



## **State School Counselor Association Policies and Procedures**

ASCA charters state school counselor associations to foster strong and positive collaboration that promotes ASCA's school counseling principles and efforts to ensure access to effective school counseling programs for all students. Charters are granted to school counselor associations in states, territories and the District of Columbia to be used in accordance with the following policies, however, ASCA retains ownership of the charters.

### **Benefits of Being a Chartered State School Counselor Division of ASCA**

1. ASCA supports Divisions and promotes Divisional membership and activities.
2. ASCA apportions Division's delegates to the Delegate Assembly in accordance with ASCA Bylaw and Board Policies.
3. ASCA maintains a state leadership page on the ASCA Scene for Division leaders.
4. ASCA assists divisions by providing organizational and management expertise and consultation about issues relevant to them.
5. Divisions may use ASCA's logo in materials and may incorporate ASCA's logo into Division logos, with ASCA's approval.
6. Division leaders may attend ASCA's Leadership Development Institute.
7. ASCA recognizes exemplary state, district or territory leaders and Divisions.
8. Divisions are eligible to nominate school counselors for the School Counselor of the Year Program.
9. ASCA provides materials and resources for distribution to Division members and offers discounts for selected ASCA publications.
10. Members of ASCA Board of Directors and staff provide professional development, keynote addresses and other presentations at state conferences at no cost other than travel expenses.

### **ASCA Services Terms and Agreement**

ASCA Services are provided to affiliated state and territory school counselor associations (SCAs) as a means of support to advance the profession and strengthen each association's viability at the local level. Among these services are governance, financial, conference, technology, and others.

Administrative access to service elements (such as the conference app and membership remit reporting) is provided to SCA leaders in good standing with ASCA and the SCA. To ensure protection of ASCA's intellectual property, member mailing lists, etc., as well as alignment with the Ethical Policy for SCA Leaders, administrative access to ASCA Services is not permitted for persons employed by a third-party vendor who exhibits/sponsors ASCA and/or SCA programs, activities, media, etc. This includes university/college admissions professionals, however, it does not include school counseling faculty at universities/colleges, who are permitted administrative access.

ASCA reserves the right to terminate access in the event of Ethics Policy for SCA Leaders violations.



### **Responsibilities of a Chartered State School Counselor Division of ASCA**

1. Divisions shall support ASCA, ASCA's mission and ASCA's programs.
2. Division leaders shall act ethically and with integrity in a professional manner, that encompasses but is not limited to administrative and financial management of the association and delivery of membership services.
3. Divisions shall promote membership in ASCA.
4. Divisions shall use ASCA's logo responsibly and professionally. ASCA reserves the right to determine whether its logo is misused or used in a manner that is detrimental to the image or reputation of the organization.
5. Divisions shall submit any changes in bylaws to ASCA when they are approved by the Division.
6. Divisions shall submit their bylaws to ASCA for review and approval every five years. Division bylaws shall not be in conflict with ASCA Bylaws. Upon approval of the Division bylaws, the ASCA charter is renewed for a five year period.
7. Divisions shall obtain and maintain corporation status, obtain and maintain federal and state (if applicable) tax-exempt status, trademark their name and own their website domain address.
8. Divisions shall notify ASCA of organizational changes including change of name or incorporation status. Notification shall include documentation such as board motion and vote or verification of compliance with bylaws.
9. Divisions shall not hold the charter of another national organization.
10. Divisions shall hold elections each year and submit to ASCA each year a list of leaders, including board members, officers and committee chairs.
11. Divisions shall submit a list of all Division members, with contact information, to ASCA each year.
12. Divisions shall offer professional development to their members each year and submit dates and locations of conferences and other meetings to ASCA each year.
13. Divisions shall promote leadership opportunities in ASCA.
14. Divisions shall not hold conferences, seminars or other meetings or engage in activities that conflict or compete with ASCA activities without prior approval from ASCA.
15. Divisions shall agree to fulfill the responsibilities stated herein.



### **Dissolution or Inactivity of a State School Counselor Association**

In the event a chartered Division dissolves, the ASCA charter is considered revoked and another charter may be granted to any group in the U.S. state, district, or territory in accordance with ASCA Bylaw and Policies that address Division charters. If the CEO deems a chartered Division to be inactive based on the reasons for revocation listed in the revocation section or deems continuation of the charter would not be in the best interests of ASCA for any other reason, the charter may be revoked following the steps of the revocation procedure.

### **Voluntary Withdrawal of ASCA Charter**

1. An ASCA Division that desires to withdraw its charter voluntarily shall submit a request in writing to the ASCA CEO formally requesting voluntary withdrawal of its charter. The letter, which must be sent to the ASCA office by certified mail or other trackable delivery service, must explain the Division's reasons for the request and must include a copy of a motion or resolution passed by the Division's board or executive committee approving the request.
2. The ASCA CEO reserves the right to gather additional information from the Division leadership, its membership or other sources.
3. The ASCA CEO reserves the right to ask the Division to demonstrate that it has made diligent efforts to remain as a Division. This may include signing and submitting a notarized statement attesting to the Division's efforts and actions.
4. The ASCA CEO reserves the right to ask the Division to engage in any remedial measures to resolve any issues surrounding the request.
5. The ASCA CEO shall respond to the Division within 30 days of receipt of a request for voluntary withdrawal.
6. If a request for voluntary withdrawal is accepted by the ASCA CEO, another charter may be granted to any group in the U.S. state, district, or territory in accordance with ASCA Bylaw and Policies that address Division charters.



## **Revocation of ASCA Charter**

### *Reasons for Revocation*

Division charters may be reviewed and revoked at any time under one or more of the following conditions:

1. A Division is no longer operating under bylaws approved by ASCA.
2. The number of ASCA members in a Division is less than 25.
3. A Division is no longer considered an active association by engaging in activities such as holding meetings, regularly attending ASCA's Leadership Development Institute and Delegate Assembly or providing meaningful membership services.
4. A Division does not fulfill the aforementioned agreed upon responsibilities.
5. Any other reason deemed by the CEO to be in the best interests of ASCA.

### *Revocation Procedure*

- A. The following steps shall be used to resolve disputes between ASCA members within a U.S. state, district, or territory or the District of Columbia regarding Division charters.
  1. A request to revoke a charter must be made in writing, with a statement of the specific reasons why revocation is sought, and sent to the ASCA CEO by certified mail. The charges must be made over the signature of at least 10 professional or retired ASCA members or at least 10 percent of professional or retired ASCA members, whichever is greater, in good standing in the U.S. state, district or territory involved.
  2. The party (claimant) requesting revocation of a Division charter must submit a notarized statement demonstrating the party has diligently tried and failed to resolve the situation, with a description of its efforts.
  3. Before final action may be taken with respect to the revocation of a Division charter, the ASCA CEO shall submit a written notice of intent to revoke the Division charter with an explanation of the reasons for the proposed action. The CEO may suspend the disputed charter at the time the notice of intent to revoke is submitted or at any time during the revocation process.
  4. The Division charged in a dispute may respond to the charges by submitting a written response by certified mail to the ASCA CEO within 30 days of the notice of intent to revoke. If a response from the Division is not received within the specified period, the Division charter shall be revoked 30 days after the notice of intent to revoke. The ASCA CEO may allow the Division a reasonable period to effect remedial measures after receipt of the response. The CEO reserves the right to gather additional information that affects the charter revocation.
  5. A Division charged in a dispute and representatives of the claimants, if applicable, shall be given the opportunity to appear before a mutually agreed upon impartial body consisting of not less than three or more than seven individuals selected by the CEO. Such impartial body shall exclude ASCA members of the Division and ASCA members of other parties involved in the dispute and shall present its findings and recommendations to the CEO within 30 days following the hearing and gathering of all evidence.
  6. If a hearing is held, a Division charged in a dispute shall have the opportunity to question witnesses against the Division. If either party desires legal representation at the hearing, the ASCA CEO shall be notified in writing by certified mail within 30 days prior to the hearing in order to advise the other party to this action.
  7. The CEO shall make a decision regarding revocation within 30 days of receipt of the Division's response to a notice of intent to revoke, the end of a remedial period, or the



- conclusion of a hearing, whichever is most applicable. The parties in dispute shall be notified in writing by certified mail within 30 days of the decision.
8. The decision of the CEO may be appealed to the ASCA Board of Directors by certified mail no later than 30 days after the CEO's notification of decision. The Board of Directors shall make a decision within 30 days of receipt of appeal. Decisions made by the Board of Directors regarding revocation of a Division charter shall be considered final.
  9. The parties in dispute shall be notified by the ASCA CEO in writing by certified mail of the final action taken within 30 days of the Board of Directors' decision.
  10. If a charter is revoked, another charter may be granted to any group in the U.S. state, district, or territory in accordance with ASCA Bylaw and Policies that address Division charters.
- B. The following steps shall be used when revocation of a state charter is deemed by the CEO to be in the best interests of ASCA.
1. The ASCA CEO shall submit a written notice of intent to revoke the Division charter with an explanation of the reasons for the proposed action. The CEO may suspend the charter at the time the notice of intent to revoke is submitted or at any time before conclusion of the revocation process.
  2. The Division may respond to reasons of revocation by submitting the response by certified mail to the ASCA CEO within 30 days of the notice of intent to revoke. If a response from the Division is not received within the specified period, the Division charter shall be revoked 30 days after the notice of intent to revoke. The CEO may allow the Division a reasonable period to effect remedial measures after receipt of the response. The CEO reserves the right to gather additional information that affects the charter revocation.
  3. The ASCA CEO shall make a decision within 60 days of receipt of the Division's response to the notice of intent to revoke. The Division shall be notified in writing by certified mail within 30 days of the decision.
  4. The decision of the ASCA CEO may be appealed to the ASCA Board of Directors by certified mail no later than 30 days after the CEO's notification of decision. The Board of Directors shall make a decision within 30 days of receipt of appeal. Decisions made by the Board of Directors regarding revocation of a Division charter shall be considered final.
  5. The Division in question shall be notified by the ASCA CEO in writing by certified mail of the final action taken within 30 days of the Board of Directors' decision.
  6. If a charter is revoked, another charter may be granted to any group in the U.S. state, district, or territory in accordance with ASCA Bylaw and Policies that address Division charters.