counseling Association, as well as the Tennessee Counseling Association. TCA President must have served as either chapter/division president or as a member of the TCA Governing Council.
- c) Terms of Office.
  - 1) The President and President-elect shall serve terms of one year and shall not succeed themselves except that the President-elect succeeding to the office of President before expiration of the term shall serve the full term to which elected in addition the unexpired term of the President replaced.
  - 2) The Secretary and the Treasurer shall have terms of two years and shall be elected to take office in alternating years beginning in even years for the Secretary and in odd years for the Treasurer. The Secretary or the Treasurer shall not be eligible to succeed him/herself in that office.
  - 3) The position of President shall be filled by a person from any chapter within a grand division: East, Middle, or West, and in that order, except in the instance that a grand division does not produce a candidate during its rotation period.
  - 4) The position of President, the President-elect, Secretary, and the Treasurer, in that order, will be empowered to carry out the duties as acting President until the next regular election. In the event of vacancies in other offices, the President or Acting President shall be empowered to make appointments to fill the vacancies subject to the approval of the Governing Council.

- 5) The term of office of any elected officer of the Association, division, or chapter shall begin on July 1, and shall be for the term of office or until a successor takes office.

## **Section 2. Duties of Officers.**

- a) The President is responsible for the efficient functioning of the Association and for coordinating all facets of the Association's work. The President is responsible for maintaining appropriate relationships of the chapter/division/branch. The President appoints the chairperson of all forces which are necessary for the promotion of the work of the Association. The President serves as chairperson of the Governing Council and is a member ex-officio of all standing and special committees and task forces.
- b) The President-elect shall perform the duties of the President in the absence or incapacity of the President. The President-elect has the responsibility of planning the Tennessee Counseling Association Annual Conference and the Leadership Development Conference.
- c) The President-elect-elect, immediately upon election at the Annual Conference, will assume the chair of the Conference Planning Committee for the Conference of the following year. The President-elect-elect shall serve from the election at the Annual Conference until President-elect term begins on July 1.
- d) The Secretary is responsible for making an accurate and concise record of business transacted by the organization. A copy of the minutes of each meeting shall be submitted to the Governing Council prior to the date of the next meeting.
- e) The Treasurer shall be responsible for keeping a record of all monetary transactions of the Tennessee Counseling Association including necessary reports to Internal Revenue Service as related to incorporation. A financial report shall be presented to the membership at each Governing Council meeting and at the Annual Business Meeting. The Treasurer shall be bonded and a review of the Tennessee Counseling Association accounting records shall be required at the close of the Treasurer's term of office.
- f) The Immediate Past President shall serve as the chairperson of the Nominations and Election Committee.

## **Section 3. Nominations and Election of Officers.**

- a) The Nomination and Election Committee, appointed by the President, shall conduct the election of officers. Tabulation of ballots will be conducted at the Annual Conference of the Association with results to be announced prior to the close of same conference. Election will follow the procedures established as policy by the Governing Council of the Association.

- b) The President-elect-elect shall be elected on a rotating basis, non-succeeding from the three grand divisions of the State of Tennessee. The Nomination and Election Committee shall solicit eligible candidates. If a grand division does not produce a viable candidate by the close of the Leadership Development Institute, they shall forfeit the protected nomination and the nomination process shall become open to all the grand divisions. Nominations shall remain open until midnight, July 31. This shall not otherwise effect the natural rotation of the office.
- c) Each chapter shall have the right to submit to the Nomination and Election Committee the name of one candidate to be placed on the ballot for the offices of Secretary or Treasurer.

#### **Section 4. Membership Secretary.**

A Membership Secretary (ex-officio) shall be contracted with a one-year contract with the yearly option for continuation by both the Governing Council and the Membership Secretary. The salary shall be determined by the Governing Council. The duties of the Membership Secretary are in a written report entitled Job Description: Membership Secretary. The Governing Council may change the Job Description: Membership Secretary at any Governing Council Meeting. The Membership Secretary shall be directly supervised by the Membership Chair.

#### **Section 5. Removal of Officers.**

Any elected officer may be removed from office, with or without cause, upon a vote of a majority of the Governing Council members then in office to remove him or her from the Officer position, whenever the Governing Council members' judgment of what is in the best interest of the Association would be served thereby, provided that all the Governing Council members have at least ten days notice of the proposed removal and the officer at issue has an opportunity to personally address the Governing Council prior to the removal vote. Any officer appointed by the President may be removed with or without cause by the President.

## **ARTICLE VII**

### **GOVERNING COUNCIL.**

#### **Section 1. Composition.**

- a) The Governing Council shall be composed of the following voting members:
  - 1) The officers of the Association (President, President-elect, President-elect-elect, Secretary, Treasurer, and Past President).
  - 2) One representative from each Division and Chapter who is a member in good standing of TCA and a member in good standing with the Division or Chapter.
  - 3) A student TCA member who is in good standing in a counseling program that is regionally accredited shall be elected by the TCA membership as a voting member of the Governing Council in a one-year, non-renewable term. Such representative must remain in good standing with his/her

program or successfully complete his/her studies in order to retain eligibility to serve as the TCA Student Representative.

- 4) Other TCA members in good standing appointed by the President and approved by the Governing Council to serve as ex-officio members of the Governing Council.
  - 5) Any and all members of the TCA Governing Council, elected or appointed in any capacity, are required to be members of the American Counseling Association in good standing.
- b) The term of office for each member shall align with that of the President except in the case of the Secretary and Treasurer who shall serve the term of 2 years as defined in TCA Bylaws.
  - c) No member of the Association may concurrently represent more than one Division or Chapter. In the event a voting member of the Governing Council misses a meeting, a proxy may be named, in writing. That Proxy must be a member of the Chapter or Division whose officer is absent and must not be a current voting member of the Governing Council.

## **Section 2. Powers and Functions of the Governing Council.**

The Governing Council shall:

- a) Establish policies to govern the affairs of the Association.
- b) Formulate operational policies appropriate for executive action and direct the execution thereof.
- c) Grant and revoke Chapter, Division, and Organizational Affiliate charters.
- d) Act on the reports of Chapters, Divisions, Organizational Affiliates, Standing Committees, and such Special Committees and Task Forces.
- e) Adopt and amend Bylaws.
- f) Exercise such other powers and functions as may be necessary or desirable in the best interests of the Association, not in conflict with the Bylaws.
- g) Establish the strategic plan of the organization.
- h) Establish broad, long-term professional directions for the Association.
- i) Ensure that candidates for President Elect of the Association meet the criteria as specified by the Policies and Procedures Manual and are approved as candidates for President Elect of the Association.

### **Section 3. Meetings of the Governing Council.**

- a) The Governing Council shall hold meetings at least two times a year, in the Fall and Summer. Other meetings of the Governing Council may be held at the call of the President. In the event that an announced Governing Council meeting is cancelled or rescheduled, members of the Governing Council will be notified by email by the TCA President or TCA President's designee.
- b) The President of the Association shall preside at meetings of the Governing Council and, in the President's absence, the President-elect shall preside.
- c) The voting members present at the Governing Council shall comprise the quorum for conducting business.
- d) No member of the Association may concurrently represent more than one Division or Chapter. In the event a voting member of the Governing Council misses a meeting, a proxy may be named, in writing. That Proxy must be a member of the Chapter or Division whose officer is absent and must not be a current voting member of the Governing Council.

### **Section 4. Manner of Acting and Decision-Making.**

- a) A majority of the votes cast on a matter where a quorum is present shall be necessary for the adoption thereof unless a greater proportion is required by law or these Bylaws. If so arranged by the President with respect to any matters that may be voted on by voting members, including the election of the Governing Council or officers, such members may vote by postal mail or electronic ballot.
- b) If so arranged by the President, voting members may participate in a meeting where members are voting by means of a conference telephone or other telecommunication device that allows all persons participating in the meeting to hear each other and to have their views heard. Such participation in a meeting shall be deemed presence in person at such meeting.
- c) If and when the law is amended to so permit, this Bylaw shall empower the voting members to conduct and participate in meetings by electronic communications in which words are transmitted to all participants.
- d) A proxy vote requires the written signed permission of the person with voting rights for the person to serve as proxy and those serving as proxy as required to consult with the person with voting rights as needed and possible on issues and actions.
- e) Those voting members who have at least one-tenth of the votes entitled to be cast represented in person or by proxy shall constitute a quorum.

### **Section 5. Removal of Governing Council Members.**

Any elected Governing Council member may be removed from office, with or without cause, upon a vote of a majority of the Governing Council then in office to remove him or her from the

position, whenever in the Governing Councilors' judgment the best interest of the Association would be served thereby provided that all the Governing Council members have at least ten days' notice of the proposed removal and the Governing Council Member at issue has an opportunity personally to address the Council prior to the removal vote. Governing Council members appointed by the President, if any, may be removed by the President.

## **ARTICLE VIII**

### **COMMITTEES**

#### **Section 1. Standing Committees and Special Committees.**

All appointments to committees shall be made or authorized by the President, except in the case of the Chairperson of the Program Committee, who shall be the President-elect.

- a) The Strategic Planning Committee shall identify new and needed developments related to the Tennessee Counseling Association and shall provide the necessary research base to under gird areas toward which to work.
- b) The Human Rights Committee shall promote social progress and better standards of life upholding the dignity and worth of the human person without distinction of any kind, i.e., race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.
- c) The Public Policy and Legislation Committee shall promote and support public policy and legislation which promotes the profession and enhances human development. The committee shall inform the membership of national and state legislative efforts related to counseling, including state licensure, and for government relations training of members. They shall be aware of pending State legislation, public hearings by the Legislature or Legislative Committees, the State Board of Education and/or the State Advisory Council on Vocational Education; lobby for appropriate legislation; prepare bills for appropriate legislation.
- d) The Membership Committee shall be responsible for actively engaging in the re-enlistment of former members and encouraging prospective members to join the local, state and national associations, and be responsible for appropriate membership records.
- e) The Publications Committee shall be responsible for the preparation and dissemination of information about the organization via a newsletter, website, and any social media to be used by the membership. There shall be at least one representative from each grand division of the State on the Publications Committee.
- f) The Program Committee, chaired by the President-elect, shall be responsible for the Annual Conference.

- g) Such other committees as may be authorized by the President or Governing Council.

### **Section 2. Reports.**

Each Committee Chair shall submit a written report of its activities and status to the Governing Council on or before the date of the Annual Business Meeting (Fall, at the annual Conference) and the Annual Leadership Development Conference (Summer, at LDC); and shall submit a written report at any other time as requested by the President.

### **Section 3. Elimination of Standing Committees.**

Standing Committees may be authorized and eliminated by the President of TCA.

## **ARTICLE IX INDEMNIFICATION**

### **Section 1. Provision.**

TCA shall indemnify each member of its Governing Council, as described in Article VII, and each of its officers, as described in Article VI, and each member of its committees, as described in Article VIII for the defense of civil or criminal actions or proceedings as hereinafter provided and, notwithstanding any provision in these Bylaws, in a manner and to the extent permitted by applicable law.

### **Section 2. Implementation.**

TCA shall indemnify each of its Governing Council members and officers and committee members, as aforesaid, from and against any and all judgments, fines, amounts paid in settlement, and reasonable expenses, including attorney's fees, actually and necessarily incurred or imposed as a result of such action or proceedings, or any appeal therein, imposed upon or asserted against him or her by reason of being or having been such a Governing Council member or officer or committee member and acting within the scope of his or her official duties, but only when the determination shall have been made judicially or in the manner hereinafter provided that he or she acted in good faith or for the purpose which he or she reasonably believed to be in the best interests of TCA and, in the case of a criminal action or proceeding, in addition had no reasonable cause to believe that his or her conduct was unlawful. This indemnification shall be made only if TCA shall be advised by its Governing Council acting (1) by quorum consisting of Governing Council members who are not parties to such action or proceedings upon a finding that, or (2) if a quorum under (1) is not obtainable with due diligence, upon the opinion in writing of independent legal counsel that, the Governing Council member or officer or committee member has met the foregoing applicable standard of conduct. If the foregoing determination is to be made by the Governing Council, it may rely, as to all questions of law, on the advice of independent legal counsel.

### **Section 3. Inclusion.**

Every reference herein to a member of the Governing Council or officer or committee member of TCA shall include every Governing Council member and officer and committee member thereof or former Governing Council member

## **ARTICLE X**

### **NONDISCRIMINATION**

**Section 1.** There shall be no discrimination against any individual on the basis of ethnic group, race, religion, gender, sexual orientation, age, and/or disability.

## **ARTICLE XI**

### **BYLAWS AND ARTICLES OF INCORPORATION**

#### **Section 1. Amendments to Bylaws.**

These Bylaws may be amended by a two-thirds majority of the Governing Council members voting.

- a) Proposed amendments may be originated by the Governing Council or presented at the Governing Council by a Division, a Regional Chapter, TCA Standing Committee (providing that the submitting entity is in compliance), or by an individual member with signatures of 25 members in good standing.
- b) All such proposed amendments must be submitted in writing to the Bylaws Committee no later than twelve weeks prior to the Governing Council meeting at which the change may be considered.
- c) The Bylaws Committee will transmit to the Governing Council such proposed amendments with or without a recommendation regarding each proposed change at least six weeks before the next regularly scheduled meeting of the Governing Council.

#### **Section 2. Policies and Procedures.**

Supplementary policies and implementation guidelines for these Bylaws are found in the Policies and Procedures Section of TCA Leadership Manual.

## **ARTICLE XII**

### **RULES OF ORDER**

#### **Section 1. Parliamentary Authority.**

The current edition of Robert's Rules of Order, Newly Revised, (edited by Henry M. Robert III and William J. Evans, and published by Perseus-Harper Collins) shall govern the proceedings of all bodies of the Association except where otherwise specified in these Bylaws.

#### **Section 2. Parliamentarian.**

The Parliamentarian shall without vote advise the President and the Governing Council regarding parliamentary law and parliamentary procedure.

Adopted at the May, 1978 Annual Meeting

(Revisions May, 1979; May, 1980; May, 1982; February, 1984; February, 1993;  
November, 1993; July, 1994; November, 1995; June, 1996; July, 1998; November, 2001,  
June 2003; June 2004; November 2004; November 2007; November 2012; November 2013.)