

Licensed Professional Counselors Association

Non-Profit 501 ( C) 6

IRS Status includes PAC – Political Action Committee

**GUIDEBOOK**

*Board of Directors Manual*

LPCA, the Licensed Professional Counselors Association of GA

**Awarded as the #1 State Chapter for Mental Health Professionals in the USA**

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Licensed Professional Counselors Association

*Board of Directors Manual*

**GUIDEBOOK**

**2018- 2019**

**Table of Contents**

* + Welcome (what is expected and what is required as a Board Member)
	+ Calendar Meeting Schedule (Dates to Remember)
	+ Mission and Vision Statement
	+ Code of Ethics for Board Members
	+ Frequently Asked Questions)
	+ By-Laws (Includes Job Description
	+ District Workshop Planning Procedures
	+ Map of Districts
	+ Policy – Policies must be signed and sent to LPCA office
	+ Reimbursement/Travel/Conventions and Elections
	+ Antitrust Claims
	+ Conflict of interest
	+ Harassment
	+ Whistleblower

# MISSION STATEMENT

The Licensed Professional Counselors Association of Georgia, Inc. is dedicated to the profession and the professionalism of Counselors in Georgia.

**Congratulations** on your nomination and election to the LPCA Board of Directors. The Term is July 1, 2018 to June 30, 2019. It is an exciting time to serve your professional association in a leadership capacity and we look forward to your contribution in changing the future of your profession.

**What we don’t ask of you.** As you know it is industry standards to pay a contribution fee of up to $4,000. LPCA does not do that, what we ask for is your time, a “pay it forward” by helping your profession raise the bar.

**What we do need and ask of you**. Speak with “one voice” as an LPCA Board member you assume the face of the profession, and as we all have personal opinion, whatever the board votes as the public voice of LPCA all board members agree they will speak in unison. Other expectations: Attend meetings (LPCA board, state, licensing, MH, and others meeting as possible), speak to others on behalf of LPCA, invite your colleagues to join, answers emails, and volunteer to help your fellow board member on their projects. We all have very busy lives and the work that LPCA accomplishes is by the team.

* + Four (4) Board Meetings per year.
	+ Attend the LPCA convention, (see the reimbursement policy).
	+ Answer emails from the LPCA (Your input is one of the guides of the profession of counseling).
	+ One Newsletter Article, a year for the newsletter (does not need to be written by you) .
	+ Four (4) Board Reports (who you talked to about LPCA, members you helped, and events you hosted or attended).

**Leadership Orientation:** The Transitional Board Meeting will be set this summer by the Presidents. The meeting will start at 10:00am and end at 12:00pm.

**BOARD Meetings:** The LPCA Board of Directors generally meet the first Saturday September, November, January and April, at the LPCA office. The Board Meetings start at 10:00 AM. to NOON. Email your report at least a week before the meeting (makes for a happy LPCA Secretary board member)

**24/7 Access:** Check the website for updated schedules, calendars, board contact list, FAQs, http://www.LPCAGA.org, under About Us tab, click Leadership

**THIS LPCA Board of Directors Manual** includes many informational Board documents, including those that require your signature. Please read the By Laws as soon as possible. The last three pages of this document need to be signed and delivered to the LPCA office. You can sign at the meeting or mail to the LPCA office if you are not attending the meeting.

Please feel free to call the LPCA office for any support you may need in preparing for your role or understanding how the Board operates.

Again congratulations, and may you enjoy success in your year as an LPCA Board of Director.

Best regards, Gale Macke, CEO phone: 770-449-4547 LPCA Office LPCA@mindspring.com

Cc: PRESIDENTS: Lisa King Smith, Ed S, LPC, CPCS, President-Elect-Carolyn Ramp, and Immediate Past President- Darrell Brooks, MPH, LPC, CPCS

**DATES TO REMEMBER:**

* LPCA CALENDAR is SET by the President, 2018-2019
* Board Term from July 1 TO June 30, 2018.
* Full LPCA Board of Directors Meetings are generally the 1st Saturday
* Four times a year at the LPCA office.

 *June 1 Newsletter Deadline- Send in your Convention Photos for the Newsletter*

**June 23 Transitional Board meeting at host site**

August 11 Executive Committee Meeting, EC “Theme” due from Convention Chair/committee

 *September 01 Newsletter Deadline*

 *“Convention Call for Programs” due to be mailed with newsletter*

**September 8 LPCA Board of Directors Meeting – EC and Convention meeting**

October 6 Executive Committee Meeting, EC

**November 10 LPCA Board of Directors Meeting-EC and Convention meeting**

December No Board or Executive Committee Meeting planned

 *December 01 Newsletter Deadline to include: Full Convention information*

***2019***

January 5 Executive Committee Meeting-Get Ready for Legislation Session to START

February 2 **Full LPCA Board of Directors Meeting– EC and Convention meeting**

*March 01 Newsletter Deadline: SLATE OF NOMINEE, include Bio*

March 2 Executive Committee Meeting

**April 27**  **LPCA Board of Directors Meeting – EC and Convention meeting**

?May 09-12, 2019 31st Annual Convention: ATLANTA

 **Meeting/Party** \*EVERYONE, new board and retiring board members please attend.

*June 01 Newsletter Deadline:*

OTHER VERY IMPORTANT MEETINGS YOU SHOULD ATTEND:

We ask you attend at least one of the Licensing Board meetings.

July 13 GA Composite Board Meeting 1:00pm (237 Coliseum Dr, Macon, GA 31217)

August 10 GA Composite Board Meeting 1:00pm (237 Coliseum Dr, Macon, GA 31217)

September 7 GA Composite Board Meeting 1:00pm (237 Coliseum Dr, Macon, GA 31217)

October 12 GA Composite Board Meeting 1:00pm (237 Coliseum Dr, Macon, GA 31217)

November 9 GA Composite Board Meeting 1:00pm (237 Coliseum Dr, Macon, GA 31217)

December 7 GA Composite Board Meeting 1:00pm (237 Coliseum Dr, Macon, GA 31217)

January GA Composite Board Meeting 1:00pm (237 Coliseum Dr, Macon, GA 31217)

February GA Composite Board Meeting 1:00pm (237 Coliseum Dr, Macon, GA 31217)

March GA Composite Board Meeting 1:00pm (237 Coliseum Dr, Macon, GA 31217)

April GA Composite Board Meeting 1:00pm (237 Coliseum Dr, Macon, GA 31217)

May GA Composite Board Meeting 1:00pm (237 Coliseum Dr, Macon, GA 31217)

June GA Composite Board Meeting 1:00pm (237 Coliseum Dr, Macon, GA 31217)

November SIGN up for the 33rd Biennial Institute for Ga Legislators in Athens

January 8 Get Ready for Legislation Session to START

July 17-19 AMHCA Leadership Training, CEO and President Elect

July 19-20 AMHCA Annual Convention

###### What does the PRESIDENT do? FROM the BY LAWS and Policy/Procedures. Classification: Automatic succession from the office of President-Elect.

Qualifications: Must be a voting member of LPCA and AMHCA. (by law requirement – member of AMHCA)

Term of Office: The President shall be elected for a term of one year, or until a successor is elected and installed. The President, upon completion of the term of office, shall succeed to the office of Immediate Past President without election, to serve for a term of one year.

President shall be the principal executive officer of the Association and, subject to the authority of the Board of Directors. **The President may authorize the President-elect or any other officer or agent of the Association to act in his/her place r stead.** The President shall perform all duties incident to the office of the President and such other duties as may be specifically prescribe by the Board of Directors from time to time. **The President may appoint ad hoc committee chairs as needed.**

The President or his/her representative shall represent the Association at meetings of other organizations in way that promotes the purposes of the Association.

DUTIES:

1. Serves as an official representative of LPCA in contact with individuals, government, civic, business and professional organizations, institutions and groups, for the purpose of advancing the objectives and policies of LPCA. The President shall have the power to appoint a representative if unable to be the official representative.
2. Serves as Chairperson of the Board of Directors.
3. Serves as a member of the Executive committee.
4. Calls special meetings of the Association or the Executive committee as outlined in the Bylaws.
5. Fills vacancies, which may occur on committees, as provided by the Bylaws.
6. Forms special committees when such are essential to the management of the Association. All special committees formed are presented for approval at the next Executive Board Meeting.
7. Serves as ex-officio member of all committees except the Nominating Committee.
8. Determines the time and place of any special meeting of the Association as provided by the Bylaws.
9. Appoints tellers to assist in determining the result of any vote taken, when applicable.
10. Casts the deciding vote in case of a tie, if the chair wishes.
11. Keeps an itemized accounting of official expenditures of the office, which shall be submitted to the Treasurer for reimbursement (on a financial statement form with all receipts). Prepares an annual operating budget to present to the Board of Directors by July.
12. Submits a written report of the officially designated activities highlighting the Association to the Secretary prior to all Executive Board Meetings and an Annual Report prior to LPCA Annual Session.
13. Delivers an address to the LPCA Annual Convention, with copies available for distribution.
14. Submits an agenda of the upcoming meeting(s) to members of the Board of Directors at least ten days before the Board meeting.
15. Prepares a President’s Message for all issues of LPCA NEWSLETTER.
16. Gathers material and files to give incoming President.
17. Answers all correspondence promptly. Keeps all correspondence in an organized file.
18. Serves the Association ably and efficiently. The President must know the Bylaws and have a basic knowledge of parliamentary procedures.
19. The President will work with the CEO of the Association for the “business” of the Association. The CEO will run the business and the staff.
20. Performs other such duties as may be provided by the Bylaws.

**An annual operation budget shall be prepared by the CEO, Treasurer and Finance Committee and proposed by the President and approved by the Board of Directors by the July Board meeting each year.**

**MISSION and VISION STATEMENT**

**MISSION STATEMENT (updated 2009)**

The Licensed Professional Counselors Association of Georgia, Inc. is dedicated to the profession and the professionalism of Counselors in Georgia.

# VISION STATEMENT

The Licensed Professional Counselors Association of Georgia

is a dynamic, progressive organization promoting the role of professional counselors as leaders in mental health care.

We create a safe, nurturing association fostering the professional and personal growth of our members.

As the premier organization representing counselors in Georgia, we enhance the image and working environment of Professional Counselors by:

* Ensuring and empowering the future generation in this association
* Maintaining the highest professional and ethical standards
* Providing leadership through development of legislative initiatives
* Initiating collaborative relationships based on our principles of inclusiveness and mutuality with any and all organizations vested in mental health

As counselors, we believe quality mental health care is crucial to the wellbeing of our clients, our community, our nation and our planet.

LPCA of GA significantly contributes to the mental, emotional, and spiritual well-being of the public through community service projects and public education efforts.

We provide our services with respect and dignity to those we serve.

**CODE OF ETHICS**

Serving as a board member of the Licensed Professional Counselors Association of Georgia, Inc.

Requires a personal and professional commitment. Time, energy, and presence will be required. Additionally one must be dedicated to:

* Adherence to the LPCA mission.
* Attending and participating in all board meetings and when unable to attend, notify the Executive Director or board chair for an excused absence.
* Reviewing all minutes prior to a board meeting so as to be prepared to take action as required by a board vote.
* Actively serving on at least one board committee or subcommittee.
* Acting only with the full board, not individually unless authorized to do so by the full board.
* Speaking for the full board only when the full board sanctions such action.

Board Member Ethics:

In order for the board to be efficient and effective, board members must:

* Actively listen to individual members of the board and respect their opinions
* Respect and support the majority decisions of the board
* Recognized that board members are trustees of the LPCA and that the LPCA is operating in the best interest of the general membership of LPCA
* Declare any conflict of interest between personal/professional life that would interfere with the operations of LPCA and avoid voting on issues that appears to be a conflict of interest
* Avoid being critical, in or outside of the board meeting, of other board members or their opinions
* Restrain from interfering with the duties of the executive director or undermining the executive director’s authority
* Restrain from discussing confidential proceedings of the board outside the board meetings
* Uphold all ethical behavior as members of the professional behavioral healthcare community and as defined in the LPCA, AMHCA, and Georgia Composite Board Code of Ethics.

Updated 013109

**Frequently Asked Questions**

**1. As Board member where do I find the Board Meetings Information?**

If you need schedules, calendars, board contact list, FAQs, this information is available on the website under ABOUT US and click Leadership. <http://www.LPCAGA.org>

**2. Where is the Calendar for the upcoming meetings?**

<http://www.LPCAGA.org> click the Leadership tab. See Directions above.

**3. What happens if I can’t make a meeting?**

Simple, send an email that you won’t be able to attend, include your short report. Or if you miss a meeting, send an email that you missed a meeting, and include your report. If we don’t hear from you we have to mark “unexcused”

**4. How do I contact my fellow board member?**

View the Board and Staff Contact List on the website. As a board member, questions go to the LPCA President and if you need additional information or support, cc the LPCA office.

**5. What dates do I have to remember? 4 meetings a year, 4 reports (short) and at least one Newsletter Article...**

Plan on attending events, there are several a year. Attend at least one Licensing board meeting.

September is the First Official LPCA Board of Directors Meeting.

Newsletter article- each quarterly newsletter has a theme. Sign up for one.

**6. If I have questions about my goals, projects, or committee, who do I email?**

LPCA President and/or any of your fellow current or past team members. And/or LPCA office

**7. If I need assistance or something specific, that is not listed in my Board Notebook or on the website, who do I talk to?**

Email or call the LPCA office. There are several email address for the office.

1. **Gale Macke, CEO** **LPCA@mindspring.com**
2. Office, LPCAoffice@mindspring.com
3. CE Continuing Education LPCAContinuingEducation@gmail.com
4. Certified Professional Counselor Supervisor, LPCACPCS@gmail.com

You may receive replies from LPCACPCS@gmail.com Or LPCAContinuingEducation@gmail.com

These departments are large and all information & emails are stored on the “cloud”.

**8. What are the posted hours of the LPCA office, but really, when can I reach the office?**

The Posted Hours are 9:30am to 6:00pm Monday – Thursday

Fridays we do accounting, so that is a good day to reach us for Workshop checks, payments, etc.

If you have to reach us on the weekend, call the President. Please note you may not receive an immediately call back.

**9. What to include in a report/article?**

The Report due for each board meeting is a paragraph, or so about Members, photos of members, Who, What, Where, Why, When of your area. Your report can be used for the Newsletter Article. What workshops, what members said to you and what events members attended. Not about you, please do not use the word “I, me,” it is about Members.

**10. How to get travel expenses and other reimbursements?**

Use the form Check Reimbursement or Travel Reimbursement from your LPCA Board notebook or download one off the website, or contact the LPCA office.

## BYLAWS LICENSED PROFESSIONAL COUNSELORS ASSOCIATION OF GEORGIA

**ARTICLE I - NAME AND PURPOSE**

**Section 1-NAME**

The name of the Association shall be the Licensed Professional Counselors Association of Georgia, abbreviated LPCA, and known herein as the Association. The name shall be applied to all activities of the Association and shall not be used without the approval of the membership as represented by the Board of Directors. LPCA is state chapter of the American Mental Health Counselors Association.

**Section 2 - PURPOSE**

The purpose of the Association shall be to:

a. provide a professional organization that unites Licensed Professional Counselors throughout Georgia;

b. promote the professional and business practice of counseling by Licensed Professional Counselors;

c. promote public awareness of Licensed Professional Counselors by providing the public with information concerning the role and function of Licensed Professional Counselors;

d. publish a newsletter to communicate with the membership, and a journal to enhance scholarship in the professional counseling field

e. provide an Annual Convention to promote fellowship and provide continuing education;

f. promote an alliance with other mental-health organizations in the state;

g. promote state licensure of its membership;

h. promote formal research and inquiry into the practice of professional counseling;

i. support and promote standards for education and training;

j. provide additional opportunities for continuing education and professional growth; and

k. affiliate with the American Mental Health Counselors Association to support the counseling profession.

**Section 3 - AMENDMENTS AND REVISIONS**

Proposals for changes in the bylaws may be made at any scheduled Board meeting. At the next Board meeting, the proposed changes will be voted on for recommendation to the general membership. Recommendations and the date they will go into effect, if passed, will be sent to the voting membership for ratification. Advance notice to members of proposed bylaws changes will be made at least thirty (30) days prior to the vote date by publication on the LPCA website, in the LPCA newsletter, or by mail. Such notice need only contain a general statement of the purport of the proposed amendment(s). Bylaws may be amended by a two-thirds vote of the members present at a membership meeting or by a two-thirds vote of those members voting by mail, fax, or electronic ballot.

**Section 4 - BOARD MEETINGS**

The current and incoming Board of Directors shall meet at the Annual Convention. Thereafter the Board of Directors shall meet a minimum of  **four** regularly scheduled times a yearwith the Executive Committee meeting on those months that the full Board does not meet, except July and December. There may also be special meetings called by the president or by two officers of the Board.

a. Regular meetings - The Board shall set scheduled meetings to conduct the business of the Association. The time, date, and place of the next meeting shall be included in the minutes of each meeting and shall be sent to all Board members by mail, fax or e-mail.

b. Special meetings - Notice of the date, time and place of any special meeting of the Board of Directors shall be given at least forty-eight (48) hours prior to the meeting. Notice shall be communicated in person, by telephone, e-mail, mail, private carrier, or other form of communication. Notice of any regular or special meeting need not describe the purpose of the meeting unless required by law.

**ARTICLE II-MEMBERSHIP**

**Section 1 -TYPES**

There are six types of membership: Fellow; Clinical, Associate, Affiliate, Student, and Retired

a. Fellow - A clinical member who has made conspicuous and outstanding contributions to the counseling profession in treatment, research, education and/or leadership, including all recipients of the George C. Podein, Jr. Counselor of the Year Award. Nomination of Fellows must be made to the Membership Committee by at least two current Fellows and elected by a majority of the Board. All past presidents shall become Fellows immediately on completion of their presidency.

b. Clinical - A member who holds the Licensed Professional Counselor credential from the Georgia Composite Board for Professional Counselors, Social Workers, and Marriage and Family

c. Associate - A member who holds at least a master's degree in counseling or a related field from an accredited graduate program of higher education and is working toward licensure.

d. Affiliate - A member who is licensed in a related profession or who has made conspicuous and outstanding contributions to the counseling profession and has an interest in the work of Licensed Professional Counselors.

e. Student - A member who is currently enrolled as a part-time or full-time graduate student in a counseling or related field program in an accredited institution of higher education and is not currently eligible for Clinical or Associate membership.

f. Retired - A member who is or was at some time licensed and is currently retired from the field of counseling.

**Section 2 – APPLICATION**

Application for membership shall be made according to the procedures, which may be adopted from time to time by the Board of Directors.

**Section 3 - DUES**

Any change in dues shall be approved by 51% of those who vote by mail ballot or at the Annual Convention and shall be collected by the Treasurer or LPCA staff. The membership year is individually annualized to begin from the first date of membership. Members shall be notified thirty (30) days before their membership renewal date. A late charge will be assessed on all renewals over thirty (30) days past the due date, unless waived by the Treasurer, with board approval.

**Section 4 - RIGHTS AND PRIVILEGES**

Fellows, Clinical, Associate and Retired members shall possess voting rights and the privilege of election to any office. Student members shall have voting rights and the right to elect a representative to the Board of Directors. The Student Representative shall have the right to one vote on the Board of Directors. Affiliate members do not possess these rights and privileges. These rights and privileges shall be withdrawn if the member does not pay the Association dues or is found responsible for any conduct that is damaging to the Association and its members or to the counseling profession.

**Section 5 – RESIGNATION**

Any member may resign from the Association by giving written notice to the President or CEO of the Association. Any member resigning from the Association shall continue to be responsible for and shall pay all dues and charges accrued on or before the date of resignation.

**Section 6 – TERMINATION OF MEMBERSHIP**

Membership in the Association may be terminated for cause. Expulsion shall be by a majority vote of the entire Board of Directors at any meeting at which a quorum is present, provided that a statement of the charges shall have been made by certified mail to the last recorded address of the member at least fifteen (15) days before final action is taken. This statement shall be accompanied by a notice of the time and place of the meeting of the Board of Directors at which the charges shall be considered and the member may be represented in person and/or by counsel and may present a defense to such charges before action is taken by the Board of Directors.

**ARTICLE III- STATE DISTRICTS**

The Association shall have designated districts within Georgia from which representatives shall be elected to serve on the Board of Directors. These representatives shall promote the purposes of the Association, facilitate its business, and establish a communication network with the membership.

**ARTICLE IV - ASSOCIATION LEADERSHIP**

**Section 1 - BOARD OF DIRECTORS**

The directors of the Association shall be the President, President-elect, Immediate Past President, Treasurer, Secretary, District Representatives, Student Representative, Newsletter Editor, Public Relations Chair, Membership Chair, Government Relations Chair, Continuing Education Chair, , Ethics Chair, and Events Chair. Together they form the Board of Directors. These directors will be elected at large from the general membership, with the exception of the District Representatives and the Student Representative**, who shall be elected by the appropriate representative electorate.** Installation of directors shall be at the Annual Convention.

**Section 2 – OFFICERS**

The officers of the Association shall be the President, President-elect, Immediate Past President, Treasurer, and Secretary.

**Section 3 - DUTIES AND OBLIGATIONS OF OFFICERS**

The following are the duties and obligations of the Association officers.

a. **President** shall be the principal executive officer of the Association and, subject to the authority of the Board of Directors, shall exercise general supervision and execution of the business and affairs of the Association.

 The President shall, when present, preside at all meetings of the Board of Directors.

 The President shall have authority, subject to approval by the Board of Directors, to appoint such agents and employees of the Association as deemed necessary, to prescribe their powers, duties and compensation, and to delegate necessary authority to them.

 Such agents and employees shall serve at the discretion of the President.

 The President shall have authority to sign, execute, and acknowledge on behalf of the Association all contracts, reports, and all other documents or instruments necessary or proper to be executed in the course of the Association's regular business, or otherwise provided by law or the Board.

 The President may authorize the President-elect or any other officer or agent of the Association to act in his/her place or stead.

 The President shall perform all duties incident to the office of the President and such other duties as may be specifically prescribed by the Board of Directors from time to time.

 The President may appoint ad hoc committee chairs as needed.

 An annual operating budget shall be proposed by the President and approved by the Board of Directors by the July Board meeting each year.

 The President or his/her representative shall represent the Association at meetings of other organizations in a way that promotes the purposes of the Association.

 The President shall submit an agenda to the members of the Board at least ten (10) days before the next scheduled Board Meeting if deemed necessary, otherwise an agenda shall be submitted at the next scheduled Board Meeting.

b. **President-elect** shall, in the case of the death or absence of the President, or when requested to do so by the President, perform the duties of the President's office. The President-elect, when so acting, shall have all the powers of and be subject to all restrictions placed upon the President. The execution of any instrument of the Association by the President-elect shall be conclusive evidence to third parties of his/her authority to act in the stead of the President. The President-elect shall serve as Parliamentarian.

c. **Immediate** **Past President** shall chair the Election Committeeand assist the President as requested.

The Immediate Past President shall be responsible for organizing the Nancy Reeves Presidential Forum at the Annual Convention.

 The Immediate Past President shall chair the Election Committee, per the Election committee policy. This committee shall be responsible for producing the slate of nominations for the Board of Directors elections. The slate as presented is subject to the approval of the Board of Directors.

 The Immediate Past President shall chair the Awards Committee, which shall consist of LPCA members with at least one educator, one practitioner, and one student**.** This committee shall be responsible for taking nominations for, and selecting, the recipient of the George C. Podein, Jr. Memorial Counselor of the Year Award. Other awards may be suggested by this committee subject to the approval of the Board of Directors.

d. **Treasurer** will be responsible for maintaining a balance budget. Oversee all funds of the Association; receive and give receipts for monies due and payable to the Association, and deposit all such monies in the name of the Association in such banks or other depositories as shall be designated; the Treasurer shall oversee records and transactions and provide a report to the Board at each Board Meeting; shall perform all duties incident to the office of Treasurer; shall have such other duties and exercise such other authority as from time to time may be delegated or assigned by the President or Board of Directors. The Treasurer shall chair the Finance Committee.

e. The CEO and staff will receive and disburse funds according to approved vouchers and in accordance with the budget requirements and as specified by policy. Monthly treasury reports will be provided to the treasurer and the president of LPCA.

 f. **Secretary** shall keep a written record of proceedings at meetings of the Board of Directors; see that all notices are duly given according to the provisions of these bylaws or as required by law; the Secretary shall be custodian of the Association's records and shall perform all duties incident to the office of Secretary, and such other duties as may be delegated or assigned by the President or Board of Directors. A copy of the minutes shall be forwarded to the members of the Board of Directors no later than fifteen (15) calendar days following each Board Meeting.

**Section 4 - DUTIES AND OBLIGATIONS OF DIRECTORS**

The following are the duties and obligations of the Association directors:

a. One **District Representative** shall be elected by members of the Association residing within each district. Districts shall be defined by the Board from time to time. Each District Representative may select an Associate Representative to represent the district at Board Meetings in the District representative's absence, and to assist in other District matters. Each District shall have one vote at Board meetings.

b. **Student Representative** shall be elected from the student membershipand shall promote involvement in the Association among students in counseling and other related fields. She/he shall be a liaison between the students and the Association.

c. **Newsletter Editor** shall edit, publish, and distribute the Association newsletter four times a year. She/he shall be responsible for advertisements placed in the newsletter and shall have editorial responsibility for the newsletter's content, subject to the approval of the Board of Directors.

d. **Public Relations Chair** shall form a committee to promote the interests of the Association before thepublic. This committee shall be responsible for media releases, setting up interviews to promote Professional Counselors, and assist in preparing promotional material for the Association.

e. **Membership Chair** shall form a committee to promote membership in the Association, provide assistance in update the membership directory, and membership processing, and provide information regarding the benefits of membership and assist the Student Representative in recruiting membership among students.

f. **Government Relations Chair** shall form a committee to promote the purposes of the organization before all appropriate legislative and governmental bodies.

 The committee shall monitorthe State Licensure Law and any governmental or consumer activity that impacts the Association and its members. **Continuing Education Chair** shall form a committee to approve programs that provide continuing education core hours and ethics hours and training for the members of the Association. The committee shall coordinate with the Annual Convention Committee and district leaders in making plans for the annual convention and district workshops.

i. **Ethics Chair** shall form a committee to promote awareness and compliance with the state and AMHCA codes of ethical and professional conduct; coordinate the Registry of Counselor Supervisors, and serve in an advocacy role.

j.  **Events Chair** shall form a committee to monitor and promote all events, conventions, and

districts workshops; in addition shall be responsible for marketing and building relationships with exhibitors, sponsors, and other associations.

k. A Co-Chair may be elected or appointed by the Board for any Committee Chair position, but not for an officer position. Co-chairs will have one vote between them on the Board of Directors and will be counted as one person for purposes of establishing a quorum.

**Section 5 - GENERAL DUTIES AND OBLIGATIONS**

The term for each director will be one year, consistent with the Association’s fiscal year

 1. The President position cannot be held by the same person more than twice.

2. The Immediate Past President upon the end of the term cannot serve on the board for at least three year.

b. Each director shall provide a written report of their Association activities to the President at least one week before each Board Meeting and one year end summary report at the Annual Convention.

c. Each duly elected director shall have one vote at Board Meetings. Associate Chairpersons may vote in the absence of the Chairperson.

d. All members of the Board of Directors are required to attend regular scheduled and special called meetings. Any Board member who has two unexcused absences during their term of office may be subject to removal from the Board at the discretion of the President. The Board shall then appoint a replacement.

e. Any director may be removed from office by affirmative vote of two-thirds (2/3) of all voting Board members forming a quorum at any regular or special meeting called for that purpose for nonfeasance, malfeasance, or conduct detrimental to the interests of the Association, for lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out the Association's purposes. Any director proposed to be removed shall be entitled to at least seven (7) days notice in writing by mail of the meeting of the Board of Directors at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Board at such meeting.

 f. Directors shall not receive monetary compensation for their services however Board members may be reimbursed for expenses incurred related to Board business. The Board of Directors shall appropriate all funds. A person receiving monetary considerations for full- or part-time services as a staff member of the Association shall not be eligible to serve as a member of the Board of Directors of the Association.

g. A vacancy in any principal office shall be filled by the Board of Directors for the un-expired portion of the term by a majority vote of the Board of Directors in office, and such officer shall then serve until the end of the current fiscal year.

h. LPCA is a diverse organization committed to multicultural competencies.

**ARTICLE V - CONTRACTS, LOANS, CHECKS AND DEPOSITS,**

**SPECIAL ASSOCIATION ACTS**

a. Contracts - The Board of Directors may authorize any officer to enter into any contract or execute or deliver any instrument in the name of and on behalf of the Association, and such authorization may be general or confined to specific instances. In the absence of other designation, all contracts made by or on behalf of the Association shall be executed in the name of the Association by the President and Secretary.

b. Loans - No indebtedness for borrowed money shall be contracted on behalf of the Association and no evidence of such indebtedness shall be issued in the name of the Association unless authorized by the Board of Directors. Such authorization may be general or confined to specific instances.

c. Payments- All checks, drafts or other orders for the payment of money, and all notes or other evidences of indebtedness issued in the name of the Association, shall be signed by such officer/s, or agents, as shall from time to time be designated by the Board of Directors.

d. Deposits - All funds of the Association shall be deposited from time to time to the credit of the Association in such banks or other depositories as may be selected by or under the authority of the Board of Directors.

**ARTICLE VI - NOMINATIONS, ELECTIONS, AND VOTING**

The Immediate Past President shall form an Election Committee no less than six (6) months prior to the Annual Conference. The Election Committee shall solicit nominations from the membership at large. The election committee shall determine the election procedures, subject to approval of the Board. Directors shall be installed at the Annual Convention.

a. Elected directors shall be: President (President-elect and Immediate Past President), Treasurer, Secretary, District Representatives, Continuing Education, Ethics, Events, Government Relations, Membership, Public Relations and Student Representative.

b. Voting rules:

1. At Board Meetings a majority of those eligible to vote is required to conduct business; this shall constitute a quorum.

2. At general and district Association business meetings, a majority of those present is required.

1. With mail-in, electronic elections, a majority of the returned ballots will be required. The majority requirement shall constitute a quorum.
2. Terms of office of elected officers are for one year, except the office of President, which is divided into three one-year terms consisting of President-elect, President, and Immediate Past President.
3. In the event an office other than the President becomes vacant, the Board of Directors shall appoint a replacement for the remainder of the un-expired term. In the event that the office of President becomes vacant, the President-elect shall assume the role of Acting President for the remainder of the un-expired term. The Acting President will then fulfill his or her term as President.

**ARTICLE VII - COMMITTEES**

**Section 1 - DUTIES AND OBLIGATIONS**

Special Ad Hoc Committees: The Board of Directors may create special committees, task forces or study groups from time to time for special assignments. When so created, members to such committees shall be appointed by the President, and the said committee shall end upon completion of the assignment or by vote of the Board of Directors at any time. . All ad hoc committee chairs may serve for more than one yearly term, if reappointed by succeeding Presidents.

**Section 2 - NAME AND DESCRIPTION**

a. The Executive Committee will be composed of the President, Immediate Past President, President-elect, Secretary, and Treasurer and a District Representative to be elected by the newly elected District Chairpersons each year by the beginning of the new fiscal year; these officers must also be members of the American Mental Health Counselors Association. The Executive Committee shall have and may exercise, when the Board of Directors is not in session, the powers of the Board of Directors in the management of the affairs of the Association except action in respect to the filling of vacancies on the Board of Directors. A quorum of members necessary to conduct the business of the Executive Committee shall be a majority of its members.

b. The Finance Committee shall develop and monitor the Association's budget and develop and implement strategies for obtaining additional ongoing revenue. It shall advise the Treasurer regarding financial policies. The Treasurer shall be the chair of the committee. This committee shall conduct an annual internal review at the end of the fiscal year and have power to call for an audit. The Finance Committee shall consist of at least two practitioners from the membership at large, one LPCA Board member, and one student**. ARTICLE VIII - PUBLICATIONS**

a. The Association shall publish a newsletter describing the Association's activities. The newsletter shall be published and distributed to the general membership quarterly. Special editions of the newsletter may also be published.

b. The Association shall publish a journal at least once per year. The editor of the journal is appointed by the President.

**ARTICLE IX-PROPERTY** All property of the Association shall be subject to the control and management of the Board of Directors. Upon dissolution of the Association, none of its property shall be distributed to any of the members, and all of such property shall be transferred to such other organization or organizations as the Board of Officers determines to have purposes and activities most nearly consonant to those of the Association, provided that such other organization or organizations shall be exempt under Section 501 (c) (3) of the Internal Revenue Code or corresponding provision of the Internal Revenue Laws.

**ARTICLE X –APPROPRIATIONS** All appropriations of the Association shall be subject to the control of the Board of Directors.

**ARTICLE XI - CODE OF ETHICS** The Code of Ethics of the American Mental Health Counselors Association and/or of the Georgia Composite Board of the State of Georgia shall serve as the Codes of Ethics of the Association. Copies of the codes shall be made available to all members upon request.

**ARTICLE XII – PUBLIC POLICY** Lobbying. The Association shall promote mental-health issues and professional counseling legislation by informing members of the state legislature on issues that affect mental health care, the status of Professional Counselors as mental health providers, and the legal scope of practice of Licensed Professional Counselors. To this end, the Board of Directors shall establish a fund to promote and represent the interests of the Association in the state legislative process.

1. Political Action Committee Fund. The Association will not engage in political activities, but will support the activities of a political action committee established by a separate segregated fund.

**ARTICLE XIII - FISCAL YEAR** The fiscal year shall run from July 1 to June 30.

**ARTICLE XIV - CHIEF EXECUTIVE OFFICER** The Association may employ a Chief Executive Officer, CEO, and/or other staff as deemed necessary by the Board of Directors. The CEO shall be, in all actions, responsible to the Executive Committee. The CEO’s authority and responsibilities shall be decided by the Executive Committee and given to the CEO’s applicant in writing before accepting the position. The CEO shall attend all scheduled and called meetings of the Board of Directors and other planning meetings that directly affect the business of the association.

**ARTICLE XV - PARLIAMENTARY AUTHORITY** The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any other special rules of order that the Association may adopt. Updated 2012

**District Workshop Planning Procedures**

Choose Location for Workshop

 Refer to Guideline to:

* Try to find free space. All most all hospitals are required by law to offer free community space. Government, Schools, and College building also.
* Consider a co-sponsor who has a place for the workshop to be held.
* If neither is possible, call the LPCA office or negotiate best possible rental price. Offer free advertising in place charge.

# Choose a Date

* Coordinate with speaker and location.
* Make sure your workshop doesn’t conflict with any other LPCA event.
* Check the Continuing Education Workshop List on the website

# Choose a Speaker\* Do not let the Speaker determine or run your Workshop

* You may want to offer an honorarium (approximately $50) to cover their travel and food, or take to lunch or give a gift card.
* You will need their CV, short bio, topic description, three (3) learning objectives, and a title for the workshop.
* Speakers must be licensed as a mental health professional OR recognized in the field.
* The Speakers will get newsletter coverage also in place of a fee.

**Complete the CE application**

* Send application to LPCA Office Via Fax or Mail

Fax: 404-370-0006

Mail: 3091 Governors Lake Dr NW, STE 570, Norcross, GA 30071

* Keep a copy of all documents for your files.
* CE application should be completed at least sixty (60) days in advance ***if at all possible***.

**Design and Print Brochure**

* Use the LPCA suggested format. Cut and paste your workshop on the LPCA format. Check your dates, place, etc. For “sample” format **Contact** LPCA office: 770-449-4547.
* fax 404-370-0006 or e-mail a copy to the LPCA office for approval
* Proof the brochure and let the presenter(s) proof it before it is printed.
* Final Approval must go through LPCA office.

# Getting the Word Out

* Mail or Email brochure to *all LPCs on the Composite Board list*.
* Consider also mailing to SW, MFT and Psychologists (like Ethics Workshops)
* Send a notice of your workshop the LPCA Listserv
* Send a “broad” email to all LPCA members.
* And/or request a mailing list from the LPCA office.
* Send information and at least 10 extra brochures to the LPCA office for distribution. Use the LPCA Website
* Use the website to advertise your workshop Consider using the website to do your registration, check to see if they really are an LPCA member and send email confirmations.
* Call the LPCA office for updates and information.

**Registrations**

* Ask attendees to pre-register online [www.lpcaga.org](http://www.lpcaga.org). **All Major Credit Cards Accepted**. Checks can be made payable to: LPCA
* Have registrations that cannot be done on-line sent to you (District Chair), **not to the LPCA office if possible.**
* Be sure to get the most current LPCA membership list so you can check attendee’s membership status. *Only current LPCA members get free admission.*

# Preparing for the Workshop

* Make sufficient copies of the standard LPCA evaluation form.
* Prepare sufficient number of CE certificates. Fill out the Title of the workshop, date, # of CE, sign, and type of CE before making copies.
* Prepare sign-in sheets, for each license (LPC, SW, MFT, and psychotherapists).
* Arrange for refreshments. (Watch expenses)
* Find out speaker’s audio-visual requirements. Do not rent LCD’s. (Check with LPCA office to see if LCD is available for use.)
* Look at space ahead of time to make sure the room can be arranged the way the speaker wants it.
* Request check(s)/payments for space, honorarium an etc. from LPCA office or LPCA treasurer.
* Recruit help for registration table—ask members in your district to volunteer.
* Plan on approx. 15% to 30% on “No Shows”.
* Make arrangements to pick up the LPCA display stored at the LPCA office.
* Prepare the announcements you want to make that day (facility, schedule, speaker, lunch options, **JOIN LPCA** etc.). Request the Membership Rep (or their co-chair) to attend your workshop.

# Day of the Workshop

* Only current LPCA members may attend the workshop for free. Others (lapsed members, non-members) must pay the registration fee.
* Encourage non-members and lapsed members to join LPCA—remind them that all District Workshops are free to LPCA members.
* Make sure any new members fill out a membership application—forward these, with payment attached, to the LPCA Office.
* **Registration**s, if possible have a table for LPCA members, one for SW and one for MFT, one for Others.

## Flow of the day:

* + Open up
	+ Recruit more volunteer to help at tables if necessary
	+ Set up registration tables, refreshments if applicable
	+ Register attendees
	+ Do welcome, announcements, and introduce speaker
	+ Monitor the time—keep on task and on time
	+ Be available as needed to speaker
	+ Take speaker to lunch if appropriate
	+ Make announcements as needed throughout the day
	+ Do closing comments and express appreciation
	+ Gather evaluation forms
	+ Hand out CE certificates at the end of the workshop
	+ Clean up and lock up
	+ If appropriate, let speaker look at evaluation forms—speaker may not keep the forms.

# Purchasing Food and Beverages

* Keep it simple. Our members know we do not like to spend members money on food.
* Check with the LPCA office for lots of these supplies.
* People seem to prefer coffee, juice, and water.
* You don’t need as much food as you think you do. Only purchase food for 50% of the attendees you expect. Figure amounts to be purchased on:
	+ Beverages: 2 – 8 oz. beverage servings x 50% of expected attendees.
	+ Food: 1 piece total (muffin, fruit, bagels) x 50% of expected attendees.
* Supplies: Napkins, cups (8 oz. are best), utensils, plates (use small plates, 5” in diameter are best), sugar, artificial sweetener, milk/creamer. Purchase enough for 75% of expected attendees.
* Keep your receipts for all you spend on food, beverages, and supplies. Attach original receipts to “Check Request Form” and send for reimbursement to LPCA office, 3091 Governors Lake Dr, STE 570, Norcross, GA 30071. Or email to LPCA@mindspring.com or **fax** to LPCA office: 404-370-0006.

# After the Workshop

* Any monies from sales or non-member workshop registration fees that are collected are submitted with an “Income Deposit Form” and are sent to LPCA Office. Be sure to send all **membership applications** with payment attached to the LPCA Office for processing.
* Return credit card swipe machine and extra forms to LPCA office within two weeks after District Workshop.
* Return LPCA Display.
* Send sign-in forms and tally sheet of evaluation forms to LPCA Office at:

3091 Governors Lake Dr NW, STE 570, GA 30030

Fax: 404-370-0006, email: LPCA@mindspring.com

* Take note of suggestions for improvements and ideas for future workshop presentations: place in notebook for next year’s chair.

# Cost-Saving Ideas

* Free location for workshop. (Mental health facilities, hospitals, churches)
* One speaker for the whole day, so only one honorarium to be paid.
* Coordinate with other District Representatives to use the same speaker on different dates—you can then publish a joint brochure and do one mailing for two or more workshops.
* See if any other districts had the same workshop to share speakers, bio, etc.
* \*\* If your speaker is not a Mental Health Professional, ask an “LPC to do a joint workshop”. This is for CE requirements.

**

**LPCA PROGRAMS:**

**Consultations: Application, licensure, certification**

Have questions, get answers, with a one-on-one Consultation. Phone consults are no charge to members, fee to non-members. In person, face-to-face fee discounted to members. Details and fees available on the website.

**Life After Graduation Outreach Program**

Graduating with a master's degree and transitioning into a work environment to gain supervision and direction hours and experience in the counseling profession is both exciting and scary. There are new challenges, lengthy legalese written rules, and opportunities for advancement - and embarrassment - around every corner.

Your LPCA of Georgia Board of Directors Members have developed and compiled an extensive outreach program to education and assist with the process.

**Mentor Program**

LPCA offers a mentor as a service to members, to those new to the state of Georgia, newly graduated, and those interested in becoming a Licensed Professional Counselor.

The LPCA mentors are a group of active volunteers who are Clinical members, who welcome and orient new members to LPCA through welcome phone calls, helping them understand how LPC and licensure work in GA, helping them make the most of their membership.

LPCA Mentors are familiar with the benefits of membership and enjoy sharing this information with others one-on-one. As invaluable liaisons between new members and LPCA, Mentors are great at generating enthusiasm and encouraging new member involvement the first year. Their volunteer efforts will usually guarantee increased new member satisfaction and renewals and contribute to a higher first-year member retention rate for LPCA.

LPCA Mentors fulfill a prestigious and important role within LPCA.

Mentors are not supervisors and the LPCA mentoring process is not to be confused with the supervision process required by licensing. Rather mentors are “sounding boards” who are willing to advise and help guide the member with her/his questions and issues that arise.

*POLICY: Each Board member must read and sign and return to the office:*

Reimbursement Policy (Travel, Convention) Elections

Anti-Trust

Whistleblower

Sexual Harassment

Policy on Confidentially and Potential Conflicts of Interest

The policies are included in this notebook. There are two sets, so you can keep one copy and sign and return to the LPCA office the signed copies.

**ELECTIONS:** The committee should act independently or free from the influence, guidance, or control of the board in the discharge of their duties to the board for the coming year.

**Election Committee** shall beapproved by the LPCA Board of Directors and chaired by the Immediate Past President. The suggested committee members may be submitted by the Immediate Past President. The election committee will present for board approval a Nominated Slate of recommended board candidates based upon a strategic direction as set forth by the Board of Directors. The nominated slate will be submitted to general membership for final vote.

The Nominating Committee shall be selected annually no less than six (6) months prior the Annual Convention and Regional Conference. The Immediate Past President, on behalf of the Nominating Committee, will present for board approval a Nominated Slate of recommended board candidates no later than April 15.

**ELECTIONS COMMITTEE BOARD:**

The Election Committee will be comprised of 5 members: All must be current members of LPCA

All members of the Committee shall hold current licensure in good standing with the State of Georgia Composite Board of LPC, SW, and MFT.

* The Immediate Past President
* One (1) Member from the Existing Board. The Existing Board member needs to be someone rolling off the board.
* Three (3) Current Members At Large. The current President and President-Elect cannot serve on the committee.

# Policy: Reimbursement-Travel /Convention, Elections

Look over your budget, if you need additional funds you may make a request. SAVE YOUR RECEIPT(s)

**Travel:**

LPCA of Georgia will reimburse any Board Of Directors member traveling more than 50 miles for travel when attending a one-day event(s) at the Government (IRS) mandated current rate per mile.

LPCA of Georgia will reimburse any Board Of Directors member traveling to and from a board meeting the IRS reimbursement rate of 0.14 per mile-which has not changed in ten (10) years.

Please fill out the Travel Reimbursement form and submit to the LPCA Treasurer for approval and reimbursement.

Room and/or Board: If the event requires an overnight stay and has been previously approved by the Executive Committee. **Reimbursement requires the receipt.**

**Convention:** (what is covered and what is not)

LPCA Board members are expected to pay the convention registration fees (at the discounted rate) if they are attending for CEs. If you are not able to stay for the whole convention, you are required to purchase a lunch ticket for the Presidential Forum/Annual Meeting and Luncheon. You are the center of the event, please attend. Volunteering without CEs does not require a convention payment.

LPCA does not pay for Board Members hotel room(s). Board members are responsible for their own reservations and payment of their hotel fees.

Only the Convention Chairperson and the Current President of LPCA have hotel reservations made and paid for by LPCA.

Volunteering: Travel to and from the Convention is covered at the IRS Travel. Please note the IRS standard does not cover lunch as that is something you would have in-town or out of town.

The board may, in accordance with the By-Laws, vote to cover additional expenses on a case by case basis.

**Reimbursement requires the receipt.**

**LPCA ANTITRUST STATEMENT:**

LPCA is a not-for-profit organization 501(c) 6

**The Association is not organized to and may not play any role in the competitive decisions of its members or their employees, nor in any way restrict competition among members or potential members**. Rather it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

The Association provides a forum for exchange of ideas in a variety of settings including its annual meeting, educational programs, committee meetings, and Board meetings. The Board of Directors recognizes the possibility that the Association and its activities could be viewed by some as an opportunity for anti-competitive conduct. **Therefore, this policy statement clearly and unequivocally supports the policy of competition served by the antitrust laws and to communicate the Association's uncompromising policy to comply strictly in all respects with those laws.**

A conviction can carry stiff fines for the association and its offending leaders**, jail sentences for individuals** who participated in the violation, and a court order dissolving the association or seriously curtailing its activities. The antitrust laws can be enforced against associations, association members, and the association's employees by both government agencies and private parties (such as competitors and consumers) through treble (triple) damage actions. As the principal federal antitrust law is a criminal conspiracy statute, an executive who attends a meeting at which competitors engage in

illegal discussions may be held criminally responsible, even if he or she says nothing at the meeting. The executive's attendance at the meeting may be sufficient to imply acquiescence in the discussion, making him or her liable to as great a penalty as those who actively participated in the illegal agreement.

Some activities by competitors are deemed so pernicious and harmful that they are considered per se violations – **it does not matter whether or not the activities actually have a harmful effect on competition;** the effect is presumed.

Other actions, such as standards development, certification programs, and relationships between distributors and suppliers generally are evaluated under a rule of reason – there is a balancing between the pro-competitive and anti-competitive aspects of the activities; the pro-competitive effects must outweigh the anti-competitive ones. These areas also should be approached with caution and legal guidance.

Given the severity of such penalties, the Board intends to take proper measures to ensure that violations of the antitrust laws do not occur.

LPCA Antitrust Policy

(Please sign and give to LPCA and retain a copy for personal files.)

It shall be the policy of the LPCA to be in strict compliance with all Federal and State Antitrust laws, rules and regulations. Therefore:

1. This policy applies to all membership, board, committee and other meetings of the Association, and all meetings attended by representatives of the Association.
2. Discussions of prices or price levels are prohibited.

(Example: we can research “industry standard” but it is illegal to reach out others to set fees)

1. In addition, **no discussion is permitted of any elements of a company's operations** which might influence price such as:
	1. Cost of operations, supplies, labor or services;
	2. Allowance for discounts;
	3. Terms of sale including credit arrangements; and,
	4. Profit margins and mark ups, provided this limitation shall not extend to discussions of methods of operation, maintenance, and similar matters in which cost or efficiency is merely incidental.
2. It is a violation of Antitrust laws to agree not to compete, therefore, discussions of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.
3. It is the LPCA’s policy that all meetings attended by representatives of the organization where discussion can border on an area of antitrust sensitivity, the Association's representative requests that the discussion be stopped and asks that the request be made a part of the minutes of the meeting being attended. If others continue such discussion, the Association’s representative should excuse himself from the meeting and request that the minutes show that he left the meeting at that point and why he left. Any such instances should be reported immediately to the President and staff of the Association.

1. It is the Association's policy that a copy of these Antitrust Compliance Policies and Procedures be given to each officer, director, committee member, official representative of member companies and Association employees annually and that the same be read, or understood at all meetings of the membership of the Association.

Please sign and date this policy and return to LPCA and retain a copy for your LPCA files.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Whistleblower Policy**

Board resolution: The board of directors approves the inclusion of the following statement in the Employee Handbook, and directs the Chief Executive Officer to ensure that it is given to and acknowledged by all employees. In addition, the Chief Executive Officer will ensure that whistleblower protection notification is posted in the workplace(s) as required by state law.

This policy will also be followed for any Board of Directors member.

Policy: If any employee reasonably believes that some policy, practice, or activity of NAME OF ORGANIZATION is in violation of law, a written complaint may be filed by that employee with the Chief Executive Officer.

It is the intent of \_\_\_\_\_\_\_\_\_ to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of \_\_\_\_\_\_\_\_\_ and provides \_\_\_\_\_\_\_\_\_ with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

\_\_\_\_\_\_\_\_\_ will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of \_\_\_\_\_\_\_\_\_, or of another individual or entity with whom \_\_\_\_\_\_\_\_\_ had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

\_\_\_\_\_\_\_\_\_ will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of \_\_\_\_\_\_\_\_\_ that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature and Date

**As a Board member I am aware of the LPCA office policy(s)**

**Sexual Harassment Policy**

**DISCUSSION:**

**LPCA of Georgia** must have a sexual harassment policy or it will face substantial risk in the event of such a claim or suit. The policy should:

* Allow a complainant to report the conduct to any one of several individuals;
* Contain examples of sexually harassing conduct;
* Indicate the employer’s willingness to promptly investigate every claim; and
* Avoid any language that might discourage complaints.

**Policy**

**LPCA-GA** is committed to maintaining a work environment that is free of harassment of any kind, including sexual harassment. Sexual harassment is defined as unwelcome or unwanted sexual conduct, requests for sexual favors, and verbal, nonverbal, or physical conduct of a sexual nature that adversely affects the employee’s/contactor’s/volunteer’s terms or conditions of involvement with LPCA-GA or creates an intimidating, hostile, or offensive work environment. Such conduct is strictly prohibited and will not be tolerated.

**LPCA-GA** encourages the reporting of all perceived incidents of sexual harassment either through an informal or a formal procedural mechanism. Anyone who retaliates against an employee/contractor/volunteer who reports harassment will be subject to disciplinary action.

The complainant, to resolve a complaint of sexual harassment informally, either notifies the offender that his or her behavior is unwelcome or, if the complainant is uncomfortable discussing it with the offender, notifies the Executive Director of LPCA-GA. The Executive Director will then attempt to resolve the situation. If the alleged harasser is the Executive Director or if the Executive Director is the person being sexually harassed, the complainant will notify the LPCA-GA President or any member of the LPCA-GA Executive Committee for assistance.

To initiate the formal procedure, the complainant will notify the Executive Director, Board President, or another member of **the LPCA Executive Committee**. The LPCA-GA Executive Director, President and/or designee(s) made up of the Executive Committee will investigate your complaint. To the extent possible, the complaints, interviews with colleagues, and any documents discovered or generated during the investigative process, will remain confidential. The results of the investigation will be reported to the Executive Director and LPCA-GA President who will determine a course of action up to and including various kinds of disciplinary action. (e.g. notification of the person that he/she must immediately cease and desist inappropriate behavior or face other actions leading up to termination from membership of the LPCA-GA; and/or filing a complaint with the Georgia Composite Board for Ethical violations of conduct unbecoming a licensed professional.

If the alleged harasser is the LPCA-GA Executive Director or President, the remaining LPCA-GA members of the Executive Committee will investigate the complaint and determine a course of action. The committee will be charged with initiating and conducting the investigation within a reasonable period of time.

**LPCA-GA** will conduct follow-up interviews to determine that the appropriate steps were taken and the issues were resolved.

**LPCA-GA** also encourages all employees/contractors to report sexual harassment involving **LPCA-GA employees/contractors** and third parties conducting business with **LPCA-GA** employees. The Executive Director will investigate any such complaints, to the extent practicable. The LPCA-GA Executive Committee will determine what, if any, action to take.

Policy on Confidentially and Potential Conflicts of Interest

 The Board of Directors of the Licensed Professional Counselors Association of Georgia, Inc. (LPCA) has adopted the following policies designed to avoid any possible conflict between the personal interest of Finance Committee members, staff, and the interests of LPCA.

 The purpose of these policies is two-fold. First, the policies seek to reflect the spirit of LPCA’s commitment to promote the highest ethical standards in the association management profession. Second, the policies seeks to ensure that decisions about LPCA operations and the use or disposition of LPCA assets are made solely in terms of the benefits of LPCA and are not influenced by any private profit or other personal benefit to the individuals affiliated with LPCA who take part in the decision. In addition to actual conflicts of interest and confidentially of LPCA business, board members are also obligated to avoid actions that could be perceived or interpreted in conflict with LPCA’s interest.

 Any member of the Finance Committee or staff who may be involved in a LPCA business transaction in which there is a possible conflict of interest shall promptly notify the President. The Director shall refrain from voting on any such transaction, participating in deliberations concerning it, or using personal influence in any way in the matter.

 A written disclosure regarding any possible conflicts and of any adjustments made to avoid possible conflicts of interest shall be kept by the Executive Director.

#### Disclosure Regarding Conflicts of Interest

As a Board member, committee chair, or Volunteer of LPCA, I recognize that I owe duties of care and loyalty to the association.

 One aspect of fulfilling those duties is to avoid conflict of interest in which my allegiance might be split between my responsibilities at LPCA and some other professional, business, or volunteer position or responsibility.

To help avoid conflicts, on this form I am disclosing other situations or areas in which it might even appear that I have conflicting duties to other entities.

 I invite any further review by the association of any aspect of these situations or areas that might be considered appropriate.

Also, I will take other steps, such as avoiding deliberations and resolution of certain issues or even withdrawing from my position in the association, if it is determined that those steps are necessary to protect against legal liability to the association or to me arising from conflicts of interest.

**I understand that discussions at the financial meeting are confidential.**

Professional, business or volunteer positions or responsibilities that might give rise to conflicts:

See next page.

**SIGN AND DELIVER TO THE LPCA OFFICE BY SEPTEMBER 1, 2018**

LPCA, the Licensed Professional Counselors Association of GA
2014 Awarded as the #1 State Chapter for Mental Health Professionals in the USA
3091 Governors Lake Dr NW, STE 570 Norcross, GA 30071 - 1143
 Phone 770-449-4547 \*\*Fax 404-370-0006

**Acknowledgment**

 I have read and understand LPCA’s policy on Confidentially and Conflicts of Interest. I agree to report promptly any such interest which arises in my conduct of LPCA business and, in other respects and I agree to comply with these policies.

**I understand that discussions at the financial meeting are confidential.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME PRINTED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature DATE

**In addition, please list any other “board(s)” you serve on:**

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\_\_\_\_I will keep the information from LPCA meetings, emails, phone calls, and other communications confidential:

\_\_\_\_I not disclose this information to any other parties outside the finance committee.

\_\_\_\_I know of no professional, business or volunteer position or responsibility that might give rise to conflicts

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Signature DATE

**SIGN AND DELIVER TO THE LPCA OFFICE BY SEPTEMBER 1, 2018**

#### LPCA, the Licensed Professional Counselors Association of GA2014 Awarded as the #1 State Chapter for Mental Health Professionals in the USA3091 Governors Lake Dr NW, STE 570 Norcross, GA 30071 - 1143 Phone 770-449-4547 \*\*Fax 404-370-0006

#### Acknowledgment

 I have read and understand LPCA’s policies: Reimbursement Policy, Elections, and Whistleblower. I agree to report promptly any such inter issue which arises in my conduct of LPCA business and, in other respects and I agree to comply with these policies.

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Signature DATE

***SIGNED DOCUMENTS for LPCA office –nine (9) pages. Please sign and return to the LPCA OFFICE.***

*POLICY: Each Board member must read and sign and return to the office:*

Reimbursement Policy (Travel, Convention) Elections

Anti-Trust

Whistleblower

Sexual Harassment

Policy on Confidentially and Potential Conflicts of Interest

The policies are included in this notebook. There are two sets, so you can keep one copy and sign and return to the LPCA office the signed copies.

**ELECTIONS:** The committee should act independently or free from the influence, guidance, or control of the board in the discharge of their duties to the board for the coming year.

**Election Committee** shall beapproved by the LPCA Board of Directors and chaired by the Immediate Past President. The suggested committee members may be submitted by the Immediate Past President. The election committee will present for board approval a Nominated Slate of recommended board candidates based upon a strategic direction as set forth by the Board of Directors. The nominated slate will be submitted to general membership for final vote.

The Nominating Committee shall be selected annually no less than six (6) months prior the Annual Convention and Regional Conference. The Immediate Past President, on behalf of the Nominating Committee, will present for board approval a Nominated Slate of recommended board candidates no later than April 15.

**ELECTIONS COMMITTEE BOARD:**

The Election Committee will be comprised of 5 members: All must be current members of LPCA

All members of the Committee shall hold current licensure in good standing with the State of Georgia Composite Board of LPC, SW, and MFT.

* The Immediate Past President
* One (1) Member from the Existing Board. The Existing Board member needs to be someone rolling off the board.
* Three (3) Current Members At Large. The current President and President-Elect cannot serve on the committee.

 \_\_\_\_\_\_*\_\_\_\_*

 *Initial*

# Policy: Reimbursement-Travel /Convention, Elections

Look over your budget, if you need additional funds you may make a request. SAVE YOUR RECEIPT(s)

**Travel:**

LPCA of Georgia will reimburse any Board Of Directors member traveling more than 50 miles for travel when attending a one-day event(s) at the Government (IRS) mandated current rate per mile.

LPCA of Georgia will reimburse any Board Of Directors member traveling to and from a board meeting the IRS reimbursement rate of 0.14 per mile-which has not changed in ten (10) years.

Please fill out the Travel Reimbursement form and submit to the LPCA Treasurer for approval and reimbursement.

Room and/or Board: If the event requires an overnight stay and has been previously approved by the Executive Committee. **Reimbursement requires the receipt.**

**Convention:** (what is covered and what is not)

LPCA Board members are expected to pay the convention registration fees (at the discounted rate).

If you are not able to stay for the whole convention, you are required to purchase a lunch ticket for the Presidential Forum/Annual Meeting and Luncheon. You are the center of the event, please attend.

LPCA does not pay for Board Members hotel room(s). Board members are responsible for their own reservations and payment of their hotel fees.

Only the Convention Chairperson and the Current President of LPCA have hotel reservations made and paid for by LPCA.

Travel to and from the Convention is covered at the IRS Travel and Food is “per diem” rate. Please note the IRS standard does not cover lunch as that is something you would have in-town or out of town.

The board may, in accordance with the By-Laws, vote to cover additional expenses on a case by case basis. **Reimbursement requires the receipt.**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Initial*

**LPCA ANTITRUST STATEMENT:**

LPCA is a not-for-profit organization 501(c) 6

**The Association is not organized to and may not play any role in the competitive decisions of its members or their employees, nor in any way restrict competition among members or potential members**. Rather it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

The Association provides a forum for exchange of ideas in a variety of settings including its annual meeting, educational programs, committee meetings, and Board meetings. The Board of Directors recognizes the possibility that the Association and its activities could be viewed by some as an opportunity for anti-competitive conduct. **Therefore, this policy statement clearly and unequivocally supports the policy of competition served by the antitrust laws and to communicate the Association's uncompromising policy to comply strictly in all respects with those laws.**

A conviction can carry stiff fines for the association and its offending leaders**, jail sentences for individuals** who participated in the violation, and a court order dissolving the association or seriously curtailing its activities. The antitrust laws can be enforced against associations, association members, and the association's employees by both government agencies and private parties (such as competitors and consumers) through treble (triple) damage actions. As the principal federal antitrust law is a criminal conspiracy statute, an executive who attends a meeting at which competitors engage in

illegal discussions may be held criminally responsible, even if he or she says nothing at the meeting. The executive's attendance at the meeting may be sufficient to imply acquiescence in the discussion, making him or her liable to as great a penalty as those who actively participated in the illegal agreement.

Some activities by competitors are deemed so pernicious and harmful that they are considered per se violations – **it does not matter whether or not the activities actually have a harmful effect on competition;** the effect is presumed.

Other actions, such as standards development, certification programs, and relationships between distributors and suppliers generally are evaluated under a rule of reason – there is a balancing between the pro-competitive and anti-competitive aspects of the activities; the pro-competitive effects must outweigh the anti-competitive ones. These areas also should be approached with caution and legal guidance.

Given the severity of such penalties, the Board intends to take proper measures to ensure that violations of the antitrust laws do not occur.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Initial*

LPCA Antitrust Policy

(Please sign and give to LPCA and retain a copy for personal files.)

It shall be the policy of the LPCA to be in strict compliance with all Federal and State Antitrust laws, rules and regulations. Therefore:

1. This policy applies to all membership, board, committee and other meetings of the Association, and all meetings attended by representatives of the Association.
2. Discussions of prices or price levels are prohibited.

(Example: we can research “industry standard” but it is illegal to reach out others to set fees)

1. In addition, **no discussion is permitted of any elements of a company's operations** which might influence price such as:
	1. Cost of operations, supplies, labor or services;
	2. Allowance for discounts;
	3. Terms of sale including credit arrangements; and,
	4. Profit margins and mark ups, provided this limitation shall not extend to discussions of methods of operation, maintenance, and similar matters in which cost or efficiency is merely incidental.
2. It is a violation of Antitrust laws to agree not to compete, therefore, discussions of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.
3. It is the LPCA’s policy that all meetings attended by representatives of the organization where discussion can border on an area of antitrust sensitivity, the Association's representative requests that the discussion be stopped and asks that the request be made a part of the minutes of the meeting being attended. If others continue such discussion, the Association’s representative should excuse himself from the meeting and request that the minutes show that he left the meeting at that point and why he left. Any such instances should be reported immediately to the President and staff of the Association.

1. It is the Association's policy that a copy of these Antitrust Compliance Policies and Procedures be given to each officer, director, committee member, official representative of member companies and Association employees annually and that the same be read, or understood at all meetings of the membership of the Association.

Please sign and date this policy and return to LPCA and retain a copy for your LPCA files.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Whistleblower Policy**

Board resolution: The board of directors approves the inclusion of the following statement in the Employee Handbook, and directs the Chief Executive Officer to ensure that it is given to and acknowledged by all employees. In addition, the Chief Executive Officer will ensure that whistleblower protection notification is posted in the workplace(s) as required by state law.

This policy will also be followed for any Board of Directors member.

Policy: If any employee reasonably believes that some policy, practice, or activity of NAME OF ORGANIZATION is in violation of law, a written complaint may be filed by that employee with the Chief Executive Officer.

It is the intent of \_\_\_\_\_\_\_\_\_ to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of \_\_\_\_\_\_\_\_\_ and provides \_\_\_\_\_\_\_\_\_ with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

\_\_\_\_\_\_\_\_\_ will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of \_\_\_\_\_\_\_\_\_, or of another individual or entity with whom \_\_\_\_\_\_\_\_\_ had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

\_\_\_\_\_\_\_\_\_ will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of \_\_\_\_\_\_\_\_\_ that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature and Date

**As a Board member I am aware of the LPCA office policy(s)**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Initial*

**Sexual Harassment Policy**

**DISCUSSION: LPCA of Georgia** must have a sexual harassment policy or it will face substantial risk in the event of such a claim or suit. The policy should:

* Allow a complainant to report the conduct to any one of several individuals;
* Contain examples of sexually harassing conduct;
* Indicate the employer’s willingness to promptly investigate every claim; and
* Avoid any language that might discourage complaints.

**Policy LPCA-GA** is committed to maintaining a work environment that is free of harassment of any kind, including sexual harassment. Sexual harassment is defined as unwelcome or unwanted sexual conduct, requests for sexual favors, and verbal, nonverbal, or physical conduct of a sexual nature that adversely affects the employee’s/contactor’s/volunteer’s terms or conditions of involvement with LPCA-GA or creates an intimidating, hostile, or offensive work environment. Such conduct is strictly prohibited and will not be tolerated.

**LPCA-GA** encourages the reporting of all perceived incidents of sexual harassment either through an informal or a formal procedural mechanism. Anyone who retaliates against an employee/contractor/volunteer who reports harassment will be subject to disciplinary action.

The complainant, to resolve a complaint of sexual harassment informally, either notifies the offender that his or her behavior is unwelcome or, if the complainant is uncomfortable discussing it with the offender, notifies the Executive Director of LPCA-GA. The Executive Director will then attempt to resolve the situation. If the alleged harasser is the Executive Director or if the Executive Director is the person being sexually harassed, the complainant will notify the LPCA-GA President or any member of the LPCA-GA Executive Committee for assistance.

To initiate the formal procedure, the complainant will notify the Executive Director, Board President, or another member of **the LPCA Executive Committee**. The LPCA-GA Executive Director, President and/or designee(s) made up of the Executive Committee will investigate your complaint. To the extent possible, the complaints, interviews with colleagues, and any documents discovered or generated during the investigative process, will remain confidential. The results of the investigation will be reported to the Executive Director and LPCA-GA President who will determine a course of action up to and including various kinds of disciplinary action. (e.g. notification of the person that he/she must immediately cease and desist inappropriate behavior or face other actions leading up to termination from membership of the LPCA-GA; and/or filing a complaint with the Georgia Composite Board for Ethical violations of conduct unbecoming a licensed professional.

If the alleged harasser is the LPCA-GA Executive Director or President, the remaining LPCA-GA members of the Executive Committee will investigate the complaint and determine a course of action. The committee will be charged with initiating and conducting the investigation within a reasonable period of time.

**LPCA-GA** will conduct follow-up interviews to determine that the appropriate steps were taken and the issues were resolved.

**LPCA-GA** also encourages all employees/contractors to report sexual harassment involving **LPCA-GA employees/contractors** and third parties conducting business with **LPCA-GA** employees. The Executive Director will investigate any such complaints, to the extent practicable. The LPCA-GA Executive Committee will determine what, if any, action to take.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Initial)*

Policy on Confidentially and Potential Conflicts of Interest

 The Board of Directors of the Licensed Professional Counselors Association of Georgia, Inc. (LPCA) has adopted the following policies designed to avoid any possible conflict between the personal interest of Finance Committee members, staff, and the interests of LPCA.

 The purpose of these policies is two-fold. First, the policies seek to reflect the spirit of LPCA’s commitment to promote the highest ethical standards in the association management profession. Second, the policies seeks to ensure that decisions about LPCA operations and the use or disposition of LPCA assets are made solely in terms of the benefits of LPCA and are not influenced by any private profit or other personal benefit to the individuals affiliated with LPCA who take part in the decision. In addition to actual conflicts of interest and confidentially of LPCA business, board members are also obligated to avoid actions that could be perceived or interpreted in conflict with LPCA’s interest.

 Any member of the Finance Committee or staff who may be involved in a LPCA business transaction in which there is a possible conflict of interest shall promptly notify the President. The Director shall refrain from voting on any such transaction, participating in deliberations concerning it, or using personal influence in any way in the matter.

 A written disclosure regarding any possible conflicts and of any adjustments made to avoid possible conflicts of interest shall be kept by the Executive Director.

#### Disclosure Regarding Conflicts of Interest

As a Board member, committee chair, or Volunteer of LPCA, I recognize that I owe duties of care and loyalty to the association.

 One aspect of fulfilling those duties is to avoid conflict of interest in which my allegiance might be split between my responsibilities at LPCA and some other professional, business, or volunteer position or responsibility.

To help avoid conflicts, on this form I am disclosing other situations or areas in which it might even appear that I have conflicting duties to other entities.

 I invite any further review by the association of any aspect of these situations or areas that might be considered appropriate.

Also, I will take other steps, such as avoiding deliberations and resolution of certain issues or even withdrawing from my position in the association, if it is determined that those steps are necessary to protect against legal liability to the association or to me arising from conflicts of interest.

**I understand that discussions at the financial meeting are confidential.**

Professional, business or volunteer positions or responsibilities that might give rise to conflicts:

See next page.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Initial)*

**SIGN AND DELIVER TO THE LPCA OFFICE BY SEPTEMBER 1, 2018**

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#### Acknowledgment

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**I understand that discussions at the financial meeting are confidential.**

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Signature DATE

**In addition, please list any other “board(s)” you serve on:**

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