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PCA Policy Manual

Pennsylvania Counseling Association (PCA)

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2023

### 2023-06-03 PCA Policy Manual

Pennsylvania Counseling Association

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2023



PENNSYLVANIA COUNSELING  
ASSOCIATION

*A Branch of the American Counseling Association*

**PCA POLICY MANUAL**

## **PCA Mission**

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

## **PCA Vision**

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

## **PCA Values - What We Believe**

Counseling is a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals. The values that individual professional counselors hold are complemented by the following values of PCA:

**P - Professionalism**

**C - Competency**

**A - Advocacy**

## **PCA 2021 – 2024 Strategic Drivers**

Advocacy – Give voice and representation to clients, counselors, and the profession.

Legislative Action – We will support or discourage the passage of legislation through various methods and procedures. We will provide information on Legislation that is important to the practice of counseling in the state of Pennsylvania.

Servant Leadership – First and foremost, we are committed to serving the needs of counselors, counselors-in-training, and the needs of their clients.

## **Policies Manual**

The governing documents of the association include the following:

(1) Bylaws

(2) Policies Manual

The Bylaws are superior to the Policy Manual. In the event a provision of a document is in conflict with the provision of another document, the provision in the superior document will prevail.

This Policy Manual is divided into four sections. Each section contains all of the policies which pertain to the particular Section.

SECTION I DEVELOPMENT OF POLICY

SECTION II GOVERNANCE

SECTION III FINANCE

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# SECTION I

## DEVELOPMENT OF POLICY

### A. ALL POLICIES AND IMPLEMENTING PROCEDURES CONTAINED IN THIS MANUAL

1. All policies and selected procedures of the Pennsylvania Counseling Association are contained in this manual.
2. PCA Inc. shall not be held liable in the event that an officer or any voting member of PCA, its divisions, or branch/regions who intentionally, knowingly, or willfully disregards, violates, or otherwise neglects to adhere to all policies in this manual.

*Adopted: 1/5/2021; Revised: 3/3/2023*

### B. CREATION, REVISION, OR DELETION

Policies are created, revised, or deleted by motions passed by a majority vote of the PCA Executive Committee who are present at the meeting where there is a quorum of the PCA Executive Committee. No other procedure, including but not limited to executive order of the president, can be used to create, revise, or delete policies in this manual. The dates policies are created, revised, or deleted will be indicated.

#### 1. Annual Policy Approval

The Policy Manual will be updated annually and must appear for an approval vote in the “New Business” section of the agenda at the June meeting of the PCA Executive Council. Once approved, the Policy Manual will go into effect and be implemented on July 1.

#### 2. Implementing Procedures:

- a. New Policy Creation: Motions that create new policies and procedures or administrative rules and regulations shall indicate in the motion the exact language of the new policy, procedure, or administrative rules and regulations.
- b. Policy Revision: Motions that revise policies and procedures or administrative rules and regulations shall indicate in the motion the exact language of the new policy, procedure or administrative rules and regulations.
- c. Policy Deletion: A permanent file will be kept by the PCA Secretary when policies and implementing procedures or administrative rules and regulations in this manual are deleted.
- d. Date of Policies: The date of the edition of the Policy Manual will appear on the cover page of the publication. The date of the policy approval, revision, or deletion will be indicated on the specific policy page(s).

*Adopted: 1/5/2021; Revised: 3/3/2023*

### C. PUBLICATION OF POLICY MANUAL

Each year the latest version of PCA Policy Manual along with any revisions shall be made available to each officer of the Association, Division Presidents, and Region Chairs, as well as any new member of the Executive Committee no later than July 1.

*Adopted: 1/5/2021*

## SECTION II

### GOVERNANCE

#### A. GENERAL REQUIREMENTS

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

*Adopted: 1/30/2021*

#### B. TYPES OF MEMBERSHIP

There are ten classes of membership: Professional, Associate, Institutional, First-Year Professional, Student Member, Student Affiliate Member, Retired Member, Emeritus Member, Honorary Member, Life Member, First-Time New Member

1. Professional Member: Individuals residing in Pennsylvania who hold a Master's degree or higher in Professional Counseling or a closely related profession—psychology, social work, medicine (psychiatry)
2. Associate Members: Individuals who hold a Master's degree or higher in Professional Counseling or a closely related profession—psychology, social work, medicine (psychiatry), nursing (psychiatric nurse) from a regionally accredited college or university. To be an associate member, one does not have to be employed as a professional counselor (or a practitioner of a closely related profession) or supervisor of counselors. In addition, associate members need not reside in Pennsylvania or be employed in the state of Pennsylvania. An Associate member is not eligible to hold office in the Association, but is eligible to vote on all matters except as restricted by the bylaws.
3. Institutional Member: Institutional members shall be comprised of institutions of higher education or businesses that employ counselors or engage in counseling-related activities. Each institutional member is entitled to one Institutional Representative and two Affiliate Representatives. Institutional Representatives will be designated individuals that coordinate and maintain the membership, determine Affiliate Representatives, and attend to any related matters.
4. First-Year Professional: Individuals who previously met the criteria for student member and have graduated. Individuals must meet all criteria for professional membership, the only difference is an eligibility for a one year reduction in dues to facilitate their transition to professional status. First-year professional members shall be eligible to vote and hold office.
5. Student Member: Individuals who are attending an institution of higher education in the State of Pennsylvania as a graduate student preparing for professional counseling or a closely related profession—psychology, social work, medicine (psychiatry), nursing (psychiatric nursing); or individuals who live in Pennsylvania and are attending an out-of-state or on-line institution of higher education graduate program preparing for professional counseling or a closely related profession. Student members have the same rights as Professional members. Student membership status shall not be extended beyond three years, requires at least 1/2 time enrollment, and subject to verification of an academic advisor if audited.



6. Student Affiliate Member: Individuals who are attending an institution of higher education in the state of Pennsylvania as undergraduate students who have the intention of later applying to a graduate program in professional counseling or a closely related profession--psychology, social work, medicine (psychiatry), nursing (psychiatric nursing); or individuals who live in Pennsylvania and are attending an out of state or on-line institution of higher education for the same purpose. Student affiliate members may not vote, nor may they hold office in the organization. Student affiliate membership status shall not be extended beyond three years, requires at least ½ time enrollment, and subject to verification of an academic advisor if audited.
7. Retired Member: Individuals who have held professional membership for the two years immediately preceding retirement. A retired member shall maintain all the privileges of their prior membership (Professional or Associate).
8. Emeritus Member: Individuals who shall be a Professional or Associate Member, who having retired from professional employment, may request Emeritus status. Emeritus status is granted by a vote of the PCA Executive Council and shall be based upon the longevity of membership and service in both this Association and the American Counseling Association. Emeritus members are exempt from payment of dues, but retain all rights and privileges of either Professional or Associate members.
9. Honorary Member: Individuals who are so designated by action of the PCA Executive Council and shall be based on the candidate's services, support, etc., rendered to the Association. Honorary membership shall be for life, exempt from dues and not carry rights and privileges as assigned to Professional and Associate members.
10. Life Member: Life membership, with dues wavier, is granted to a member who has served a completed term as PCA President.
11. First-Time New Member: The first-time new member discount is for individuals joining PCA for the first time. This discount can be applied to the appropriate corresponding membership level for which the individual joins PCA. This discount cannot be combined with any other promotional offers.

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

*Adopted: 1/30/2021; Revised: 1/15/2022*

## **C. DUES**

A recommendation for annual dues for professional members will be made by PCA Executive Committee. Annual dues will be set for professional membership each year by the PCA Executive Committee. All dues for all other membership types will be determined based off of a set percentage of the dues of professional membership.

1. Professional Member **(100%)**
2. Associate Member **(90%)**
3. Institutional Member **(110%)**
4. First-Year Professional **(50%)**
5. Student Member **(50%)**

6. Student Affiliate Member **(25%)**
7. Retired Member **(50%)**
8. Emeritus Member **(Exempt)**
9. Honorary Member **(Exempt)**
10. Life Member **(Exempt)**
11. First-Time New Member **(50%)**

*Adopted: 1/5/2021; Revised: 1/15/2022*

## **D. SANCTION OR REMOVAL OF MEMBERS**

1. Removal of Elected Officer or Member of the PCA Executive Committee: Consistent with the PCA Bylaws (Article IV, Section 3) an elected officer or member of the PCA Executive Committee may be sanctioned or removed from office in accordance with the policies prescribed in this section.
  - a. Any elected PCA Officer or voting member of the executive committee may be removed from office upon a vote of 2/3 of all voting members then in office to remove them from their Officer position.
  - b. In the instance that a motion has been made and supported by a second member, all voting members must be given at least ten days' notice of the proposed removal before the question is called.
  - c. Prior to a vote, the PCA Officer or voting member of the executive committee at issue must have an opportunity personally to address the voting members prior to the removal vote.
2. Removal of Committee Members or Chairs: Any committee or task force chair appointed by the President may be removed with or without cause by the President. In the event the PCA President determines that a Committee member or chair is not meeting Committee responsibilities adequately, the President shall take the following steps:
  - a. Consult with the Committee chair and ask the member or chair to resign, if necessary.
    - i. If a committee member or chair refuses to resign after being asked, the President has the authority to remove the member or chair.
      1. A Committee chair may be removed without removing that person from the Committee, or the chair can be removed as chair and removed from the Committee as well.
  - b. A board vote to approve the removal of Committee members or chairs is not required.
3. A member may be sanctioned according to the guidelines set forth by the American Counseling Association, as dictated by its By-laws and ACA Code of Ethics.

*Adopted: 2/8/2008; Revised: 3/3/2023*

## **E. DIVISION, CHAPTER, AND SPECIAL INTEREST GROUP MEMBERSHIP**

All of the Division, Chapter, and Special Interest Group officers and all of the Division, Chapter, and Special Interest Group members must be members of the Pennsylvania Counseling Association. The Division, Chapter, and Special Interest Group's official delegate to the Pennsylvania Counseling Association's Executive Council will vote on behalf of the Division, Chapter, and Special Interest Group.

The Branch Chapters shall include:

1. Greater Philadelphia Area Counseling Association (GPACA)
2. North Eastern Pennsylvania Counseling Association (NEPCA)
3. Greater Pittsburgh Counseling Association (GPCA)

The Divisions shall include:

1. Pennsylvania Association for Counselor Education and Supervision (PACES)
2. Pennsylvania Association for Sexual, Affectional, Intersex, and Gender Expansive Identities (PS-SAIGE)
3. Pennsylvania Association of Multicultural Counseling and Development (PAMCD)
4. Pennsylvania Association of Specialists in Group Work (PASGW)
5. Pennsylvania College Counseling Association (PCCA)
6. Pennsylvania Association for Spiritual, Ethical, and Religious Values in Counseling (PASERVIC)
7. Pennsylvania Association of Child & Adolescent Counselors (PACAC)
8. PA Military and Government Counseling Association (PAMGCA)

*Adopted: 11/8/2019*

## **F. COMMITTEES**

Standing Committees: In accordance with the PCA Bylaws, Article VII, Section 1, the standing committees are:

1. Conference
2. Ethics/By-laws
3. Finance/Budget
4. Government Relations
5. Membership
6. Nominations & Elections

7. Professional Development
8. Archives
9. Committee for Anti-Racism and Inclusive Access (CARIA)
10. Policy and Procedures

*Adopted: 2/8/2008; Revised: 1/5/2021; Revised: 6/4/2022*

Special Committees: In accordance with the PCA Bylaws, Article VII, Section 2, special committees are appointed by the President and shall serve for not more than one (1) year or until such time as the reason for their establishment has been met. Special committees for the current year will include the following:

1. Awards
2. Graduate Student Liaison
3. Journal Editor
4. Marketing & Public Relations
5. Past Presidents
6. Social Media

*Adopted: 1/30/2021; Revised: 1/5/2021*

## SECTION III

### FINANCES

#### A. FISCAL YEAR

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

*Adopted: 2/8/2008*

#### B. TRAVEL, MEETING, AND CONFERENCE EXPENSE REIMBURSEMENTS

1. Reimbursement Authority: PCA provides reimbursement for travel, housing and meals for PCA officers, Executive Committee members, Region, Division, and Committee Chairs, staff and other persons authorized by the President or their designee.
2. Authorizing Signature: The PCA President's confirmation serves as approval for reimbursement of official PCA travel expenses for current members of the Executive Committee traveling on behalf of PCA. The approval of two executive officers (i.e., president-elect, immediate past-president, secretary, treasurer) serves as approval for reimbursement of official PCA travel expense of the PCA President.
  - a. Authorization: The signature of the authorizing individual(s) and the requester's signature must appear on the Travel Advance and Authorization form. After all appropriate approvals, the form must be submitted to PCA for review to ensure compliance with PCA policies. After review, a copy is provided to the treasurer for purposes of projections and financial review.
  - b. Supporting Data: Dates, places and purpose of the authorized activity or meeting must be indicated on the form. All expenditures, with the exception of approved GSA mileage and meals, must be accompanied by a receipt. Expenses that are paid by an PCA credit card must also be included or noted on the Travel Advance and Authorization form as well as the Expense Reimbursement form. All business meals and meetings must include detailed receipt of the meal. Please note: the signed credit card receipt does not constitute the detailed meal receipt.
  - c. Reimbursement Process: After the Travel and Expense Reimbursement form has been properly approved by the president, and all supporting documentation attached, the requester must submit the Travel and Expense Reimbursement form to the PCA treasurer who will review the request for adherence to policy, coding, and calculations. Any forms that are incorrect or incomplete will be returned to the requester for corrections. Once the form is in compliance, the treasurer will reimburse within 30 days of final submission.
3. Travel Advances: Travel advances must be reconciled using a Travel and Expense Reimbursement form with original receipts attached and submitted to PCA. The Travel and Expense Reimbursement form and any unused funds must be submitted to PCA within thirty (30) days of the travel.
4. Time Frame for Submitting Vouchers: Travel and Expense reimbursement forms must be submitted within thirty (30) days of incurring travel costs. PCA reserves the right to deny reimbursement of any expenses not received within the thirty (30) day time limit.
5. Travel by Public Transportation: Traveler may use any mode of transportation desired (air, train, bus, etc.); however, PCA will only reimburse up to the lowest nonstop economy airfare available for official PCA travel. When traveler

submits the Travel and Expense Reimbursement form, the date of departure and arrival for each way must be recorded.

- a. Travel by Airline: Travel by airline will be reimbursed at the current GSA rate per mile for airfare.
- b. Airline Baggage Fees: PCA will reimburse airline baggage fees associated with the checking of a single bag, assuming that the airline chosen charges for the first checked bag. Reimbursement will be provided following the submission of an official voucher and related receipts. PCA will not reimburse for the checking of a second bag or for overweight/oversize fees associated with either the first or any subsequent checked baggage.
6. Travel by Private Automobile: Travel by private automobile will be reimbursed at the current GSA rate for mileage, not to exceed the lowest round trip air coach fare from the individual's place of residence or point of departure to the meeting site.
7. Automobile Rental: Automobile rental may be reimbursed only if it is authorized in writing by the PCA President prior to the rental of the automobile. PCA reserves the right to deny reimbursement for any automobile rental that is not pre-approved. Reimbursement for automobile rental will include all costs associated with securing the rental and fuel. Detailed receipts are required.
8. Ground Transportation: Airport ground transportation is allowable and should be reported on the official voucher forms.
  - a. Supporting Data: Original receipts, departure point, and destination, business purpose, date, amount of expenditure must be provided.
  - b. Intra-City Taxi Cab Fares: Other than transportation for meals, intra-city cab fares are allowed when the official business requires such travel. Transportation related to meals will not be reimbursed unless the meal is considered part of official PCA business.
9. Lodging Reimbursement: PCA provides one (1) night lodging reimbursement for PCA officers, Committee Chairs, Region/Chapter Presidents, Division Presidents, and other authorized persons when they are required or requested to attend meetings AND the one-way commuting mileage is 50 miles or more. This policy shall not apply to those awarded lodging for mandatory conference attendance (see section H).
  - a. Reservation Guidelines: PCA will reimburse for standard guest rooms. If traveler desires to upgrade to a suite, studio or other non-standard sized rooms, PCA will only reimburse for the cost of a standard guest room.
  - b. Supporting Data: Detailed receipts must be provided. Any parking charges on hotel receipt are to be coded separately from lodging. Any incidental charges such as movies, room service, dry cleaning, spa, exercise room, mini bar, restaurant/bar tabs will not be reimbursed unless specifically authorized.
10. Per Diem Reimbursement: PCA shall reimburse traveler for meals incurred while on official PCA business. Reimbursement will be based on actual expenses incurred for up to GSA per full day or GSA per partial day on official PCA business.
  - a. Business Meals: Only those meals that would have been incurred during the time that an individual was traveling on PCA business are eligible for reimbursement.
  - b. Travel To/From Meals: Public transportation fares to and from restaurants are not reimbursed unless the meal is considered official PCA business.

11. Tip and Gratuities Reimbursement: Tip and gratuities shall be reimbursed using the following guidelines.
  - a. Housekeeping tips and gratuities: PCA shall reimburse up to \$5.00 per day for housekeeping. If requester desires to tip additional funds, PCA will not reimburse those additional funds.
  - b. Airport and hotel baggage handling fees: PCA shall reimburse up to \$5.00 for the first bag.
  - c. Cab/Lyft/Uber Drivers: PCA will reimburse up to 20% of the cab fare for a tip.
  - d. Accounting of tips: Tips and gratuities do not require receipts. However, there must be a breakdown of tips included on the Travel and Expense Reimbursement form.
12. Unauthorized Purchases: PCA reserves the right to deny an expense reimbursement that exceeds the amount that was pre-authorized. Each situation will be evaluated on a case-by-case basis.

*Adopted: 1/5/2021; Revised: 6/4/2022; Revised: 6/3/2023*

## **C. BUDGET AND APPROVAL**

1. Budget Responsibility: The President-Elect shall be responsible for the preparation of the operating budget for their term as President of the Association.
2. Non-Deficit Budget: The President-Elect shall not recommend a deficit budget to the Executive Committee in any fiscal year.
3. Budget Approval: Consistent with Article VIII of the PCA bylaws, the budget for each fiscal year will be approved during the last board meeting of the preceding fiscal year and before July 1.
4. Budget Adoption: Consistent with Article VIII of the PCA bylaws, the budget will be adopted upon the President-Elect assuming the Presidency on July 1.
5. Conference Budget: The annual conference budget shall be prepared no less than 18 months in advance by the President-Elect-Elect and approved during the last board meeting of each fiscal year.

*Adopted: 2/8/2008; Revised: 6/4/2022*

## **D. REFUNDS**

1. Conference Refunds: Conference refunds will only be considered if the cancellation request was made in writing prior to 30 days before the start of the annual conference. The cancellation deadline will be posted upon the opening of registration. All refund requests made on or prior to 30 days before the start of the conference will be returned in full, minus a \$50 service fee. All refund requests made within 30 days of the start of the annual conference will be declined and the request will not be refunded. There will be no exceptions to this policy.
2. Membership Refunds: Membership cancellation is not eligible for a refund. Members who wish to cancel membership should enjoy the benefits of PCA membership until their renewal date and then opt to not renew at that time.

*Adopted: 2/8/2020*

## **E. FISCAL RESPONSIBILITY**

1. Deposits and Signatures: The funds of this corporation shall be deposited in its name with banks or other financial institutions. All banks or financial institutions used should be members of the Federal Deposit Insurance Corporation (FDIC), but exceptions may be made by a majority vote of the Executive Committee.
2. Quarterly Review: The Financial Affairs Chair shall conduct a quarterly review of the financial operations of the Pennsylvania Counseling Association.
3. Non-Dues Revenue: New income producing projects and products may be implemented at the discretion of the President and the Executive Committee.
4. Activities with Fiscal Implications: Activities with fiscal implications should be reviewed by the Financial Affairs Chair with ultimate recommendations to the Executive Committee.
5. Financial Impact Statement: All motions from Executive Committee Members must have a financial impact statement.
  - a. Supporting Data: All Executive Committee agenda items and motions submitted for action **MUST** be accompanied with supportive data as follows:
    - i. A specific financial statement which will include how it will affect the budget and the anticipated cost that implementation of the motion will incur shall be evaluated by the treasurer for completeness and accuracy.
    - ii. A statement of how the item or motion will impact the profession and its relationship to the PCA mission.
    - iii. If an agenda item or motion will not have any impact on the above mentioned areas, that fact should be so stated.
6. Uncompleted Supportive Data: If the above mentioned information is not accompanying the motion or agenda items, the motion or agenda item should not be brought before the Executive Committee until the information has been obtained. The PCA President, in collaboration with the Executive Committee, will notify the individual motioning that the uncompleted agenda items must include the missing information and be resubmitted for consideration.
7. Notification of Executive Committee Members: The agenda item and/or motion should be sent to the Executive Committee members by the PCA secretary two weeks prior to the Executive Committee meeting so that the information can be read and the implications understood.

*Adopted: 1/5/2021*

## **F. TAX EXEMPT STATUS**

The treasurer is responsible for maintaining the tax-exempt status of the PCA. The Financial Affairs Chair/Committee shall conduct a quarterly review of the tax-exempt status of the Pennsylvania Counseling Association.

*Adopted: 1/5/2021*

## **G. HIRING CONTRACTORS**



1. Purchases under \$1000
  - a. Formal quotes are not required for purchases under \$1000
2. Purchases equal to or exceeding \$1000
  - a. For purchases equal to or exceeding \$1000, PCA must receive no less than three (3) quotes.

*Adopted: 1/5/2021*

## **H. PCA CONFERENCE EXPENSES**

1. PCA Conference Registration Fees
  - a. PCA conference registration fees (see Section III, D, 1 for information on conference refunds) shall be based on the following criteria:
    - i. Early Bird Rate
      1. PCA Members (100% of set early bird rate)
      2. PCA Students (-\$100)
      3. Non-Members (+\$100)
      4. Non-Member Students (-\$50)
    - ii. Full Conference Rate
      1. Regular PCA Member (100% of full member rate)
      2. PCA Students (-\$100)
      3. Non-Members (+\$100)
      4. Non-Member Students (-\$50)
2. Conference Registration for President-Elect, President, and Past-Presidents:
  - a. All conference registration fees shall be waived for the current president, president-elect, and immediate past-president of PCA
  - b. All conference registration fees shall be waived for all past presidents of PCA, only after having successfully completed their full 3-year term as president.
3. Conference Registration for Conference Co-Chairs:
  - a. PCA shall waive the conference registration for up to two (2), but no more than two (2) conference co-chairs.
  - b. PCA shall waive the conference registration for up to ten (10), but no more than ten (10) conference planning committee members.
4. Conference Lodging: PCA should budget to reimburse or award lodging for 3 hotel rooms during the annual conference. The current PCA President and the 2 Conference Co-Chairs will be awarded these rooms during their official business. In the usual event that the conference hotel offers complimentary hotel rooms to PCA, these rooms should be awarded first. Any remaining rooms will be reserved and reimbursed by PCA.
  - a. PCA shall reimburse the lodging for the current PCA President.

- b. PCA shall reimburse the lodging for up to two (2), but no more than two (2) conference co-chairs.
5. Conference Keynote Speaker:
- a. PCA shall waive the conference registration for one (1) keynote speaker.
  - b. PCA shall reimburse the lodging for the keynote speaker up to two (2) nights.
  - c. PCA shall not offer the keynote speaker an honorarium in excess of \$500.
  - d. The keynote speaker shall be considered a person authorized by the President or their designee, consistent with Section III, of this policy manual. All financial policies pertaining to the reimbursement of a person authorized to travel on PCA official business will be outlined in Section III and will be paid only at the request of the keynote speaker.
6. Other Invited Conference Speakers:
- a. It shall be at the discretion of the PCA President to waive the conference registration for one (1) invited speaker so long as that invited speaker is addressing all conference attendees during a presentation in excess of one (1) hour.
    - i. In the instance that an invited speaker is offered a complimentary conference registration, per diem expenses for meals as outlined in Section III of this policy manual will not apply when those meals are offered as part of the conference registration.
  - b. It shall be at the discretion of the PCA President to reimburse the lodging for one (1) invited speaker up to two (2) nights.
  - c. It shall be at the discretion of the PCA President to offer an invited speaker an honorarium not in excess of \$500.

*Adopted: 1/5/202; Revised 6/3/2023*

## **I. OTHER TRAVEL EXPENSES**

- 1. Annual Conference of the American Counseling Association
  - a. PCA shall budget \$5000 to send two executive officers to the ACA Annual Conference to represent PCA. The executive officers in attendance must attend the executive directors meeting and the meeting of the North Atlantic Region as a voting member. Priority must be given in this order: President, President-Elect, Immediate Past-President, Secretary, Treasurer.
- 2. ACA Institute for Leadership Training
  - a. PCA shall budget \$2000 to send two executive officers to the ACA Institute for Leadership Training. Priority must be given in this order: President, President-Elect, Immediate Past-President. Furthermore, PCA shall budget an additional \$1000 in the years in which a secretary and \$1000 in the years in which a treasurer are elected. Both officers must be afforded the opportunity to attend this training at the start of their first year in office.

*Adopted: 1/5/2021; Revised: 3/3/2023*

**J. EXTERNAL FUNDING**

1. Grant Funding

- a. PCA leadership will apply for external grant funding whenever possible.

*Adopted: 1/5/2021*

## **SECTION IV**

### **OPERATIONS**

#### **A. INSTITUTIONAL REVIEW BOARD**

1. PCA will allow research requests for participants to go to members from members for free (see Email Communications). PCA Member Researchers must have IRB approval from a sponsoring institution. Members should have an option to opt in or opt out of receiving research.

*Adopted: 1/5/2021*

#### **B. COMMUNICATION**

1. Social Media Policy (INTENTIONALLY LEFT BLANK)

2. Email Communication

a. Email blasts to full membership must be first approved by the president. The president is solely responsible for preventing email fatigue from overuse of email blasts. This responsibility is to ensure that members are receiving and reading important communications.

b. Secretary will keep a list of all PCA gmail email accounts and all other email accounts related to official PCA business.

3. Signature Blocks

a. When creating a signature block for PCA related business, as well as for email correspondence on behalf of PCA, PCA representatives should only use the academic and professional credentials that they have earned after their name. PCA representatives should not use amended forms of a degree (e.g., PhD-C or PhD Candidate) to indicate partial completion of a program, nor should they use ABD (all-but-dissertation). None of these designations are accepted credentials and are not recognized by PCA.

4. Quarterly Reports

a. All quarterly reports must be submitted to the PCA Secretary no later than 14 days prior to the quarterly meeting. Any division, branch, or committee not submitting a report within this time frame may forfeit the opportunity to have their report submitted at a later time. Additionally, any branch, division, or committee not having a quarterly report included in the cumulative report distributed to board members will forfeit the opportunity to have their discussion items or action items introduced at any point during the quarterly meeting.

b. Once the PCA Secretary receives all reports prior to the 14 day deadline, they will share the draft of the cumulative report with the PCA President for approval to distribute.

c. The PCA Secretary shall distribute to board members the cumulative report no later than 7 days prior to the quarterly meeting so that the information can be read and the implications understood.

*Adopted: 1/5/2021; Revised 6/4/2022; Revised 6/3/2023*

## C. ELECTIONS OF OFFICERS

In accordance with PCA Bylaws Article IV, Section 4, the officers of the Association shall be President, President-Elect, Past-President, Secretary, and Treasurer, all of whom shall be members of the American Counseling Association and Professional members of the Association.

1. Requirements for President-Elect: This position entails a 3-year commitment to serve as President-Elect, President, and Past-President, each position lasting 1-year.

- a. Professional membership in the Pennsylvania Counseling Association
- b. Reside in the Commonwealth of Pennsylvania
- c. Hold a Master's Degree or higher in a Professional Counseling discipline. Closely related fields shall not be considered to meet this criterion.
- d. Have a strong professional identity as a professional counselor or counselor educator
- e. Be a member of the American Counseling Association
- f. Have served in a position within PCA for a minimum period of 6 months

2. Requirements for Secretary and Treasurer: These positions entail a 3-year term commitment and individuals may serve no more than 2 consecutive terms.

- a. Professional membership in the Pennsylvania Counseling Association
- b. Reside in the Commonwealth of Pennsylvania
- c. Hold a Master's degree or higher in Professional Counseling or a closely related profession
- d. Be a member of the American Counseling Association

3. Nominations

a. The PCA Nominations & Elections Committee shall conduct the election of officers by ballot in accordance with PCA Bylaws Article IV, Section 4, Nominations and Elections of Officer.

b. The PCA Nominations & Elections Committee shall submit to the PCA Executive Council for approval the proposed time schedule for carrying out the annual elections which can be approved annually with this policy manual. The steps for nominations and elections in this section must be consistent with the PCA Bylaws. The timeline and procedures are as follows:

i. January 15 - The chair of the nominations and elections committee will send out a membership-wide call for nominations. Nominations must be submitted no later than February 15th by 5pm.

ii. February 15- The chair of the nominations and elections committee will submit all nominations from members to the PCA Nominations & Elections Committee.

1. Each Division, Chapter, and Special Interest Group president shall serve on the PCA Nominations & Elections Committee and shall have the right to submit to the PCA Nominations & Elections Committee the name of (and no more than) two (2) candidates to be placed in nomination for the office of President-Elect.
  2. The chair of the nominations and elections committee shall tally the votes from the nominations and elections committee and select and forward for consideration as many as the top 3 candidates for consideration in each position.
- iii. March 1 - The chair of the nominations and elections committee shall prepare a ballot of at least two (2), but no more than three (3), candidates for each elective office.
1. The ballot will consist of a letter of interest from each candidate, not to exceed 500 words, a photograph, and a link to the electronic ballot. The electronic ballot must remain open, in accordance with the current PCA Bylaws.
  2. Candidates shall be placed on the ballot in order beginning with the candidate who received the most committee nominations. If this results in a tie, the chair of the PCA Nominations & Elections Committee will decide the order in which to present the candidates.
  3. The electronic ballot must be designed in a way that ensures that members can only vote once.
- iv. April 1 - Tabulation and certification of the election results shall be conducted by the PCA Nominations & Elections Committee Chair and verified by the Immediate Past-President.
1. Once the election has been certified by the nominations and elections committee and verified by the Immediate Past-President, all candidates must be notified of the results by the PCA Nominations & Elections Committee Chair.
  2. Once all candidates have been notified, the results can then be made public and posted to the PCA website and other social media platforms.
  3. Results of the election shall be presented to the PCA Executive Council at its next regularly scheduled meeting following the election.

*Adopted: 1/5/2021; Revised: 1/15/2022*

## **D. CONFERENCES**

1. PCA Annual Conference Location
  - a. The PCA President-Elect shall be responsible for selecting the conference location for the year in which the annual conference will be held during their presidency.
2. PCA Annual Conference Theme
  - a. The PCA President-Elect shall be responsible for selecting the conference theme for the year in which the annual conference will be held during their presidency.
3. Division Conferences

- a. No division conferences shall be held in the months September – December in that to avoid conflicting with any potential interests related to PCA Annual Conference.
  - b. Division conferences or training offering more than 1 CE shall be held in the months January-August only.
  - c. As to not compete with the PCA Annual Conference, no other division or branch/region CE offerings taking place between the months of September – December may offer CE that meet or partially meet the licensure requirements for the following:
    - a. 3 hours of continuing education in ethics
    - b. 2 hours of child abuse recognition and reporter training
    - c. 1 hour of continuing education in the assessment, treatment, and management of suicide risks
4. PCA Event Attendance Disclaimer
- a. Registration and attendance at, or participation in, the Pennsylvania Counseling Association (PCA) conferences, meetings, and events constitutes an agreement by the registrant to PCA for use and distribution, now and in the future, of the registrant or attendees’ image or voice in photographs, videotapes, electronic reproductions and audio of such events and activities to illustrate and promote the PCA experience and products.

*Adopted: 6/4/2022; Revised: 6/3/2023*

## **E. AWARDS**

1. PCA Awards Policies and Procedures
  - a. The Award Committee shall consist of a chair or two co-chairs who oversee the PCA awards process. The Award chair (or co-chairs) must be active PCA members.
  - b. All recipients receiving individual awards must be current PCA members. Membership will be verified by the PCA Awards Committee.
  - c. In the case that a group is the recipient of an award, only one member of that group must be a current PCA member. Membership will be verified by the PCA Awards Committee.
  - d. The current PCA President, with the approval of the PCA Executive Board, can make exceptions to grant awards in very rare and unique circumstances to PCA members who have not been formally nominated, so long as that request is made before the annual PCA awards have been ordered.
  - e. The current PCA President, with the approval of the PCA Executive Board, can make exceptions to grant additional awards from any category in very rare and unique circumstances, so long as that request is made before the annual PCA awards have been ordered.
2. PCA Awards Submission and Review Procedures
  - a. Each award nomination is reviewed by reviewers who use a double-blind approach. At least two reviewers review all nominations for an award unless there is only one nomination for an award. Reviewers complete the award specific rubric and rank order the nominations. Award chair (co-chairs) evaluate the rubrics from the reviewers and bring the names of the award winners to the PCA president who confers all winners.
  - b. The following timeline is designed around the annual conference and each step in the timeline will be days before the conference takes place:

- i. 8 Months before PCA Conference - Call for Awards is distributed by email, social media, and posted on PCA Website. Reminders go out every 3-4 weeks.
- ii. 6 Months before PCA Conference - Deadline for nomination submissions. Reviewers score applications.
- iii. June board meeting- Nominations are confirmed by the board. Awards chair/co-chairs contact recipients and gain approval and preferred name and title information for plaque.
- iv. 3 Months before PCA Conference- Awards chair/co-chairs submit award plaque order.
- v. 2 Months before PCA Conference- Awards chair/co-chairs create PowerPoint for Awards ceremony.

### 3. PCA Awards

- a. PCA Outstanding Practitioner Award: Awarded to an outstanding professional counselor for service to the profession; nominees must be current PCA members.
- b. PCA Lifetime Achievement Award: Awarded to a PCA member who is a Commonwealth of Pennsylvania resident and who has demonstrated outstanding dedication, service, and/or achievement in professional counseling.
- c. PCA Outstanding Counselor Education Program Award: Awarded to an outstanding professional counseling program in the Commonwealth of Pennsylvania. At least one member of the counselor education program must be a PCA member.
- d. PCA Outstanding Graduate Student Award: Awarded to an individual who is currently a graduate student in professional counseling within the Commonwealth of Pennsylvania and who shows excellent potential and professionalism; preference will be given to a PCA student member who has had some involvement with the association.
- e. PCA Outstanding Research/Publication Award: Awarded to a PCA member who has contributed to the professional counseling profession through outstanding effort in the area of research and/or publication.
- f. PCA Outstanding Supervisor Award: Awarded to a PCA member who has demonstrated outstanding work as a supervisor in a university, community/mental health counseling, or school setting.
- g. PCA Outstanding Professional Teaching Award: Awarded to a PCA member to honor excellence in teaching in a counseling, counselor education, or counseling supervision program in the commonwealth of Pennsylvania.
- h. David W. Hall Advocacy Award: Awarded to a PCA member who has promoted the profession of counseling through advocacy to whom the many professional counselors in the Commonwealth of Pennsylvania are forever indebted.

### 4. Non-Refereed/Miscellaneous Awards

- a. President's Award: Awarded to the immediate past-president of the Pennsylvania Counseling Association for distinguished service to the Association and unwavering dedication to the counseling profession.
  - i. The purpose of this award is to recognize the immediate past-president with the understanding that they are completing their 3-year term and actively serving as an advisor to the current president. In cases where the immediate past-president is removed from serving in that role and unable to serve out the completion of a 3-year term, this award will be given to the past-president who is actively serving in the capacity of immediate past-president and advisor to the current president.
  - ii. The awards chair is responsible for ensuring an awardee is confirmed by the president and placing the order for the award.
- b. Keynote Speaker Gift: In the event that the current PCA President wishes to commemorate the keynote speaker with a plaque, the president will inform the awards chair who will be responsible for placing the order for the plaque.

*Adopted: 10/14/2022*

## **F. OFFICIAL JOURNAL**

- 1. The Journal of the Pennsylvania Counseling Association



- a. Consistent with the PCA bylaws, The Journal of the Pennsylvania Counseling Association shall be the official journal of PCA and shall be managed by an editor.
- b. The Journal of the Pennsylvania Counseling Association shall be made publicly available on the PCA website.

## 2. Editor

- a. The editor shall be appointed by the president and confirmed by the executive board. The journal editor shall serve for 3 years and may seek a 1 time reappoint for second 3-year term.
  - i. A vacancy in the office of journal editor during an appointed 3-year term shall be filled through appointment by the current president and confirmed by the PCA Executive Council. Once a new editor has been confirmed, they will complete the current term. Upon completion of the current term, the journal editor will be eligible for appointment for two additional 3-year terms.

*Adopted: 10/14/2022*

## **G. CONTINUING EDUCATION**

### 1. The National Board for Certified Counselors

- a. The Pennsylvania Counseling Association has been approved by NBCC as an Approved Continuing Education Provider (ACEP) No. 2039.
- b. The National Board for Certified Counselors shall be the sole CE provider for any and all PCA sponsored events. PCA will neither fund nor offer CE from any other provider.
- c. Consistent with the NBCC Continuing Education Provider Policy, PCA may offer NBCC credit for live, in-person and online programs and, home study programs.
- d. Programs that do not qualify for NBCC credit must be clearly identified. The Pennsylvania Counseling Association is solely responsible for all aspects of the program.

### 2. Eligible Providers

- a. The Pennsylvania Counseling Association will only provide continuing education sponsorships for its Chapters, Divisions, and Committees.
- b. The Pennsylvania Counseling Association will not provide continuing education sponsorships to individuals.

*Adopted: 6/3/2023*

## **H. SPONSORS, ENDORSED PRODUCTS, AND ADVERTISEMENTS**

### 1. Conference Sponsors

- a. Sponsorship of PCA events by outside groups will be allowed at the advice of the conference committee in consultation with the marketing and public relations committee and with the express approval by the President of PCA.
  - i. All approved sponsors will be required to explicitly agree to the rules and regulations as outlined in the conference and exhibitor contract.

2. Website Sponsorships

a. Sponsorship of PCA events by outside groups will be allowed at the advice of the marketing and public relations committee and with the express approval by the President of PCA.

3. PCA Endorsed Products, Advertisements, Services, etc.

a. PCA will not officially endorse programs, products, projects, or proposals.

*Adopted: 6/3/2023*