Guidelines, Policies and Procedures

Introduction

Preface
These guidelines are designed to help the Connecticut Counseling Association (CCA) and its Division officers, appointed committee chairpersons, and other CCA officials better understand their responsibilities and the operation and procedures of CCA. The Association's governance organization and operation are outlined, the strategic plan is defined, the financial policies are discussed, and other key information is provided. These policies and guidelines are not the Association's By-laws, although they derive their authority from them. The CCA guidelines, policies, and procedures are reviewed annually and modified as appropriate. The CCA Governing Council must approve changes to any guidelines, policies, or procedures.

Note: Name Change
As of July 1, 1993, the Connecticut Association for Counseling and Development (CACD) was renamed the Connecticut Counseling Association (CCA). The name change was duly voted by the Governing Council (GC) in order to be consistent with the name change of our parent national organization, the American Counseling Association (ACA). The American Association for Counseling and Development was renamed the American Counseling Association in 1993.

MISSION AND PURPOSE
The mission of the Association is to enhance human development throughout the life span and to promote the counseling profession. In addition, CCA supports its various Divisions and acts as liaison between its members and the American Counseling Association, our parent national organization, and the North Atlantic Regional Association of State Branches (NAR).

As a state branch of the American Counseling Association, CCA is an organization that represents professional counselors, graduate students in professional counseling programs, and others in related personnel work. Current members include those counselors who work in schools and colleges, health care, community agencies, business and industry, and private practice.

Membership in CCA provides a professional identity at the state level. CCA provides continuing education conferences, newsletters, and leadership training. CCA promotes professional growth and networking through its newsletter, website, and listserv. Through its several Divisions and one Chapter, the needs of counselors in various specialties and work settings are addressed and supported.

NON-DISCRIMINATION POLICY
There shall be no discrimination in CCA against any individual on the basis of ethnic group, color, creed, sex, affectional or sexual orientation, age, and/or physical or mental disability.

Governance Organization

Executive Board (EB)
Responsibilities
The Executive Board (EB) shall act for the Governing Council (GC) during intervals between its meetings but within the limits of any decisions or policies adopted by either the Governing Council or the General Membership.

Structure
The EB shall be composed of the following voting members: The President, Immediate Past-President, President-Elect and one additional member (Member-at-Large). The Executive Director and/or Administrative Assistant, the Treasurer and Secretary shall be ex-officio members without vote. The CCA President shall establish the agenda for meetings of the EB with input from the other EB members prior to each meeting. The President will chair EB meetings.

Governing Council (GC)

Responsibilities
The GC acts as the legislative branch of CCA. Typical responsibilities of the GC include approval of policies, changes to By-laws, authorization of non-budgeted expenditures, endorsement of the annual budget and annual plan, and providing member services.

Structure
The GC shall be composed of the following voting members: The CCA President, Immediate Past-President, the President-Elect, Presidents of each Division or a designated alternate; and representatives from each Division. The number of primary members of each Division determines how many voting representatives the Division may send to Governing Council (see By-laws, Article V). Chairpersons of standing committees, the Member-at-Large, the student liaison, the editors of the newsletter, the Secretary, Treasurer, and the Executive Director and/or Administrative Assistant may be invited to GC meetings as non-voting participants. A parliamentarian may be appointed by the President subject to approval by the Governing Council. All members of the GC

(voting and non-voting), with the exception of the Executive Director and/or the Administrative Assistant and Treasurer must be current members of CCA.

Standing Committees
CCA has the following Standing Committees: Adult Aging and Development, By-laws, Conference and Professional Development, Ethics, Financial Affairs, Membership, Mentoring, Multicultural Counseling and Development, Nomination and Elections, Past Presidents, Policies and Procedures Review, Public Policy and Legislation, Public Relations and Publicity, Strategic Planning and Technology.

Ad Hoc Committees
The Governing Council ad hoc committees are: Awards, Executive Director Succession and Website Design.

Liaisons
There shall be a Student Liaison to the Governing Council.

Divisions and Chapters
CCA has four Divisions and one Chapter. The CCA By-laws require that each Division submits an annual Division Activities and Financial Report to the CCA President by the end of the fiscal year. Each Division's By-laws should be on file with the CCA Executive Director and/or Administrative Assistant and/or and By-laws Committee Chair, as well.

Divisions
Connecticut Association for Counselor Education and Supervision (CACES)

Connecticut Career Counseling and Development Association (CCCDA)

Connecticut College and University Counselors Association (CCUCA)

Connecticut Mental Health Counselors Association (CMHCA)
Chapters
Western Connecticut Counseling Association (WCCA)

Governance Operation

Duties of Officers and Appointed Officials

President
The President shall be the chief elected officer of CCA, shall preside at all state meetings of CCA, and during the term of office, coordinate activities of CCA with ACA. The President shall, prior to assuming office, solicit volunteers and appoint chairpersons of all committees, with GC approval, except as otherwise specified by the By-laws and shall be an ex-officio member, with out vote, of all committees. The President shall perform such additional duties as are customary to the office, and/or have been prescribed by the Governing Council. The President can vote only to break a tie.

National and Regional Duties

- Be a member in good standing of ACA.
- Act as one of the CCA delegates to the NAR and ACA conventions.
- Be responsible for all CCA activities at the ACA convention.
- Act as liaison between CCA and ACA.
- Represent CCA to outside groups.

Branch Duties

- Coordinate the development of an annual plan.
- Participate in the development of an annual budget.
- Set and distribute agendas for a minimum of four (4) meetings annually of the Governing Council.

- Coordinate with the President-Elect, and the Executive Director the organization of a leadership workshop for CCA and its Divisions.
- Promote quality publications through the *Connecticut Counselor* editor.
- Authorize, as appropriate, expenditures of up to $500.00 per year (note: no prior approval of the Governing Council is required).
- Maintain an official copy of the Governing Council and Executive Board minutes.
- Contact each Division for the names of their voting delegates and alternates to the Governing Council meetings.
- Supervise the Executive Director and/or Administrative Assistant
- Appoint ad hoc committees as necessary and monitor CCA standing committees.
- Help to develop the CCA annual budget with the Financial Affairs Committee for presentation to Governing Council at the first Governing Council meeting of the fiscal year.
- Consult with Divisions as requested.
- Recommend to Governing Council appointment of standing committee chairpersons, editors, a Secretary and a Treasurer on an annual basis.

President-Elect

The President-Elect shall be elected annually and shall hold office for one year. The President-Elect succeeds to the Presidency for a one-year term and then to the Immediate Past-Presidency for a one-year term. The term of office shall commence on July 1. The President-Elect shall perform the duties of the President in the absence or incapacity of the President and shall perform such additional duties as are customary to the office, and/or have been prescribed by the Governing Council.

National and Regional Duties

- Be a member in good standing of ACA.
- Act as one of the CCA delegates to the NAR and ACA conventions.
- Assist the President with CCA activities at the ACA convention.

Branch Duties

- Act, as a voting member, of the Governing Council and Executive Board.
- Chair the Financial Affairs Committee and initiate the budget process in early Spring. Annual operating budget should be submitted to the Governing Council no later than the first meeting of the fiscal year.
- Organize, in conjunction with the President and Executive Director a leadership workshop for CCA and its Divisions.
- Assume additional responsibilities upon request of the President and/or Governing Council.
- Chair the Guidelines, Policies and Procedures review committee.

Immediate Past-President

The President succeeds to the office of Immediate Past-President and shall hold that office for one year. The term of office shall commence on July 1. The Immediate Past-President shall perform such additional duties as are customary to the office and/or have been prescribed by the Governing Council.

National and Regional Duties

- Be a member in good standing of ACA.

Branch Duties

- Act as a voting member of the Governing Council and Executive Board.
- Serve as coordinator of the CCA Conference Committee and oversee the Conference chair and/or conference-related contract workers.
- Serve on the Financial Affairs Committee.
- Act as chairperson of the Nomination and Election Committee.
- Chair the search for candidates for CCA President-Elect.
    - Prepare the announcement to appear in the December and February Newsletter seeking candidates for President-Elect and divisions seeking candidates for office, procedures and provision for mail-in

vote.
- Notify Division Presidents of the procedures for participation in the CCA unified ballot for elections to take place at the annual CCA conference.
- Develop the unified ballot for presentation at the Division meetings at the CCA annual conference.
- Provide the Division Presidents with directions for conducting the ballot at the Division meetings at the CCA conference.
- Post the unified ballot on the website and list serve.
- Provide information and counsel to the President and President-Elect.

Treasurer

The Treasurer shall be appointed by the Governing Council upon recommendation of the President of the Association and shall serve at its pleasure, but usually for a three-year term. The term of office shall commence on July 1. The Treasurer shall perform such duties as are customary to the office and/or have been prescribed by the Governing Council. A stipend of $70.00 per month ($840.00 per year) will be provided to the Treasurer.

National and Regional Duties

- Prepares a fiscal year-end (June 30th) report for submission to ACA.

Branch Duties

- The Treasurer shall represent the Association in assuring the receipt and expenditure of funds in accordance with directives of the Governing Council and shall be under such bond as may be determined by the Governing Council.
- Pays dues rebates to Divisions in a timely manner and at least monthly.
- Serves as a non-voting member of the GC, EB, and Financial Affairs Committee.
- Submits year end information to the accountant of preparation of taxes.

Secretary

The Secretary shall be appointed by the Governing Council upon recommendation of the President of the Association and shall serve at its pleasure, but usually for a one-year term. The term of office shall commence on July 1. The Secretary shall perform such duties as are customary to the office and/or have been prescribed by the Governing Council. A stipend may be provided at the discretion of the Governing Council.

National and Regional Duties

- None

Branch Duties

- The Secretary shall keep the records of the current activities of the Association and its Executive Board.
- Records minutes of the Governing Council meetings.
- Distributes minutes of the Governing Council meetings to its members in a timely fashion.
- Provides an official set of the Governing Council minutes to the President and to the Executive Director and/or Administrative Assistant
- Serves as a non-voting member of the Executive Board and the Governing Council.

Executive Director

The part-time contract role (contract available upon request) of Executive Director is established to provide continuity and coordination within the organization and among its leaders. He or she serves CCA by providing management of the day-to-day business of the Association as delegated by the President. He or she also serves as a spokesperson - the public voice – of CCA. The Executive Director is paid a stipend of $400.00 a month and is reimbursed for out-of-pocket expenses incurred on the Association's behalf.

Administrative Assistant

The position of the administrative assistant is currently vacant and has been suspended. It shall be reinstated, if the Governing Council deems it necessary.

CCA Conference Chair
The President in consultation with the Governing Council may select a Conference Chair to assist the Conference and Professional Development Committee. The appointment must be approved by the Governing Council. A stipend for the position may be paid as determined by the Governing Council. Duties of the Conference Chair are stated in Appendix L Conference Chair Job Description

Parliamentarian
A Parliamentarian may be appointed by the President subject to approval by the Governing Council. The duties of the Parliamentarian shall be to assist the President during meetings of the Governing Council and at other meetings designated by the President to assure that *Robert's Rules of Order, Revised* are applied. The official guide for all meetings shall be the revised *Robert's Rules of Order*.

Meetings
The Executive Board will meet four times a year. Each meeting will precede a Governing Council meeting. The meeting schedule will be circulated to EB and GC members prior to the start of the new fiscal year.

At least four meetings of the GC per year are required by the By-laws. The meeting schedule will be circulated to all members of the GC prior to the start of the new fiscal year.

Rules Of Order, By-Laws, And Voting
The official guide for all meetings shall be the revised *Robert's Rules of Order*. Newly revised (by Henry M. Robert III and William J. Evans, and published by Perseus-HarperCollins) shall govern the proceedings of all bodies of the Association except where otherwise specified in these By-laws.
The By-laws of the Connecticut Counseling Association provide the authority for the governance structure and operating procedures described in these guidelines, policies, and procedures. The CCA By-laws are consistent with the By-laws of ACA, our parent organization. In like manner, the By-laws of each CCA Division must be consistent with the CCA By-laws.

Voting membership shall be of one type - individual members. No voting members of the GC may cast more than one vote. The President may vote only to break a tie.

Executive Board and Governing Council E-mail Voting Process

The CCA Executive Board and the Governing Council may make official votes by e-mail provided that it follows this procedure to be administered by the CCA President.

- All EB or GC voting members must receive the motion (recommendation) and appropriate background information via e-mail.
- EB or GC members must confirm receipt of the information by e-mail to the Secretary.
- Ten days will be allotted for discussion of the motion via e-mail. All comments will be broadcast to the entire voting membership of the EB or GC.
- EB or GC members will cast their vote on or before the agreed upon date. All EB or GC members must vote (yes, no, or abstain) and votes will be broadcast to the entire EB or GC. Results of the voting will be broadcast to the entire EB or GC within 24 hours of the final vote.
- EB or GC members will confirm receipt of the results by e-mail.

The Secretary will record the motion, discussion, and vote in written form for archival purposes.

Sanction and Removal of Officers
1. CCA will follow the same processes and procedures as set forth by ACA for the sanction and removal of officers.
2. In the event that a member in a CCA or Division Leadership position including committee chairs allows his or her membership to laps, CCA will:

a. Send a certified letter indicating that membership has lapsed
b. and allow a 30 day grace period in order to renew their membership before dissolution of their leadership position in accordance with the updated CCA By-laws regarding lapsed membership for leaders.
c. The letter shall be sent by the President on the last day of the month the membership lapses.
Appendix M Letters and Forms for sample letter.

Communication
The CCA Executive Director shall provide EB and GC members and ex-officio members with CCA stationery and envelopes as appropriate. Members are asked to assume responsibility for miscellaneous expenses such as postage and telephone whenever possible. These costs will be reimbursed through regular submissions of expense vouchers to the President.

Honoraria
Current EB and GC members and ex-officio members may not accept a personal honorarium when speaking as a representative of CCA. Honoraria may be accepted on behalf of CCA. Such honoraria should be transmitted directly to the CCA Executive Director.

Leadership Development
The CCA President-Elect shall be responsible for holding a Leadership Development Institute for incoming Governing Council members. This Institute will be scheduled prior to the close of the current fiscal year. The format of the Institute will be developed by the President-Elect, and will include a thorough discussion of the Guidelines, Policies and Procedures Manual and the role and responsibilities of CCA officers and appointed officials.

Planning and Reporting

Strategic Plan
The Strategic Plan of the Association will set forth the goals and objectives of the Association for the next five years. The Strategic Plan will be reviewed each year and updated as needed by the Strategic Planning Committee. Appendix A for the current Strategic Plan (2003-2008).

Annual Plan
The President and the Executive Board develop an annual plan for the Association to achieve the goals set forth in the strategic plan. Members of the GC, standing committee chairs, and the general membership should be solicited for comment in crafting the plan.

The President should present the annual plan to the GC for approval at the first meeting of the GC in the new fiscal year.

Division Planning and Reporting

The CCA By-laws require that each Division submit an annual Division Activities and Financial Report to the CCA President by the end of the fiscal year. Appendix G Division Annual Reporting Form

The CCA By-laws require that each Division Treasurer submit a Financial Report to the CCA President and Treasurer by July 15th of the next fiscal year.

It is strongly suggested that each Division develop an annual plan with stated Division goals and a work plan to meet those goals. Click here for sample plan format Appendix G Committee Report Format

Committee Planning and Reporting

The CCA President may ask each committee chairperson to submit an annual Committee Activities and Financial Plan to the CCA President by the first meeting of the GC in the current fiscal year. For a sample format, Appendix G Committee Annual Reporting Form

The CCA President may ask each committee chairperson to submit an annual Committee Activities and Financial Report to the CCA President by the end of the fiscal year. Appendix G for Committee Annual Reporting Form

Financial Operation

Financial Policy
The fiscal affairs of the Association shall be conducted in accordance with the Financial Policies of the Association. Appendix B CCA Financial Policy

Budget Process
Association Year: The official year and fiscal year of the Association shall be established in accordance with that of ACA: July 1-June 30. See Section F for budget timetable.

Financial Reports: Members of the GC shall receive written income and expense reports from the Treasurer showing the financial state of CCA at all GC meetings each year. The books of the Association shall be reviewed on an annual basis by an audit committee appointed by the President and approved by the GC. This committee may direct that an outside audit be conducted. (See the Financial Affairs Committee description below.) During the 1993-1994 CCA year, a budget process was reconstructed and submitted to GC for approval. A review was also conducted of CCA financial operations.

Financial Affairs Committee (FAC)

Voting members of the Financial Affairs Committee are: President-Elect as Chairperson, President, Immediate Past-President. The Executive Director and Treasurer are ex-officio members with no vote.

Reimbursement Form
All requests for reimbursement for expenses incurred on behalf of CCA must be submitted to the CCA President for approval using the official CCA Reimbursement Form. Expense reimbursement requests must be submitted within 45days of the date the expense was incurred. **APPENDIX M: Letters and Forms** .

Membership Categories

Professional
Professional members shall hold a master's degree or higher in counseling or a closely related field from a college or university that was accredited by one of the regional accrediting bodies recognized by the Council on Post-Secondary Accreditation when the degree was awarded. Professional members must present proof of academic credentials.

Regular
Regular members shall include persons whose interests and activities are consistent with those of the Association, but who are not qualified for Professional membership.

Student
Student members must be attending an accredited counseling program.

Retired
Retired members must be retired in their professional career and have been members of at least one Division or its antecedent for the immediate five successive years before retirement. A member not reaching the age of 65 upon retirement, shall pay the same dues as student members. Having reached the age of 65, a retired member may seek Emeritus status as outlined in Article II Section 2e.

Emeritus
Emeritus members who, having reached the age of sixty-five (65) years, and having been a member of at least one Division or its antecedent, and a current member in good standing at the time of submission of a completed application form and maintains said membership until a decision is made by the Governing Council may request Emeritus membership under qualifications established by the Governing Council. Emeritus membership is granted to an individual by a vote of the Governing Council. Emeritus members shall be exempt from the payment of dues to the Association and to one Division, but shall retain all the rights and privileges of dues paying members. In addition,

the registration fee for the CCA Annual Conference shall be waived. Appendix C Emeritus Application

Nominations and Elections Procedures

Nominations Procedure
The Nomination and Election Committee consists of the Immediate Past-President of the Association as Chairperson, one other Past-President appointed by the President but subject to confirmation by the Governing Council and one representative designated by each Division. No member of the Nomination and Election Committee may serve for two consecutive years as a member of the Committee nor may any member be a candidate for office while a member of the Nomination Committee.

Nominations: The Nomination and Election Committee shall place in nomination the names of no more than three Association members to be placed on a nomination ballot for each elected office.

An elected officer shall not be a candidate for consecutive terms in office provided, however, that a President-Elect succeeding to the office of the President by reason of the death or resignation of the President shall serve a full one -year term as President in addition to serving the unexpired term of the resigned or deceased President.

The term of office of any elected officer of CCA shall be July 1 through June 30 or until a successor takes office.

Election Procedure
The Nomination and Election Committee shall annually conduct the election of officers by secret ballot, distributed to the individual members attending Division meetings at the Annual Conference of the Association with provision for write-ins. In addition, ballots will be mailed or e-mailed to members not attending the Conference, if so requested. Membership numbers will appear on the ballot to insure against duplicate votes.

The chairperson of the Nomination and Election Committee shall:

- Chair the search for candidates for CCA President-Elect.
- Eligibility for the office of CCA President – A candidate for CCA President will have served as a Division President or served in a leadership role in a division for a minimum of three years.
- Prepare the announcement to appear in the February Newsletter seeking candidates for President-Elect and divisions seeking candidates for office, procedures and provision for mail-in vote.
- Notify Division Presidents of the procedures for participation in the CCA unified ballot for elections to take place at the annual CCA conference.
- Develop the unified ballot for presentation at the Division meetings at the CCA annual conference.
- Provide the Division Presidents with directions for conducting the ballot at the Division meetings at the CCA conference.
- Post the unified ballot on the website and list serve.

Conventions

American Counseling Association (ACA)

- CCA usually sends the President, President-Elect, and Executive Director as its
- representatives to the ACA Annual Convention.
- The CCA President is responsible for coordinating all CCA activities at the ACA Convention.
- CCA members are encouraged to submit program proposals for presentation at the ACA Convention.

As the budget allows, CCA representatives to the ACA Conference will be reimbursed for conference expenses.

North Atlantic Region (NAR)
CCA usually sends the President, President-Elect, and Executive Director as its representatives to the NAR Meeting. As budget and financial grants allow, other members of the CCA leadership may be invited to attend. Divi-

sions may also sponsor attendance of emerging leaders. The CCA President is responsible for coordinating all CCA activities at the NAR meeting.

Connecticut Counseling Association (CCA) Annual Conference
The CCA Past-President serves as the coordinator of the CCA Conference and Chair of the Professional Development Committee which has responsibility for the CCA Annual Conference. The members consist of the CCA President, President-Elect of each Division, and the conference chair as well as other interested volunteers. The following committee members will also be exempt from the conference registration fee: Exhibitors Chair, Student Poster Presenter Chair and the Scholarship Chair.

This committee will develop a theme for the annual conference and will solicit programs for the conference.

The committee will approve a final program format and will select workshops and programs submitted to the conference program committee chair.

The following will be exempt from paying registration for the CCA Annual Conference: CCA Immediate Past-President (serving as conference coordinator) the CCA President and the CCA Executive Director, Conference Chair, Registration Chair, Poster Chair, Exhibitor Chair, and the Scholarship Coordinator.

Nominations and Elections Procedures

Website Advertising Guidelines

All requests for advertising should be made in writing by the buyer.
All advertisements should be professionally prepared by the buyer.
No advertisement for any product or agency will be considered if the materials or agency mission in any way conflict with the purpose and/or By-laws of CCA.
Advertisers will be asked to sign that their organization subscribes to CCA's non-discrimination policy.
Rate structures for advertisements will be approved by the GC.
Copies of questionable advertisements should be presented to the GC for review.

Appendix F Website Advertising Policy

Newsletter Advertising Guidelines

CCA Awards, Certificates, Grants, and Special Funds
Procedures
A description of the CCA awards will be published in the November/December issue of *The Connecticut Counselor* (newsletter), as well as on the website and announced on the list serve.

Any CCA member in good standing may nominate a deserving colleague for an award. Send that individual's name, the award name, and a supporting letter to your Division President or to CCA's President. The supporting letter should describe, in sufficient detail, the reasons why you believe the individual is deserving of award consideration. Award recipients will be named at CCA's Annual Spring Conference.

Awards Committee
The Awards Committee is comprised of the President of each CCA division or his/her representative. The CCA President chairs the ad hoc committee or designates a chair.

- Any CCA member in good standing may make an award nomination.
- The nomination is sent to the CCA President or the Division President for forwarding to the CCA President. The supporting letter should describe, in sufficient detail, the reasons why you believe the individual is deserving of award consideration. Award recipients will be named at CCA's Annual Spring Conference.
- The President forwards the nominations to the committee for review of the nominations for the various CCA awards and the committee selects the awards recipients.

- If there is more than one qualified candidate for an award the Awards Committee shall select one of the candidates.

The CCA award recipients are recognized at the annual CCA Conference.

Description of CCA Awards

Joanne Stein Leadership – Recognizes the individual leader of CCA or of a CCA Division who best exemplifies quality leadership as demonstrated by Joanne Stein, CCA President 1997-1998.

Counselor of the Year – Honors a CCA member who gives to others without expectations other than personal satisfaction from helping others.

Human Rights – Honors a CCA member who has made significant contributions toward human rights.

Distinguished Professional – Honors a local, state, or national level CCA member who promotes progress in the counseling field.

Mentor of the Year – Honors a CCA member who has provided exemplary mentoring service.

Professional Development – Honors a CCA member who has contributed to the development of the counseling profession.

New Member – Honors a new CCA member who during the first year of membership has made significant contributions of CCA, a Division, or to the counseling profession.

Graduate/Student – Honors outstanding scholarship by a CCA student member.

Government Relations - Honors a CCA member who has made significant contribution to the counseling profession by influencing public policy at the state or national level.

Legislative Service – Honors a legislator or public official influential in public policy and who has significantly contributed to the counseling profession.

Presidents Award(s) – recognizes a member or members for professional contributions to CCA.

Nina R. Malinak Service Award – Recognizes a CCA member who has provided long-standing service to CCA and its divisions as demonstrated by Nina R. Malinak, Executive Director of CCA 2000-2009.

Certificates of Recognition

Certificates for Conference Presenters and Student poster Session Presenter given by the CCA President.

Carol Jodaitis Scholarship Fund

Founded in memory of Carol Jodaitis, Past President of CCUCA, this scholarship fund is for graduate students

entering the field of counseling to be awarded to help defray the cost of attending a CCA or Division conference.

Standing Committees, Ad Hoc Committees and Liaisons
Appointment of Committees and Chairpersons
The President shall have authority to name special committees as needed to conduct the activities of the Association. The President shall appoint chairpersons to standing committees, subject to the approval of the Governing Council.

Duties of Committee Chairs
Each Standing Committee Chair shall make an annual report of its activities and status to the Governing Council.

Each Committee Chair shall provide a brief written update of committee activities at each Governing Council meeting.

Duties of Board Liaisons
Each Board Liaison shall make an annual report of its activities and status to the Governing Council.

Each Board Liaison shall provide a brief written update of committee activities at each Governing Council meeting.

Publications

Newsletter Editor

- The Newsletter Editor is involved with the establishment of deadline dates or determining the procedure for establishing those dates for submission of materials.
- Materials are reviewed for usage and content. Order is determined, and materials are submitted to the Publications Production Assistant.
- The Production Assistant formats the E-Newsletter. The materials are then sent to the web designer for posting on the website.
- Periodically calls must be made to verify data, or respond to inquiries and to make corrections and modification in submitted materials. Ads are processed thorough the office of the Executive Director.
- Appointed by the President annually.
- Budget approved by the Governing Council. Expectation of four issues annually.
- Is a non-voting member of the Governing Council.
- Solicit paid advertising on a fee scale determined by the Publications Committee.

Due to financial constraints there is no stipend for this position.

Publications Production Assistant
- Appointed by the President annually.
- Oversees the electronic production of the newsletters and/or journal.
- Copies the E-Newsletter and emails it to the Web designer for posting on the website.

Due to financial constraints there is no stipend for this position.

Appendix A CCA Strategic Plan
Connecticut Counseling Association Strategic Plan
February 2003 - February 2008
Strategic Planning Chair: Cathy Dziekan

CCA Mission Statement
The mission of the Connecticut Counseling Association is to enhance human development throughout the lifespan and to promote the counseling profession. (CCA By-laws)

Needs and Goals
*Items that need to be developed are indicated by an asterisk.
Items without an asterisk are ongoing and should be maintained**.**
Professional Development
There is an ongoing need for the Association to provide meaningful professional development experiences for the membership.
Goals:
1. Annual CCA Conference, Division Conferences and Workshops:
   a. To provide an opportunity for members to earn CEU, LPC and NBCC credits.
   b. To keep the members informed about new programs and enhance counselor's knowledge and skills.
   c. To facilitate networking among counselors and Divisions.
   d. To recruit new leadership
2. Leadership Training:
   a. To provide an annual Leadership Training Workshop for CCA Governing Council members and new leaders
   b. As budget permit provide opportunities for emerging leaders to attend the NAR conference.

Technology
It is essential that CCA communicate with the membership, its leadership and the public in an effective, cost efficient way utilizing the current technology available.
Goals:
1. Should Maintain and Enhance the CCA website.
2. Equipment and software:
   a. Maintain control of CCA assets.
   b. Review equipment and software needs and recommend changes to the Governing Council.
3. Training:
   a. Maintain control of website content.
   b. Control and monitor list serve content.
   c. Obtain necessary training to maintain or enhance skills.
   d. Provide for adequate backup of essential material and personnel (e.g.,Web Content backup, webmaster backup).
4. Explore options and feasibility to enhance member benefits through technical means (e.g., tie-in referral list to yellow page ads).
5. Divisions should include and update website information on a regular basis.
6. Provide a page to list job openings in school and community counseling

Public Policy and Legislation
With licensure and vendorship a reality, counseling has become more accepted in the mental health field. However, counselors are still excluded from Medicare, Tricare, and other programs. In the job market, counselors are not treated equal to other mental health providers.
Goals:
*1. Promote the use of counseling professionals in drafting all appropriate public initiatives, policy, and legisla-

tion.
*2. Educate and influence federal, state and local legislators to recognize and include counseling wherever appropriate in public policy and legislation.
*3. Promote public policies and legislation that enhance counseling.
*4. Support activities that will increase recognition of professional counselors as core providers of mental health services.
5. Continue offering legislative training programs to increase member awareness, knowledge, and skills in public policy analysis and legislative strategies.
*6. Identify societal needs, draft public policy analysis and legislation and inform CCA members and the public.
*7. Review key state initiatives, issues and legislation that impact our members and clients and develop policy statements that can be forwarded to the appropriate state sponsors of initiatives, issues forums and legislation.
8. Continue efforts to obtain necessary Connecticut legislation to provide for adequate school counseling services in all schools in Connecticut.
*9. Promote legislation to create a licensure board for Licensed Professional Counselors in Connecticut. This board could include oversight for other masters level mental health licensed professions if those professions chose to participate in seeking the legislation.
*10. Promote legislation that would include a job classification for Licensed Professional Counselors and other licensed mental health workers in the state of Connecticut.
*11. Promote legislation (in conjunction with other professions, if possible) to provide standards for supervisors and for their supervision of mental health licensed professionals and for those who are in training for licensure while in practicums, internships and while obtaining pre-licensure experience).
*12. Promote legislation or a decision in the higher education institutions for creation, funding, staffing and operation of a Counseling Doctoral Program in Connecticut.
*13. Develop, maintain, enhance and publish a comprehensive set of counseling related CCA policy statements on mental health and professional issues. Proposed policy statements would be circulated within the membership for comments prior to publication. These policy statements could be on national, state, mental health, education, civic or other issues of concern to the profession or our clients or students.
*14. Promote legislation to broaden the path to the LPC via "closely related field"
*15. Review current legislation for loopholes and inconsistencies in the LPC law and correct.

Public Awareness and Support

The public has a narrow perception of the scope of counseling. There is limited public support for counseling in government, private sectors, business and industry. The public does not understand the potential of counselors to improve the human condition.

Goals:

*1. Educate the public and increase public awareness of an support of the counseling profession.
*2. Educate influential leaders in the community by using public forums to provide CCA's policy statements that incorporate the skills of counselors.
*3. Communicate guidelines and approaches for providing counseling in crisis situations to counselors in the state.
*4. Develop media strategies that promote public awareness and enhance the acceptance of the profession.
*5. Work cooperatively with Public Policy and Legislation to move the profession into the consciousness of the general public.
*6. Carry out a program of awards and recognition for excellence in counseling.
*7. Develop a vehicle for media coverage and/or release to the press.
*8. Develop and implement a comprehensive plan for promoting the counseling profession.
*9. Advocate for increased employment opportunities for appropriate credentialed counselors.

Interprofessional Collaboration

There is a need for the Divisions in CCA to have a clear understanding of related professional Associations and their roles and functions.

Goals:

1. To promote understanding and communication within CCA.
   a. Identify issues that link counselors from multiple settings.
   b. Continue representation of CCA in the Council of Mental Health Providers and the Coalition for Mental Health and Substance Abuse Health Care Reform.
   c. Support professional development as a means of increasing collaboration and

sharing of resources.

2. Create a Past President's Advisory Committee to utilize the talents and experience of CCA past Presidents in an advisory role as well as a resource for leaders and committee members.

Human Development

There is a lack of multicultural perspective in the overview of human development. There needs to be a continuum and coordination between agencies that deal with different segments of the population at different stages of development.

Goals:

1. To gain knowledge of the needs within a multicultural population.
2. Work towards the implementation of coordination between agencies.
*3. Work towards the awareness of and integration among agencies.
*4. Become more knowledgeable in the political arena and advocate for political change.
*5. Survey our own membership to determine how we can enhance the intercultural experiences of our own members in their professional setting and within CCA.

Human Rights

Equal and fair access to health care is not available to all members of society. Lack of equal and fair access to comprehensive education continues to be a problem in America. Religious, sexual, racial, ethnic, gender, age discrimination are still issues in Connecticut. Confidentiality of client records is undermined in the courts.

Goals:

1. Parity of health care: Physical vs. Mental.
2. Financial considerations forcing individuals to select less than optimum health care (private vs. clinic).
3. Parity of health care: Continued participation in Coalition for Mental Health and Substance Abuse Health Care Reform.

Membership Development

There is a need to continually develop new ways to build and maintain members of the Association.

Goals:

1. Membership retention
2. Membership Enhancement:
    a. Recruiting
    b. Benefit Enhancement
    c. Networking Opportunities
3. Membership development
    a. Training
    b. Leadership Development
    c. Leadership Progression
    d. Volunteer Recruiting and Development
    e. Counseling Student Development
        1. Professional orientation in all counseling programs from CCA representatives.
        2. Encourage professional level writing submissions with a scholarship award.

Appendix B CCA Financial Policy
Approved 4-29-03

Connecticut Counseling Association Financial Policy

Financial Policies

Sound fiscal policies and an adequate financial base will enable each member of the governing council to do the work of the Association. All members are encouraged to exercise fiscal responsibility in an attempt to keep cost efficiency in mind when carrying out their respective responsibilities.

The income and expenditures of the Association shall be used to support the Mission of the Association, which is, to enhance human development throughout the life span, and to promote the counseling profession.

Administration

- The Executive Board (President, President-Elect, President-Elect-Elect, Immediate Past President, Executive Director and one member appointed by the Governing Council) of the Association oversees the income and expenditures of the Association. The Treasurer is an ex officio non-voting member. The Executive Director is also a non-voting member.

The Treasurer shall maintain the checking accounts and ledger of the

Association. The President and Treasurer shall be authorized signatures for checks in the CCA accounts.

- All expenses should be submitted to the President within 45 days of billing or within 30 days of the end of the fiscal year (whichever is less).
- The fiscal year shall be from July 1 to June 30
- Expense vouchers are required for all reimbursements.
-

Members of the Governing Council shall receive written income and expense reports from the Treasurer showing the financial state of CCA at all Governing Council meetings each year. The books of the Association shall be reviewed on an annual basis by an audit committee appointed by the President, and approved by the Governing Council. This committee may direct that an outside audit be conducted.

General Reimbursement Policy:

All requests have to be made via the Expense Reimbursement Request Form and submitted to the CCA President for approval.

Budget

Budget Analysis: Each year the Treasurer, with the assistance of the Financial Affairs Committee, (President, President Elect, Immediate Past President, Executive Director and Treasurer) will prepare an analysis of projected costs and income of the following year.

The Treasurer, under the direction of the Executive Board, draws up an annual budget statement and maintains a monthly accounting of actual expenditures and income against the expected budget line items.

Budget Requests and Plans of Action: (See Appendix F and G)
Budget requests and Plans of Action, along with the President Elect's priorities, will be used by the Executive Board in developing a proposed, balanced budget to be submitted to the Governing Council for approval at the first meeting of the fiscal year.
Committee Budgets: Committee budgets must contain any need for funds for all committee members. This includes all areas indicated on the Budget Request Form as they relate to the Plan of Action.

Budget Request Forms and Plan of Action Forms: The Budget Request and Plan of Action Forms shall be

returned on or before June 1 to the President by individuals responsible for each cost center. The Executive Board shall review all Budget Request Forms and present a proposed balanced budget to the Governing Council for approval. The Governing Council considers the proposed budget, makes any changes deemed advisable and approves a balanced budget.

Advances

Request for Advance: A request must be submitted to obtain money in advance for travel or other anticipated costs in fulfillment of assigned duties for approved budget items. The itemized use of these funds must be clearly defined as requested on the form. (See Appendix M) The request shall be submitted to the President for approval.

Payment of Advance: Any member accepting a cash advance from CCA must reimburse CCA within 30 days of the end of the event for which the advance was made or present complete documentation for expenses incurred. Failure to adhere to this policy will result in CCA taking appropriate action to recover funds due. Pending payment of funds due or other mutually agreed upon resolution, a member may not hold CCA or Division elected office or other leadership position (e.g., Committee Chair).

Travel/Meals/Lodging

Transportation: All travel by air, train and bus must be at a fare as low as possible and be accompanied by dated receipts. Feasible and economical local transportation for business purposes is reimbursed. Airport ground transportation is allowable. Cab fare for miscellaneous reasons such as dining shall be assumed under the $55.00 per diem allocated to the person on official CCA business.

Travel by Private Auto: Association travel by private auto to approved out-of-state events will be reimbursed at the current IRS rate.

Auto rental: Auto rental may be reimbursed only if it is specifically authorized by the President and there is no other available transportation at less cost.

Rooms: Room expenditures, whenever possible, should be based upon one-half the prevailing minimum rates for double occupancy. Delegates who choose to room alone will be reimbursed at half the prevailing minimum rates for singular occupancy. This may be authorized by the President under special circumstances.

Meals: Actual cost of meals and tips shall be reimbursed up to $55.00 per diem. Meals which are an official function shall be reimbursed in full. In the event that individuals are provided meals, they should reduce their meal allowance on the following basis: breakfast -$10.00; lunch -$15.00; dinner -$30.00. When members dine as a group, each person should assume responsibility for his/her meal cost. Reimbursement is subject to budget limitations.

Conferences

ACA Conference: CCA pays for the President, President-Elect and Executive Director to attend the National conference. In the event that one of the foregoing cannot attend the conference, an emerging leader will be nominated to attend by the President and be endorsed by the Governing Council. Expenses in addition to those identified in SECTION IV include registration fees and costs of participating in related ACA events. This is as budget limitations permit.

NAR (North Atlantic Region) Leadership Development Institute: Expenses are paid for the President, President-Elect, Executive Director and one emerging leader (who will be nominated to attend by the President and endorsed by the Governing Council) Expenses in addition to those identified in SECTION IV include registration fees and costs of participating in related ACA events. This is as budget limitations permit.

Public Policy and Legislation Institute: CCA will pay for two delegates selected by the President. Expenses covered in SECTION IV are covered except that there is no registration fee and meals and lodging are generally provided by ACA. This is as budget limitations permit.

Meetings

Governing Council and Executive Board Meetings:
Transportation is non-reimbursable.
CCA pays for site fees when applicable
Leadership Development Institute
CCA pays for meals associated with this event as well as the site fees when applicable.

Telephone Calls
Telephone calls associated with official Association business will be reimbursed.

Postage/Mailings
Mailings that exceed $50.00 must be approved by the President and Treasurer to assure lowest cost. If feasible, bulk mailing is encouraged.

Awards
Professional recognition printing and mailing costs, certificates and frames or plaques, will be paid by the Association.

New Projects
Governing Council members are encouraged to budget for new programs, ideas, etc. in their respective budgets.

Requests for Additional Funds
Requests for additional funds that exceed the budget amount for a function must be defined as to need. Requests must be sent to the President. Approval for an over expenditure less than $250.00 may be granted by the Executive Committee. An over expenditure of more than $250.00 must be granted by the Governing Council upon the written recommendation of the President.

Expenses
Administration - Telephone calls, copying, postage, stationery, meeting refreshments, and other office supplies are reimbursable items for CCA Governing Council members in the execution of their duties.

Awards - Professional recognition printing and mailing costs, certificates and frames or plaques will be paid by the Association.

Public Relations/Newsletter - The Connecticut Counselor (Newsletter)

Publication and distribution costs of materials sent to inform *members* and targeted groups about CCA activities.

General Liability Insurance – CCA will maintain General Liability Insurance to cover conferences and meetings held at sites that require such insurance.

Income
CCA Conference – At the November 11, 2004 Governing Council meeting, as part of the budget resolution, it was voted that the profits of the 2005 and subsequent conferences will the distributed as follows: 70% to CCA and the other 30% divided among the divisions based on the attendance of primary members of each division at the conference.. The 30% going to the eligible Divisions is to be prorated based on percentage of paid, primary members attending the conference

Starting with Conference 2004, eligible Divisions are those Divisions that actively participate in the conference process. Divisions are expected to participate in planning, organizing, publicizing, supporting and operating the conference with responsibilities as established by the conference committee. At a minimum, Divisions are expected to have a materially participating member on the conference committee. Materially participating means attending at least one conference committee meeting and performing agreed upon duties in support of the conference. If appropriate, based on conference format, each Division is also expected to ensure that at least two pro-

gram proposals are submitted from their primary or secondary members. Proposals do not have to be accepted in the final program to qualify and submitters must identify the Division they are representing.

In years where there are losses on conferences, those losses will be absorbed by CCA, however, the losses will be carried forward to future years and netted against future year profits before any distribution of future profits occurs.

Example:
Prior year loss(es) $2,000
Current year profit $14,000
Cumulative profit to distribute $12,000
Divisions participating; 4
Percentage of attendees by Division 60, 24, 6, 5, 3 and 2
70% to CCA $6,000
Distribution by Division attendance: $3,600, $1,440, $360, $300, $180, $120 (= $6,000)
Equal distribution by Division: $6,000/6 = $1,000 minimum per Division
Final distribution by Division: $3,600, $1,440, 1,000, 1,000, 1,000, = 7,740
Additional amount from CCA: $7,740 - $6,000 = $1,740
CCA profit: $6,000 - $1,740 = $4,260
CCA return of prior year losses: $2,000

Example:
Prior year loss(es) $2,000
Current year profit $12,000
Cumulative profit to distribute $10,000
Divisions participating; 6
Percentage of attendees by Division 38.29.6,18,3,8
70% to CCA $7,000
30% to divisions $3,000
Distribution by Division attendance: $1150,$871,$175,$541,$175,$88

CCA return of prior year losses: $2,000

Website Listing – Receipts from annual website referral listings or advertisements. Any profits realized by such listings will be used to fund website expenses.

Ethics Book - Receipts from the sale of the first printing of the book by Dr. James Malley, Practicing Ethics As A Discipline. The profits received by the sale of this Book have been donated to the Carol Jodaitis Fund by Dr. Malley. Profits from subsequent printings are also to be directed to the Carol Jodaitis Fund.

Newsletter Advertising – Receipts from the placement of advertisements in the quarterly newsletter, the Connecticut Counselor. Profits realized from newsletter advertisements will help defray production costs of the newsletter.

Mailing Labels - A fee is charged for producing mailing labels (hard copy or electronic file) of the membership of CCA for non-members or CCA members independently offering a workshop for financial gain. A cost of $150.00 is assessed for a set of total membership listing, and $150.00 is charged for a set of partial membership listings. The fee can be waived upon approval of the Governing Council.

Dues - $45.00 of the dues paid to CCA for membership ($20.00 for student/retired members) is income for CCA.

$20.00 is passed directly to the Treasurer of the primary Division of each member. ($7.50 for each student member) The remaining $10.00 of the $75.00 annual membership fee is allotted for legislative concerns. Secondary membership dues of $10.00 per Division are passed directly to the selected Division.

Dues receipts are sent weekly by the Executive Director to the CCA Treasurer for deposit in the CCA account and accompanied by a membership report**.**

Governing Council Financial Information

In order to receive reimbursement for your expenses you must fill out an Expense Reimbursement Request Form. Only Division Presidents and committee chairs can request reimbursement through CCA. However, Division officers may send a Reimbursement Request for CCA (not Division) expenses to their Division President for approval. The request, if approved, is sent to the CCA President, and once approved by the President, is forwarded to the Treasurer. You should receive reimbursement within 30 days.

Division monies are sent out to the Division Treasurers monthly. It is suggested that Divisions adopt a similar reimbursement system since CCA will not keep records of how the Divisions spend their money.

Each Division must submit and Annual Division Activities and Financial Report to the CCA President prior to the end of the fiscal year. A copy of the financial Report must be on file with the CCA Treasurer as it is necessary to the development of the CCA tax report (990).

CCA has a 501c.6: Not-for-Profit Organization status. This status exempts us from federal and state income tax on revenues received. It extends to our Divisions. Because we accrue more than $25,000 in revenues, we must file a tax report. (990). Therefore, it is imperative that CCA keep careful records and the Divisions provide accurate financial reports to CCA. This is particularly true in the sale of any items (for which a sales tax must be added) and for legislative expenditures. There are also limits on fund-raising events. Consult with the CCA President for more details. To clarify: CCA and its' Divisions are required to pay Connecticut State sales tax, as CCA needs to be incorporated in order to qualify for an exemption as a non-profit. This option is presently in the exploration stages.

Overview of Non-Profits

Tax-Exempt Status

A tax exempt organization is any business, Association or entity that has applied for tax exemption and has had it awarded by the Internal Revenue Service. These organizations are exempt from federal and state income tax as well as federal unemployment tax. Typically these organizations are churches, labor unions, schools, universities, charities, cemeteries, professional Associations or other organizations serving the public good.

Federal Reporting Requirements

Who Must File: A 990 is required to be filed by any tax-exempt organization whose gross receipts are more than $25,000. Gross receipts are the total amount an organization receives from all sources during its annual accounting period without subtracting any expenses.

Categories of Tax-Exempt Organizations

There are more than 25 categories of tax-exempt organizations classified under Section 501 (c) of the Internal Revenue Code.

501 (c) (6) organizations are defined by the IRS as: A business league is an Association of persons who have some common business interest, the purpose of which to promote such common interest and not to engage in a regular business of a kind ordinarily carried on for profit. CCA is classified as a 501 (c) 6

The statutory and regulatory criteria for tax-exempt status of a trade, professional, or similar membership Association includes:

- The Association must not be organized for profit.
- No part of its net earnings inure to the benefit of any private individual.
- The organization must be an Association of persons or firms having a common business interest.
- Its purpose is to promote that common business interest of its members.
- Continuing education programs that are oriented more to professional ends than purely education ends.

Public relations programs to enhance the image of the profession.

Are non profit organizations allowed to realize a profit?

Yes, a non profit tax exempt organization can engage in business activities similar to any other profit organization. However, some of the activity may be subject to unrelated business income taxes. The significant difference between profit organizations and non profits or tax exempts is that any "profits" or excess revenues over expenses of non profits or tax exempts must be expended on the organizations tax exempt purpose as opposed to a return on investment to a profit organization's individual stockholders.

Inflows vs outflows

Associations need to show activity in financial accounts. This means that revenue needs to be spent on activities classified as member services. Reserves can be up to six months of the operating account. Reserves would usually be used in case of a substantial membership decrease or unanticipated large expenses.

Fiduciary Responsibility – The Volunteer Role

Officers, directors, and other volunteers who serve Associations in positions of responsibility have certain legal obligations in the Associations. Volunteer leaders have an implicit responsibility to act in the best interest of the Association. Compliance with federal and state laws, regulations and procedures are also required. Put more simply: Volunteer leaders have an implicit responsibility to act in the best interest of the organization they represent. This is referred to as the **fiduciary responsibility** of the volunteer.

Appendix C Emeritus Membership Guidelines

Criteria: Individuals who are seeking emeritus membership status in the Connecticut Counseling Association must meet all of the following criteria:

Reached the age of 65

Been a CCA member for at least five (5) years of at least one Division or its antecedent and a current member in good standing at the time of submission of a completed application form and maintains said membership until a decision is made by the Governing Council may request Emeritus membership under qualifications established by the Governing Council.

Demonstrated outstanding professional achievement as judged by peers in the following areas:

Significant contributions to counseling or a closely related field as demonstrated by research, publication, teaching, supervision, consultation, mentoring and/or presentations at relevant conferences.

Strong and sustained leadership in the profession as demonstrated by holding key positions, such as officers or committee roles in the Connecticut Counseling Association and/or its Divisions.

Application Procedure: Any CCA member, CCA Primary or Secondary Division or self-nominator presenting a nomination/application for Emeritus membership status needs to complete the following:

Request an application form from the Executive Director (See Attached)

Complete the application form

Secure three recommendations

Submit completed application form and recommendations to the Executive Director.

The Executive Director will consult with the President of the Division of each of the nominees.

The Executive Director and/or President of the Division of each nominee will present the application for consideration at the next Governing Council meeting following receipt of the application.

Governing Council members will review the application form(s).

Application forms voted upon by the Governing Council at the meeting following the initial presentation of the application form. (or at the same meeting time permitting)

Applicants are notified by letter by the Executive Director of the acceptance or rejection of their application for Emeritus membership status.

10. Granting of Emeritus member status will be announced in the next issue of the Newsletter, on the website and listserv and publicly noted at the CCA Spring Conference.

11. The Executive Director will be responsible for providing application forms, application procedures and a contact source.

PRIVILEGES:

1. Emeritus members shall be exempt from the payment of dues to the Association and to one Division, but shall retain all the rights and privileges of dues paying members.

2. Waiver of registration fee at the CCA Annual Conference.

ADDENDA:

Application form for Emeritus membership Status

Sample Recommendation Form

Letter informing nominees of granting of Emeritus membership Status

EMERITUS MEMBERSHIP NOMINATION FORM

Name:_____
Address:_____
_____
Phone: ( )_____
E-mail address:_____

Please answer the following questions as they relate to the nomination criteria.
Are you 65 years of age or older? _____ Yes _____ No
Have you retired from your profession? _____Yes _____No

What significant contributions to counseling or a closely related field as demonstrated by research, publication, teaching, supervision, consultation, mentoring and/or presentations at relevant conferences have you made?

_____
_____
_____

In what leadership capacity have you served CCA or its Divisions?

_____
_____
_____

Please include 3 CCA members who can provide a reference for you?

_____
_____
_____

Please submit any documentation you deem necessary to support your nomination.

Thank you.

Please return nomination form to: Deb Del Vecchio-Scully
Executive Director
Connecticut Counseling Association
36 Dorrance Place
Hamden, CT 06518-3310
1-888-818-1110
CCAExecutiveDirector@ccamain.com

Emeritus Status Recommendation Form

Name of Nominee_____

What significant contributions to counseling or a closely related field as demonstrated by research, publication, teaching, supervision, consultation, mentoring and/or presentations at relevant conferences have been made by the nominee?

In what leadership capacities has the nominee served CCA or its Divisions?

Signature_____Printed Name_____

Position_____ Date_____

Appendix D Standing Rules for the Creation of a New CCA Division

Motion Submitted by: John Thorson Approved 4/29/03
Modifications Documented 5/24/03

If there is a national Division of ACA for the proposed CCA Division, the proposed CCA Division must meet the standards of the national Division and obtain a charter from that national Division. The proposed Division must also meet CCA standards.

If there is no national Division, the proposed Division must meet CCA standards.

CCA standards include:

Any proposed Division must be a group of counseling[1] professionals that serves a clearly identified population or counseling perspective that is not already represented by an existing CCA Division.

The organizers of a proposed Division are to present an application to the Governing Council that includes a mission statement, goals and objectives,[1] and a proposed set of Division bylaws that meet the standards of the CCA bylaws. Provision is to be made in the proposed bylaws which spell out the procedure to be used within the Division to nurture and mentor prospective leadership on an ongoing basis.

Organizers of the proposed Division are to introduce their proposed leadership to the Governing Council. This is to include, as a minimum, nominees for the positions of President, President-Elect, President Elect-Elect and Treasurer. These individuals must agree to hold their offices, if elected (including a commitment to succession to the next higher office as indicated by their office title).

Organizers of a proposed Division may submit an article for publication in the next issue of the *Connecticut Counselor* to inform the CCA membership of the formation of an interest group in order to determine potential membership in the focus counseling population. This may be done only after holding a preliminary meeting with the Governing Council to discuss the proposal and receiving the approval of the Governing Council to announce the interest group in the newsletter. This step is not necessary if the proposed Division can meet the requirements of the following standard (E).

A new Division must have a minimum of twenty-five CCA primary members. (These primary members must agree to switch from their existing primary Division or must be new members of CCA.)

Once a national charter has been obtained, if applicable, and the above criteria have been met, the organizers of the new Division will poll proposed members of the new Division for other nominees for office. At a meeting of the members of the proposed Division, names of nominees will be presented and voted upon.

At the next Governing Council meeting, the new Division is to be formally created as a CCA Division by vote of the Governing Council.

The CCA Executive Director is to reassign members from other Divisions as applicable. The CCA Treasurer will transfer funds for primary memberships to the new Division prorated from the date the Governing Council creates the new Division. The prorating will be for the unexpired portion of the members' dues.

Appendix E

Guidelines for the Use of the CCA Provider Number for NBCC Continuing Education Credits and/or LPC CEU's

There are certain guidelines that the Connecticut Counseling Association must follow in order to be in compliance with the regulations of the NBCC. (National Board for Certified Counselors) and the CT Department of Health. (LPC CEU's)

These guidelines are as follows:
The President of each Division must write to the President of the organization or his/her designee (executive director in our case) requesting the use of the state branch provider number for NBCC Continuing Education Credits or LPC CEU's. The request must include information regarding the program content, needs to be addressed, expected outcomes, schedule and include a resume for each presenter as well as the date, time and location of the event.

This material is reviewed to determine if the activity meets the required continuing education guidelines and when appropriate, the request is approved.

Your brochure advertising your event must include the following statement if you are awarding NBCC Continuing Education Credits: Provider's Name, Provider's Number, a Division of the Connecticut Counseling Association, is recognized by the National Board for Certified Counselors to offer continuing education for National Certified Counselors. We adhere to NBCC Continuing Education Guidelines. If your event is offering LPC CEU's this should also be stated on the brochure advertising the event. It should also state the number of contact hours that can be earned.

At the completion of your conference/workshop, a roster of all program participants should be sent to he CCA CEU Coordinator. (A copy of the sign-in/sign-out form including time in and out required) In addition, copies of the completed evaluation forms are to be submitted to the CCA Executive Director, and these forms need to include the participant's name as this is a requirement of NBCC and CT State Department of Public Health.

Once the Executive Director has received all of the required materials a copy of the form for monitoring continuing education activities will be mailed to each qualified participant by the CEU Coordinator.

The requirements for the awarding of CT State Department of Education CEU's are the same as previously discussed. The CEU Coordinator will process and mail CEU's and bill the division. Materials are to be forwarded to the CEU Coordinator to process LPC and NBCC CEU's. The CEU Coordinator will then forward pertinent information to the Department of Education CEU Coordinator.

Samples of the required materials may be found on the pages that follow.

How to determine if continuing education activities meet NBCC guidelines:

The activity must fall within an NBCC approved content area.
The activity must be geared toward master's level professionals in the field of counseling.
If the activity is self-help in nature, there must be a component which includes instruction for use in the counseling process.

NBCC APPROVED CONTENT AREAS

Continuing education activities must focus on increasing knowledge and/or skills in the practice of counseling in one or more of the following NBCC approved content areas:
http://nbcc.org/AssetManagerFiles/ce/approvedproviderpolicies.pdf

Calculating Contact Hours

Contact hours are defined as the number of actual clock hours spent in direct participation in a structured education format as a learner. Typically one Continuing Education Unit (CEU) is equivalent to 10 contact hours. In a college or university program, one semester credit is equivalent to 15 contact hours and one quarter credit is equivalent to 10 contact hours. When calculating contact hours, credit should be deducted for time spent in breaks and social activities including meal functions except for actual time of a content speaker. You can include portions of a full hour, rounding to the nearest quarter of an hour. For professional associations, time spent in business meetings does not earn contact hours. However, a fixed number of hours may be earned for service as an officer in a professional association.

Advertising your NBCC approved Provider Status

When you advertise your NBCC approved provider status in promotional materials such as ads, brochures and announcements include the following statement: "(Provider's name) is recognized by the National Board for Certified Counselors to offer continuing education for National Certified Counselors. We adhere to NBCC Continuing Education Guidelines."

Awarding Contact Hours for CCA Sponsored Conventions and Workshops
Upon onsite registration, each counselor requesting continuing education credit for NBCC recertification will receive a contact hour monitoring form.

- NCC's are responsible for accurately indicating on the form those activities that they attend. Please note that the signature of each individual presenter is not necessary.
- NCC's must sign-in and sign-out and turn in an evaluation form. An individual from your organization should be designated as the on-site administrator and is responsible for collecting the relevant data.

Your organization must maintain a record of all NCC's who participate in the conference. Copies of the sign-in and sign-out form and completed evaluation forms can be used for this purpose. Keep these records for a period of five years so that, if necessary, we can verify attendance directly with you.

Awarding Contact Hours for Conferences and Workshops cosponsored by CCA or a CCA Division

- Sign-in and sign-out forms and completed evaluation forms are to be sent to the CCA CEU Coordinator.
- If all requirements are met the CCA CEU coordinator will supply Continuing Education monitoring forms to those eligible for NBCC Continuing Education Units.

If an NCC's place of employment issues a continuing education document which records each continuing education activity that has been taken through work, this would serve as appropriate documentation

As an approver, CCA must maintain rosters of all NCC's who participate in each activity for a period of five years.

SAMPLE

Description of a Professional Development Activity for CEU's

Name of Approved Provider: Connecticut Counseling Association, Provider No.: 2007

Title of Activity: 2004 Leadership Development Institute

Activity Number Assigned: _____

Activity Start Date: May 1, 2004 **Activity End Date:** May 1, 2004

Number of Sessions: 4 sessions between 8:30 a.m. and 3:00 PM

Total Contact Hours: 4.5 Contact Hours (NBCC and State of Connecticut LPC) (.4 CT Department of Education CEU's)

Need to Be Addressed:

Incoming leaders need to learn about their responsibilities within the state branch and about the structure of their state and national counselor Association. New and experienced leaders need to improve leadership skills and receive information about current trends and challenges in the counseling profession to best serve the counselors they represent.

Learning Outcomes:

Setting foundation for cooperating and sharing resources through meeting leaders from other Divisions and interest groups
Getting to know the state Association functions and leader's role within the organization
Getting to know leaderships skills, challenges and agendas of other leaders
Knowledge about relevant legislative agendas
Understand strengths and limitations of personal leadership style
Improve leadership skills
Acquire strategic planning strategies
Incorporate ethical principles in counselor advocacy
Understand how emotional skills and real caring are at the core of effective leadership

Additional requirements for Successful Participation and Completion:

Sessions include interaction and active participation through discussion, brainstorming, and problem solving along with handouts, visuals, and didactic instruction.

Evaluation Methodology:

Evaluation will be accomplished through a survey reaction including specific comments on different sessions and what was learned. A sign in and sign out sheet will keep track of participants' attendance.

_____ _____

CEU COORDINATOR SIGNATURE DATE

Permission to use NBCC Provider Number

TO: Connecticut Career Counseling and Development Association
(Insert Name of Local Chapter or State Division)

FROM: Louisa Foss
CEU Coordinator, Connecticut Counseling Association

SUBJECT: Permission to Use NBCC Provider Number

Your request to use the Connecticut Counseling Association provider number has been granted for the following activity:

TITLE:

DATE:

MAXIMUM HOURS OF CREDIT: 5 Contact Hours

THE PROVIDER NUMBER IS: 2007

Authorized Signature

Position Title: CEU Coordinator

Date:

Cc: NBCC Recertification Administrator

The National Board for Certified Counselors, Inc. (NBCC) values diversity. There will be no barriers to certification on the basis of gender, race, creed, age, sexual orientation or national origin.

Connecticut Association for Counselor Education and Supervision
"CACES Clinical Supervision"
Modules: Methods and Techniques in Clinical Supervision

Contact Hour Monitoring Form

Name of NCC_____

Street Address_____

City/State/Zip_____

List each session in which you participated in order of attendance on March 11, 2005

Number or Letter	Time	Program Title	Speaker/Presenter	Contact Hours

TOTAL Contact Hours_____

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 contact speaker.
Note to NCC's: This documentation should be registered in your NBCC-supplied continuing education folder.
I certify that the information present on this form is complete and accurate.
Signature_____ Date_____

A maximum of 3.3 hours can be earned by participation in the activities offered at this conference.
Authorized by: Nina R. Malinak March 11, 2005

Position: Executive Director of the Connecticut Counseling Association
Approved NBCC Provider Number: #2007
Phone Number of Contact for verification of hours: 1-888-818-1110

Sample Evaluation Form

CASES Clinical Supervision Training Seminar

Saint Joseph College
Department of Counselor Education

"Ethics and Practice in Counselor Supervision"

Presented by:

Richard W. Halstead, Ph.D., April 22, 2005

Name of Participant_____

I would like to earn: CT Dept of Ed CEU's _____Social Security Number _ _
NBCC_____
CT Dept of Public Health LPC CEU's _____

Please evaluate this workshop by circling the number you agree with.
1 = strongly disagree, 2 = disagree, 3 = undecided, 4 = agree, 5 = strongly agree

I was satisfied with:

Quality of this workshop		1	2	3	4	5
Location of this workshop	1	2	3	4	5	
3. Training day and time		1	2	3	4	5

I was satisfied with instruction in the following content areas:

4. Elements of ethical practice in supervision	1	2	3	4	5
5. Implications of assumed liability in supervision	1	2	3	4	5
6. Use of a structured decision making model	1	2	3	4	5
7. Opportunity for active participation	1	2	3	4	5
8. Overall usefulness of this workshop	1	2	3	4	5

Comments:

Process for a CCA Member to gain sponsorship for a Professional Development Activity in order to offer Continuing Education Credits (NBCC or LPC CEU's)

- The professional development activity presenter presents an outline of the program and must include information regarding program content, needs to be addressed, expected outcomes, schedule and a resume for the presenter (s) to the President of the Division to sponsor the event. (or to the CCA Governing Council if seeking CCA sponsorship of a professional development activity)
- The President and leadership of that Division (or CCA Governing Council) determine whether or not to sponsor the workshop based on merit.
- Financial details and responsibilities are to be worked out between the presenter and the sponsoring Division. (or CCA Governing Council) There should be a written statement detailing the specifics and responsibilities of

each of the parties.
Guidelines: the sponsoring Division (or the Connecticut Counseling Association) should not have any financial liability for the workshop.

- A stipend should be offered to the Division for granting sponsorship.
- The processing fee for the preparation of the NBCC Contact Monitoring Form should be paid directly to the Connecticut Counseling Association NBCC CEU Coordinator.
- There is no charge for the processing of NBCC CEU's if the workshop or conference is presented by a CCA Division or by CCA.

- If the Connecticut Counseling Association or one of its Divisions or chapter does not receive profits from a conference or workshop then there will be a charge for the processing of NBCC CEU's. If an individual member requests sponsorship and that individual (or the group the member represents) will receive revenue from the conference then there will be a CEU processing charge.

There will be a minimum CEU processing charge of $25.00 and $2.00 per CEU form. These charges cover processing and handling; mailing costs will be billed separately.

The presenter needs to arrange for the awarding of State of Connecticut Continuing Education Units with the State CEU Coordinator and pay the processing and mailing charges required.

If the presenter is seeking to offer CEU's the procedure must be followed as outlined in Guidelines for the Use of the CCA Provider Number for NBCC Continuing Education Credits.
(This process was approved by the Governing Council 11-18-03)

Appendix F Division Report Format

CONNECTICUT COUNSELING ASSOCIATION

DIVISION ACTION PLAN
2008-2009 PROGRAM YEAR

A sample Division Action Plan is available by contacting CCAExecutiveDirector@ccamain.com

DIVISION_____

DIVISION PRESIDENT_____

CHALLENGES/ISSUES/CONCERNS
Please list below the major challenges, concerns, and issues that your Division plans to address during the 2008-2009 Program Year.

1._____

_____

_____

2._____

_____

_____

3._____

_____

DIVISION GOALS
2008-2009 PROGRAM YEAR

Please list below your Division goals for the 2008-2009 Program Year.

Goal1._____

_____

_____

Goal 2._____

_____

Goal 3._____

_____

DIVISION ACTIONS AND ACTIVITIES BY GOAL
PLANNED FOR 2008-2009 PROGRAM YEAR

Please describe below proposed actions and activities for each of your Division goals.

GOAL # 1 _____

Actions and Activities

1.

2.

3.

GOAL # 2_____

Actions and Activities

1.

2.

3.

GOAL # 3 _____

Actions and Activities

1.

2.

3.

DIVISION ANNUAL ACTIVITY REPORT
2008-2009 PROGRAM YEAR

DIVISION _____

DIVISION PRESIDENT_____

DIVISION ACTIONS AND ACTIVITES BY GOAL
Please describe below the actions and activities accomplished for each of your Division's goals.

GOAL # 1 _____
Actions and Activities

1.

2.

3.

GOAL # 2 _____
Actions and Activities

1.

2.

3.

GOAL # 3 _____
Actions and Activities

1.

2.

3.

Appendix G Committee Report Format

DIVISION ACTION PLAN
2008-2009 PROGRAM YEAR

COMMITTEE_____

COMMITTEE
CHAIRPERSON_____

CHALLENGES/ISSUES/CONCERNS
Please list below the major challenges, concerns, and issues that your Committee plans to address during the 2008-2009 Program Year.

1._____

_____

2._____

_____

3._____

_____

COMMITTEE ANNUAL ACTIVITY/FINANCIAL REPORT
2008-2009 PROGRAM YEAR

COMMITTEE_____

COMMITTEE
CHAIRPERSON_____

COMMITTEE ACTIONS AND ACTIVITIES BY GOAL
Please describe below the actions and activities **accomplished** for each of your Committee's goals.

GOAL # 1._____
Actions and Activities

1.

2.

3.

GOAL # 2_____
Actions and Activities

1.

2.

3.

Appendix H Website Advertising Policies

Website Advertising Policies
(Approved April 13, 2005**)**

1. CCA will accept advertising to be placed on the CCA Web site for organizations, products, or services that may be of professional interest to the CCA membership.
2. All proposed advertising must have the approval of the site webmaster and CCA's President.
3. Appeals for denied advertising must be made in writing to the CCA President and will be discussed at the next regularly scheduled meeting of the CCA Governing Council (GC). A majority vote of the GC will determine the results of the appeal.
4. Content of advertising must be professionally tasteful as determined by the site webmaster. Appeals on decisions regarding tastefulness must be made in writing to CCA's President. The CCA President will have final jurisdiction over issues of tastefulness.
5. No advertising except for a pointer to another page will appear on any CCA page except for text advertising pages.
6. Links from the CCA site will only be to the other site via an open window. When the viewer closes the advertiser's window, the viewer will be returned to the CCA site.
7. CCA does not endorse the products, organizations, or services advertised on the CCA Web site. A disclaimer of endorsement stating such will appear on the CCA Web site.
8. Advertising Rate Schedule
   - Links to another site are $100 per year.
   - Advertising that requires content on the CCA Web site other than a link will cost $150 per year per page (8 1/2 X 11 if printed) or fraction of a page.
     In addition, programming and administrative time required will be charged at the rate of $20 per hour for initial setup and for any further modifications.
   - The CCA Governing Council may change the Web site advertising rates at any time.
   - CCA may, at its option, provide links to other sites for variable lengths of time as a concession for services provided to CCA or in reciprocal arrangements. CCA may also link to other sites that are determined to be of significant professional interest to our members without charge to that site.
   - Advertising rates for CCA members will be discounted by 30%.
9. Web Site Advertising Procedures
   a. Requests for CCA Web site advertising will be processed through the CCA Executive Director in the same manner as those for the CCA. The CCA webmaster will coordinate the technical aspects of the ad placement. All communication to the CCA Web site programmer in that regard will be controlled by the CCA webmaster. There will be no direct contact between the advertiser and the CCA programmer.

Appendix I Procedure for a Division Collecting Its Own Dues

Procedure for a Division Collecting Its Own Dues

I. Start-up

A. CCA will provide the present division data base in Access or Excel format.
B. CCA will explain process and provide templates for record keeping.
C. CCA and Division President craft a joint letter explaining the procedure.

II. Mailings

A. CCA Provides

1. Mailing Labels each month for membership renewal mailing by the 15th of the month. (i.e., Mailing labels for September renewals to be mailed July 15th for August mailing.)
2. Membership Cards to be included in each mailing – will be sent along with the mailing labels.
3. CCA informational brochure –will be provided as above.
4. Benefits of membership form describing benefits of membership in CCA to be mailed as above.
5. Joint President's letter explaining new process to be included in mailing,
6. Membership application form
7. CCA will reimburse the division on a quarterly basis for the postage CCA would have incurred to do the division mailing.

B. Mailing Renewal forms by Division

1. The Division will mail membership renewal reminders and enclosures one month before the month of renewal.
2. The Division will mail the second membership reminder the first day of the month of renewal.
3. The month after the membership renewal was due a member's status is change to non-member.

Contact members who did not renew their membership.

III. Processing Renewal Forms

Process renewal forms received

Update membership data base for individual members as warranted (e.g., new address, telephone number etc)

Update email data base to be used for blast-e-mails – note new or changed e-mail addresses.

List members willing to be a mentor or seeking a mentor. Send this list on a monthly basis to the CCA mentoring chair.

Note on Membership forms

Date check and form was processed.
Check number
Amount of check
Renewal date
CCA membership number if available.
Stamp check "for deposit only"

Division forwards copy of membership/application forms and checks received twice a month.

A check for the CCA's portion of the membership dues (including secondary memberships, legislative funds, website listings and donations to the Carol Jodaitis Scholarship fund) is sent to the CCA Executive Director twice a month.

III. Checks and Balances

Send a report to the CCA Executive Director twice a month. (See template provided.

Month end report showing the aggregate memberships to the Division treasurer and the CCA Executive Director. (See template provided.)

Payment by purchase order

- Division membership chair follows up with an invoice.
- Processes membership form when payment is received and notes payment date, amount and check number no invoice.
- A template for the invoice can be provided by CCA.
- There will be a time gap created by the forwarding of forms and payment. CCA proposes that Division members be given an additional one week grace period prior to becoming non-members. The time gap can be eliminated if the Division membership chair emails a list of names of those members who renewed that month.

Appendix J Procedure for the Selection of a Graduate Student Liaison

Appendix J Procedure for the Selection of a Graduate Student Liaison

1. The President-Elect contacts CACES and requests assistance in disseminating information about the Graduate Student Liaison position.
2. Information, in the form of a letter, is sent to Counseling Program professors at each of the colleges or universities having a counseling program.
3. Counseling Program professors are asked to nominate students of merit.
4. Below is a sample letter sent to the colleges and universities detailing the process and requirements for nomination.

Greetings:
We are seeking nominations for the position of Student Representative to the CCA Governing Council. (name), our current member, is graduating and no longer qualifies as a student. She has done an excellent job. I need your help in identifying graduate students who are interested in and able to fill the position. This is an appointed position for one year. The CCA President makes a recommendation and the GC votes approval (or not).

Student Representative Qualifications
1. Currently matriculated graduate student in an accredited counseling program
2. CCA member
3. Recommended by a professor from his/her counseling program

Duties
1. Attend CCA Governing Council meetings (4) as a nonvoting member
2. Work with the Membership Committee to support CCA efforts to recruit student members
3. Serve as a contact person for other CCA student members (especially CCA student liaisons at the colleges)
4. Serve as a member of the CCA Conference Committee
5. One-year appointment (July 1, 2007-June 30, 2008)-may be reappointed for a second year
6. Student List Serve Coordinator – posts information of importance to graduate students

Benefits
1. Free membership in CCA for one year
2. Excellent opportunity for professional networking
3. Rich experience in leadership development
4. Impressive addition to professional resume

Nomination Process
1. Counseling program professor submits a nomination packet to the CCA President (email address) containing the following:
    a. Letter of interest and commitment from the student (including complete contact information)
    b. Student's resume
    c. Letter(s) of recommendation from professor(s)
2. Nomination packet must be received by (time and date)

Please contact me if you have any questions.
(CCA President), I would appreciate it if you would pass this message on to members of CACES, as appropriate.

All the best,
CCA President

Appendix K Policy for Posting on the List Serve

The purpose of the List Serve is to provide a "news, notes and chat group" for CCA members as stated on the home page of Yahoo Groups.

The following postings are encourages:

1. Sharing of concerns and ideas.
2. Seeking/providing information
3. Announcements of available office space or inquiries about available office space.

Announcements of division or CCA professional development activities and reminders of said events.

The List Serve is not to be used for advertising.

1. Those members offering workshops for their own profit for said professional development activities may not post information about that workshop.
2. If said workshop is co-sponsored by CCA or a Division, then posting is permissible as CCA is receiving income from the workshop.

If the workshop is advertised on the CCA website or in the CCA Newsletter then a one-time posting on the list serve will be allowed.

The policy for posting will be placed on the list serve and the website.

The moderator of the list serve reserves the right to deny posting if the material to be posted does not meet the proposed guidelines.

Appendix L Conference Chair Job Description

Conference Chair Job Description

1. Works with the Past President to determine the conference site and select the date to hold the conference. Be the contact person for the site and make decisions (with executive director past president & president) regarding site such as menu, set-up, etc.

NOTE: Actual contracts with hotel & keynote speaker signed by Immediate Past President

2. Work with the Past President in booking a Keynote Speaker
3. Schedules and Co-Chairs Conference Committee Meetings with Past President
4. Coordinates the various sub-committees
5. Coordinates information that goes in the presenter and attendees packets
6. After conference completes Description of Professional Development Activity For CEU form
7. **Coordinates Program and Presenters**

Develops 'call for proposals'
Receives proposals
Develops program schedule with Past-President & President
Assists with development of program brochure and registration form
Communicates with presenters
Sends thank-you letters and evaluation forms to presenters after conference

Student Poster Session Chair

Publicizes student poster session by creating and distributing brochure
Receives poster session proposals
Selects poster session proposals
Provides poster insert for the conference packets
Day of conference assists with and coordinates poster display set-up
After conference, sends thank-you letters

Exhibitor Chair

Solicits and communicates with exhibitors
Provides exhibitor insert for conference packets
Day of conference coordinates exhibitor set-up
After conference, sends thank-you letters

Registration Chair

Receives registrations
Coordinates registration table day of conference
Coordinates CEU processing
Assists in development of conference brochure and registration form

Carol Jodaitis Scholarship Fundraising Chair

Coordinates the Carol Jodaitis fund raising event (e.g., used book sale, silent auction)

Carol Jodaitis Scholarship Chair

Coordinates the distribution of Carol Jodaitis Scholarships to graduate students

Publicity Chair:

Places ads in CCA Newsletter, CCA Website
Writes a Newsletter article before and after the conference
Takes photographs for Newsletter and Website
Assists with publicizing the conference

Appendix M: Letters and Forms

Appendix M 1: Lapsed Member Letter (used for leadership only)

<CCA LETTERHEAD>

<Date>

<Name>
<Address>
<Address>
Dear <Name>:

It has been brought to my attention that your membership with the Connecticut Counseling Association (CCA) has lapsed as of <date>. Please check your canceled checks and let us know immediately if our records are incorrect. According to The Connecticut Counseling Association By-Laws, Article III, Section 3, "A CCA member will be considered lapsed for the non-payment of dues as of the last day of the month of renewal. A lapsed member may not hold a CCA office, a Division elected office, or any other leadership position (e.g., committee chair.)
CCA appreciates and values your service to the association both as a member and as (name of position held). We hope that you are in the process of renewing your membership and look forward to receiving it by (date). Please feel free to contact me at (phone #) with any questions.
Sincerely,

Name
CCA President

APPENDIX M - 2

CCA Procedure for Cash Advances

CCA may grant a cash advance to a CCA member in good standing for a specific expense related to CCA activities. The procedure for requesting and being granted a cash advance is as follows:

1. The CCA member requesting the advance must fully complete Form xx "Request for Cash Advance", indicating the purpose for the advance, the amount of the advance, and a proposed re-payment schedule.
2. The "Request for Cash Advance" is to be submitted to the current CCA President for approval xx days prior to the date the money is needed. Appropriate activities to request a cash advance include expenses related to attending a conference, workshop, or leadership meeting, or expenses related to an activity benefiting CCA membership. The President's signature is proof of approval of all terms of the request.
3. The President will then forward the request to the CCA Treasurer for advancement of funds to the member requesting it. A signed copy of the request will also be forwarded to the member.
4. If the request for cash advance is denied for the specified amount of money requested or due to the proposed repayment schedule, the member may submit a modified request but needs to complete a new "Request for Cash Advance" form.

Upon completion of the activity, proper documentation of expenses occurred (i.e. receipts) will be submitted along with repayment of the advance following the agreed upon repayment plan but no later than 30 days following the event for which the advance was made.

APPENDIX M – 3

Request for Cash Advance

Please complete the information below and submit to CCA President xx days prior to the date the money requested is needed.

NAME	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL ADDRESS	

TODAY'S DATE		DATE ADVANCE NEEDED BY	

PURPOSE FOR ADVANCE (INCLUDE DATES OF EVENT/ACTIVITY, AS SCHEDULED OR PLANNED):

_____

_____

_____

REPAYMENT SCHEDULE (CHECK ONE):

ˆ REPAY FULL AMOUNT OF ADVANCE WITHIN 30 DAYS OF END OF EVENT
PAYMENT DUE: _____

ˆ REPAY ADVANCE IN _____PAYMENTS OF _____ WITH FINAL PAYMENT DUE WITHIN 30 DAYS OF END OF EVENT (INDICATE # OF PAYMENTS & ANTICIPATED AMOUNT OF EACH PAYMENT)
FIRST PAYMENT DUE: _____
FINAL PAYMENT DUE: _____

Signature below of the CCA President indicates approval for cash advance requested. Signature of CCA Treasurer indicates money has been advance to requesting member. Initials of CCA Treasurer indicate repayment has been received in full.

_____ _____
Signature of member requesting advance Date

_____ _____
Signature of CCA President Date

_____ _____
Signature of CCA Treasurer Date/Check #

_____ _____
Initials CCA Treasurer Date

APPENDIX M - 4

ANNUAL DIVISION FINANCIAL REPORT

(July 1, 2009 – June 30, 2010)

BEGINNING CASH BALANCE: _____
(As of July 1, 2009)
(Same figure as the June 30, 20087 ending balance, which was reported to IRS on the 2008 Tax Return)

INCOME:
Advertising Revenue _____
Conference/Workshop Revenue _____
Contributions/Gifts/Grants _____
Directory/Publication Revenue _____
Interest Earned (Includes interest from CD's) _____
Investment Revenue _____
Membership Dues _____
Program Service Revenue (Includes gov't fees/contracts) _____
Other Revenue (please list source: _____) _____
Other Revenue (please list source: _____) _____

TOTAL INCOME: _____

EXPENSES:
Bank Fees _____
Conferences/Workshops/Meeting Expenses _____
Consulting Expenses _____
Grants and allocations _____
Office Supplies _____
Legal/Accounting fees _____
Postage and Shipping _____
Printing and Copying _____
Public/Gov't Relations _____
Professional Development/Recognition/Awards (Incl: guest speakers) _____
Telephone _____
Other Expense (please list: _____) _____
Other Expense (please list: _____) _____

TOTAL EXPENSES: _____

ENDING CASH BALANCE: _____

(As of June 30, 2008)