

Texas Counseling Association Governance Manual

Effective November 2025



Leading today.
Inspiring tomorrow.

The Governance Manual guides policy decisions on the governance, organization and procedures that are adopted by the Board and the Senate to ensure the effective and efficient operation of the Texas Counseling Association.

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Don McCormick, chair, Dean Aslinia, B. J. Barksdale, Loretta Bradley, Cyndi Doyle, Jan Friese (ex officio), Bret Hendricks, Lisa Pearson, Valerie Smith, and Le'Ann Solmonson.

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I. Organization

A. Governance

The Texas Counseling Association, a branch of the American Counseling Association, is a professional association governed by a Senate and a Board of Directors, elected by its membership. Composition of the Board and Senate, terms of office, powers and functions are defined in the Bylaws. Board and Senate members are elected by their Chapter or Division members as set forth in the Bylaws. The officers of TCA as set forth in the Bylaws are the President, President-elect, Past President, Secretary and Treasurer.

1. Senate – includes Officers and represents Chapters and Divisions; meets in **the fall** and June or as called by the President with thirty days’ notice.

Mission: to establish policy, represent grassroots membership, serve as a liaison to and from Chapters and Divisions, and advocate for the counseling profession.

Responsibilities:

In addition to those described in the Bylaws:

- a. Attend all TCA Senate meetings or arrange with the President of their Chapter or Division to have an alternate attend.
- b. Review all meeting materials prior to the meetings.

2. Board – includes Officers and represents Regions and Divisions; meets in the fall, the spring and June or as called by the President with thirty days’ notice.

Mission: to set the direction of the Texas Counseling Association; execute policies; oversee the activities of the association; and advocate for the counseling profession.

Responsibilities:

In addition to those described in the Bylaws:

- a. Attend all meetings of the TCA Board and Senate or arrange for an alternate to attend.
- b. Review all meeting materials prior to the meetings.
- c. Serve on TCA committee(s) as the Board representative and report committee activities to the Board and Senate.

3. Executive Committee

The President, President-elect, Past President and Secretary serve on the Executive Committee as voting members. The Chief Executive Officer serves as an ex officio member of the Executive Committee, without a vote.

Responsibilities:

In addition to those described in the Bylaws:

- a. Approve the Personnel Handbook to maintain compliance with state and federal laws.
- b. Attend meetings as called by the President.
- c. Work with the Executive Director and Finance Committee to implement programs and procedures that support the Strategic Plan and an effective and efficient organization.

4. Nominations and Elections Committee

The Past-President chairs the Nominations and Elections Committee. The committee is comprised of a former Past President selected by the current Past President; a representative elected by the TCA Division Directors; a representative selected by the TCA Region Directors; and a representative selected by the TCA Chapter Senators at the June TCA Board

and Senate meetings. In addition, each division's immediate past president shall be assigned as a member of this committee to contribute to the work of their appropriate division. If a division's immediate past president is seeking to be a candidate for a TCA, division, or chapter office, the TCA Nominations and Elections Chair will appoint a former past president of the Division or Chapter to the Nominations and Elections Committee that will represent the nominations and elections work of the division. No Committee member may be a candidate for a TCA, Division, or Chapter office.

The Committee positions held by the TCA Division Directors, TCA Region Director, and TCA Chapter Senator shall each be a two-year term.

Responsibilities:

- a. Oversee the nomination and election of the officers and Region Directors of TCA.
- b. Conduct TCA elections in compliance with TCA Bylaws and according to the TCA Nominations and Elections Operating Manual. The Chairperson shall submit the Nominations and Elections Operating Manual to the Executive Committee by June of each fiscal year.
- c. Announcements of the results of each TCA election will be disseminated electronically to the membership in late January.

B. Officers

1. President

Responsibilities:

In addition to the duties as described in the Bylaws:

- a. Notify committee chairs/co-chairs of their appointments and committee membership and budget process.
- b. Invite newly elected officers to attend the June Board and Senate meetings.
- c. Exercise signatory authority on all TCA bank and investment accounts.
- d. Send copies of all official correspondence to the TCA office for filing.
- e. Ensure that Region and Division Directors receive copies of all communication to Chapters and Divisions.
- f. Submit nominations for the Presidential Award to the Board for approval at the June meeting.
- g. Coordinate the annual review of the TCA Chief Executive Officer.
- h. Publish an article in each issue of the TCA newsletter.
- i. Represent TCA at the ACA annual convention and regional meetings.
- j. Review and approve all reports required by and submitted to ACA.
- k. Coordinate submission of nominations for ACA individual and branch awards.
- l. Serve as a voting member on the Finance, Executive, and Strategic Planning Committees.
- m. Additional committee members may be added to any committee by the president at any time during the presidential term of office. Committee members appointed after the Board of Directors approval will be subject to approval by the Executive Committee.
- n. Review for approval the credit card charges and the Chief Executive Officer's expenses.

2. President-elect

Responsibilities:

In addition to the duties as described in the Bylaws:

- a. Recommend approval by the Board at its February meeting of committee chairs/co-chairs to serve during the President-elect's term as President.
- b. Recommend approval by the Board at its June meeting of committee members to serve during the President-elect's term as President. The President-elect will make a reasonable effort to consult with committee chairs as well as Chapter and Division leadership when selecting committee members.
- c. Recommend approval by the Board at its June meeting of a Parliamentarian to serve during the President-elect's term as President.

- d. Recommend to the Board for approval by the Senate at the June meeting a Treasurer to serve a term as set forth in Article III of the TCA Bylaws.
- e. Appoints up to two individuals to serve as the Geraldine Mullins TCA Emerging Leader(s) during the President-elect's term as President.
- f. Appoint liaisons to state agencies and licensure boards whose policies impact the counseling profession to serve during the President-elect's term as President.
- g. Send copies of all official correspondence to the TCA office for filing.
- h. Participate in the annual review of the TCA Chief Executive Officer.
- i. Coordinate the activities of TCA's Emerging Leaders.
- j. Approve or deny Professional Development Grant requests from Chapters and Divisions.
- k. Host the New Senator breakfast prior to the November Senate meeting.
- l. Represent TCA at the ACA annual convention and regional meetings.
- m. Serve as a voting member on the Finance, Executive and Strategic Planning Committees.
- n. Coordinate the TCA Leadership Development Program.
- o. Coordinate with staff and the Professional Growth Conference Committee on the calendar, keynote speakers, special events and general format of the program for the Conference held during the President-elect's term as President.

3. Past President

Responsibilities:

In addition to the duties as described in the Bylaws:

- a. Participate in the annual review of the TCA Chief Executive Officer.
- b. Serve as a voting member on the Finance, Executive and Strategic Planning Committees.
- c. Represent TCA at the ACA annual convention and regional meetings, when possible and funds are budgeted for this purpose.
- d. Chair the Nominations and Elections Committee and coordinate election of officers and Regional Directors in accordance with the Bylaws.
- e. Present the Distinguished Service and Presidential Awards during the Annual Professional Growth Conference.

4. Secretary

Responsibilities:

In addition to the duties as described in the Bylaws:

- a. May serve three consecutive terms and may not be elected for a fourth consecutive term.
- b. Take and distribute draft of minutes and motions to the Chief Executive Officer within six weeks of the Board and Senate meetings. Within six weeks of compiling a corrected set of approved minutes, send the motions and the minutes clearly marked "approved" with the date of approval, to the Chief Executive Officer.
- c. Serve as a voting member of the Finance and Executive Committee.
- d. Keep records of meetings of the Executive and Finance Committees.
- e. Ensure that a signed set of minutes and motions for each meeting is sent to the TCA office.
- f. Participate in the annual review of the Chief Executive Officer.

5. Treasurer

Responsibilities:

In addition to the duties as described in the Bylaws:

- a. May be reappointed for succeeding one-year terms not to exceed three consecutive years.
- b. Has signatory authority on all TCA bank and investment accounts.
- c. Work with TCA staff to ensure timely submission of all financial statements, reports and tax filings as required by federal, state and local authorities.

- d. Oversee, in consultation with the Finance Committee, the TCA investment portfolio and report to the Board investment decisions at each Board meeting.
- e. Present to the Board and Senate for approval at the June meetings, the operating budget as recommended by the Finance Committee. The presentation shall include an explanation of any category of spending that increases by more than ten percent.
- f. Prepare and present a financial report at each Board and Senate meeting.
- g. Ensure that the year-end financial statement is published in the TCA newsletter.
- h. Coordinate with TCA staff to have an audit completed and necessary tax forms are filed each year.
- i. Mentor the Finance Committee Chair-elect in the year when a Chair-elect is appointed.

C. TCA Divisions

1. Procedures and Responsibilities

In addition to the provisions governing Divisions in the Bylaws, Divisions shall adhere to the following procedures:

- a. TCA membership is a prerequisite to join any Division.
- b. TCA is the financial manager for each Division and Divisions are responsible for maintaining fiscal solvency.
- c. Ensure that Division Directors and Senators are Professional, Retired, Emeritus or Life members of TCA. Division Directors and Senators may serve for two consecutive terms and may not be elected for a third consecutive term.
- d. Submit annual and other reports as required to the TCA office and the Division Director. The annual report must include: newly elected officers, year-end financial statements, organizations providing financial support to the Division, list of meetings and programs provided or sponsored, year-end strategic plan goals.
- e. Notify the TCA office in writing of any dues changes when submitting annual budget proposals as requested by the TCA Finance Committee. All dues changes take effect October 1 of the fiscal year following the notification of change. Division dues are due and payable concomitantly with TCA dues one year in advance for a 12-month period. No provision exists for partial year dues.
- f. Schedule Division activities so that they do not occur concurrently or conflict with any TCA Board or Senate meeting, sponsored event, or conference.
- g. Hold nominations and elections of officers in conjunction with TCA nominations and elections.
- h. Ensure that a current copy of the Division Bylaws is on file at the TCA office and that the Division Bylaws are reviewed once every three years to ensure compliance with TCA Bylaws. The review should be done following the same three year cycle as the TCA Strategic Plan.

2. Division Directors

Responsibilities:

In addition to duties as defined in the TCA and Division Bylaws:

- a. Collaborate with Division Presidents to submit reports to the Board and Senate and to present these reports at the Board and Senate meetings.
- b. Serve as a liaison between the Division and the Board and the Senate.
- c. Attend all Board and Senate meetings.
- d. Submit articles on Division activities to the TCA newsletter.
- e. Newly elected Division Directors are encouraged to attend the June Board and Senate meetings.
- f. Ensure Division Bylaws are reviewed once every three years, on the same three-year cycle as the TCA Strategic Plan, to ensure compliance with the TCA and ACA Bylaws and that a report on the status of the review is included in the Division Director's report to the TCA Board of Directors and Senate.

3. Creation of a Division

In addition to the procedures set forth in the TCA Bylaws, the following shall apply:

- a. To be recognized as a TCA Division, the Interest Group that desires to form a state Division must provide the TCA President with (a) letters of intent to join the new Division signed by at least 50 current TCA professional, new

- professional, retired, emeritus or life members; (ii) Bylaws that have been approved by the national Division affiliated with ACA, if there is one, and the TCA Bylaws Committee; (iii) names of individuals willing to serve as president, director and senator until elections can be held; and (iv) the amount set as dues for the Division.
- b. When all requirements have been met, the TCA President shall recommend approval of the new Division to the Board and the Senate.
- c. Upon approval of the new Division, the TCA President informs ACA and the national Division affiliated with ACA, if there is one, of the new Division in TCA.

4. Dissolution of a Division

In addition to the procedures set forth in the TCA Bylaws, the following shall apply:

- a. When the Division leadership, or the TCA Executive Committee determines that the Division is no longer viable and should be dissolved, a letter stating the reason shall be sent to the TCA President signed by at least two of the following: the Division President, Senator or Director (or if none exist, the TCA Executive Committee).
- b. The TCA President shall send a notice of possible dissolution to all Division members, including the reason and providing 30 days to agree or disagree.
- c. If at the end of the 30 days, less than 50 percent of the Division members have responded or a majority of those responding agree with dissolution, the TCA President shall notify the Division Director. Upon dissolution the funds are absorbed by TCA.
- d. Upon receipt, the TCA President shall submit a recommendation of dissolution to the TCA Board and Senate, along with the financial statement. Division status may be withdrawn by a 2/3 vote of the Senate. Notice of dissolution is sent to ACA and the national Division affiliated with ACA, if there is one.

D. TCA Chapters

1. Procedures and Responsibilities

In addition to the provisions governing Chapters in the Bylaws, Chapters shall adhere to the following procedures:

- a. Ensure that the Chapter Senator is a professional, new professional, retired, emeritus, or life member of TCA. Chapter Senators may serve for two consecutive terms and may not be elected for a third consecutive term. b. Promote membership in TCA at the Chapter level.
- c. Ensure a current copy of the Chapter Bylaws is on file at the TCA office and that the Chapter Bylaws are reviewed once every three years to ensure compliance with the TCA Bylaws. The review should be done following the same three year cycle of the TCA Strategic Plan.
- d. Submit annual and other reports as required to the TCA office and the Regional Director. The annual report must include: newly elected officers, year-end financial statements, organizations providing financial support to the Chapter, list of meetings and programs provided or sponsored, year-end strategic plan goals.

2. Regional Directors

Responsibilities:

In addition to the duties as defined in the TCA Bylaws:

- a. Reside in the region that the director represents.
- b. Ensure that Chapter Presidents submit reports as required; compile Chapter reports and present a Regional report to the Board and Senate.
- c. Serve as liaison between Chapters and the Board and Senate.
- d. Collaborate with Chapters to provide workshops on leadership development and public policy issues affecting the counseling profession.
- e. Collaborate with the President-elect on the design and implementation of leadership training programs.
- f. Serve as a resource for new, developing and at-risk Chapters.
- g. Submit articles on Regional and Chapter activities to the TCA newsletter.
- h. Newly elected Regional Directors are encouraged to attend the June Board and Senate meetings, with expenses reimbursed by TCA in accordance with policy.

- i. Insure that the Bylaws for each Chapter in the director's region are reviewed once every three years, on the same three year cycle as the TCA Strategic Plan, to ensure compliance with the TCA and ACA Bylaws and that a report on the status of the review is included in the Regional Director's report to the TCA Board of Directors and Senate.

3. Creation of a Chapter

In addition to the procedures set forth in the TCA Bylaws, the following shall apply:

- a. A group of at least 50 TCA professional, new professional, retired, emeritus, life members from a relatively contiguous geographic area should contact the Regional Director and submit in writing their intention to form a TCA Chapter. The existing Chapter(s) must agree to release the geographic area of the new Chapter.
- b. When the requirements outlined in TCA Bylaws have been met and the existing Chapter(s) have agreed to release the area in question, the Regional Director will recommend to the Board and Senate that Chapter status be granted.

4. Dissolution of a Chapter

In addition to the procedures set forth in the TCA Bylaws, the following shall apply:

- a. When the Chapter leadership, or the TCA Executive Committee determines that the Chapter is no longer viable and should be dissolved, a letter stating the reason shall be sent to the Regional Director signed by at least two of the following: the Chapter President, President-elect, Past President or Senator. If no officers exist who will sign the letter, the Regional Director shall notify the TCA President of intent to dissolve the Chapter.
- b. The Regional Director shall send a notice of possible dissolution to all TCA members in the Chapter area, including the reason and providing 30 days to agree or disagree.
- c. If at the end of the 30 days, less than 50 percent of the members have responded or a majority of those responding agree with dissolution, the Regional Director shall notify the Chapter officers and request a final financial statement of the Chapter.
- d. Plans for disbursement of funds shall be made in accordance with the Chapter Bylaws. Upon receipt of the financial statement, the Regional Director shall submit a recommendation of dissolution to the TCA Board and Senate, along with the financial statement. Chapter status may be withdrawn by the Senate on a 2/3 vote.
- e. If a Chapter fails to meet all TCA Chapter requirements for three consecutive years, upon recommendation by the Regional Director, Chapter status may be withdrawn by the Senate on a 2/3 vote.

E. Emerging Leaders

1. TCA Emerging Leader(s)

- a. The TCA President-elect appoints up to two individuals as the Geraldine Mullins TCA Emerging Leader(s) to serve during the President-elect's term as President.
- b. Emerging leaders must not have previously served in elected TCA Board positions.
- c. Emerging Leaders are invited the June governance meetings and Summer Leadership Training Institute (LTI) in June of the Fiscal Year prior to and concluding their appointment. Emerging Leaders are invited when funds are budgeted to observe the fall TCA Board and Senate meeting. Emerging Leaders are presented to the membership at the TCA Professional Growth Conference.
- d. All appointed TCA Emerging Leaders shall be current professional, new professional, or student members of TCA.

2. Chapter and Division Emerging Leaders

- a. Each Chapter/Division may nominate an Emerging Leader each year. The name of their emerging leader is submitted to the TCA office as part of their end of the year report.
- b. Chapter/Division Emerging Leaders are invited by the TCA President to observe the fall TCA Senate meeting and to attend leadership training when it is offered during the TCA Professional Growth Conference.
- c. All appointed Chapter and Division Emerging Leaders shall be current members of TCA.

F. Interest Groups

Procedures and Responsibilities:

In addition to the procedures set forth in the TCA Bylaws, the following shall apply:

- a. Any group of ten or more TCA professional, new professional, retired, emeritus, or life members who express an interest in an area of counseling or mental health services not already recognized in the TCA structure, may apply to TCA for formal recognition as a TCA Interest Group. Such recognition must be renewed annually by the TCA Board of Directors.
- b. To be recognized as a TCA Interest Group, the leadership of the requesting group of members must provide the TCA President, prior to the June Board of Directors Meeting, with a statement of interest in becoming/continuing a recognized Interest Group. The statement must contain the names and contact information of at least three (3) TCA members who will serve as Interest Group Leaders and the names of at least seven (7) additional TCA members who agree to be identified with the Interest Group.
- c. The TCA President will provide the names of groups who are requesting recognition/continuation as TCA Interest Groups to the TCA Board of Directors. Recognition/continuation of identified Interest Groups will be by the Board of Directors approved annually at the meeting in June. Approved Interest Groups may send representation to the TCA Board of Directors and Senate meetings, without voting privileges, and TCA will assume no financial responsibility for expenses.
- d. After two consecutive years as a recognized TCA Interest Group, they may, if they choose, begin the process to be recognized as a TCA Division.

G. Chapter and Division Bylaws

- a. All TCA Chapters and Divisions are required to have a copy of their latest Bylaws on file with TCA.
- b. All TCA Chapter and Division Bylaws must be in compliance with TCA requirements.
- c. To be considered “in compliance” with TCA, Chapter and Division Bylaws must include:
 - 1) A statement that says the Division or Chapter is a ‘Division’ or ‘Chapter’ of the Texas Counseling Association.
 - 2) A statement spelling out that the Division or Chapter is “organized in accordance with and will comply with TCA Bylaws.”
 - 3) The Purpose/Mission of the Division or Chapter must be congruent with TCA’s Purpose/Mission, as determined by the TCA Bylaws Committee.
 - 4) A statement that the Division or Chapter will comply with the ACA Code of Ethics.
 - 5) **CHAPTERS**---A statement requiring officers of the Chapter (including the senator) to be members of TCA.
 - 6) **DIVISIONS**---A statement requiring officers of the Division to belong to TCA and the national Division, if the national division requires state division officers to be members.
- d. If a Chapter or Division’s Bylaws are not in compliance, the TCA Bylaws Committee will notify the Division Director or Regional Director with a request for assistance.
- e. If a Chapter or Division’s Bylaws are not in compliance for three consecutive years, the TCA Bylaws Committee will notify the TCA president for further action.
- f. Chapters or Divisions may be dissolved by a two-thirds (2/3) vote of the Senate.
- g. Should a Chapter or Division be dissolved by TCA Senate action, the name of the entity shall remain the property of the Texas Counseling Association and cannot be used by any non-Texas Counseling Association entity.

II. ADMINISTRATION

A. Meeting Dates

The TCA Board of Directors and Senate will meet in conjunction with the annual Professional Growth Conference. The Board of Directors will hold a mid-year spring meeting, and the Board of Directors and Senate will meet in June, on dates set by the TCA President.

B. Endorsement Policy

As a non-profit organization, the Texas Counseling Association cannot endorse political organizations or causes, endorse political candidates or lend financial support to candidates for public office. The Association encourages each individual to exercise his or her rights and responsibilities as a member of a democratic society by participating in the political process.

C. Personnel

TCA employs a Chief Executive Officer and other staff within budget allocations to support the work of the Association. The Executive Committee serves as the hiring authority for the Chief Executive Officer who serves as the hiring authority for TCA staff. The Executive Committee conducts an annual review of the Chief Executive Officer who conducts an annual review of TCA staff. Employment practices are governed by Personnel Policies developed and approved by the TCA Executive Committee. Upon employment by TCA, each employee receives a copy of the Personnel Policies. Each employee acknowledges in writing receipt of the Personnel Policies and receipt of any amendments to the Personnel Policies as may be adopted by the Executive Committee.

D. Liaison Appointments

Liaisons to state agencies and licensure boards whose policies impact the counseling profession are appointed by the President-elect to serve during his or her term as President. Reimbursement for expenses will be in accordance with TCA fiscal policy and budget allocations.

Liaison Responsibilities:

- a. Attend all public meetings and hearings or arrange for coverage of meetings if liaison is unable to attend.
- b. Submit written reports upon request and on a timely basis to the TCA office for inclusion in Board and Senate meeting materials.
- c. Propose recommendations for actions on rules, policies or initiatives no less than 10-days before comments are due.
- d. Represent only public positions on behalf of TCA that have been formally adopted by the TCA Board and/or Senate.

E. Use of TCA Continuing Education Provider Number

The Texas Counseling Association is an authorized NBCC and SBEC provider of continuing education hours required for several categories of professional counselors and other mental health professionals. TCA sponsors its Chapters and Divisions the use of their continuing education provider numbers for continuing education programs. Authorization is granted through an application and review process overseen by the Program Review Committee (PRC).

Program proposals must be submitted to the designated review committee (i.e. PRC or Ethics) for approval.

Instructions and timeline must be followed to ensure timeliness of process. The review process must be successfully completed before continuing education provider numbers are shared with Chapters and Divisions. Chapters and Division must be in good standing with TCA's governance, policy and leadership and may be denied TCA sponsorship of continuing education programs. TCA assesses a nominal administrative fee to help defray costs associated with website hosting, marketing and promotion, and credit card processing fees. Any Chapter that uses the TCA continuing education provider number(s) will be required to utilize the TCA online event registration system. Chapter and Division CE events should not conflict with any TCA business meetings, conferences, or major events. If there are conflicts between TCA events and Chapter and Division events, TCA participation and contribution to the Chapter and Division events may be limited or not available.

Process:

- a. Each proposal application for up to three workshops to use the TCA provider number must be submitted through the online application to the TCA office at least 30 days before the date of the program.
 - i Applications are submitted for review when all required documents and details are included. Incomplete applications will not be subject to review until appropriately completed.
 - ii Applications submitted during TCA blackout dates are subject to extended timeline beyond 30 days.
 - iii Blackout dates may include the week of Professional Growth Conference, week of Professional School Counseling Conference, week of Leadership Training Institute, TCA recognized holidays and office closures.
- b. Each proposal application utilized for 4-10 consecutive workshops or conference events must be submitted through the online application to the TCA office at least 60 days before the date of the program.
 - i Each proposal application for 11 or more consecutive workshops or conference events require a planning meeting with PRC chairs and designated TCA staff and submission at least 90 days prior to scheduled event.
- c. Applications for general education credit are reviewed by the Program Review Committee with final decision made by the Program Review Committee Chairs.
- d. Applications for ethics require up to 45 days submission prior to scheduled event. These program proposals are reviewed by the Ethics Committee with final decision made by the Ethics Committee chairs.
- e. All communications are directed to the contact person listed on the application for the Chapter or Division. These include questions or concerns with application which may be communicated prior to submission of application for review.
 - i Notification of acceptance will include a letter of acceptance, attendance rosters, certificates, and evaluation forms.
 - ii Notification of incomplete application or needed revisions will include details of areas of concern, required changes needed, call for revision, and request for resubmission. The expectations are that resubmissions are completed within 5 business days.
 - iii Notification of rejections will include an explanation of details.
 - iv Review process of program proposals are completed within 14 business days once application has been completely and properly submitted.
 - v. All communications and questions regarding these notifications should be directed to the designated TCA staff.
- f. Programs receiving approval for continuing education will include important details for implementation of the program. A link will be provided to request TCA Webinar support as applicable and marketing and promotional opportunities for the event.
 - i Chapter or Division sponsoring the event are responsible for complete forms with accurate information at least 10 days prior to the scheduled event.
 - ii Webinar requests are accepted in the order received, giving attention to dates of events.
 - iii TCA staff may be available to support webinars, when not possible webinars will be started and operated by the host chapter or division.
 - a. Webinars without TCA staff require a practice session to ensure hosting logins and protocols are followed.
- g. During the scheduled event several required actions must be completed.

- i For in person programs, the attendance roster must be signed by each attendee, must be completed and returned to the TCA office within ten (10) business days of the completion of the sponsored program.
- ii For webinar platform programs, TCA will send the attendance to the chapter or division.
- iii For both formats, chapters and divisions are responsible for disseminating and collecting a minimum of 5 evaluation forms.
- iv All forms, signed attendance forms and evaluation forms, must be returned to the TCA office within 10 business days. They may be sent via attachment in an email. With this format, all documents should be columnated into one PDF document to ensure no individual form is lost.
- v v. Failure to submit this documentation can result in disqualification of CE hours. Each attendee is responsible for maintaining a personal record of continuing education hours and for reporting those hours with their license or certification renewal forms as required by each regulatory board.

F. Membership

In addition to the provisions governing Membership included in the Bylaws, the following procedures shall apply.

1. Renewal Notices

The TCA office will send members' renewal notices beginning two months before the expiration date.

2. Termination of Membership

In addition to the provisions governing termination of membership set forth in the Bylaws:

- a. Membership will be terminated and benefits discontinued if dues are not paid within sixty (60) days following the renewal date. Access to a membership profile to renew will be deactivated if dues are not paid within sixty (60) days of expiration date.
- b. Membership may be terminated if any professional license or certification held by the member is revoked by any regulatory body. It is the responsibility of the Executive Committee to determine whether membership shall be terminated for any reason other than failure to pay dues.

3. Access to Membership Rosters

Members are provided an option to restrict access to their contact information. A member may opt-in to be listed in the online public referral database. A membership directory is available on-line through the members' only section of the TCA web site.

Membership contact information is not distributed outside the Texas Counseling Association, its affiliated organizations, or those entities that have contracts approved by the TCA Executive Committee to provide benefits or services to TCA members (also known as "affinity programs"). Access to membership rosters and mailing lists is limited to the TCA Board, Senate, Chapters and Divisions, the American Counseling Association and national divisions affiliated with ACA for the express purpose of promoting communication within the organization.

Any individual or affiliated organization or affinity group that receives membership contact information must sign an affidavit that includes a sample of the information confirming the purpose for which the contact information will be used. The Executive Director will assess the cost associated with distribution of rosters and will invoice individuals or affiliated organizations for such costs, unless the association received a premium or set fee from the affinity group for the membership contact information.

Research institutions interested in partnering with TCA, to expand knowledge of the counseling profession may have access to the TCA member roster for the purpose of collecting pertinent data provided that the Executive Committee has reviewed the proposal and recommended access to the membership list. The research institution has access to the list only by signing an affidavit agreeing that a) the roster will be used only one time, b) that the Executive Committee

has approved the reason for the one time use, and c) that TCA will have access and intellectual property rights to the data set collected as well as the results of the study.

G. Exhibits, Sponsorships & Advertisements

Organizations, businesses, members and individuals seeking to promote programs, services and resources that support professional counselors are encouraged to advertise in TCA publications as well as exhibit at and sponsor TCA and Chapter and Division conferences and programs. TCA reserves the right to accept or reject any application to exhibit or sponsor any TCA event or to advertise in any TCA publication. The Chief Executive Officer will review all applications to exhibit, sponsor or advertise and determine which applications will be accepted. Notice of decision will be sent to all applicants. An applicant whose request to advertise, sponsor or exhibit is denied by the Chief Executive Officer may request a review by the TCA Executive Committee. The decision of the Executive Committee is final.

1. Divisions

Divisions who submit applications to exhibit at the TCA Professional Growth Conference within the deadlines established for each conference will be provided one exhibit space. Any Division failing to occupy space and fully staff their booths during the hours the exhibit hall is open will be considered in default and may be assessed \$250 from their Division income.

III. FISCAL POLICY

Fiscal policies ensure financial stability and fiscal responsibility for the assets of TCA in compliance with federal, state and local statutes.

A. Budget

TCA's fiscal year runs from July 1 through June 30. The annual operating budget is prepared by the Finance Committee and reviewed by the Board with recommendations for approval to the Senate in June of each fiscal year.

Process:

- a. TCA staff provide market comparisons, historical and projected financial data and recommendations to the Finance Committee in accordance with the deadlines set by the Finance Committee.
- b. TCA Divisions submit annual operating budgets to TCA in accordance with the deadlines set by the Finance Committee.
- c. The TCA Finance Committee utilizes historical data, strategic planning and market research to recommend an annual operating budget.
- d. The TCA Treasurer provides the TCA Board of Directors a summary of any budget recommendations that may impact the fiscal operations of TCA Chapters and Divisions. TCA Board members have 10 days to provide comments to the TCA Treasurer who will share those comments with the Finance Committee for consideration prior to their adoption of their proposed budget. The Finance Committee's proposed budget is distributed to the Board and Senate at least thirty days before the June meetings. The report from the Finance Committee includes a chart of accounts, a comparison to current year budget and spending year-to-date, as well as an explanation of any spending category that changes by more than ten percent (10%)
- e. The TCA Board considers the proposed budget and presents its recommendations to the Senate in June.
- f. The Senate reviews the recommendations and votes on adoption of the final budget in June.

B. Finance Committee

The President, President-elect, Past President, Secretary, Treasurer, one member selected by the Board in June and one member selected by the Senate in June serve on the Finance Committee as voting members. The Chief Executive

Officer serves as an ex officio member of the Finance Committee, without a vote. The Finance Committee Chair-elect (when one is appointed) serves as a non-voting member of the Finance Committee. The Treasurer chairs the Finance Committee.

Purpose: To oversee the fiscal operations and policies of TCA in accordance with the TCA By-laws and the Governance Manual to ensure compliance with federal, state and local statutes, and the financial stability of TCA.

Responsibilities:

- a. Develop and distribute a schedule for the timely review of budget requests and development of budget recommendations to the Board and Senate.
- b. Review budget requests from committees, officers and staff to develop TCA's annual budget recommendations.
- c. Develop budget recommendations, including line item explanations for presentation by the Treasurer to the Board and Senate at the June meeting.
- d. Review monthly financial reports, including updates on the investment portfolio and bank reconciliations received from the TCA office.
- e. Develop and recommend to the Board a policy on investment strategy.
- f. Review the investment program at least annually and bring recommendations to the Board at the mid-winter meeting for adjustments to the investment program and strategy.
- g. All financial investment decisions by the committee must be unanimous and reported to the TCA Board at the next regular meeting of the Board.
- h. Establish annually a maximum dollar amount that a committee may spend without prior approval. Any expenses over the established amount will require finance committee approval prior to the expenditure.

C. Management

Overall management of TCA operations and finances are handled by the Chief Executive Officer in accordance with the following procedures:

- a. Expense vouchers that allocate costs to specific budget line items are reviewed and approved by the Chief Executive Officer prior to payment.
- b. The Chief Executive Officer has authority to move funds between TCA accounts and signature authority for payments up to \$3,500. Checks that exceed this amount must be co-signed by two of the following: Chief Executive Officer, TCA President, TCA Treasurer or TCA Past President.
- c. Expenses that result in a line item exceeding budget must be reviewed and approved or denied by the Finance Committee.
- d. Requests for payments for committee expenses must be approved in writing by the Committee Chair.
- e. Requests for payments for Division expenses must be approved in writing by either the Division Treasurer or President, in accordance with the Division policy.
- f. An annual audit of physical assets will be conducted by staff for review by the Finance Committee and provided to the Auditor for the Annual Audit as required in the By-laws.
- g. TCA expenses assets in the period purchased if these assets cost \$2000 or less individually. Assets costing more than \$2000 will be capitalized and depreciated in accordance with TCA's depreciation policy and Generally Accepted Accounting Principles.
- h. TCA depreciates fixed assets other than real property and electronic equipment and computer software using a Straight Line Method over a seven-year period. Real property will be depreciated using the Straight Line Method over a thirty-year period. Electronic equipment and software will be depreciated using the Straight Line Method over a two-year period.
- i. Only the Chief Executive Officer and his/her designee(s) will hold a corporate credit card in their name to be used solely for business expenses. Receipts for all expenses incurred on these cards are retained and reviewed prior to the payment of the monthly credit card invoice. The expense voucher for the credit card is prepared by the Accounting Department and reviewed by the President before payment is authorized.

D. Reimbursement

All expenditures shall be in accordance with the annual TCA operating budget as approved by the Senate. Reimbursement requests must be reasonable for the area in which they occur.

Process:

- a. Expense vouchers must be submitted within ten (10) days of the expenditure or event with receipts attached. Electronic submissions are preferred.
- b. The Finance Committee has the authority to refuse payment of expense vouchers that are received after this deadline and for items that are not authorized or that do not comply with TCA fiscal policy.
- c. All requests for payment of expenses incurred within the last month of a fiscal year must be submitted for payment within 10 days of the close of the fiscal year or will be denied payment.
- d. The Finance Committee may disallow charges that exceed budget line items or that are deemed excessive.
- e. TCA funds may not be used, by staff, volunteer, member, or affiliate through direct expense or reimbursement, for alcohol, tobacco, or related products.

1. Travel

Every effort should be made to travel at the lowest rate possible. All travel by air, train or bus shall be accompanied by dated receipts. Travel by coach class air will be reimbursed. Travel by private automobile to/from an event or to/from the airport shall be reimbursed at the current IRS rate of reimbursement or at the cost of a round-trip advance purchase plane ticket (whichever is less) Cost of parking or public transportation to/from the airport will be reimbursed at cost.

2. Meals and Events

Actual costs of meals and tips shall be reimbursed up to \$40 per meal, not to exceed \$70 per day. Itemized and dated receipts are required. The cost of attending special events shall be reimbursed in full to the Chief Executive Officer, officer or individual member of TCA who has been appointed by the President to serve as the official TCA representative at a function.

3. Lodging

Lodging expenses (including appropriate taxes) will be reimbursed at no more than the rate negotiated by TCA for a specific event or at cost when rates are not negotiated. Dated receipts must accompany expense vouchers. Board and Senate members and TCA volunteers are encouraged to stay at TCA hotels to support TCA's contracts and obligations.

4. Senate

- a. For the fall meeting, reimbursement will include two night's lodging and three meals at the standard TCA reimbursement rate.
- b. For the June meeting and any called Senate meetings, reimbursement will include travel, lodging and meals as required to attend the entire meeting at the standard TCA reimbursement rate.
- c. For the Summer Leadership Training Institute, reimbursement for the Senator-elect will include travel, lodging and meals as required to attend.

5. Board

- a. For the fall meeting, reimbursement will include travel and lodging for no more than three nights provided that the Board member attend all Board and Senate meetings. TCA will reimburse for meals not provided on each meeting day of the Board and Senate at the standard TCA reimbursement rate. Conference registration and other meals are not reimbursed by TCA.
- b. For the spring and June Board and Senate meetings including SLTI as well as any called meetings, reimbursement will include travel, lodging and meals as required to attend each meeting at the standard TCA reimbursement rate.

- c. Expenses for Regional Directors-Elect to attend the June Board and Senate meetings as well as the Summer Leadership Training Institute prior to assuming office will be reimbursed in accordance with the standard TCA reimbursement rate.
- d. Expenses for Division Directors-Elect to attend the June Board and Senate meetings and the Leadership Training Institute will be reimbursed in accordance with the TCA reimbursement rate.

6. Executive and Finance Committee

- a. Expenses for the President, President-elect and Past President will be charged against those line items in the TCA budget and in accordance with the standard TCA reimbursement rate.
- b. Expenses for the Treasurer, Finance Committee Chair-elect (when one is appointed) and the Board and Senate Representatives to attend Finance Committee meetings will be charged against the Finance Committee line item in the TCA budget and in accordance with the standard TCA reimbursement rate.
- c. Expenses for the Secretary to attend Executive and Finance Committee meetings will be charged against the Executive Committee line item in the TCA budget and in accordance with the standard TCA reimbursement rate.
- d. Expenses for the President-elect-elect and Secretary-elect to attend the June Board and Senate meetings prior to assuming office will be charged against Board meeting expenses and in accordance with the standard TCA reimbursement rate.
- e. Expenses for the President-elect-elect to attend the Finance Committee budget planning session shall be charged to the Finance Committee line item and in accordance with the standard TCA reimbursement rate.
- f. Expenses for the President, President-elect and Past President to attend the ACA Conference and the ACA Institute for Leadership Training will include registration, travel, lodging and meals in accordance with the standard TCA reimbursement policy.
- g. Expenses for the President, President-elect and Past Present to attend ACA Southern Region meetings and events (including branch events held during the ACA Conference) will include registration, travel, lodging and meals in accordance with the standard TCA reimbursement rate.

7. Committee Members

- a. Expenses for committee members to attend committee meetings must be approved in advance by the Finance Committee and shall be charged to the committee line item, submitted by the committee chair and in accordance with the standard TCA reimbursement rate.
- b. Expenses to attend committee meetings held during the TCA Conference are not reimbursed.
- c. Committees are encouraged to use technology for meetings. Expenses for accessing technology will be charged to the committee line item but do not require advance approval by the Finance Committee.

8. Chapters and Divisions

- a. Expenses for each Chapter President-elect and each Division President-elect or their designee to attend the Summer Leadership Training Institute will include registration, travel, lodging and meals in accordance with the standard TCA reimbursement rate.
- b. Expenses for Chapter and Division Treasurers to attend the TCA Summer Leadership Training Institute when funds are budgeted for that purpose.
- c. Chapters and Divisions are encouraged to pay expenses for other key officers and emerging leaders to attend the Summer Leadership Training Institute.

9. Emerging Leaders

- a. TCA will provide a stipend of \$100 to each appointed Chapter and Division Emerging Leader to attend the Senate meeting prior to the Professional Growth Conference when funds are budgeted for this purpose.
- b. Expenses for TCA appointed Emerging Leader(s) to attend the TCA fall Board and Senate meetings will include travel, lodging and meals in accordance with the standard TCA reimbursement rate when funds are budgeted for this purpose.

- c. Expenses for TCA's incoming appointed Emerging Leader(s) to attend the TCA June Board and Senate meetings and Summer Leadership Training Institute will include registration, travel, lodging and meals in accordance with TCA reimbursement rate when funds are budgeted for this purpose.
- d. Emerging Leaders must attend the entire meeting(s) to be eligible for a stipend or reimbursement of expenses.

10. Liaisons to Regulatory Bodies

- a. TCA will reimburse reasonable expenses for liaisons appointed by the TCA President to regulatory bodies within Texas that impact professional counselors in accordance with the TCA reimbursement rate within the annual operating budget.

E. Educational Endowment Fund(s)

1. General Educational Endowment Fund

The Educational Endowment Fund (EEF) is a restricted fund established by the TCA Board and Senate to provide professional development grants of up to \$500 to individuals who have been members of TCA for at least 12 months prior to application for such grants. The EEF Committee reviews and approves applications for EEF grants as set forth in the TCA Governance Manual, Section IV.D.5. Educational Endowment Fund (EEF) Committee.

Annual grants of up to \$500 to attend the TCA Annual Professional Growth Conference may be awarded to Black, Indigenous, People of Color (BIPOC) graduate students and new professionals. The Equity and Inclusion Committee as well as the Advisory Committee of Past Presidents (ACOPP) reviews and approves applications for these grants when funds are appropriated for that purpose.

The General Endowment Fund and the Named Funds are managed by the Executive Director with the approval of the Finance Committee. An annual report of the EEF funds is presented to the Board and Senate in June and promoted by TCA.

2. Specially Named Fund(s)

A person wishing to initiate a named fund shall submit a letter of intent to the TCA office. Formal acceptance of the gift to instigate a named fund is subject to the approval of the Finance Committee.

Process:

- a. A "Statement of Understanding for Specially Named Funds" will be signed by the donor wishing to initiate the named fund, the EEF Committee Chair(s) and the TCA President.
- b. Each named fund has five years from the date of the Statement of Understanding to accrue \$10,000. All contributions toward a named fund will be deposited in the General Endowment Fund until such contributions total \$10,000 at which time a separate fund will be established. Until such time as the named fund reaches \$10,000 accumulated interest will accrue to the General Endowment Fund.
- c. If a named fund does not reach the goal of \$10,000 within five years from the date of the Statement of Understanding, the monies accrued shall remain within the General Endowment Fund.
- d. When a named fund reaches \$10,000, those funds are moved from the General Endowment Fund to a named account as designated by the Finance Committee and reported to the Board of Directors.
- e. TCA assumes no responsibility to promote any individually named fund. The initial donor of each named account will receive a report each fiscal year of the status of each account for the first five years or until the fund reaches \$10,000.

3. Levels of Contribution

TCA will annually recognize contributions to the General and Named Educational Endowment Funds at the following levels:

Supporters Circle:	\$25 to \$150
Contenders Circle:	\$151 to \$500
Challengers Circle:	\$501 to \$999
Champions Circle:	\$1000 and above

IV. COMMITTEES

A. General

Committee members, including the Committee Chair(s), may serve a maximum of three consecutive years. Committee chairs and members are appointed by the Board of Directors upon the recommendation of the President-elect to serve during his/her term as President, unless designated by the Bylaws, and shall be current members of TCA. The three (3) year rule of committee service will not apply for the Advisory Council of Past Presidents (ACOPP).

The work of each committee is defined in the annual Committee Activity Management Plan (CAMP) developed by each committee and approved by the TCA Board to support the Strategic Plan. A committee may not delegate its responsibility or assignment to another committee or modify TCA procedures or forms without the prior approval of the TCA Board. Any committee that has not completed at least 50 percent of their CAMP activities for two consecutive years is subject to review by the Board for possible dissolution.

B. Special Committees

In accordance with the Bylaws, the President may appoint special committees or task forces. Such special committees will follow the same procedures as established for standing committees and serve for the term as set by the Board at the time of appointment or until completion of the special project(s) as assigned.

C. Committee Chairpersons

Standing Committee Chairs are appointed for one year and are eligible to serve for one additional year. Total consecutive service on a committee, however, may not exceed three years. Committee chairmanship rules will not apply to the chair of the Finance Committee.

Responsibilities:

- a. Coordinate the work of the committee in compliance with its CAMP, budget and TCA's Strategic Plan.
- b. Submit expense requests in advance to the TCA Finance Committee for approval. Expenses must align with the Committee's CAMP, TCA's Strategic Plan and the TCA operating budget.
- c. Monitor committee expenses and approve all expense vouchers, remaining within the committee's approved budget. Submit requests for payment within ten days of meeting, event, or expense.
- d. Schedule committee meetings and notify the TCA Chief Executive Officer and President of the date, time and location of each meeting. (Committees are encouraged to meet during the Annual Professional Growth Conference. Requests for a meeting room must be submitted to the TCA staff at least six weeks before Conference. Rooms are assigned on a space available basis.)
- e. Submit the CAMP developed by the committee for consideration by the Strategic Planning and Finance Committees.
- f. Attend Committee Chair orientation and other leadership training provided by TCA.
- g. Submit written reports on committee activity for presentation at each meeting of the Board of Directors and Senate and upon request of the TCA President.
- h. Maintain records of committee work and assist in the orientation of new committee chairpersons and members.
- i. Be available to serve as a mentor of the incoming chairperson(s) for one year after service.
- j. Participate in regularly scheduled conference calls with President and other committee chairs.

D. Standing Committees

1. Advisory Council of Past Presidents (ACOPP)

Purpose: Provide a historical context of the organization to the leadership of TCA. All former presidents who are active members of TCA are eligible for this committee.

Responsibilities:

- a. Make the final selection of Truax Award recipients.
- b. Notify the TCA office no later than July 30 if award is to be given at the TCA Annual Professional Growth Conference.
- c. Chair will present the Truax Award during the TCA Annual Professional Growth Conference.
- d. Design and deliver in conjunction with the TCA Membership Committee a First Timers Orientation at the TCA Annual Professional Growth Conference.
- e. Serve as a resource and/or mentor of TCA leaders and emerging leaders.
- f. Solicit, review, and select annually mentors and mentees under the TCA Mentorship Program.
- g. Collaborate with the Equity and Inclusion Committee to solicit and review applications for the TCA Professional Growth Conference EEF Grants for BIPOC Graduate Students and New Professionals; announce recipients at the TCA Annual Professional Growth Conference.

2. Awards Committee

Purpose: To select recipients for the TCA Professional Awards; and to nominate the recipients of these awards for ACA awards.

Responsibilities:

- a. Promote the Awards program by publishing articles in TCA publications and marketing materials and contacting Chapters and Divisions to promote nominations for awards.
- b. Include in the committee budget expenses for the Outstanding Layperson to attend the awards ceremony.
- c. Review nominations and select recipients for each award no later than September 15 of each year. There is no requirement to present an award in each category each year. In the case of a tie vote in the committee, the chair will cast the deciding vote.
- d. Notify each award recipient and his or her employer by September 15 and encourage each recipient to attend the Awards ceremony held during the Annual Professional Growth Conference. Advise the recipient of the Outstanding Layperson Award that housing and transportation expenditures to attend the Awards ceremony will be paid by TCA.
- e. Notify each nominating organization and each nominee of the committee's decisions no later than September 15.
- f. Coordinate with the Conference Coordinators, the TCA office and the TCA President to present the Awards during the TCA Annual Professional Growth Conference and to produce the Awards book.
- g. Submit an article promoting the Award recipients to the TCA newsletter.
- h. Members of the Awards Committee may not submit or support nominations for awards. The committee chair will notify a committee member who is nominated for or submits an award prior to the Awards Committee selection meeting. The committee member has the option of resigning from the committee, withdrawing the nomination, or withdrawing from award consideration.

3. Bylaws Committee

Purpose: To ensure that the governance documents of TCA, its Chapters and Divisions reflect the policies established by the Board and Senate and are in compliance with ACA.

Responsibilities:

- a. Review all proposed amendments to the Bylaws and/or Governance Manual from committees, Chapters, Divisions or individuals. The committee may originate and propose amendments.
- b. Review each revision of the Bylaws and Governance Manual published by the TCA office to ensure that it accurately reflects amendments approved by the Board and/or the Senate.
- c. Using a TCA approved Bylaws review form, work with each Chapter and Division and the Regional and Division Directors to ensure that all Chapter and Division Bylaws are reviewed on the same three year cycle as the TCA Strategic Plan and are in compliance with the TCA Bylaws.
- d. Coordinate with the office to ensure that any amendments to the TCA Bylaws are submitted to ACA, the IRS and any other entity that is required to receive such documents.

4. Communications Committee

Purpose: To develop a content creation strategy for TCA's online presence that promotes professional counselors in Texas, the counseling profession, programs and accomplishments of TCA, its divisions, chapters and members.

Responsibilities:

- a. Consult with TCA staff to develop and implement content ideas for social media as well as TCA and Division websites.
- b. Consult with Chapters and Divisions on content strategy.
- c. Consult with TCA staff to develop and distribute to TCA Chapters and Divisions templates for news releases.

5. Educational Endowment Fund (EEF) Committee

Purpose: To promote the professional development of TCA members through grants awarded from the Educational Endowment Funds and to solicit contributions for that purpose.

Responsibilities:

- a. Submit articles for TCA publications and marketing materials to promote EEF applications and contributions and to recognize donors and award recipients.
- b. Review applications and select individuals to receive EEF grants.
- c. Announce the grant recipients during the TCA Annual Professional Growth Conference.
- d. Make recommendations to the Board for ways to enhance the EEF grant program.

Process:

- a. Applications for EEF grants must be received in the TCA headquarters office on or before April 1st, August 1st and December 1st. Applications are available online or from the TCA office.
- b. Grants are awarded for (1) attendance at conferences sponsored by TCA and its Divisions, (2) course work toward completion of a graduate degree; (3) activities such as original research, conference attendance or specialized study; (4) other professional development or continuing education activities; or (5) for special initiatives as determined by the TCA Finance Committee.
- c. The EEF Committee reserves the right to decline giving an award(s) in any year if suitable application(s) is/are not received, as determined by the EEF Committee.
- d. Applicants must be members in good standing of TCA for a period of at least one (1) year prior to submitting an application for EEF grant.
- e. Grants are awarded from named EEFs. Any specific fund must have accumulated interest of \$500 by December 31 before an award is made from that account during the following year.

6. Ethics Committee

Purpose: To educate TCA members on ethical principles, processes and practices.

Responsibilities:

- a. Assist members to understand the ACA Code of Ethics.
- b. A member of the committee will serve on the Conference Program selection committee to review proposals on Ethics workshops.
- c. Chair(s) will collaborate with the designated TCA staff and committee members to review requests to use the TCA CE Provider number to present programs for Ethics credit.

7. Membership/Member Services Committee

Purpose: To promote membership through relevant and beneficial member services.

Responsibilities:

- a. Conduct periodic review of TCA membership categories and make recommendations to the Board of Directors.
- b. Review member services and make recommendations to the Board of Directors.
- c. Recommend strategies and programs to increase and retain TCA members.
- d. Encourage, engage and support graduate student members.
- e. Coordinate with TCA staff to host the Graduate Student breakfast and other events at the TCA Professional Growth Conference.

8. Public Policy and Advocacy Committee

Purpose: To monitor public policy issues that reflect the TCA mission and impact all Professional Counselors, regardless of their work setting, and make recommendations on policy positions to TCA.

Responsibilities:

- a. Monitor federal, state, local and private policies for Professional Counselor services and make recommendations to TCA.
- b. Provide input to TCA on legislative and public policy issues that impact the delivery of services by all Professional Counselors.
- c. Advocate to the general public, public officials and corporate decision makers on the credentials and benefits of services provided by all Professional Counselors.
- d. Monitor issues that affect the accreditation and licensure of Professional Counselors, including the standards for specialization.
- e. Monitor issues that affect the certification of Professional School Counselors, including the standards for counselor preparation programs.
- f. Provide input to TCA on legislative and public policy issues that impact the delivery of effective professional counseling services.
- g. Advocate to the general public, public officials and corporate decision makers on the credentials and benefits of services provided by professional counselors.
- h. Promote TCA Advocacy Days before and during each Legislative Session.
- i. Attend at least one Advocacy Day each session when funds are budgeted for that purpose.

9. Strategic Planning Committee

Purpose: To coordinate the strategic planning process to ensure that TCA priorities, activities and budget are aligned to the TCA Three Year Strategic Plan.

Responsibilities:

- a. Develop a process and timeline for the Board to evaluate and revise the Strategic Plan in the fall of the third year of the Three Year Plan.
- b. Schedule and coordinate a review of prior and current year plans and accomplishments during the mid-winter TCA Board meeting in the first and second year of the Three Year Plan to assess progress toward achieving the goals established in the Strategic Plan.

- c. Conduct training on creating and implementing the Strategic Plan during the TCA Leadership Training Programs and Committee Chair orientation.
- d. Collaborate with the President-elect to design and conduct training for Committee Chairs and Chapter and Division leadership on developing the Committee Activity Management Plans (CAMP), the Chapter Activity Management Plan (CHAMP), and the Division Activity Management Plan (DAMP), respectively
- e. Assign the strategic directions from the strategic plan to committees for inclusion in the CAMPs.
- f. Review each CAMP, CHAMP, and DAMP to insure the proposed activities are within the scope of the TCA Strategic Plan. Thereafter, report results of the CAMP and DAMP to the TCA Finance Committee prior to the Budget Planning meeting each spring.
- g. Assist Chapters, Divisions and committees design activities in compliance with the TCA Strategic Plan.

10. Wellness Committee

Purpose: to plan and implement activities and programs that advocate wellness for TCA and its members.

Responsibilities:

- a. Assist and inform the TCA Board of Directors and Senate in developing strategic wellness priorities for TCA.
- b. Prepare content on wellness for TCA publications and marketing materials.
- c. Provide wellness resources for TCA and its members.
- d. Coordinate with TCA staff and conference coordinators to provide wellness activities at TCA conferences.

11. Equity and Inclusion Committee

Purpose: To identify implicit and explicit biases within the Texas Counseling Association (TCA) that impede the engagement of Black, Indigenous, People of Color (BIPOC) and other under-represented TCA members in leadership positions and to encourage more diversity in leadership.

Responsibilities:

- a. Make recommendations to the TCA Board of Directors on ways to enhance diversity and inclusion in leadership.
- b. Collaborate with the TCA Executive Committee and other Standing Committees to support the directives of TCA Inclusive Leadership.
- c. Collaborate with ACOPP to solicit and review applications for the TCA Professional Growth Conference EEF Grants for BIPOC Graduate Students and New Professionals; announce recipients at the TCA Professional Growth Conference.
- d. Support and encourage diversity and inclusiveness on TCA Committees and Task Forces

12. Program Review Committee

Purpose: The PRC is a committee of professional counselors with diverse clinical and cultural experiences and expertise that review proposals to ensure they comply with the criteria set forth by each regulatory bodies, NBCC, and SBEC. It supports the continuing education needs of Professional Counselors through the review of program proposals for the Professional Growth Conference (PGC), Professional School Counselor Conference (PSCC), and Chapter and Division proposals to use the TCA CE Provider numbers for professional development events. To provide consultation on the continuing education needs of TCA membership and strategies for meeting those needs. The Program Review Committee shall include members with expertise in Counselor Education.

Responsibilities:

- a. Review continuing education program proposals for PGC, PSCC, Chapters and Divisions when TCA continuing education provider number is utilized.
- b. Review, and revise when necessary, the PGC, PSCC, Chapter and Division proposal submission form to ensure

- the components meet Continuing Education (CE) Provider requirements.
- c. Review, and revise when necessary, the PGC, PSCC, Chapter and Division proposal review rubric to ensure the components meet CE Provider requirements and the rubric aligns with the proposal submission form components.
 - d. Work with the TCA office and staff liaison to develop a timeline for the call for proposals, the review of proposals, and the acceptance status notification of submissions for PGC and PSCC that supports staff and volunteers workflow.
 - e. Work with TCA staff and President-Elect to curate PGC accepted proposals and finalized slate of programs so as to align with continuing education needs of membership, conference theme, and meet NBCC requirements to maintain content quality.
 - f. Participate in training to ensure understanding of standards and review process.

V. AWARDS

A. Distinguished Service Awards

Purpose: To recognize TCA members for service and/or leadership in the performance of their duties within TCA's organizational structure.

Process:

- a. Each retiring Board Member, Senator, Committee Chairperson, and any other person who has chaired an organized program on behalf of TCA is eligible to receive this award based upon fulfillment of the responsibility associated with the position. The President will present a list of the recipients to the Board and Senate at the June meeting.
- b. A special award certificate is prepared by staff and presented to each recipient.
- c. The Past President recognizes each recipient at the TCA Annual Professional Growth Conference.
- d. The Executive Committee will determine eligibility to receive the Distinguished Service Award.

B. Presidential Awards

Purpose: To honor individuals who have given outstanding service and/or leadership to TCA and/or to the counseling and guidance profession. There is no requirement to present this award each year. This award may be given to more than one person each year.

Process:

- a. Any TCA member can submit a nomination for the Presidential Award. Nominees do not have to be members of TCA.
- b. Nominations must be submitted in writing and include supporting data that provide evidence of the leadership and/or service.
- c. Nominations must be received by the TCA office no later than June 1 of each calendar year.
- d. The President presents all nominations to the Board for final selection at the June meeting.
- e. An individual can receive a TCA Presidential Award only once.
- f. The Past President presents this award at the TCA Annual Professional Growth Conference.

C. Professional Awards

Purpose: To honor individuals, Chapters and Divisions who have demonstrated outstanding commitment, leadership or service in support of the counseling profession in the categories of the Research, Outstanding Division, Outstanding Chapter, Dr. Jamesanna Kirven Outstanding Counselor, Professional Writing, Molly Gerold Human Rights, Outstanding Layperson Outstanding Graduate Student, and John Shirley Advocacy Awards.

Process:

- a. Nominations must be received by the TCA office no later than August 1 of each calendar year. All nominations are to be submitted electronically to TCA headquarters.
- b. For all nominees, except those for Outstanding Layperson Award, the TCA office staff verifies continuous membership over one full year preceding the nomination. All nominees, excluding the Outstanding Layperson Award, must have been a TCA member for no less than one year before the award nomination deadline.
- c. The Awards Committee reviews all nominations and makes selections for presentation at the Annual Professional Growth Conference.

D. Dr. William E. Truax Founders Award

The award is named in memory of Dr. William E. Truax, a ‘founding father’ of TCA. Dr. Truax was a counselor educator and Dean of the College of Education at East Texas State University. In 1950, he helped establish the TCA constitution and in 1958, he served as TCA President. Dr. Truax remained a significant force in the association for many years, giving freely of his time as TCA Executive Secretary for nearly 25 years.

Purpose: To recognize the significant contributions of an individual TCA member who has been a TCA member for a minimum of 15 years with consecutive membership for at least the past 10 years. The recipient must have demonstrated over this time a global vision and made a significant impact on the counseling profession. Leadership and contributions must focus primarily on TCA, including divisions and chapters. Regional, national and international contributions may be considered as part of the global vision and significant impact.

Process: Nominations may be made by any individual or organization and must be received by the TCA office no later than June 1 of each calendar year. ACOPP will only consider Nomination Packets that include all the information as set forth on the Awards page of the TCA website.

- a) The Advisory Council of Past Presidents (ACOPP) reviews all nominations and makes selections for presentation of the special paperweight award at the general session of TCA's Annual Professional Growth Conference.
- b) Recipients receive emeritus membership in TCA which includes: exempt from payment of TCA dues, eligibility to receive all member benefits, to attend all meetings of the Association, to vote, to serve as an Officer, to serve on the TCA Board of TCA Senate.
- c) Awards are given at the discretion of ACOPP and are not required to be presented annually. This award may be presented to more than one person each year.

Nomination Packet: Completed nomination packet must be submitted by June 1st to the Chair of ACOPP. Each packet must include the following information:

Part 1: A current resume or vita with all dates included. **Part**

2. Professional History:

- a) Employment history;
- b) Professional service related activities with specific titles (e.g., Chair, President, etc.) and including TCA, its chapters and divisions.

Part 3. Professional Accomplishments:

- a) Professional membership (including dates of membership);
- b) Professional licenses and certifications held;
- c) Professional accomplishments, recognitions and awards.

Part 4. Professional Contributions:

- a) List of publications and presentations (refereed publications and presentations should be listed separately to distinguish the difference categories).
- b) Description of direct or indirect impact on TCA service, including chapters and divisions.
- c) Regional, national and international contributions may be considered as part of the global vision and significant impact. (Examples of professional contributions could be, but not limited to, leadership roles, advocacy, etc.)

Part 5: Professional Practice and Scholarship

- a) The completed application packet can include a maximum of three letters of support based on the four areas outlined in this section.
- b) Only one letter may be from a current work-related colleague.
- c) The letters should speak specifically to the nominee's qualifications, including appropriate brief examples, relative to the criteria.

VI. Professional Development

A. Professional Development Grants

Purpose: To provide funds to help Chapters and Divisions provide programs and workshops to help address the professional development needs of TCA members. Application forms are available on-line.

Process:

- a. Applications must be submitted to the TCA office six weeks before the planned activity and must document that the proposed activity is consistent with TCA's strategic plan and is relevant to the professional concerns of the target audience. A letter of support from the President or President-elect of the Chapter or Division must be included.
- b. Grants are awarded based on funds budgeted for this purpose. Each Chapter and Division is limited to one grant of not more than \$200 per fiscal year.
- c. The President-elect reviews and approves or denies the grant application.
- d. If denied, the Chapter or Division is notified of the reason the grant was denied.
- e. If approved, all programs must list TCA as a co-sponsor. Programs may not conflict with TCA meetings or conferences.
- f. A report and evaluation of the program must be submitted to the TCA office within thirty (30) days of completion of the program. Chapters and Divisions sponsoring financially successful programs and activities are encouraged to return the amount of the grant to further support grants to other Chapters and Divisions.

B. Conferences

1. Annual Professional Growth Conference

TCA annually sponsors a professional growth conference to provide continuing education and professional development programs to professional counselors in Texas. The conference will be held in a location as determined by the Board of Directors that has the hotel and meeting facilities to support attendance by at least 2500 counselors. The TCA President shall serve as Conference Coordinator for the conference held during the President's term.

2. Professional School Counselors Conference

TCA will collaborate with the TSCA (Texas School Counselors Association) Division to sponsor the Professional School Counselor Conference. TCA shall be responsible for the administrative aspects of the conference for a fee to be determined annually. TSCA shall be responsible for the programmatic aspects of the conference. All conference registration less conference expenses shall be equally divided between TCA and TSCA.

C. TCA Continuing Education Provider Number

The Texas Counseling Association may sponsor TCA Chapter and Division programs if the Chapter or Division has applied to use the TCA Continuing Education Provider number in accordance with the procedure set forth in the Administration Section.

D. Individual Grants

TCA provides Educational Endowment Fund grants to individual TCA members to support professional growth and development. The Educational Endowment Committee reviews and approves all grant requests in accordance with the process set forth in the Committee Section.

VII. Publications

The Texas Counseling Association, in support of its mission and strategic plan, publishes a professional newsletter, a journal and brochures to support the professional development of its members and to promote the activities of the Association. The newsletter and journal are distributed to each current member of TCA upon publication as a benefit of membership.

A. Newsletter

1. Publishing Guidelines

- a. The newsletter is published in accordance with the timeline established by the TCA Staff.
- b. Articles may be submitted to or solicited by the TCA staff, President, Divisions, Chapters and Committees.
- c. Divisions, Chapters and Committees are encouraged to submit articles promoting activities and programs of interest to the general membership.
- d. Advertisements for services, instruments, products, programs or educational institutions that promote professional value or services to TCA members may be accepted on a space-available basis upon approval of the Chief Executive Officer.

B. Journal

1. Publishing Guidelines

- a. The TCA journal is published in accordance with the timeline established by the Executive Editor in consultation with the Chief Executive Officer. The number of issues is set annually by the TCA Board and Senate upon the recommendation of the Finance and Publication Committee.
- b. Articles must be submitted to or solicited by the Executive Editor of the journal.
- c. All authors for articles accepted for publication in the journal must sign a release of copyright to TCA.
- d. Advertisements for services, instruments, products, programs or institutions of interest that promote professional value or services to TCA members may be accepted on a space-available basis.

2. Editorial Board

- a. The Journal Editorial Board will be composed of an Executive Editor, a fourteen member Editorial Board, and an Associate Editor. The Journal Editorial Board shall be appointed by the TCA Board upon the recommendation of the Publications Committee for three-year terms. Term cycles will begin July 1 or December 1. Each editor may be appointed to serve two consecutive terms in the same position but may not serve a third consecutive term. Editor and Editorial Board openings will be publicized.
- b. Of the 16 editors (Executive Editor and Associate Editor and 14 Editorial Board member), at least 6 must be members of TCA. All other editors must be members of ACA. All editors must have a degree in a mental health field, work as a counselor or counselor educator and have a working knowledge of the counseling field and major concerns of counselors. Editors must have a good command of written English, be able to critically read the writings of others, and work within time constraints to meet deadlines.
- c. Editors review and edit manuscripts within guidelines and deadlines established by the Executive Editor and cooperate with directives from the Executive Editor.
- d. Editors attend meetings with the journal Editorial Board as called by the Executive Editor.

3. Executive Editor

Responsibilities:

- a. In consultation with the Chief Executive Officer and Associate Editor, develop a production schedule and distribute it to the Publications Committee and Editorial Board.
- b. Coordinate review by the Editorial Board of manuscripts submitted for publication.
- c. Correspond with authors regarding manuscripts submitted for publication.
- d. Make the final decision regarding publication of such articles, in consultation with the Editorial Board.
- e. Coordinate with the Chief Executive Officer the length of each issue, the budget request for the journal, and publication timelines and specifications.
- f. Proofread and approve the final copy of the journal prior to publication.

4. Associate Editor

Responsibilities

- a. Work with the Executive Editor and Chief Executive Officer to develop and distribute the production schedule.
- b. Review and proofread the journal at each stage in the production process and coordinate proofreading with the Executive Editor and author of each manuscript.
- c. Cooperate with and complete special directives and assignments from the Executive Editor.
- d. Ensure that each author who has a manuscript published receives two copies of the journal and each featured author receives five copies of the journal.

C. Brochures

TCA produces brochures to support its mission and strategic plan, to promote its activities, and to advocate for the counseling profession.

- a. Committees may develop and recommend publication of brochures.
- b. All TCA brochures will be reviewed and approved by the Executive Committee.
- c. Publication of brochures is contingent upon fund availability.
- d. TCA will provide a reasonable quantity of brochures, as determined by the Chief Executive Officer, to TCA members at no cost as a benefit of membership.