



**ONTARIO SCHOOL
COUNSELLORS' ASSOCIATION**

**ASSOCIATION DES CONSEILLÈRES
ET DES CONSEILLERS D'ORIENTATION
SCOLAIRE DE L'ONTARIO**

HANDBOOK

2021 VERSION

The Ontario School Counsellors' Association/Association des conseillers d'orientation scolaire de l'Ontario (OSCA/ACOSO) is a not for profit corporation which is run by a volunteer board of directors.

MISSION STATEMENT

OSCA/ACOSO provides leadership and support in Guidance and Career Education for Guidance Teacher-Counsellors and students.

STATEMENT OF PRINCIPLES

OSCA/ACOSO will:

Be a proactive professional organization

Advocate for guidance and career education

Represent its members

Promote exemplary guidance and career education practices

Build strong relationships

Provide professional resources and training

Provide leadership in guidance issues and trends

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CONSTITUTION

1. The name of the association shall be THE ONTARIO SCHOOL COUNSELLORS' ASSOCIATION, ASSOCIATION DES CONSEILLERS D'ORIENTATION SCOLAIRE DE L'ONTARIO hereinafter known as OSCA/ACOSO.
2. The objectives of OSCA/ACOSO shall be:
 - a. To be a pro-active professional organization of elementary and secondary school teacher counsellors in the Province of Ontario.
 - b. To advocate for Guidance and Career Education.
 - c. To represent its members.
 - d. To promote exemplary Guidance and Career Education practices.
 - e. To build strong relationships.
 - f. To provide professional resources and training.
 - g. To provide leadership in guidance issues and trends
3. The Membership of OSCA/ACOSO shall include the following groups, as defined in Section 1.1 of the bylaws:
 - a. Qualified elementary or secondary guidance teacher-counsellors, teachers.
 - b. Retired elementary or secondary guidance teacher-counsellors, teachers or administrators.
 - c. Teacher Candidates
 - d. Honorary subscribers,
 - e. Associate subscribers,
 - f. Reciprocal subscribers,
 - g. AQ subscribers,
 - h. Directors of Education subscribers, and
 - i. Mailing subscribers.
4. The officers of OSCA/ACOSO shall be the President, Treasurer/Vice-President Governance, Assistant Treasurer/Vice-President Professional Development - Conference, Vice-President Professional Development - Webinars/AQ Course/Other, Secretary/Vice-President Communications, and Board of Directors.
5. A general meeting of OSCA/ACOSO shall be held annually.
6. The head office of OSCA/ACOSO shall be in the Province of Ontario.
7. The rules contained in the latest edition of Robert's Rules of Order, where they are not inconsistent with this constitution or any special rules of order OSCA/ACOSO may adopt, shall govern OSCA/ACOSO.
8. This constitution may be amended by a two-thirds affirmative vote of the voting subscribers present at the Annual General Meeting (hereinafter known as AGM) of OSCA/ACOSO.

1. Subscriptions

1.1. Types of Subscriptions

- 1.1.1. Statutory Subscription: shall be available to a qualified guidance counsellor or guidance teacher with an Ontario College of Teachers' Certificate of Qualifications in good standing, currently working in an elementary, secondary or Board Office setting or on leave or secondment from such a setting.
- 1.1.2. Retired Subscription: shall be available to a retired elementary or secondary guidance counsellor, teacher or administrator.
- 1.1.3. Teacher Candidate Subscription: shall be available to any person enrolled in an accredited teacher preparation program.
- 1.1.4. Honorary Subscription: may be conferred on individuals at the discretion of the Executive and Board of Directors. Recipients of the Parmenter Award and Past Presidents will receive a lifetime Honorary Subscription..
- 1.1.5. Associate Subscription: shall be available to any person employed by a College or University, School Administrator or any person working at the federal or provincial level of the government, or any person who does not qualify under any other type of subscription, and who is nominated and confirmed by the Executive and Board of Directors.
- 1.1.6. Reciprocal Subscription: group subscriptions with other organizations that may be approved by the OSCA/ACOSO Executive and Board of Directors. Upon approval, each party becomes a subscriber or member of the other's organization.
- 1.1.7. AQ Subscription: will be granted to any person enrolled in OSCA/ACOSO's AQ course for one year.
- 1.1.8. Directors of Education Subscription: a gratis subscription will be granted to all current Directors of Education in all publicly funded school boards in the Province of Ontario, upon request.
- 1.2. Approval of Subscription: All subscriptions are subject to the approval of the Board of Directors. The Board of Directors may give special consideration to applicants who do not exactly meet the requirements as outlined above.
- 1.3. Rights and privileges of a Subscription: All OSCA/ACOSO subscribers shall receive a subscription to the following publications, resources and benefits:
 - OSCA/ACOSO News during the school year
 - Full access to all OSCA/ACOSO website materials
 - OSCA Today

- Digital copy of the Ethical Guidelines for Ontario School Counsellors
- Subscriber rate for OSCA/ACOSO Annual Conference registration and other OSCA/ACOSO professional development opportunities.

1.4. Right to Vote

1.4.1. Subscribers holding a minimum of Guidance Part 1 Qualifications shall have the right to vote at the Annual General Meeting and/or at any other time that a matter is brought before the subscribers.

1.4.2. Voting subscribers who are unable to attend the Annual General Meeting in person (Absent Subscriber) shall have the opportunity to complete a proxy vote form, giving another Voting Subscriber (Present Subscriber) the right to vote on their behalf. The Proxy Voting form will be available upon request from the Office Administration Coordinator no sooner than thirty days prior to the Annual General Meeting, and will detail the motions upon which members will vote at the Annual General Meeting. The Proxy Voting form will indicate the desired vote of the Absent Subscriber and will be signed by both subscribers. Their vote will be cast by the Present Subscriber at the Annual General Meeting.

1.5. Right to Hold Office: Director - Statutory subscribers who have achieved at least PART I Guidance and Career Education, at least one year of experience in a Guidance Counsellor role or teaching courses that are part of the Guidance and Career Education curriculum and currently be working in Guidance. For a Board of Directors Executive position the candidate must hold Guidance Specialist qualifications plus currently be working in a Guidance Counsellor Role.

1.6. Forfeiture of Subscription: In the event that a subscriber's Ontario Teaching Certificate is withdrawn or suspended by the Ontario College of Teachers (hereinafter known as OCT), the subscriber shall forfeit their subscription in OSCA/ACOSO. In the event that a subscriber's Specialist Guidance Qualification is withdrawn or suspended by the OCT, the subscriber shall forfeit their right to vote and hold office.

2. Fees

2.1. The annual subscription fee shall be determined by the Board of Directors for all types of subscriptions. All subscribers will be notified by the end of the current fiscal year.

2.2. The annual subscription fee for the following types of subscription shall be forty dollars:

2.2.1. Retired Subscription

2.2.2. Teacher Candidate Subscription

- 2.3. Reciprocal subscribers pay no direct fee as OSCA/ACOSO and the Reciprocal subscribers/members offer a subscription to each other.
- 2.4. Subscriptions may be purchased individually or school boards may purchase subscriptions on behalf of qualified teachers in their board.
- 2.5. Annual Subscription fees are due September 30th. The Office Administration Coordinator shall notify the members one month prior to the above date requesting payment of fees. If fees remain unpaid for one month, the subscription shall be considered lapsed. Reinstatement shall be possible if all conditions of subscription are satisfied and a renewal is submitted. If subscription has lapsed for a period of more than five years, a new application must be submitted for approval by the OSCA/ACOSO Board of Directors.
- 2.6. No refund of fees will be given to a subscriber whose subscription has been withdrawn by the OSCA/ACOSO Board of Directors.

3. Board of Directors

3.1. Composition: The Board of Directors shall be composed of:

3.1.1. The Executive Officers.

3.1.2. Nine representatives elected for a term of three years, with the term of office of one-third of the representatives expiring each year.

3.2. Qualifications:

3.2.1. A Statutory subscriber of OSCA/ACOSO

3.2.2. At least Part 1 - Guidance and Career Education, at least one year of experience in a Guidance Counsellor role or teaching courses that are part of the guidance and career education curriculum and currently working in Guidance.

3.2.3. For a Board of Directors Executive position, the candidate must have Guidance Specialist qualifications and currently be working in a Guidance Counsellor Role.

3.2.4. Awareness of local and provincial Guidance and Career Education issues and programming.

3.2.5. Willingness to expand the understanding of and actively contribute to leadership and support in Guidance and Career Education across Ontario.

3.3. Duties of the Board of Directors:

- 3.3.1. Executive Officers and Directors shall administer the affairs of OSCA/ACOSO.
- 3.3.2. The Board of Directors shall contract annually an Accountant who is registered in the province of Ontario. Other contracts of employment shall be short-term contracts, which must be approved by the Board of Directors and may be renewed with approval of the Board of Directors.
- 3.3.3. The Board of Directors shall meet at least four times per year at the call of the President or upon the written request of at least five members of the Board of Directors.
- 3.3.4. If a member of the Board of Directors misses two consecutive meetings of the Board of Directors without notifying the President prior to the time of the meeting (with an acceptable reason), the Board of Directors may take steps to appoint a replacement for the unexpired term of office.

3.4. Executive Officers

- 3.4.1. The Executive Officers of OSCA/ACOSO shall be the President, Treasurer/Vice-President Governance, Assistant Treasurer/Vice-President Professional Development for Conference and Vice-President Professional development for webinars and Additional Qualifications, Secretary/Vice-President Communications.
- 3.4.2. The Executive Vice President Officers shall hold office for a two-year term. With election, they may continue in one-year terms, in the same position, for a maximum of four years total. If no other nominations for the position come forward, they may be acclaimed, in the same position, but only for a maximum of four years total.
- 3.4.3. The President shall hold office for a two-year term. With election, they may continue in one-year terms, in the same position, for a maximum of four years total. If no other nominations for the position come forward, they may be acclaimed, in the same position, but only for a maximum of four years total.
- 3.4.4. An outgoing President who wishes to continue to serve on the board may do so in the position of Past President for a one year term immediately following the tenure of Presidency. This will be a non-voting position. When the term of Past Presidency is complete, the

individual may run for the position of Director or Vice-President through the election.

- 3.4.5. In the event that an Executive Officer is unable to complete his/her term of office, the Board of Directors will appoint a replacement to serve until the next AGM when an election shall be held for the open position. The partial term of service will not count as time served should the individual wish to run for any open executive positions.

3.5. Duties of Executive Officers

- 3.5.1. The President shall be the Chief Executive Officer and shall preside at meetings of OSCA/ACOSO and the Board of Directors and shall be an “ex-officio” member of all committees thereof.
- 3.5.2. At least one of the two signing officers shall be the President, or in the absence of the President, the Treasurer/Vice-President Governance.
- 3.5.3. The Treasurer/Vice-President Governance shall assist the President in the discharge of duties and in the absence of the President shall preside at meetings of OSCA/ACOSO and of the Board of Directors.
- 3.5.4. The Assistant Treasurer/Vice-President Professional Development shall assist the President in the discharge of duties and in the absence of the President and Treasurer/Vice-President Governance, shall preside at meetings of OSCA/ACOSO and of the Board of Directors.
- 3.5.5. The Secretary/Vice-President Communications in the absence of the President and Treasurer/Vice-President Governance and Assistant Treasurer/Vice-President Professional Development, shall preside at meetings and shall carry out such other duties as shall be assigned by the President.
- 3.5.6. Specific duties for all positions shall be outlined in the section 3.6.
- 3.5.7. The Executive Officers shall recommend for contract annually an Accountant who is registered in the province of Ontario.
- 3.5.8. The Executive Officers shall recommend candidates for short-term contractual positions as required by the Association.

3.6. Roles and Duties Within the Committee Structures

- 3.6.1. Vice President: each Vice President will work with their Committee Members, the Executive and short-term Contract Employees to fulfill the responsibilities of their Committee as follows:

3.6.1.1. Governance

- annual review and revision of the OSCA/ACOSO Handbook
- maintenance of incorporation papers and business practices
- annual review of the Ethical Guidelines for Ontario School Counsellors and preparation of professional development focussing on the Ethical Guidelines
- promotion of the annual awards, including receipt of nominations and management of selection process and the Awards Banquet
- preparation for the Annual General Meeting
- contribution of “Where To Turn” article for each issue of OSCA Today
- oversee the ongoing maintenance of the OSCA Archives

3.6.1.2. Professional Development

- design and execution of the annual conference including, but not limited to, developing the theme, soliciting and reviewing workshop proposals, proposing keynote speakers, planning the schedule, writing the script, etc.
- investigate additional professional development
- opportunities that can be offered to subscribers

3.6.1.3. Communications

- working with the publisher, create and publish three issues of OSCA Today in both print and digital versions
- work with the President and Executive to develop strategic goals and plans for OSCA/ACOSO
- represent OSCA/ACOSO at liaison meetings with OSCA/ACOSO partners
- promote OSCA/ACOSO resources in daily dealings with colleagues, students, parents, etc.
- attend all Board and Executive meetings and teleconferences and the Annual Conference
- communicate regularly and in a timely manner, by email and telephone, with Executive and Committee Members
- maintain Social Media accounts

3.6.2. Committee Members

- each Director will work with their Vice President, their other Committee Members, the Executive, and short-term Contract Employees to fulfill the duties of their Committee as described above
- work with the entire Board of Directors to implement strategic goals and plans for OSCA/ACOSO
- represent OSCA/ACOSO at liaison meetings with OSCA/ACOSO partners
- promote OSCA/ACOSO resources in daily dealings with colleagues, students, parents, etc.

- attend all Board and Executive meetings and teleconferences and the Annual Conference
- communicate regularly and in a timely manner, by email and telephone, with Executive and Committee Members.

4. Meetings

- 4.1. The Annual General Meeting shall be held at a place and time determined by the Board of Directors (when possible, at the Annual Conference).
- 4.2. Special Meetings of OSCA/ACOSO shall be held:
 - a) at the call of the Board of Directors, OR
 - b) upon written request of forty subscribers holding a minimum of Guidance Part 1 Qualification.
- 4.3. In business meetings of OSCA/ACOSO, all subscribers holding a minimum of Guidance Part 1 Qualification shall have a vote.

5. Election of Officers

- 5.1. Eligibility for Office: Statutory Members holding a Specialist Guidance Qualifications shall be eligible for any office, unless the member is also a paid OSCA/ACOSO Employee. In this instance, the member forfeits their eligibility for office. Only current board members, with a minimum of one year of experience as an Executive Officer, may be elected to President.
- 5.2. Elections
 - 5.2.1. An Elections Committee, comprised of the members of the Governance Committee, will execute the election of officers.
 - 5.2.2. The Elections Committee shall call for nominations from the subscription for any expired Board positions including the positions of President, four Vice Presidents, and eight Directors.
 - 5.2.3. Should the Current President choose not to serve as Past President, he/she must declare their intent by the Board Meeting in September.
 - 5.2.4. Nominations for President, Vice President and Director positions may be submitted to the Elections Committee prior to the AGM. Each nomination must be endorsed by two Statutory OSCA/ACOSO members.
 - 5.2.5. Additional nominations may be submitted at the AGM to the Elections Committee on a nomination form signed by two OSCA/ACOSO voting members.

5.2.6. Voting will take place using secure electronic software. Votes will be tabulated by the Elections Committee. Votes will be confirmed by the Office Administration Coordinator.

6. Unexpired Term of Office

- 6.1. The Board of Directors shall have the authority to appoint from the subscribership a suitable person to fill any unexpired term of office occurring from the death or resignation of a member of the Board of Directors except as otherwise provided for in the Bylaw. In the event of the appointment of a Vice-President in such manner, the appointment shall be ratified at the next Annual General Meeting.
- 6.2. If a Director is elected to the office of Vice-President after completion of only one year of the three-year term, this seat on the Board of Directors shall be filled for the duration of the unexpired term by the nominee for the office of Director receiving the fourth highest number of votes in the most recent election. If there are no other people on the elections list, then Bylaw 6.1 applies.
- 6.3. If a Director accepts a position of employment, which removes them from an active role in Guidance and Career Education, they will be required to resign their position on the Board of Directors for the term of office.
- 6.4. If a Director retires from their school board before the end of their term, they may choose to remain as an active member of the OSCA/ACOSO Board for one year or to the end of their term, whichever is shorter. Not to be superseded by Section 6.3. The Board member must declare his/her intentions at the September Board Meeting.

7. Amendments to Bylaws

- 7.1. Notice of change in respect to these Bylaws shall be signed by at least ten members of OSCA/ACOSO and submitted to the Board of Directors at least sixty days before the AGM. The Board of Directors shall notify all subscribers of the proposed change(s) at least thirty days before the vote is taken at the AGM and also shall state at what session of the AGM the vote will be taken.
 - 7.2. Amendments to these Bylaws by OSCA/ACOSO shall be accomplished only by a two-thirds affirmative vote of the subscribers present at the AGM.
8. Management of Subsequent Bylaws: The Board of Directors shall be empowered to make new Bylaws subsequent to these Bylaws. Adoption, amendment or deletion of any Bylaw subsequent to these Bylaws must have a two-thirds affirmative vote of the total membership of the Board of Directors. These changes will be brought to the AGM for approval of the subscribership.

9. Fiscal Year of The Association: The Fiscal Year of OSCA/ACOSO shall be September 1st to August 31st and an annual unaudited report shall be made by an accountant registered in the Province of Ontario.

10. Standing Committees: The following are the standing committees of OSCA/ACOSO:

- Communication
- Professional Development
- Governance

11. Personnel Committee

11.1. The Personnel Committee shall be composed of the OSCA/ACOSO Executive Officers.

11.2. The Personnel Committee terms of reference shall be:

- To advertise open contracts with OSCA/ACOSO throughout the province.
- To recruit for contracts if necessary.
- To interview candidates for required positions as determined by the Board of Directors.
 - In hiring Contract Employees, preference will be given to a candidate who is a subscriber in good standing of OSCA/ACOSO and OCT.
 - The AQ Instructor must be a subscriber in good standing with OSCA/ACOSO and OCT and hold a Guidance Specialist qualification.
- To report recommendations of “contracting” to the Executive who will bring recommendations to the Board of Directors.
- The Board of Directors will approve or not approve the recommendations for contracting.
- To negotiate, in good faith and in a manner consistent with fair bargaining practices, a contractual agreement and financial compensation with service providers.
- To engage legal and consultative assistance as necessary within the mandate of the committee.
- To conduct annual performance reviews of contractual service providers between May 1st and August 31st.

1. Definition

A policy is a statement that reflects the goals, values and beliefs consistent with OSCA/ACOSO's Constitution. It is a stand or position providing the framework for action to guide officers, and members.

2. The Meaning and Purpose of Policies

The policies of OSCA/ACOSO are statements of the goals and beliefs to which its members subscribe.

The purpose of policy statements is:

- a) To guide the officers of OSCA/ACOSO in their public statements and in their planning of action and the conduct of OSCA/ACOSO activities;
- b) To provide guidance to the AGM when specific proposals for action for activities are placed before it.

3. Administration

1. That all structures, committees and programs are reviewed on a cyclical basis every year by the group responsible for that structure, committee or program.
2. That a quorum of any meeting be two-thirds of the members.
3. That appointments to the Office Administration Coordinator position of OSCA/ACOSO be made, where possible, from among the teacher or retired membership of OSCA/ACOSO throughout the province.
4. That OSCA/ACOSO representatives to liaison organizations be President or designate.
5. That OSCA/ACOSO supports the concept of one Association that represents Guidance and Career Education interests in Ontario.
6. That OSCA/ACOSO promotes the involvement of pre-service and beginning teachers in OSCA/ACOSO.

4. Professional Development

Professional development is the evolution of professional knowledge and skills in Guidance and Career Education.

Statement of Principles:

- I. Professional development responds to change in educational policy and practice.
- II. Professional development is accessible.
- III. Professional development assists in adherence to current standards of practice.
- IV. Professional development responds to diverse needs

Statement of Directions:

I. OSCA/ACOSO is committed to:

1. Providing professional development that meets the diverse needs of members and other stakeholders in Guidance and Career Education;
2. Providing professional development that helps Guidance and Career Educators acquire knowledge and skills necessary to implement changes in educational policy and practice;
3. Eliminating restrictions and barriers limiting access to professional development for members and other stakeholders in Guidance and Career Education
4. Providing information about current professional standards of practice to Guidance and Career Educators
5. Assisting Guidance and Career Educators incorporate current professional standards of practice into their daily professional lives

II. That the costs of any mandated professional development, required by policy changes, be borne by the Ministry of Education and/or boards of education and that such in-service be provided on the employer's time for employed teachers.

5. Code of Ethics

It is expected that members of OSCA/ACOSO adhere to the Code of Ethics of OSCA/ACOSO as is published in the current issue of the Ethical Guidelines for Ontario School Counsellors.

6. Experience Required To Qualify for the Specialist's Additional Qualification Course in Guidance and Career Education

OSCA/ACOSO believes that a candidate for the Specialist's level Additional Qualification course in Guidance and Career Education should show proof of at least one of the following:

- I. Experience in delivering Guidance and Career Education curriculum, or;
- II. Schedule guidance time, or;
- III. Assigned responsibility for Guidance and Career Education.

PROCEDURES

The Procedures are more detailed statements adopted by, or subject to ratification at the AGM of how selected Bylaws and Policies are to be implemented and how some other activities of OSCA/ACOSO are to be done.

PROCEDURE 1 - HONORARY SUBSCRIPTION

An honorary subscription may be conferred on individuals at the discretion of the Executive and Board of Directors. Recipients of the Parmenter Award and Past Presidents will receive an Honorary subscription.

PROCEDURE 2 – AGM

1. The voting delegates
 - a) The voting delegates at the AGM shall be subscribers holding a minimum of Guidance Part 1 Qualification.
 - b) The names of the voting delegates shall be in the hands of the President at a date designated by the Executive Officers.
2. A voting card shall be used for voting. It will be issued to voting delegates at the AGM and returned upon leaving the AGM. Voting will be conducted online if the AGM is held virtually. A member of the Governance Committee or another designated Board member will scrutinize those present to ensure voting status.
3. Motions shall be represented in writing to the Executive which shall, with the assistance of the Governance Committee, classify them according to Handbook section and topic, number them, reproduce them for projection and bring them forward for debate at the time deemed appropriate by the Executive.

PROCEDURE 3 - MOTIONS TO THE ANNUAL GENERAL MEETING

1. Motions may be submitted by the Board of Directors of OSCA/ACOSO on behalf of the subscription or by voting subscribers of OSCA/ACOSO.
2. Motions shall be submitted to the Board of Directors no later than 30 days prior to the AGM. For clarification, all resolutions shall be accompanied by supporting data. All submitted motions shall be communicated to OSCA/ACOSO's voting subscription 30 days prior to the AGM.
3. Motions received after the deadline may be considered by the AGM only at the discretion of the Executive.

PROCEDURE 4 - PROVINCIAL ELECTIONS

1. The Nominations Report is presented at the AGM by the Governance Committee. Additional nominations may be submitted at the AGM, to the Vice-President of the Governance Committee on a nomination form endorsed by two OSCA/ACOSO voting subscribers.
2. The election of all positions on the board shall take place by e-ballot. The VP, Governance (if immediate Past President) and the office administration coordinator will ask the OSCA/ACOSO server to post nominations and resumes on the OSCA/ACOSO website in the Subscribers' Lounge in the Surveys section within 5 business days after the AGM. Subscribers will vote for up to three nominees by e-ballot. Voting will remain open for seven consecutive business days. The Governance Committee will scrutinize the results, and will inform the President of the voting outcome.
3. A single ballot will include the names of candidates for the Executive positions and the names for the positions of Directors.
4. In the event of a tie for any position (Executive or Director) the winner will be decided by lottery, the name to be drawn by the office administration coordinator.
5. The successful candidates will be notified within five school days of the closing date indicated on the ballot. Any candidate may submit a written request to the VP of Governance for a recount. If this occurs, two additional non-Board OSCA/ACOSO voting subscribers will be selected by the VP of Governance to recount ballots. After this recount, the count is final.

PROCEDURE 5 - SECONDMENT OF THE OSCA/ACOSO PRESIDENT

OSCA/ACOSO has the authority to second the President for up to one-sixth time annually, subject to existing fiscal constraints.

1. The President shall deem necessary the secondment to the OSCA/ACOSO Executive and subsequently to the OSCA/ACOSO Board of Directors.
2. The Board of Directors will examine the request and consider any existing fiscal constraints.

The request will be approved or not approved by the Board of Directors. Upon approval, a letter from the Office administration Coordinator will be sent to the appropriate representative of the President's School Board requesting up to one-sixth time secondment. The letter shall include details of the process of financial remuneration to the School Board.

PROCEDURE 6 - PLANNING AND BUDGET CYCLE

May	VP of PD Committee	Present the Annual OSCA/ACOSO conference budget for approval of the Board
May	Executive/ Office administration consultant	Review plans for the current year and begin the process for developing goals and objectives for the coming year. Determination of initiatives and/or program revision and the funding of new programs where necessary. Refer plan to Board by September.
May	Personnel Committee	Review contract proposals submitted annually by the office administration coordinator and AQ Instructor as the term ends August 31st.
May	Committees/ Executive	Review current plans and new initiatives, make changes and refer to the office administration coordinator for costing. Review changes, approve initiatives and refer them to the Executive for costing.
May	Office Administration Coordinator	Determines fixed costs, costs of program changes, costs of new initiatives, and recommends subscription fees.
May	Executive/Board of Directors	Determines which initiatives will be adopted in light of the fee set by the Board. Revises the budget in light of the decisions of the Board.
May	Executive/Board of Directors	Sets the final budget in light of the decisions made by the Board and assumptions for the next budget cycle.
May	Executive/Board of Directors	Approves the budget in principle.
Sept	Executive/Board of Directors	Determines the cost of all AGM resolutions. Prepare a budget presentation showing fixed costs and discretionary funds available in light of the recommended fees.
Oct/Nov	Subscription (AGM)	Voting for budget approval.

PROCEDURE 7 - PAYMENT OF EXPENSES

1. This procedure applies to the reimbursement of expenses of members of the Executive and Board of Directors while conducting Board business.
2. Actual expenses incurred will be reimbursed up to the limits in the following procedure. It is the intent of the procedure to provide general guidelines, and that the daily maximums are not automatically claimed whenever actual expenses are not incurred.

The amount claimed should be the actual expense incurred. If actual expenditures are over the daily maximum, a brief explanation explaining why

the expense is greater than allowed is required. Original receipts are necessary for these circumstances. The approval of the President is required prior to the reimbursement of the expense.

3. Expenses incurred in connection with events of the Board (e.g. Board, committee meetings, task forces or working groups, and liaison assignments) will be reimbursed within the following guidelines. If Board members wish to be reimbursed for expenses incurred in connection with any other type of event, the approval of the President will be required. Original receipts must be submitted to support expense claims. Meal expenses within the daily maximums, incidentals and claims for non-commercial accommodations do not require receipts.
4. Transportation: Whenever possible, the method of transportation chosen should be the least expensive.
 - I. Air Travel: Economy class airfare will be reimbursed. The ticket should be booked as far in advance as possible to get the cheapest fare possible.
 - II. Bus Travel: All classes of fare will be reimbursed
 - III. Car Rental: Where it is demonstrable that car rental is less expensive than alternative forms of transportation, car rental costs will be reimbursed
 - IV. Personal Car Travel: \$0.45 per kilometre. Parking charges with appropriate receipts
 - V. Rail Travel: A trip of 4 hours or less - Coach Class A trip of more than 4 hours – Club
 - VI. Taxi Travel: Taxi travel to and from transportation centres (airports, train stations, etc.), hotels and meeting sites will be reimbursed. Bus services should be used where available and practical.
 - VII. Accommodation and Meals
 - i. Actual hotel room costs up to \$150.00 per night (excluding taxes) will be reimbursed.
 - ii. A stipend of \$40.00 per night may be claimed in cases where Board members stay overnight away from home in non-commercial accommodations while doing Board business.
 - iii. A hotel room may be claimed for Directors unable to make appropriate flight arrangements directly after the Board meeting or where it is fiscally more responsible to stay one extra night.

- iv. Conference: If a board member is travelling more than 100 kms to the OSCA conference venue, accommodations may be provided by OSCA for the night preceding the first day of the conference.
- v. When not provided by the Board, meals will be reimbursed up to the maximums indicated in the schedule below. Receipts must be retained by the claimant to support expense claims. Any amount in excess of the figures below will be the responsibility of the claimant.

Canada and USA

Breakfast	\$15.00 including tax and gratuities
Lunch	\$20.00 including tax and gratuities
Dinner	\$35.00 including tax and gratuities

5. Telephone: Telephone costs will be reimbursed if the calls are related to Board business. One call home, a few minutes in duration, will be covered for each night away from home.
6. Submission of Expenses: Expense claims must be submitted at each Board Meeting using the Google Doc Expense form for the current year. The Office administration coordinator will pay the approved expenses within two weeks of the end of the Board Meeting either by eTransfer or by cheque.

PROCEDURE 8 - AWARDS

OSCA/ACOSO will recognize, through a system of awards, individuals and/or organizations that have made significant contributions to Guidance and Career Education. It is understood that subscribers of the OSCA/ACOSO Executive and Board of Directors may not be nominated for the Morgan D. Parmenter award during the time that they hold office. Nominations for awards can be accepted from all OSCA/ACOSO subscribers, unless the subscriber is also a paid OSCA/ACOSO employee. In this instance, the subscriber forfeits their right to nominate and to vote. Deadline for nominations to be electronically received to the OSCA/ACOSO office shall be before the end of May. As Board members decide on award recipients, a conflict of interest disclaimer will be stated prior to each award consideration. This will be recorded in the minutes of the meeting.

OSCA/ACOSO AWARDS BY CATEGORY

Contribution to Guidance and Career Education

- Certificate of Appreciation
- Career/LifeSkills Resources Award for Excellence in Career Education
- The Olive Diefenbaker Award of Merit
- The Phil Hedges Award
- The Morgan D. Parmenter Memorial Award

Counsellor Professional Development

- The Russ Seltzer Award for Contribution to Counsellor Education in Ontario

- The Howard R. Beattie Award for Contribution to Counsellor Professional Development

Curriculum and Resources

- The Elmer Huff Award for Guidance and Career Education Resources

Elementary Guidance

- The Marion Axford Award for Elementary Guidance

Peer Helping

- The Daryl L. Cook Peer Helping Award

It is the responsibility of the Governance Committee to administer the Awards Procedure.

Nomination forms are posted on the OSCA/ACOSO website. Completed nomination forms must be electronically submitted to the OSCA/ACOSO office by the end of may.

AWARDS WITH OSCA/ACOSO SUBSCRIPTION CONDITIONS

- The Career/LifeSkills Resources Award for Excellence in Career Education
- The Elmer Huff Award for Guidance and Career Education Resources
- The Phil Hedges Award
- The Howard R. Beattie Award for Contribution to Counsellor Professional Development
- The Marion Axford Award for Elementary Guidance
- The Morgan D. Parmenter Award
- The Russ Seltzer Award for Contribution to Counsellor Education in Ontario

AWARDS NOT REQUIRING OSCA/ACOSO SUBSCRIPTION

- The Certificate of Appreciation
- The Daryl L. Cook Peer Helping Award
- The Olive Diefenbaker Award of Merit

A. AWARD CRITERIA - The following are the criteria for the awards given by OSCA/ACOSO to honour people who have made a significant contribution to Guidance in Ontario.

CONTRIBUTION TO GUIDANCE AND CAREER EDUCATION

Title	Certificate Of Appreciation
Purpose Of The Award	The Career/LifeSkills Resources Award for Excellence in Career Education is presented in recognition of outstanding contribution to career development. This award is contributed, designed and presented by Career/LifeSkills Resources Inc.

History	This award was established in 1990 by the OSCA/ACOSO Board of Directors so that OSCA/ACOSO subscribers may recognize achievements of people in their area who are deserving of this award.
Criteria	<ul style="list-style-type: none"> ● This award is for non-OSCA/ACOSO subscribers. ● The recipient must have made a significant contribution to Guidance and Career Education. ● The award may be given to an individual or a group.
Procedure	Nomination must come from an OSCA/ACOSO subscriber.

Title	The Career/Lifeskills Resources Award For Excellence In Career Education
Purpose Of The Award	To recognize outstanding contribution to Guidance and Career Education in Ontario by individuals/groups who are community partners.
History	This award was established in 1998 by Career LifeSkills Resources Inc. which has a commitment to excellence in career and guidance counselling in this province and fully supports the Ontario School Counsellors' Association and the professionalism that it represents, The recipient of this award will reflect this commitment to professionalism and excellence in the field.
Criteria	<ul style="list-style-type: none"> ● The nominee should meet most of the following: ● Be a subscriber of OSCA/ACOSO. ● Have contributed significantly to the development, implementation and/or delivery of career development programs. ● Have provided outstanding leadership in career development.
Procedure	Nomination must come from an OSCA/ACOSO subscriber. Nomination forms should include a brief outline of the significant contribution. The OSCA/ACOSO Board of Directors shall select a single recipient each year.

Title	The Olive Diefenbaker Award Of Merit
Purpose Of The Award	This award is to recognize retiring individuals who have made a contribution to the counselling and guidance profession in Ontario.
History	<p>The Award of Merit was first presented in the spring of 1972. In 1977, the OSCA/ACOSO Board of Directors passed a resolution to rename this award The Olive Diefenbaker Award of Merit to honour the late Mrs. Diefenbaker's contribution to guidance and counselling in the Province of Ontario. The first awards were presented by her daughter during the 1977 Annual Conference at Niagara Falls in November.</p> <p>The citation on The Olive Diefenbaker Award of Merit reads: "In recognition of long and dedicated service to guidance and counselling in the Province of Ontario."</p>

Criteria	<ul style="list-style-type: none"> ● This award may be presented to teacher-counsellors, teachers, administrators, trustees and/or members of the community. ● An OSCA/ACOSO subscriber must nominate the retiree. ● The nominee should: <ul style="list-style-type: none"> ● Be retiring ● Have been involved in Guidance and Career Education in Ontario for a minimum of five years. ● Have demonstrated leadership in guidance through active participation in professional development, counselor education, administrative support, promotion of guidance, professional writing, research, or in contributing to professional guidance and counselling organizations. ● The awards will be suitably inscribed by the Ontario School Counsellors' Association and mailed to the nominator for presentation by the nominator or by another OSCA/ACOSO subscriber appointed by the nominator. These awards are often presented at retirement functions rather than the Awards Banquet. ● The names of the recipients of The Olive Diefenbaker Awards will be noted in the official program of the OSCA/ACOSO Conference.
Procedure	<p>Nomination must come from an OSCA/ACOSO subscriber. Nominations should be received by the end of May.</p>

Title	The Phil Hedges Award
Purpose Of The Award	<p>This award will recognize the contributions to Guidance and Career Education by dedicated counsellors in the Province of Ontario. An award will be given to one person from each of the six educational regions in the province, or up to a maximum of six qualifying nominees from across the province. **Please refer to http://www.edu.gov.on.ca/eng/parents/offices.html to determine which region each school board is included in.</p>
History	<p>This award was first presented by the OSCA/ACOSO Board of Directors at the Annual OSCA/ACOSO Conference in 2004 on the occasion of the 40th Anniversary of OSCA/ACOSO. It was named the Phil Hedges Award in honour of Phil Hedges, OSCA/ACOSO's first Executive Director to honour his significant contribution to Guidance and Career Education in the Province of Ontario and his involvement with the OSCA/ACOSO organization.</p>
Criteria	<ul style="list-style-type: none"> ● The nominees should meet most of the following criteria: <ul style="list-style-type: none"> ● Has been or is a subscriber of OSCA/ACOSO ● Must have a minimum of five years of Guidance and Career Education experience ● Demonstrates dedication to delivery of a well-rounded Guidance and Career Education Program

	<ul style="list-style-type: none"> ● Provides support and liaison to students, parents, staff and community partners ● Contributes actively to building a positive school atmosphere ● Aids students and parents in planning for success ● Demonstrates the desire to be a team member and interacts with all staff members in a positive manner ● Is a catalyst for success and high achievement for all students and ensures that high-risk students have all opportunities available to them ● Promotes and improves local community links ● Disseminates information on all pathways for students
Procedure	<p>Nominations for this award must be submitted by an OSCA/ACOSO subscriber.</p> <p>Each nomination submitted must be supported by a substantiating statement. This statement should be a maximum of one page in length.</p> <p>The OSCA/ACOSO Board of Directors will select one person from each of the six educational regions in the province, or up to a maximum of six qualifying nominees from across the province.</p> <p>**Please refer to http://www.edu.gov.on.ca/eng/parents/offices.html to determine which region each school board is included in.</p>

Title	The Morgan D. Parmenter Memorial Award Purpose Of The Award
Purpose Of The Award	To recognize a person who has made a most significant contribution to Guidance and Career Education in Ontario.
History	This award was established by the Ontario School Counsellors' Association at the Annual Conference in Hamilton in 1968 to commemorate the great contribution made to Guidance by the late Morgan D. Parmenter.
Criteria	<p>The nominee should meet most of the following:</p> <ul style="list-style-type: none"> ● Has been or is a subscriber of OSCA/ACOSO ● Has provided leadership in Guidance and Career Education at the local, provincial and/or national level ● Has presented, conducted, organized and/or contributed to workshops, meetings, conferences at local, provincial and/or national levels regarding Guidance and Career Education ● Has or is conducting research, follow-up studies, and/or surveys regarding Guidance and Career Education ● Has written articles, reviews and/or reports for the OSCA/ACOSO publications or other professional publications ● Subscribers of the OSCA/ACOSO Executive and Board of Directors may not be nominated for this award during the time in which they hold office.

Procedure	<p>Subscribers of OSCA/ACOSO submit nominations for the award. Each nomination submitted must be supported by two OSCA/ACOSO subscribers and MUST be accompanied by full evidence to substantiate the nomination. This evidence is to be no longer than two pages in length.</p> <p>All data on each candidate, together with a statement of criteria, is circulated to each OSCA/ACOSO Board director who will rank the candidates.</p> <p>Tabulation of results by summation of rank is done by two scrutineers not on the Board of Directors but appointed by the OSCA/ACOSO Board.</p> <p>The person attaining the least rank or number is declared the recipient of the award.</p> <p>The Board may recommend that, for a given year, no recipient be designated.</p> <p>The Board of Directors shall determine the nature and form of the award.</p> <p>The award should be presented at an appropriate time during the proceedings of the Annual Conference.</p> <p>All Parmenter Award winners will be awarded honorary subscription in OSCA/ACOSO</p>
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B. CONTRIBUTION TO COUNSELLOR PROFESSIONAL DEVELOPMENT

Title	The Russ Seltzer Award For Contribution To Counsellor Education In Ontario
Purpose Of The Award	To honour contribution to Counsellor Education in Ontario.
History	On May 8, 1986 the Ontario School Counsellors' Association lost a most valuable, dedicated subscriber who during his "retirement" became very involved in counsellor education as a practicum leader in Guidance courses at York University.
Criteria	<ul style="list-style-type: none"> ● The recipient of the award must be an OSCA/ACOSO subscriber. ● This subscriber must have contributed significantly to the counsellor education of teachers on one or more of the following criteria. ● The subscriber contributed to the planning, development and implementation and/or delivery of counsellor education programs. ● The subscriber prepared materials for counsellor education programs. ● The subscriber provided consistent leadership in counsellor education programs.
Procedure	Nomination must come from an OSCA/ACOSO subscriber. A brief outline of the significant contribution to counsellor education must be stated on the nomination form.

Title	The Howard R. Beattie Award For Contribution To Counsellor Professional Development
Purpose Of The Award	Nominees for this award must be OSCA/ACOSO subscribers who have created new and beneficial ideas and techniques for professional use and communicated these through such means as workshops, local leadership, and organization of a conference, guidance courses or executive activity.
History	In 1978, the OSCA/ACOSO Board of Directors initiated a Professional Contribution award, which was presented for the first time at the 1978 Conference in Toronto. In 1982 this award was renamed The Howard R. Beattie Award for Professional Contribution in honour of one of the founders of Guidance in this province.
Criteria	<ul style="list-style-type: none"> ● The nominees for this award must be OSCA/ACOSO subscribers who have created new and beneficial ideas and techniques for professional use and communicated these through such means as workshops, local leadership, and organization of a conference, guidance courses or executive activity.
Procedure	<ul style="list-style-type: none"> ● Nomination must come from an OSCA/ACOSO subscriber. ● A brief outline of the ideas created and/or the activities undertaken by this subscriber MUST accompany the nomination.

C. CURRICULUM AND RESOURCES

Title	The Elmer Huff Award For Guidance and Career Education Resources
Purpose Of The Award	This annual award is to recognize an OSCA/ACOSO subscriber who has made a significant publishing contribution to Guidance and Career Education in Ontario.
History	At the 1979, Annual Conference held in Ottawa a writing award was presented by the Ontario School Counsellors' Association and named The Elmer Huff Award for Professional Writing in honour of our first OSCA/ACOSO President. At the 1989 annual conference held in Toronto, this award was expanded to include computer software packages and multimedia resource material. The award is now called the Elmer Huff Award for Media Resources. This annual award is to recognize an OSCA/ACOSO subscriber who has made a significant publishing contribution to Guidance and Career Education in Ontario.
Criteria	<ul style="list-style-type: none"> ● The recipient of the award must be a subscriber of OSCA/ACOSO ● As a basis for selection in making this writing award, one or more of the following contributions to Guidance and Career Education in Ontario will be considered: <ul style="list-style-type: none"> ○ a book or similar manuscript already published or deemed acceptable for publication

	<ul style="list-style-type: none"> ○ An article or series of articles already published or deemed acceptable for publication. ○ A document or other written work ○ A computer software package or a multimedia resource ● In cases of co-authorship the OSCA/ACOSO Board may wish to recognize co-authors.
Procedure	Individuals should be encouraged to submit their own work or another subscriber of OSCA/ACOSO may submit it on their behalf. An actual copy of the book, manuscript, article(s) or potential publication must be submitted with the nomination form.

D. ELEMENTARY GUIDANCE

Title	The Marion Axford Award for Elementary Guidance
Purpose Of The Award	The Marion Axford Award is presented to an OSCA/ACOSO subscriber for an outstanding contribution to elementary guidance in Ontario.
History	The OSCA/ACOSO Board of Directors at the annual conference in 1992 presented the Marion Axford Award. This award honours the leadership, creativity and dedication of Marion Axford, an OSCA/ACOSO Past-President, to the young people in our province.
Criteria	<ul style="list-style-type: none"> ● The nominee should meet most of the following: ● Be a subscriber of OSCA/ACOSO ● Has contributed significantly to the development, implementation and/or delivery of elementary Guidance and Career Education programs ● Has provided outstanding leadership in elementary Guidance and Career Education ● Has prepared materials for elementary Guidance and Career Education program
Procedure	<ul style="list-style-type: none"> ● Nominations should come from an OSCA/ACOSO subscriber. ● Nomination forms should include a brief outline of the significant contribution to elementary Guidance and Career Education.

E. PEER HELPING

Title	The Daryl L. Cook Peer Helping Award
Purpose Of The Award	This group award will be awarded annually to one elementary and/or one secondary school in Ontario in recognition of its exemplary peer helping program.
History	Being first presented on the occasion of OSCA/ACOSO's Thirtieth Anniversary, the Daryl L. Cook Peer Helping Award was established in the spring of 1993 to honour Daryl's outstanding contribution to guidance counseling in Ontario and to acknowledge her strong support of peer helping programs in Ontario schools.

Criteria	<ul style="list-style-type: none"> ● This group award will be awarded annually to one elementary and/or one secondary school in Ontario in recognition of its exemplary peer helping program. ● The award will consist of a certificate indicating the name of the school in which the peer helping group is involved, the name of the peer helping group and the name of the staff advisor. ● Evidence must show that students have worked well together as peer helpers. ● The program must be a planned program that has taken place over a full semester or year. ● The peer helping program may be a credit course or a voluntary program. ● There must be evidence of a training program for the participants. ● The program must demonstrate a positive impact on the school.
Procedure	

PROCEDURE 9 – DUTIES OF OFFICERS

President
Roles and Responsibilities
<ul style="list-style-type: none"> ● Chief Executive; ● provides leadership to the Board and OSCA/ACOSO; ● calls and chairs Board, Executive and General Meetings; ● primary contact between the office administration coordinator, the Executive and the Board of Directors; ● supervises and works in conjunction with the office administration coordinator, represents OSCA/ACOSO and promotes the interests of OSCA/ACOSO in the educational community at large ● ex officio member of all committees ● sole authority to sign all legal documents of OSCA / ACOSO.
Office
<ul style="list-style-type: none"> ● (as outlined in Bylaw 3.4.3)
Time Commitment
<ul style="list-style-type: none"> ● attend Executive, Board and Annual General meetings; ● attend liaison meetings as assigned.
Reporting and Accountability
<ul style="list-style-type: none"> ● reports to the Board; ● accountable to the Board.
Qualifications

- The President must have at least one year of experience on the current OSCA/ACOSO Board as an Executive member.

Vice President: Governance/Treasurer

Roles and Responsibilities

- ensures the fulfillment of the Board’s responsibilities related to the corporate;
- status including the maintenance of the OSCA/ACOSO Handbook;
- corporation papers and letters patent;
- Executive member who chairs the Governance Committee and serves as liaison of this committee with Executive and OSCA/ACOSO contractors;
- when the Vice President Governance is the immediate Past President, he/she is an advisor/mentor to the President and Board;
- responsible for the orientation of new Board members
- Elections Committee member when the Vice President Governance immediate Past President;
- chairs Board and Executive meetings in the President’s absence;
- oversees the financial management of the organization;

Term of Office

- As outlined in Bylaw 3.4.2.

Time Commitment

- attend Executive, Board and Annual General meetings;
- liaison meetings as assigned;

Reporting and Accountability

- reports to the President;
- accountable to the Board.

Vice President: Professional Development/Assistant Treasurer

Roles and Responsibilities

- ensures fulfillment of the Board’s responsibilities related to the corporate;
- status including: budget, financial reports and audits;
- executive member who chairs the Professional Development Committee and serves as liaison of this committee with Executive and OSCA/ACOSO contract workers;
- assists in the overseeing of the financial management of the organization;
- liaison roles as assigned.

Term of Office

- As outlined in Bylaw 3.4.2.

Time Commitment

- attend Executive, Board and Annual General meetings;
- liaison meetings as assigned;

Reporting and Accountability
<ul style="list-style-type: none"> ● reports to the President; ● accountable to the Board.
Vice President: Communications/Secretary
Roles and Responsibilities
<ul style="list-style-type: none"> ● ensures the fulfillment of the Board’s responsibilities related to the corporate status including subscription; ● executive member who chairs the Communications Committee and serves as liaison of this committee with Executive and OSCA/ACOSO staff; ● oversees the communications of the organization; ● liaison roles as assigned;
Term of Office
<ul style="list-style-type: none"> ● As outlined in Bylaw 3.4.2.
Time Commitment
<ul style="list-style-type: none"> ● attend Executive, Board and Annual General meetings; ● liaison meetings as assigned;
Reporting and Accountability
<ul style="list-style-type: none"> ● reports to the President; ● accountable to the Board.

PROCEDURE 10 - DUTIES OF STANDING COMMITTEES

1. Governance Committee
 - a) To review and report on all matters pertaining to the constitution, bylaws, statements of policy and procedures;
 - b) To be responsible for submitting such matters for consideration to the Board of Directors and, if approved by the Board of Directors, to the AGM;
 - c) To prepare and provide to subscribers an annually updated OSCA/ACOSO Handbook;
 - d) To review the online calendar;
 - e) To review the website links to determine functionality and appropriateness;
 - f) VP, Governance will oversee organization of the award winning selection at the September Board Meeting;
 - g) VP, Governance will oversee the organization of the Awards Banquet, along with other Board members;
 - h) VP, Governance (if immediate Past President) will oversee elections during the AGM and e-balloting if needed, after the AGM. If the current VP, Governance is running for election of another position on the Board, then another member from the Governance Committee (non running), may oversee the elections during the AGM and after;
 - i) Review and revise the Ethical Guidelines as needed;
 - j) Act as a consultant on ethical issues and overall governance of the board;
 - k) Maintain the corporation papers and letters patent.
 - l) Oversee organization of the students award winning selection
 - m) Maintain the archives and backup of meeting minutes, AGM, etc.

2. Communication Committee
 - a) To create materials for attracting new subscribers;
 - b) To develop strategies based on research to attract and maintain subscribers;
 - c) To coordinate the image and branding of OSCA/ACOSO;
 - d) To create vehicles to attract attention to Guidance and Career Education;
 - e) To review and analyse OSCA subscription annually;
 - f) To prepare promotional materials such as: *OSCAToday*, OSCA News, OSCA/ACOSO website;
 - g) To maintain social media communications;
 - h) To act as consultant on overall website development.

3. Professional Development Committee
 - a) To provide an annual conferences that meet the diverse needs of Teacher-Guidance Counsellors and other stakeholders in Guidance and Career Education, in keeping with OSCA/ACOSO's Statement of Principles;
 - b) To develop appropriate professional development on current issues in Guidance and Career Education;
 - c) To liaise with the OSCA/ACOSO Contract Workers and other stakeholders regarding conference planning;
 - d) To provide new links and resources for the OSCA/ACOSO website and for social media;

PROCEDURE 11 - CONFLICT OF INTEREST

Where a Director, an administration coordinator or Member of an OSCA/ACOSO Committee, either on their behalf or while acting for, by, with or through another, has any pecuniary or personal interest, direct or indirect, in any matter, or otherwise has a conflict of interest, they:

- Shall disclose their interest fully at a meeting in the manner prescribed by the Canada Corporations Act (or other legislation under which the corporation is incorporated);
- Shall disclose their interest prior to any consideration of the matter in the meeting;
- Shall not take part in the discussion of or vote on any question in respect of the matter; and,
- Shall not in any way whether before, after or during the meeting influence the voting on any such question.

The pecuniary or personal interest, direct or indirect, of an immediate family member shall, if known to the Director, Coordinator or Member of an OSCA/ACOSO Committee be deemed to be also their pecuniary interest. Every declaration of interest shall be recorded in the minutes of the meeting.

PROCEDURE 12 – GUIDELINES FOR HONORARIA

Where appropriate OSCA/ACOSO will give a gift or honoraria in the following circumstances:

Board Meeting Workshop Presenters

- card and gift

Coordinator leaving

- card and a gift

President leaving

- President leaving - a clock with an engraved plaque, valued up to a maximum of \$200 and card

Directors/Executive leaving

- card and gift (\$25 to \$30)

Life Events

- card

Deaths

- Flowers to Board Member if immediate family (mother, father, sister, brother, spouse, partner, child) member dies – floral arrangement or donation to a specified charitable organization not to exceed \$200
- Death of a Board Member – floral arrangement or donation to a specified charitable organization not to exceed \$200.
- Past President or Director - floral arrangement or donation to a specified charitable organization not to exceed \$200.

Parmenter Award

- OSCA Parmenter glass sculpture

PROCEDURE 13 - LIAISON COMMITTEES

- a) Board member to attend meeting in person or by teleconference;
- b) Give a report from OSCA/ACOSO if needed, (approved by VP);
- c) Report back to the next OSCA/ACOSO board through a board meeting Google Docs;
- d) Provide a brief summary to the Office coordinator for OSCA News.

PROCEDURE 14 - LANGUAGE PROTOCOL

- a) Outside Contributions: All information publications received from bilingual organizations must be submitted in both languages;
- b) Communications from OSCA/ACOSO: Any communication composed for the subscription by OSCA/ACOSO will be bilingual and available in both languages at the same time;

- c) Printing: Any OSCA/ACOSO publication will be proofread in both languages before printing;
- d) Liaison Involvement: When possible and at no extra cost to OSCA/ACOSO, bilingual representation (either one francophone and one anglophone or one bilingual board member) will be sent to bilingual events;
- e) Representation: The organization will represent itself as a bilingual association by commonly using and referring to ourselves as OSCA/ACOSO.

AGM Procedures

1. Subscribers who have Guidance Part 1 or higher will have voting privileges. These people will be considered the voting subscriber attendees and shall have the right to strike motions and vote.
2. The President and Executive will be seated at the front table or host the virtual meeting.
3. The President will then call the meeting to order and welcome everyone to the annual meeting. Each of the Board Members introduce themselves.
4. Voting subscriber attendees must vote to accept the agenda.
5. President will ask attendees if there are any amendments to the agenda.
 - If there are any amendments the President will call a vote.
 - A motion is required to approve the agenda with amendments and a voting member must second the motion. Voting subscribers must use a voting card to vote or in case of virtual meetings, use the raise hand icon in case of disagreement.
6. President will then begin the agenda.
7. There will be a motion to approve minutes of the previous meeting. A voting subscriber will then have to second the motion.
8. The President will then ask if there are any questions or concerns.
9. Vote to approve the minutes of the previous meeting.
10. President will then ask attendees if there is any business that arose from the previous meeting.
11. If any business is brought forward, then the following shall happen:
 - If there is any business the President will call a vote.
 - A motion is required to approve business and an attendee must second the motion.
 - Voting subscriber attendees must use the voting card or the raising hand icon to vote.
12. The attendees must approve *Notice to Reader* as submitted to by the accountant.
13. Attendees will observe financial statements.
14. President will ask if there are any questions regarding financial statements.

15. The President asks for a motion to accept the Notice to Reader as printed. A voting subscriber attendee will have to second the motion.
16. The President will then ask if there are any questions or concerns regarding the Notice to Reader. Any discussion.
17. The President will ask for a motion for approval, for OSCA/ACOSO's accountant for the next year. A voting subscriber will have to second the motion.
18. The President will then ask if there are any questions or concerns.
19. President and VP's of each standing committee will then give reports.
20. There will then be a French translation of the reports.
21. Any motions that have been brought forward by the committees led by Governance Committee.
 - Read motion
 - Someone will move the motion
 - Someone will second it
 - Discussion
 - Call for the vote
 - If passed, President states 'Carried'
22. If there is a nomination for President/VP/Directors
 - Open the floor for nominations
 - Ask if they accept nomination
 - Another one from the floor
 - Ask if they accept nomination
 - Move and second nomination
 - Close nominations from floor
 - Nominees speak to why they would like to be an OSCA/ACOSO Board Member
 - Someone will move the motion
 - Someone will Second the motion
 - Nominations from the floor be closed
 - Announce name
23. Eballot: If needed, will occur 5 business days after the conclusion of the AGM. At this point, all nominees must have their completed nomination application, including resume sent electronically to the OSCA/ACOSO office for posting on the OSCA/ACOSO website.

Position Statement on Endorsements / Recommendations and services.

With reference to the endorsement, recommendation and support of services and products the OSCA/ACOSO Board takes the position of inclusion for items that are Ministry supported and not for profit. Individuals and/or organizations asking for endorsement and support of materials will be directed to the OSCA/ACOSO website with reference to resources available. In the “subscribers only” section of the website teachers will be able to publish best practices as they relate to guidance curriculum.

Ethical Guidelines for OSCA/ACOSO Partnerships

OSCA/ACOSO partnerships are mutually beneficial relationships with educational stakeholders that are designed to enhance learning for all students. They may involve other partners, including students, employees, parents, communities, labour, and government organizations. OSCA/ACOSO business–education partnerships are co-operative relationships in which partners share values, objectives, human, material or financial resources and roles and responsibilities in order to achieve desired learning outcomes.

OSCA/ACOSO Partnership

Enhance the quality and relevance of education for learners.

- Mutually benefit all partners
- Treat fairly and equitably all those served by the partnership
- Provide opportunities for all partners to meet their shared social responsibilities toward education
- Acknowledge and celebrate each partner’s contributions through appropriate forms of recognition

Are consistent with the ethics and core values of all partners:

- Are based on the clearly defined expectations of all partners
- Are based on shared or aligned objectives that support the goals of the partner organizations
- Allocate resources to complement and not replace public funding for education
- Measure and evaluate partnership performance to make informed decisions that ensure continuous improvement

Past Presidents

2020 - 2021	Cathy Lihou
2019 - 2020	Nicole Trotter
2016 - 2019	Jennifer Boston
2014 - 2015	Joanne Brown
2012 - 2013	Marie-Josée Pouliotte
2010 - 2011	Marilyn MacLennan
2009	Jacque Latham

2012 Irene Cormier
 2012 Susan Watson
 2012 Shirley Tyers
 2012 Lorna McPherson
 2012 Bonnie White
 2012 Terry Fallat
 2012 Suzanne McCombs
 2012 Lorraine Snow
 2012 Donna Stewart
 2012 Pearl Mantell
 2012 Jan Greenwood
 2012 Lawrence McCutcheon
 2012 Jim George

The Phil Hedges Award

2021 Ron Perron
 2019 Frank Michella
 2019 Anne Simpson
 2019 Diane Parisien
 2019 Doug Ranton
 2018 Edward Wilson
 2018 Lisa Galay
 2018 Lori Zanatta
 2017 Janet Mallender
 2017 Frank Amato
 2016 Joanne Brown
 2016 Jim Kinnie
 2014 Linda Owens
 2014 Justine Henhawk-Bomberry
 2014 Raymond Mulaire
 2014 Deb Powell
 2013 Cathy Lihou-Perry
 2013 Nathalie Neron
 2013 Lee MacGregor
 2012 Gail MacKenzie
 2012 Noella Smyth
 2012 Nancy Anstett
 2011 Carmela Giardini
 2011 Andy Quin
 2010 Paulette Gallerneault

2010 Kelly Ann Marks
 2010 Bill Thomas
 2009 James Patrick Brennan
 2008 Marilyn MacLennan
 2008 Wanda Tiller
 2007 Judith Buch
 2007 Arlene Cass
 2007 Pat Garrod
 2007 Katie LaPorte
 2007 Elise Proulx
 2006 Christine Craig
 2006 Stan Kolesnik
 2006 Jane Liddell
 2005 Emil Boychuk
 2005 Annie Johnson
 2005 John Pidutti
 2005 Cynthia (Pope) Shepherd
 2005 Dan Sigler
 2004 Ralph Battrick
 2004 Don Crowder
 2004 Patrick McCarthy
 2004 Debbie Sims
 2004 Tim Wychichowski

The Elmer Huff Award for Guidance and Career Education Resources

2017 Eric Génier
 2017 Serge Larabie
 2017 Ryan Perry
 2017 Nadine Trépanier Bisson
 2017 Isabelle Chartrand-Dubois
 2013 Stacie Ritchie
 2010 Julie Fantinato
 2010 Lucia Pietroniro
 2010 Gina Vincent
 2009 Jane Coughlan
 2009 Lorna McPherson
 2004 Maureen Wallace
 2002 Dave Paddock

2001 "Designing Your Future"
 Writing Team
 2000 "Career Studies GLC2O"
 Writing Team

The Morgan D. Parmenter Memorial Award

2021 Jennifer Boston
 2019 Joan Timmings
 2015 Marilyn MacLennan
 2014 Jacquie Latham
 2013 Anne McLroy
 2010 Anthony DiLena
 2008 Lorna McPherson
 2007 Rosalind MacQuarrie
 2006 Anne Clifton
 2005 Susan Muskat
 2004 Phil Hedges
 2003 June Lichti
 2002 Dan Dopko
 2001 Myrna Tidd
 1999 Marc Verhoeve
 1997 Patricia Anne McCracken
 1996 Joanne Twist
 1995 Aryeth Gitterman

The Russ Seltzer Award for Contribution to Counsellor Education in Ontario

2021 Carey Mottram
 2019 Allan Shaw
 2017 Serge Plante
 2016 Ross Newhook
 2014 Pascal Forget
 2010 Lynn Dennis
 2009 Martin Himelson
 2008 Joan Timmings
 2007 Mark Petit
 2006 Bill Baker
 2004 Patricia Garrod