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Pennsylvania Counseling Association (PCA)

6-8-2019

2019-06-08 PCA Comprehensive Reports

Pennsylvania Counseling Association

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PCA Report

Date: June 8, 2019

Division/Branch/Position: President

Chair Person Name:

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

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

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

Discussion Item(s):

1. **The PCA Executive Council shall be composed of the Officers of the Association and one (1) representative from each chartered Division, Chapter, and Special Interest Group. Each member of the PCA Executive Council shall be entitled to one (1) vote, with the exception of the President, who may vote only in the event of a tie.**

I. Voting Members

A. Officers of the Pennsylvania Counseling Association

- i. President: Joe Behun (tie breaker)
- ii. President-Elect: Nellie Scanlon
- iii. Past-President: Charles Jacob
- iv. Treasurer: Derek Parker
- v. Secretary: Kristen Hawk

B. Branch Chapter Officers

- i. GPACA: Astra Czerny
- ii. NEPCA: Kevin Snow
- iii. GPCA: Mark Shoaf

C. Branch Division Officers

- i. PACES: Eric Owens
- ii. PALGBTIC: Ryan Gruber
- iii. PAMCD: Krista Mallot
- iv. PASGW: Matt Nice
- v. PCCA: Lauren Brubaker
- vi. PASERVIC: Mike Verona

- vii. PACAC: Vacant
- D. Branch Special Interest Group Officers**
 - i. PAMGCA: Michelle Steimer

II. Non-Voting Members

E. Standing Committees

- i. Conference: Ashley Deurlein & Ryan Bowers
- ii. Bylaws/Ethics: Gregory Roth
- iii. Finance/Budget: Derek Parker
- iv. Government Relations: Travis Schermer
- v. Membership: Angelica Galvan
- vi. Nominations and Elections: Vacant
- vii. Professional Development: Ashley Deurlein
- viii. Archives: Mark Kenney

F. Special Committees

- i. Awards: Ryan Bowers
- ii. Graduate Student Liaison: Nicole Flack
- iii. Journal: Vacant
- iv. Past Presidents: Paul Datti
- v. Social Media: Kathryn Nuff

- 2. **Professional Development and Conference Date Planning**
 - a. Consider fall branch and division professional development opportunities that may compete with the PCA Annual Conference.
- 3. **Strategic Plan: Vision (For Discussion Only)**
 - a. **Current PCA Vision:** The Pennsylvania Counseling Association is an organization of professional counselors who value a collegial community, continuous learning, service to others, visionary leadership, and a commitment to professional ethics and standards of practice.
 - b. **Proposed New PCA Vision Edit#1:** To foster a strong counseling identity, advocacy, cultural inclusivity and social justice, servant leadership, professional development, and scholarship.
 - c. **Proposed New PCA Vision Edit#2:** To ensure that all individuals have access to the highest quality counseling services, provided by highly trained, ethical counselors.
 - d. **Proposed New PCA Vision Edit#3:** To ensure that all individuals have access to ethical, competent, and skilled professional counselors.
- 4. **Strategic Plan: Values (To be continued...)**

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

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

Action Item(s):

1. Strategic Plan: Mission (Board Vote)

- a. **Current PCA Mission:** As a state branch of the American Counseling Association, the Pennsylvania Counseling Association accepts the responsibility to serve and represent Pennsylvania's professional counselors by providing leadership and professional development. The purpose of the association is to enhance human development throughout the life span and to promote professional counseling.
- b. **Proposed New PCA Mission:** As a State Branch of the American Counseling Association, the Pennsylvania Counseling Association promotes and supports the ethical and culturally inclusive practice of professional counseling in Pennsylvania and protects and advocates for all counselors and the clients we serve

PCA Report

Date: 5/16/19

Division/Branch/Position: President-Elect

Chair Person Name: Nellie Scanlon

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES** **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES **NO**

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Over the last several months I have been working on the following items:

- work with Government Relations, Joe Behun, and Stacy Gomlich to ensure that PCA continues to have a legislative voice on behalf of Professional Counselors (PCs) in PA.
- collaborate with Conference Co-Chairs Ashley Duerlein and Ryan Bowers to plan for the 2019 PCA Conference
- plan 2018-2019 PCA budget with Derek Parker and Joe Behun
- support new marketing strategies for PCA conference lead by Steve Kuniak
- attended Advocacy Day 2019 in Harrisburg

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

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

Discussion Item(s):

Option # 1 August 17th Board meeting: I would like everyone to discuss whether a Board retreat is something that would be helpful for the next meeting. This would be held at The Penn Stater in State College on Saturday, August 17th from 8 am to 4 pm. The goal would be for new board members and remaining board members to learn what the function of the board is, how board meetings run, how the by laws guide our actions, and to all talk with each other and plan for the coming year. The morning would be to educate everyone on the by- laws, Robert's Rules, and to brainstorm and collaborate with each other. We would then have a catered lunch

together and the afternoon would be for the PCA Board Meeting. We would offer overnight accommodations at The Penn Stater for those who would like to travel in the night before the retreat. And it might be fun to meet up for appetizers and drinks that night too.

Option # 2 August 17th Board meeting: If most people decide that a retreat is not needed or will be well attended, we have the option of having the Board meeting at Duquesne University.

I would like to see people come together for a retreat. I have learned that in the past this was something that was done so that folks could get to know each other and so that everyone could share ideas about how to make the organization the most effective it can be for the members and all PA counselors. And I believe that having FUN is a part of that very process.

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

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

Action Item(s)

1. Contract with Deneen Pennington: please see the attached contract from 2015-2018 as a point of reference. Do we want to keep the contract the exact same or change any of the services based on what we need? Please find the most recent contract attached to this report. Derek has been researching what our website host, TCS, is contracted to do for PCA and we have tried to understand if we are paying for the same services twice. It appears perhaps we are paying TCS to do many things that we are also paying Deneen to do. He will speak to this in his report.



February 1, 2015

**Contractual Agreement between the
Pennsylvania Counseling Association (PCA)
and Creative Management Alliance Inc. (CMA)**

Creative Management Alliance Inc., located at 305 N Beech Circle, Broken Arrow, OK 74012, will provide digital management services for the Pennsylvania Counseling Association (PCA) starting February 1, 2015 and terminating June 30, 2018.

Creative Management Alliance agrees to assume the responsibilities of PCA as outlined below:

Website Services: (\$150 per month)

- Manage the PCA Website, utilizing the services of TCS Software as the website host and database licensed vendor
- Secure online payment options for credit cards (using Pay Pal System directed to PCA's account) and mail-in funds procedures
- Produce up to three electronic bulletins per month to update members on association news and events (content to come from PCA board and leaders)
- Periodically update website content

Membership Services: (\$7 per member)

- Maintain the PCA membership database
- Process membership (new and renewed) including payment processing, and electronic notification; track divisional membership (total of eight)
- Maintain membership renewal system whereby members receive two electronic notifications for renewal and one follow-up "we want you back" notification once lapsed
- Process requests for and mail customized membership certificates (extra cost of \$7 per certificate)

Conference Services: (\$10 per registrant)

- Update website to include conference/event information; notify membership
- Receive check and credit card payments; electronically send confirmations
- Maintain weekly registration lists two months prior to event date and provide data electronically
- Generate final list and send electronically to conference chair/contact

Reporting:

- CMA will provide a list of transactions/deposits on a monthly basis
- CMA will provide a membership reports monthly
- CMA will invoice monthly for work performed

Costs not included in this agreement:

- Monthly licensing fee from TCS Software estimated at a cost of \$250 per month (detailed in their proposal)

MSA Performance Reviews:

PCA Board and the staff at Creative Management Alliance will communicate via conference call quarterly as needed. Both parties will provide feedback on the levels of service, suggestions for improvements, and levels of success. This information can be used as a basis for discussion among the PCA Board in setting expectations and budgets for the following fiscal year.

Cancellation of Services:

In the event for the need to cancel management services, both parties agree to provide each other with a 6 month advance notice (OR LONGER) in writing. While this is never the intention for this agreement to end abruptly, it is important for both parties for PCA members to continue receiving services. Cancellation of services may be based on limited to lack of funding, unsatisfactory completion of responsibilities, change of board/management company direction, etc.

I agree to these conditions:



Deneen Pennington

Owner, Creative Management Alliance, Inc.

Michelle Bruno

PCA President 2014-15

PCA Report

Date: 5/20/19

Division/Branch/Position: Secretary

Chair Person Name: Kristen Hawk

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES** **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES **NO**

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

- Sent call for reports for June meeting
- Created cumulative report and sent to President to set the agenda
- All meeting documents were sent to board prior to the meeting
- Will be in touch with incoming secretary to help them transition to new role

*I regrettably will not be in attendance for my last PCA meeting so I just wanted to express my gratitude for a very rewarding 7 years. I hope to cross paths with you all again.

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

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

Discussion Item(s):

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

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

Action Item(s):

PCA Report

Date: May 17, 2019

Division/Branch/Position: Treasurer

Chair Person Name: Derek J. Parker

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

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

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

Discussion Item(s):

- Quarterly Budget Report – I will pass out a copy for everyone in the room.
- Discussion regarding finances moving forward

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

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

Action Item(s):

- 2019-2020 Budget Proposal

PCA Report

Date: 18 May 2019

Division/Branch/Position: Pennsylvania Military Government Counseling Association (PMGCA)

Chair Person Name: Michelle Steimer

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

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

YES NO

If attending via conference call, please provide phone number: 412-722-7602

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

As of the date of this report, the Pennsylvania Military and Government Counseling Association (PMGCA) is requesting to transition from a special interest group to a division of PCA. Dr. Michelle Steimer serves as the current chair and Mrs. Heather Uphold serves as the secretary/treasurer. Recruitment continues and membership is expected to increase once division status is obtained as it permanence will be gained by the organization. Special interest group leadership has reached out to members to ensure that each updates their online enrollment so that we reflect accurate membership numbers. Dr. Steimer continues to work with the national chapter for Military and Government Counseling Association that falls under the American Counseling Association. Dr. Steimer attended the 2019 ACA Conference in New Orleans and met with the national chapter.

The current events planned for this upcoming quarter include:

1. Conducting a Zoom meeting for new membership
2. Starting a quarterly newsletter for members and strategic partners
3. Preparation for the upcoming PCA Conference

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

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

Discussion Item(s):

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

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

Action Item(s):

- Request a board vote to transition the Pennsylvania Military and Government Counseling Association from a special interest group to a division of the Pennsylvania Counseling Association.

Pennsylvania Military and Government Counseling Association Proposed Bylaws

A (Proposed) Division of the Pennsylvania Counseling Association

- ARTICLE I: NAME AND MISSION
- ARTICLE II: MEMBERSHIP
- ARTICLE III: MEETINGS
- ARTICLE IV: ELECTED OFFICIALS
- ARTICLE V: DUTIES OF THE OFFICERS OF EXECUTIVE COMMITTEE
- ARTICLE VI: BUSINESS AND AFFAIRS OF THE ASSOCIATION
- ARTICLE VII: PARLIAMENTARY AUTHORITY
- ARTICLE VIII: AMENDMENTS AND REVISIONS

ARTICLE I: Name and Mission

Section 1. Name

The name of this association shall be the "Pennsylvania Military and Government Counseling Association," herein referred to as the "Association," "PMGCA," or "Pennsylvania Military and Government Counseling Association."

Section 2. Mission

The association, abiding by the policies set forth by the PMGCA, the PCA, the MGCA, and the ACA, is formed to:

- a. Encourage and deliver meaningful guidance, counseling, and educational programs to all members of the military, veterans, government workers, and their families.
- b. Provide professional development and training to association members.
- c. Develop and promote the highest standards of professional conduct among counselors and educators working with the military, veterans, government workers, and their families.
- d. Advocate for appropriate and effective treatment for military, veterans, and their families.
- e. Encourage and deliver meaningful guidance, counseling, and educational programs to all members of the Armed Services, their family members, and civilian employees of State and Federal Governmental Agencies.
- f. Encourage development of professional monographs and convention/conference presentations by any of these agencies.
- g. Develop and promote the highest standards of professional conduct among counselors and educators working with Armed Services personnel and veterans, as well as State and Federal Government Agencies.
- h. Establish/reestablish, promote, and maintain communication between government and military organizations and the general public.
- i. Collaborate with the national division of MGCA by providing reports, newsletter articles, presentations, and other activities that build unity for the mission of the national division.

ARTICLE II: Membership

Section 1. General Requirements

Membership in the Association shall be of several types (Professional, Associate, Student, Retired) 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. All members must be member of the Pennsylvania Counseling Association.

Section 2. Types of Membership

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

member, one does not have to be employed as a professional counselor (or a practitioner of a closely related profession) or supervisor of counselors. In addition, associate members need not reside in Pennsylvania or be employed in the state of Pennsylvania. An Associate member is not eligible to hold office in the Association, but is eligible to vote on all matters except as restricted by the bylaws.

- c. 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 online institution of higher education graduate program preparing for professional counseling or a closely related profession. Student members have the same rights as Professional members.
- d. 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).

Section 3. Severance of Membership

- a. PMGCA members shall adhere to the ACA Code Ethics. If a person is dropped from ACA membership, after having had a hearing by the ACA Ethics Committee, that person shall also be dropped from membership of PMGCA.
- b. A member shall be dropped from membership for the nonpayment of dues.

ARTICLE III: Meetings

Section 1. Notice of Membership Meetings and Actions

The annual meeting shall be held in conjunction with the annual Pennsylvania Counseling Association Conference. The Association may hold meetings at a time and place fixed by the Executive Committee with 30 days' notice to the membership. Meeting notice may be provided by newsletter, website, or email.

Section 2. Meetings

- a. The annual membership meeting shall be held at the annual PCA Conference.
- b. Executive Committee meetings are open to all members of PMGCA.
- c. During the membership meetings, the leadership will apprise members of important decisions, elicit feedback and input on pending decisions, and seek ideas on future directions of the organization.
- d. If any votes are conducted at membership meetings, there must be a quorum, which will be $\frac{3}{4}$ of the members present at the meeting and at least 50% of the Executive Committee.
- e. If the division requires a membership meeting, beyond the annual membership meeting, the Executive Committee can call for this meeting, which can be held electronically. Membership will be given at least 2 weeks notice of any emergency meeting and 30 days notice of any additional meetings. If the annual business meeting is cancelled, the members will be notified electronically of the cancellation and the annual membership meeting will be held using an

electronic platform. Membership will be given a 30-day notice of the scheduled meeting date, which will include a link to the electronic platform.

ARTICLE IV: Elected Officials

Section 1. Officers

- a. The officers of PMGCA shall form the Executive Committee.
- b. In year one, the officers shall be the President, Executive Mentor, Secretary, Treasurer, and two Student Representatives.
- c. In year two, the Executive Committee will be comprised of the President, Executive Mentor, Secretary, Treasurer, Past-President, President-Elect, and two Student Representatives.

Section 2. Functions of the Executive Committee include:

- a. to establish policies and govern the affairs of PMGCA
- b. to reflect and act upon concerns of the general membership.
- c. to approve the annual budget.
- d. to adopt and amend PMGCA bylaws.
- e. to initiate and sponsor activities of PMGCA that further the organization's mission.

Section 3. Meetings of the Executive Committee

- a. The Executive Committee shall convene at the annual conference of PCA. Additional meetings of the Executive Committee may be held at other times when any three (3) voting members shall submit a written request to the President and this request is approved by two-thirds of all voting members of the Executive Committee. This vote may be an e-mail vote. The President shall arrange the time and place of such additional meetings. Notice thereof shall be given to all members of the Board of Directors at least 30 days prior to such additional meetings. In cases of special circumstance, the President in consultation with the President-Elect and Past President may call for additional meetings of the Executive Committee. In such cases, the meetings may be conducted through remote communications.
- b. The President of PMGCA shall preside at meetings of the Executive Committee, and in the President's absence, the President-Elect shall preside.
- c. Each member of the Executive Committee shall have one (1) vote. A majority of the voting members of the Executive Committee shall constitute a quorum. The President votes only in the case of a tie.
- d. Except for special circumstances meetings, PMGCA members will be notified 30 days before Executive Committee meetings, which are open to members of PMGCA.

Section 4. Appointment, Nomination, and Election of Officers

- a. Inaugural-year (2019-2020) officers shall be appointed by the PMGCA President.
- b. Student Representatives and Committee Chairs will be elected by officers.

- c. The nomination and election of officers in subsequent years shall be done electronically.
- d. There shall be established a Nomination and Election Committee consisting of the Past President as chair and two other members who shall be members of PMGCA in good standing, appointed by the President, but subject to confirmation by the Executive Committee. No member of the Nomination and Election Committee may serve more than two consecutive years.
- e. The Nomination and Election Committee shall submit to the Executive Committee for its approval the proposed procedures for carrying out the annual election.

Section 5. Election and Terms of Officers

- a. The President, Executive Mentor, Secretary, and Treasurer shall be elected at large from among the regular members of PMGCA
- b. Elected officers shall not be candidates to succeed themselves in office.
- c. The official announcement of the election results shall occur by email sent to the PMGCA membership and posted on the PCA and PMGCA websites. The announcement will also be sent to the MGCA Board of Directors who has the right to publish elective officers' names in accordance with MGCA bylaws.
- d. The term of President, Executive Mentor, and Secretary shall begin on July 1, and shall be for a period of one (1) year, or until their successors are elected or appointed and assume office. The term of Treasurer shall begin on July 1 and shall be for a period of (2) years, or until their successor are elected or appointed and assume office.
- e. The President-Elect, elected annually, shall hold office for one year, and shall succeed to the Presidency for a one-year term, and then to the immediate Past-Presidency for a one-year term.
- f. The newly elected Secretary-Elect will shadow the current Secretary from the time of the election through June 30.
- g. The newly elected Treasurer-elect will shadow the current Treasurer from the time of the election through June 30.
- h. In the event of the death, resignation, or dismissal of an elected or appointed officer other than the President or President-Elect, a replacement shall be appointed by majority vote of the Executive Committee on the recommendation of the President to serve out the unexpired term of the office.
- i. In the event of the death, resignation, or dismissal of both the President and President-Elect, the Past President convenes the Executive Committee to elect members from the Committee to fill the vacant positions for the remainder of the term.
- j. Unless otherwise stated in these Bylaws, an elected/appointed officer shall not serve in two (2) offices at the same time.
- k. Officers of the PMGCA shall serve without financial compensation.

ARTICLE V: Duties of Officers of the Executive Committee

Section 1. The President shall be the principal officer of this association and shall:

- a. Preside at the Annual Meeting, meetings of the Executive Committee, and any special meetings;
- b. Be an ex officio member of all committees;

- c. Serve PMGCA in any capacity required by that association;
- d. Appoint all standing and special committee chairs, subject to the approval of the Executive Committee;
- e. Ensure that a well-rounded program is developed for the year to include projects and activities geared to achieving the purposes for which this association is formed.
- f. Submit an annual written report to the President of the PCA in accordance with PCA bylaws.
- g. Accept responsibility of making legislative suggestions to PCA.
- h. Correspond with President or representative of PCA or national MGCA to ensure continuity with the association's mission.
- i. Notify candidates of election results.
- j. Perform such duties as directed by the executive council.
- k. Be responsible for delegating conference planning during his/her year as President.

Section 2. President Elect shall:

- a. Perform the duties of the President in the absence of the President.
- b. Assume the office of the President in case of an emergency and the office of the President becomes vacant.
- c. Work closely with the President and act in any capacity requested by the President and consistent with the bylaws of the PMGCA
- d. Be primarily involved with developing the association's program for the year.
- e. In case of an emergency and the office of the President Elect shall become vacant the President shall appoint a new President Elect, subject to the approval of the Executive Committee.

Section 3. Immediate Past President shall:

- a. Work with the President and the President Elect to assure continuity in affairs of this association.
- b. Serve in any capacity requested by the President, the Executive Committee, or PCA.
- c. Serves as the Chair of the Awards Committee and Nominations Committee.
- d. To perform other duties as directed by the Executive Council.

Section 4. Executive Mentor shall:

- a. To serve as a member of the PMGCA Executive Council.
- b. Utilize current and previous experience to provide advice, guidance, and feedback to Executive Council, which supports the growth of PMGCA
- c. To identify growth edges and provide feedback on areas of improvement.
- d. To connect the Association with resources and make recommendations that contribute to overall success.

Section 5. Secretary shall:

- a. To assist the President and other officers in the capacity of the consultant and advisor and shall assist the officers of PMGCA as necessary.
- b. To be responsible for recording the minutes of the Executive Council and PMGCA meetings and shall perform the duties customary to the office and such additional duties as directed by the Executive Council.

Section 6. Treasurer shall:

- a. To represent PMGCA in assuring the receipt and expenditure of funds in accordance with the directives established by the PMGCA Executive Council.
- b. To prepare and present financial status reports of PMGCA to the Executive Council and members at annual PMGCA meeting.
- c. To collaborate with Executive Council members on matters related to membership dues, billing, and accounting.
- d. To perform the duties customary to the office and such additional duties as directed by the Executive Committee.

Section 7. Graduate Student Representatives (2):

- a. Appointed by the President to serve as a member of the PMGCA Executive Committee.
- b. To report to the Executive Committee the needs of the general membership, with emphasis on graduate student and new professional concerns.
- c. One Student Representative should be a doctoral student/candidate and one a master's level student.

Section 8: Dismissal of Officers

- a. An officer may be removed from his or her elected or appointed position for any of the following reasons:
 - i. Any conduct that injures PMGCA or adversely affects its reputation;
 - ii. Any conduct that is contrary to or destructive of its mission according to the Bylaws and the ACA Code of Ethics;
 - iii. Non-performance of duties.
- b. Any voting member of the Executive Committee may initiate the removal process.
- c. Dismissal of officers requires a two-thirds majority of the voting members of the Executive Committee.

ARTICLE VI: Business and Affairs of the Association

Section 1. Severable or Transferable Interest.

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

Section 2. Control and Management.

All property of the Association shall be subject to the control and management of the PMGCA Executive Committee. Any accumulation or disposal of real property, except upon dissolution of the Association, must be approved in advance by the PMGCA Executive Committee.

Section 3. Disposal upon Dissolution.

On dissolution or final liquidation, the PMGCA Executive Committee shall, after paying or making provision for the payment of all the lawful debts and liabilities of the Association, distribute all the assets of the PCA. No assets of the Association shall be distributed to any of the PMGCA members. Association records shall be turned in to the PCA.

Section 4. Appropriation of Association Funds.

- a. No appropriations of Association funds shall be made except pursuant to the authority of the PMGCA Executive Committee.
- b. The PMGCA Executive Committee shall adopt an annual budget.

Section 5. Association Year.

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

Section 6. Reports.

Members of the PMGCA Executive Committee shall be sent quarterly income and expense reports from the Treasurer showing the financial state of the Association.

ARTICLE VII: Parliamentary Authority

Robert's Rules of Order current edition shall govern the proceedings of the association in all cases to which they are applicable. A Parliamentarian will attend meetings with no voting power.

ARTICLE VIII: Amendments and Revisions of Bylaws

Section 1. Amendment.

- a. Amendments to the bylaws may be acted upon at the annual meeting of the association if presented in writing to all members of the association at least thirty (30) days before the meeting at which the proposed change is to be considered. If approved by two-thirds of the members present, proposed amendments to the PMGCA bylaws will be submitted to the PCA Board of Directors for approval.
- b. These bylaws shall take effect immediately following PCA Board of Directors approval and shall supersede any previous bylaws and all provisions and amendments thereof.

Section 2. General Statement.

No member of the PMGCA shall discriminate against any individual on the basis of culture, disability, race, religion/spirituality, gender, gender identity, sexual orientation, marital/partnership status, language preference, socioeconomic status, immigration status, or any basis proscribed by law.

PCA Report

Date: May 6, 2019

Division/Branch/Position: GPACA

Chair Person Name: Astra Czerny

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

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

YES NO

If attending via conference call, please provide phone number: 704-763-7310

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

GPACA successfully held its second trauma symposium on February 23, 2019 at Thomas Jefferson University in Philadelphia. We had over 80 attendees and over 18 different breakout sessions. The feedback was very positive and overall the event was a great success.

GPACA will hold a career fair on June 15, 2019 at Philadelphia College of Osteopathic Medicine. The career fair will feature roundtable discussions on the following topics: Resume writing, Social Media, Licensing, and Private Practice. In addition, local employers will be present to speak to attendees regarding job openings and opportunities.

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

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

Discussion Item(s):

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

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

Action Item(s):

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PCA Report

Date: May 19, 2019

Division/Branch/Position: Greater Pittsburgh Counseling Association

Chair Person Name: Mark Shoaf, LPC, president

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES** **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES **NO**

If attending via conference call, please provide phone number:
724-822-1252

Report:

As of our last board meeting on 4/8/19 GPCA has 55 active members and a fund balance of \$3,847.13. The next quarterly Board meeting is Monday July 8 at Carlow University.

GPCA's new grad student representative and Facebook administrator is Dixie Schultz from Carlow University. Our goal is to increase our presence online to assist members and potential members.

GPCA continues its annual tradition of participating in the NAMI Walk on 10/6/19. As of right now, there will be 2 GPCA representatives attending the PCA Conference November 8-10, 2019. Additionally Paula Kauffman-Oberly and Melanie Kautzman-East attended Advocacy Day in April.

GPCA hosted a grad student and professionals round table on May 17th at Carlow University organized by Melanie Kautzman-East.

GPCA continues to host peer consultation sessions as follows

Monday, May 13, 2019 6-7 PM
Facilitated by GPCA President-Elect, Melanie East-Kautzman

Monday, June 10, 2019 6-7 PM
Facilitated by GPCA Allegheny County Representative, Mary Matlak

Monday, July 8, 2019 7-8 PM (following GPCA Executive Board meeting)
Facilitated by GPCA Current President, Mark Shoaf

Our current officers are: Mark Shoaf President; Melanie Kautzman-East President-Elect; Erin Neuman-Boone Past President; Paula Kauffman-Oberly Treasurer; Kathleen Hays Secretary.

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

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

Discussion Item(s):

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

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

Action Item(s):

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PCA Report

Date: 5/5/19

Division/Branch/Position: NEPCA

Chair Person Name: Kevin C. Snow

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **XYES** **NO**

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

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** **XNO**

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

Discussion Item(s):

- **Nothing to report.**

Action Item for Upcoming PCA Meeting: (please highlight one) **YES** **XNO**

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

Action Item(s):

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PCA Report

Date: 5/19/19

Division/Branch/Position: PACES

Chair Person Name: Eric Owens

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES** **NO**

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

At the time of this report, PACES can report on the following:

- PACES is working with the PCA president, the school counseling consortium, PSCA and other PCA committees on HB1401 (requiring mandatory ratios for school counselors statewide). Working on drafting a position statement as well as exploring how PACES members can advocate for not only HB1401, but also education funding to allow HB1401 to be acceptable to other constituencies.
- PACES has requested an update from ACES regarding their evaluation of the status of the ASCA SPA requirements and its potential impact on counselor education programs statewide.
- The PACES division meeting for Fall will occur at the PCA conference in November.

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

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

PCA Report

Date: May 27, 2019

Division/Branch/Position: President, PALGBTIC

Chair Person Name: Ryan Gruber

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Current Projects:

- Professional Development Committee: Worked with a member on presentation proposals for GPACA Trauma Symposium. On March 13, completed webinar with PAMCD. Potential PreConference Institute and PALGBTIC Track for Annual PCA Conference. Potential collaborations on track include presentations with PASGW and PASERVIC.
- Elections/Nominations Committee: this process is completed. At the time of this report, the board is waiting for the final results. The board has been working on transition services for a potential change of officers.
- Publicity Committee: Number of posts has increased, including the variety of resources available. This has increased the average number of views for each post. Looking to create foundational videos with Professional Development committee as an additional resource on social media, as well as for training and presentations.
- Social Advocacy Committee: This committee will close as the division calibrates to other projects.
- Budget Committee: Quarterly review of the inaugural budget has shown to be a success. The division's budget committee is working on gaining feedback for the 2019-2020 budget.
- Dominick Petitto has agreed to be PALGBTIC's representative on the PCA Conference Committee. Email to committee chairs with individual's email address was sent.
- President & Treasurer attended the PCA Advocacy Day.

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

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

Discussion Item(s):

- PALGBTIC is looking to update pricing for a potential PreConference Institute this year to include a PALGBTIC member rate. Is this within the PCA webmaster (registration manager) ability?

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

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

Action Item(s):

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PCA Report

Date: May 16, 2019

Division/Branch/Position: PAMCD

Chair Person Name:

If chair is not attending, please indicate name of designee: Fawn Robinson or Alicia Emmanuel

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) NO

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

YES

If attending via conference call, please provide phone number: Not sure

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

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

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

Discussion Item(s):

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

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

Action Item(s):

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PCA Report

Date: 5/19/19

Division/Branch/Position: PASGW

Chair Person Name: Matthew Nice

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

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

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

Discussion Item(s):

- n/a

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

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

Action Item(s):

- n/a

PCA Report

Date: 5/17/19

Division/Branch/Position: Pennsylvania College Counseling Association (PCCA)

Chair Person Name: Lauren Brubaker (President-Elect)

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number:

Report:

Since the last meeting:

- PCCA continues to work toward reactivation as a state division of the American College Counseling Association as we have exceeded the minimum membership requirement of 15; we are currently working towards getting approval for our new bylaws so that these can be submitted to ACCA.
- PCCA has developed a Facebook page (in the process of launching) to promote awareness of the division as well as member interaction and involvement

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

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

Action Item(s):

- PCCA is submitting new bylaws which reflect the change in membership rules regarding all members needing to belong to PCA, and is asking the board to approve these bylaws.

BYLAWS
PENNSYLVANIA COLLEGE COUNSELING ASSOCIATION
A division of the Pennsylvania College Counseling Association

Preamble

Some college counselors in the state of Pennsylvania, desiring to establish a professional counseling association distinctly for college counselors, have pursued regional college counseling organizations and state-wide counseling organizations to initiate contact with other like-minded professionals to create a state-wide professional organization which will serve as a professional network and continuing education resource with a specific focus on personal college counseling.

Article I
Name and Mission

Section 1. Name. The name of this Association will be the Pennsylvania College Counseling Association (PCCA). It is a division of the Pennsylvania Counseling Association.

Section 2. Mission. PCCA is an Association for those persons in higher education to include colleges, universities, community and technical college settings, whose professional identity is counseling and whose purpose is fostering students' development. PCCA strives to support and enhance the practice of college counseling, to promote ethical and responsible professional practice, to promote communication and exchange among college counselors across service areas and institutional settings, to encourage cooperation with other organizations related to higher education and college student development, and to provide leadership and advocacy for the profession of counseling in higher education.

Section 3. Diversity Statement. The members of the Pennsylvania College Counseling Association (PCCA) provide programs and services that adhere to the mission of PCCA and that enhance the learning experience for students through the promotion of social justice, community development, civility, and stewardship. PCCA recognizes that multi-dimensional diversity enriches the campus community and enhances opportunities for human understanding, both of which contribute to the collegiate experience for all. Therefore, we pledge to provide college counseling services that nurture environments where similarities and differences among people are recognized, respected, and honored.

Article II Membership

Section 1. Membership. Persons may qualify for membership in PCCA in the following ways:

Section 2. Types of Memberships.

- (a) Professional Member – A professional whom is employed in or retired from a higher education institution as a counselor and possesses at least a master’s degree in counseling or a closely related field from an institution of higher education.
- (b) Student Member – A student engaged in graduate study in counseling or a closely related field in an accredited institution.
- (c) Associate – A person who supports PCCA’s mission and who has an interest in affiliation without meeting requirements for professional or student membership.

Section 3. Application Procedure. Any person desiring to become a member of PCCA shall make application through membership in the Pennsylvania Counseling Association (PCA). Membership is effective upon approval of the applications and the payment of dues.

Section 4. Rights and Privileges. All members of the Association shall have the right to vote on matters coming before the Association. All professional and student members who are also members of the PCA shall be equally eligible for election to office. All members of the Association shall have the right to membership on or appointment to any committee of the Association for which they qualify.

Section 5. Dues. Annual association dues for members shall be established by the officers.

Section 6. Ethics. PCCA members will abide by the ACA Code of Ethics and Standards of Practice or of their primary professional affiliations.

Section 7. General Membership. General membership in PCCA requires membership in PCA.

Section 8. Severance of Membership. Failure to pay dues at the prescribed membership level shall be interpreted as withdrawal from membership at that level. Members disciplined or expelled from membership by their primary professional affiliation will be dismissed from PCCA as well.

Article III Officers

Section 1. Officials. The elected officers of PCCA shall be the President, the President-Elect, the Immediate Past President, Secretary, Treasurer, four Regional Representatives, and two Student Representatives. Together, these officers shall comprise the Executive Council. All elected officers must be members of the Pennsylvania Counseling Association in good standing at the time of, and during, their term of office.

Section 2. Duties of Officials.

(a) President

- (1) To exert leadership in achieving the purposes of PCCA.
- (2) To preside at business meetings of PCCA, the PCCA Executive Council, and other business meetings and conventions.
- (3) To appoint directors of both standing and special committees of PCCA which are established under the office of President, except as otherwise specified in these Bylaws.
- (4) To serve ex-officio on all committees of PCCA.
- (5) To submit all reports and other information as may be requested or required by PCA.
- (6) To notify candidates of election results.
- (7) To perform such other duties as directed by the Executive Council.
- (8) Shall be responsible for the convention planning during his/her year as President.

(b) President-Elect

- (1) To serve as a member of the PCCA Executive Council.
- (2) To perform such other duties as directed by the Executive Council or the President.
- (3) To perform duties of the President in the event of resignation, incapacity, absence, or death of the President.

(c) Past-President

- (1) To serve as a member of the PCCA Executive Council.
- (2) To serve as Director of the PCCA Committee on Nominations and Elections.
- (3) To perform the duties of the President-Elect in the event of the resignation, incapacity, absence, or death of the President-Elect.
- (4) To perform such other duties as directed by the Executive Council.

(d) Secretary

- (1) To serve as a member of the PCCA Executive Council.
- (2) To keep records of the proceedings of the meetings of PCCA, the PCCA Executive Council, or other business meetings.
- (3) To conduct the official correspondence of the PCCA, when requested by the President.
- (4) To prepare written reports of standing and special committees for the Executive Council and the PCCA business meeting as called for.

(e) Treasurer

- (1) To serve as a member of the PCCA Executive Council.
- (2) To be a part of the quorum at all meetings.
- (3) To review, approve, and prepare disbursements authorized by the PCCA Executive Council.
- (4) To prepare and present financial status reports of PCCA to the Executive Council and PCCA membership at scheduled meetings.
- (5) To collaborate with Executive Council members on matters related to membership dues collections, billing, and accounting.
- (6) To perform other such duties as directed by the Executive Council.

(f) Regional Representatives (One from each of the following regions: Western PA, Central PA, Southeastern PA, Northeastern PA)

- (1) To serve as a member of the PCCA Executive Council.
- (2) To report to the Executive Council the needs of the regional membership.
- (3) To collaborate with other regional representatives on the needs, development, and growth of the general membership as a member of the membership committee.
- (4) There shall be four Regional Representatives: one from each of the following regions: Western PA, Central PA, Southeastern PA, Northeastern PA. The Executive Council, at the request of any Regional Representative, may submit a slate of Regional Representatives that allows for the sharing of a region by two representatives. Should this be requested, the distribution of duties of this position will be determined by the two individuals sharing the position.
- (5) Regional Representatives elected by the membership will have voting privileges only if so ordered by executive action.

(g) Student Representative

- (1) To serve as a member of the PCCA.

- (2) To report to the Executive Council the needs of the general membership, with particular emphasis upon graduate student and new professional concerns.
- (3) To perform such other duties as directed by the Executive Council.
- (4) There shall be two Student Representatives, one of whom must be at the master's level of training at the time of office. Doctoral level or new professionals are acceptable for this position.

Section 3. Terms of Office. The term of office for the Past-President, President, and President-Elect, shall be a one (1) year term. The Secretary and Treasurer shall serve a two (2) year term. Each Regional Representative and Student Representative shall serve two (2) year terms, on a rotating schedule. Regional Representatives must be employed within their region of representation and elected by regional membership. Student Representatives must be a student at the time they begin their term but may become new professionals during the tenure of office.

Section 4. Vacancies. In the event of a vacancy in any office but that of the President or President-Elect, the PCCA Executive Council shall, by majority vote, elect a successor to serve until the next annual election.

- (a) If a vacancy occurs in the office of President, the President-Elect shall complete the unexpired term and shall then serve a full term in his or her own right.
- (b) If a vacancy occurs in the office of President-Elect, the Past-President shall perform the duties of the President-Elect until a successor is duly elected.

Article IV

Executive Council

Section 1. Executive Council. The Executive Council of PCCA shall consist of the officers and shall be empowered to conduct the business of the association.

Section 2. Functions of the PCCA Executive Council.

- (a) Make all necessary policy decisions on behalf of PCCA during the interim between business meetings of PCCA.
- (b) Formulate general policies of PCCA concerning the objectives and purposes of the voting members of PCCA for adoption.

- (c) Have the final responsibility for all business meetings of PCCA at the state and national level (when such meetings are held.
- (d) Coordinate the relationship of PCCA with ACCA, PCA, and other relevant organizations.
- (e) Consider all proposed amendments to these Bylaws.
- (f) Distribute an annual report to the membership.

Article V Meetings

Section 1. Executive Council. The PCCA Executive Council shall meet at least once each year at the time and place of the annual state PCA convention. Additional or special meetings of the Executive Council will be held at the discretion of the President. The format of the meeting (i.e. live, conference call, electronic media, etc.) will likewise be at the discretion of the President. At least one-half of the members of PCCA Executive Council shall constitute a quorum for any meeting at which official business is transacted.

Section 2. Membership. An annual meeting of the PCCA membership may be held at the annual PCA convention for the purpose of hearing summary reports from officers and committees, and conducting such business of the Association as deemed necessary by the Executive Council. At least one-half of the Executive Council members and those other members and those general members *present* and voting shall constitute a quorum.

Article VI Committees

Section 1. Standing Committees. The Standing Committees of the Association shall be the following: Nominations and Elections, Convention/Workshop, and Membership. All other standing and special committees shall be appointed by the President and approved by the Executive Council.

Section 2. Composition and Function of Standing Committees.

(a) Nominations and Elections Committee

- (1) The Nominations and Elections Committee shall conduct the nominations and elections of the Association and review and

recommend procedures for conducting the annual election. The election dates shall be consistent with PCA procedures.

- (2) The Immediate Past-President of the Association shall serve as director.
 - (3) The term of the office for the members of the Nominations and Elections Committee shall be one year. No member of the Nominations and Elections Committee shall be a candidate for office.
- (b) Convention/Workshop Committee
- (1) The President shall be the Committee Director and the Committee shall coordinate planning for an annual PCCA Convention.
 - (2) Continuing education shall be offered at the Convention with attention given toward professional development criteria for licensed professional counselors, psychologists, and social workers.
- (c) Membership Committee
- (1) The Committee member will be appointed by the President and approved by the Executive Council.
- (d) Other Standing Committees
- (1) There shall be such other Standing Committees as may from time to time be established by the PCCA Executive Council to deal with matters of a continuing or recurring nature related to the accomplishments of the general purposes of the PCCA.
- (e) Number of Members and Tenure
- (1) The number of members and the tenure of committee members will be established by the Executive Council.
- (f) Special Committees
- (1) The PCCA Executive Council or the President may establish special committees to deal with matters of an immediate or non-recurring nature related to the specific purpose of PCCA.
 - (2) The President shall appoint the Director and the members of special committees.
 - (3) The term of service of each special committee shall expire when the duties of the special committee are completed.
- (g) Committee Meetings and Reports
- (1) Meetings of committees shall be called by the Director.
 - (2) The Director of each committee shall submit a written report of the committee's activities and recommendations to the PCCA Executive Council as requested.

Article VII

Nominations and Elections

Section 1. Procedures.

- (a) The Nominations and Elections Committee shall canvas the voting members of the PCCA for nominations for elective offices of PCCA.
- (b) Professional and Student members shall be eligible for nomination to any office.
- (c) Guided by the nominations, the Nominations and Elections Committee shall prepare a slate of officers containing, if possible, at least two names for each PCCA office to be filled.
- (d) The nomination and election process will be held between March and April; to be completed by April 30th.

Article VIII Annual Convention

Section 1. Annual Convention/Workshop. A convention/workshop may be held yearly for the purposes of bringing together the general membership to vote, to network, to conduct continuing education, and to renew membership.

Section 2. Annual Continuing Education and Ancillary Meetings. PCCA continuing education and ancillary sessions will be sponsored through the Pennsylvania Counseling Association's annual conference.

Article IX Business Affairs of the Association

Section 1. Severable or Transferable Interest. No member shall have any severable or transferable interest in the property of the Association.

Section 2. Control and Management. All property of the Association shall be subject to the control and management of the Executive Council. Any accumulation or disposal of real property, except upon dissolution of the Association, must be approved in advance by the Executive Council.

Section 3. Disposal upon Dissolution. Upon dissolution of the Association, none of its property shall be distributed to any of the members and all of such property shall be transferred to such other organization or organizations as the

Executive Council shall determine to have purpose and activities most nearly consonant with those of the Association, provided that such organizations shall be exempt under Section 501(c) (3) of the Internal Revenue Code or corresponding provision of the Internal Revenue laws.

Section 4. Appropriation of Association Funds.

- (a) No appropriations of Association funds shall be made except pursuant to the authority of the Executive Council.
- (b) The Executive Council shall adopt an annual budget.

Section 5. Association Year. The fiscal year and the governance year of the Association shall be from July 1 – June 30.

**Article X
Indemnification**

Section 1. The Association shall indemnify each member of its Executive Council, as described in Article IV, and each of its officers, as described in Article III, for the defense of civil, criminal actions, or proceedings as hereinafter provided and, notwithstanding any provision in these Bylaws, in a manner and to the extent permitted by applicable law.

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

Executive Council, it may rely, as to all questions of the law, on the advice of independent legal counsel.

Section 3. Every reference herein to a member of the Executive Council or officer of the Association shall include every Council member and officer thereof or former Council member and officer thereof. This indemnification shall apply to all the judgments, fines, amounts in settlement, and reasonable expenses described above whenever arising allowable as above stated. The right of indemnification herein provided shall be in addition to any and all rights to which any Council member or officer of the Association might otherwise be entitled and the provision hereby shall neither impair nor adversely affect such rights.

Article XI Amendments

Section 1. Amendments with Previous Notice. Procedures for the amendment of these Bylaws with previous notice shall be as follows:

- (a) Amendments may be proposed by the PCCA Executive Council or by the Bylaws Committee, or by a petition signed by 25 voting members of the PCCA sent to the secretary of PCCA at least 120 days, or such shorter period as the PCCA Council shall decide, in advance of a PCCA business meeting. Copies of all proposed amendments other than those initiated by the Bylaws Committee shall be submitted by the Secretary to the Bylaws Committee for study and recommendation.
- (b) Proposed amendments, together with such comments or written recommendations as may have been formulated by the PCCA Executive Council, the PCCA Bylaws Committee, or the petitioners, if any, shall be distributed by the Secretary in writing, electronic media or via an official PCCA publication, to the voting members of PCCA at least 30 days prior to the next business meeting, at which time such proposals shall be discussed and voted upon.
- (c) Proposed amendments shall be considered to have been adopted if approved by a majority of votes cast at the next PCCA business meeting following their distribution to the voting members of PCCA.

Article XII

Nondiscrimination

Section 1. Nondiscrimination. PCCA will not condone or engage in discrimination based on age, culture, disability, ethnicity, race, religion/spirituality, gender, gender identity, sexual orientation, marital status/partnership, language preference, socioeconomic status, or any basis proscribed by law.

Section 2. Multiculturalism. PCCA actively promotes multicultural awareness and diversity through its various state and regional membership promotion activities, continuing education workshops, and policies and procedures.

Article XIII Parliamentary Authority

Section 1. Parliamentary Authority. Roberts Rules of Order, most recent edition, shall govern the proceedings of PCCA.

PCA Report

Date: 6/8/2019

Division/Branch/Position: PASERVIC

Chair Person Name: Michael Verona

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

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

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

Discussion Item(s):

- **Nomination and election of the PASERVIC President for 2019-2020.**

I would appreciate any input, guidance, or suggestions with regard to nominating and electing a new PASERVIC President for the upcoming year.

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

PCA Report

Date: 5/19/2019

Division/Branch/Position: Awards Committee

Chair Person Name: Ryan Bowers

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

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

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

Discussion Item(s):

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

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

Action Item(s):

- **President needs to review the credentials of the proposed new Chair for the Awards Committee, as Ryan is stepping down from the position as of 6/8/2019.**

PCA Report

Date: 5/19/2019

Division/Branch/Position: Ethics

Chair Person Name: Gregory Roth

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

Attending the Upcoming PCA Meeting in person NO

Attending the Upcoming PCA Meeting via phone: NO

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

The proposed bylaws for the **Pennsylvania Military and Government Counseling Association** have been reviewed and revised accordingly. The bylaws appear acceptable and ready for an approval vote.

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

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

Action Item(s):

PCA Report

Date: 5/2/19

Division/Branch/Position: Graduate Student Liaison

Chair Person Name: Nicole Flack

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES** **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES **NO**

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

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

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

Discussion Item(s):

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

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

Action Item(s):

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PCA Report

Date: 04.29.19

Division/Branch/Position: Government Relations

Chair Person Name: Travis Schermer

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

The Government Relations Committee assisted with the planning and implementation of PCA Advocacy 2019 on April 9, 2019. The official count included 30 participants including four students who had not formally registered. Our appreciation goes to PCA leadership for supporting and funding this event, which included a surprise lunch for attendees. Additional appreciation to both Jenna and Stacy of Malady and Wooten for scheduling meetings for members. The fidelity of those signing up increased over last year, with only 11% canceling between the sign-ups and the day of the event.

The next goal for Government Relations is to explore how to make information about pending legislation more widely available to PCA members. Malady and Wooten staff track legislation for PCA and we are looking into ways of (a) identifying relevant/pertinent legislation, (b) sharing this legislation with members, and (c) inviting members to take action by contacting legislators.

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

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

Discussion Item(s):

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

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

Action Item(s):

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PCA Report

Date: May 1, 2019

Division/Branch/Position: Membership Committee

Chair Person Name: Angélica Galván

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number: 951-505-9496

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

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

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

Discussion Item(s): Videographer at PCA Conference and Benefit of Membership video

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

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

Action Item(s):

PCA Report

Date: 5/17/19

Division/Branch/Position: Past President's Committee

Chair Person Name: Paul Datti

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
 YES NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

I continued mentoring Lauren Brubaker, a new PCA board member, assisting with questions and information about bylaws, membership requirements, and her role on the PCA board and as a division leader. Feedback has been positive, and we will continue until Lauren is no longer in need of the mentorship.

I also coordinated mentorship for another new board member, Kevin Snow. His mentor is Jen Barna, a PCA past president and board member, among other things.

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

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

Discussion Item(s):

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

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

Action Item(s):

PCA Report

Date: 5/1/2019

Division/Branch/Position: Professional Development

Chair Person Name: Ashley Deurlein

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES** **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES **NO**

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

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

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

Discussion Item(s):

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

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

Action Item(s):

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PCA Report

Date: 5/16/19

Division/Branch/Position: Social Media

Chair Person Name: Kathryn Nulf

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

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

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

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

Discussion Item(s):

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

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

Action Item(s):

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