

ACA Policy Manual

May
2019

ACA Mission | What We Do

Promote the professional development of counselors, advocate for the profession, and ensure ethical, culturally-inclusive practices which protect those utilizing counseling services

ACA Vision | Our Impact

Every person has access to quality professional counseling to thrive.

ACA Values | What We Believe

Counseling is a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals. The American Counseling Association (ACA) is an educational, scientific, and professional organization whose members work in a variety of settings and serve in multiple capacities. The values that individual professional counselors hold are complemented by the following values of ACA:

- Diversity, Equity & Inclusion
- Integrity
- Proactive Leadership
- Professional Community & Relationships
- Scientific Practice & Knowledge
- Social Justice & Empowerment

ACA 2018-2021 Strategic Drivers

Advocacy – Give voice and representation to counselors, the profession and consumers.

Practice Support – Counselors have the resources they need to be successful in the practice of professional counseling.

Relevance – Recognized leadership and credibility with current and emerging counselors, the mental health arena, the media, public policymakers and consumers.

INTRODUCTION

POLICIES MANUAL

The governing documents of the association include the following:

- (1) Articles of Incorporation;
- (2) Bylaws;
- (3) Policies; and
- (4) Operating Handbooks.

The Articles of Incorporation are superior to all other governing documents. The Bylaws are superior to the Policy Manual. The Policy Manual is superior to the Operating Handbooks. In the event a provision of a document is in conflict with the provision of another document, the provision in the superior document will prevail.

GUIDE FOR USE OF MANUAL

SECTIONS:

This Policy Manual is divided into four sections. Each section contains all of the policies which pertain to the particular Section.

SECTION I DEVELOPMENT OF POLICY

SECTION II GOVERNANCE

SECTION III FINANCE

SECTION IV OPERATIONS

SERIES:

Policies are grouped in "Series" which are numbered by 100's. The use of this type of codification allows for an almost unlimited number of policies in a series (Ex. Series 100 allows policies 101.1 to 101.99, then 102.1 to 102.99, etc.)

FINDING POLICIES:

A general TABLE OF CONTENTS in the front of the manual lists each series number and title as a quick reference. At the beginning of each specific series, there is a TABLE OF CONTENTS, which lists policy numbers, titles, subtitles, implementing procedures and/or administrative rules and regulations.

POLICY DELETIONS:

A record of the content of deleted policies will be kept on file at ACA Headquarters..

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SECTION I

DEVELOPMENT OF POLICIES

SERIES 100

CREATIONS, REVISIONS AND DELETIONS

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POLICY 101.1 – ALL POLICIES AND IMPLEMENTING PROCEDURES CONTAINED IN THIS MANUAL

All policies and selected procedures of the American Counseling Association are contained in this manual. The Policy Manual may not violate any provision of the ACA Articles of Incorporation, and ACA Bylaws. Procedure statements, Administrative Rules and Regulations, may not violate any provision of the Policy Manual.

Adopted: 1992; Revised: 06/99

POLICY 101.2 – CREATION, REVISION, OR DELETION

Policies are created, revised, or deleted by motions passed by a majority vote of the ACA Governing Council who are present at a meeting where there is a quorum or the ACA Executive Committee. The dates policies are created, revised, or deleted will be indicated.

Implementing Procedures:

1. **Motion Creation and Revision:** Motions that create or revise policies, procedures or administrative rules and regulations shall indicate in the motion the exact language of the new or revised policy, procedure or administrative rules and regulations.
2. **Policy Deletion:** A permanent file will be kept by the Director, Leadership Services when policies and implementing procedures or administrative rules and regulations in this manual are deleted.
3. **Dates of Policies:** The date of the edition of the Policy Manual will appear on the cover page of the publication. The date of the policy approval, revision, or deletion will be indicated on the specific policy page(s).

Adopted: 1992; Revised: 06/99; 10/07; 03/13

POLICY 101.3 – PUBLICATION OF POLICY MANUAL

Each year the latest version of ACA Policy Manual along with any revisions shall be posted on the ACA website and made available to each officer of the Association, Division Presidents, and Region Chairs, as well as any new member of the Governing Council.

The Policy Manual will be updated annually.

Adopted: 09/92; Revised: 06/99; 03/13; 03/16

SECTION II
GOVERNANCE

SERIES 200

MEMBERSHIP

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POLICY 201.1 – CLASSES OF MEMBERSHIP

There are eight classes of voting membership: Professional, Regular, Student, New Professional, New Professional Year 2, International Electronic (Professional), International Electronic (Student) and Retired.

Professional members are individuals who hold a master's degree or higher in counseling or a closely related field from a college or university that was accredited when the degree was awarded by one of the regional accrediting bodies recognized by the Council for Higher Education Accreditation.

Regular members are individuals whose interest and activities are consistent with those of the Association, but who are not qualified for Professional membership.

Student members are individuals who are enrolled at least half-time in a regionally accredited college or university recognized by the Council for Higher Education Accreditation.

New Professional members are individuals who have graduated from a regionally accredited college or university recognized by the Council for Higher Education Accreditation within the past twelve months.

New Professional Year 2 members are individuals who have graduated from a regionally accredited college or university recognized by the Council for Higher Education Accreditation within the past twenty-four months.

International Electronic (Professional/Regular) are individuals who reside in a country or territory outside the United States whose interest and activities are consistent with those of the Association.

International Electronic (Student) are individuals who reside in a country or territory outside the United States who is enrolled half-time or more in a counseling program or a closely related field during the current academic year.

Retired members are individuals who are former active Professional or Regular members who have been members for five or more consecutive years, who have retired.

All ACA members must abide by the ACA Code of Ethics.

POLICY 201.2 – REDUCED DUES OR DUES WAIVERS FOR SPECIAL CATEGORIES OF MEMBERS

Special Categories of members, requirements for dues adjustments and the amount of dues reduction are established by action of the Governing Council.

Approved: 06/92; Revised: 01/96; 06/99; 03/01; 04/05; 10/13; 03/13

ELIGIBILITY FOR SPECIAL CATEGORIES:

Life Membership:

- Life membership, with dues reduction, may be obtained by paying a lump sum when this special category is open for enrollment.
- Life membership, with dues waiver, is granted to a member who has served as ACA President.

Retired Membership:

- Retired membership, with dues reduction, may be obtained by a person who has been a member for 5 years prior to retirement.
 - Individuals must be fully retired and not working.
 - Individuals who have retired but continue working part time 10 hours or more a week, consulting, teaching or working as a contractor are NOT considered retired.
 - Volunteering does not count as “working in the profession” – individuals can volunteer and qualify for retired status; however, ACA members are encouraged to maintain the active Professional/Regular status if the nature of the volunteer work require professional liability insurance.
- If the retired member returns to work, their prior member status will be reinstated upon payment of full dues.
- Retired membership must be applied for on a yearly basis.

Student Membership:

- Student membership, with dues reduction, may be obtained by a person who is enrolled half-time or more in a counseling program or a closely related field during the current academic year.
- Student membership must be applied for on a yearly basis.

New Professional Membership:

- Individuals who have graduated with a master’s or doctorate within the past 12 months. Status is good for one year.

New Professional Year 2 Membership:

- Individuals who have graduated with a master’s or doctorate within the past 24 months. Status is good for one year.

International Electronic (Professional/Regular)

- Individuals who reside in a country or territory outside the United States whose interest and activities are consistent with those of the Association and receive member benefits electronically only.

International Electronic (Student)

- Individuals who reside in a country or territory outside the United who is enrolled half-time or more in a counseling program or a closely related field during the current academic year and receive member benefits electronically only.
- Student membership must be applied for on a yearly basis.

Extenuating Circumstances:

- A Professional or Regular member, who has been a member for at least one year, may apply for a dues reduction or waiver when extenuating circumstances produce financial hardship.

These circumstances may include, but not be limited to, unemployment, temporary disability, personal or family care responsibilities, and permanent disability/fixed income.

- The dues reduction or waiver must be applied for on a yearly basis.
- All dues reductions or waivers for Extenuating Circumstances will be kept confidential and shall not appear on any member's documents.

Emeritus Membership:

- Association members, who were 65 years of age and had belonged to the Association for 20 years, were granted a dues waiver.
- Emeritus membership was deleted from the Bylaws in 1981 and is no longer available to current members.

REQUESTS FOR DUES REDUCTION/DUES WAIVER:

All requests for dues reduction or dues waivers shall be sent to the ACA Membership Relations Department at Headquarters.

APPEAL OF NEGATIVE DECISION:

If the request for reduced dues or dues waiver is rejected, the member may appeal in writing to the ACA Chief Executive Officer. If the rejection is upheld, the member may appeal in writing to the President of ACA who may seek guidance from the Executive Committee.

POLICY 201.3 – DUES

- A. Dues Increase:** A recommendation for Dues increases for all member categories will be made by the Financial Affairs Committee to the ACA Governing Council for approval. This recommendation will consider market forces.
- B. Dues Reduction:** The Financial Affairs Committee shall make an annual recommendation about dues reductions for students, new professionals, new professional 2 year, and retired members.

Approved: 9/03; Revised: 04/97, 06/99; 03/08; 03/13; 03/16

POLICY 201.4 – APPOINTED POSITIONS

Appointed positions within the association (such as Committee Chair or Member, Organizational Affiliate Representative, Treasurer, etc.) must be held by ACA members in good standing.

Approved: 09/92; Revised: 06/99; 10/07; 03/13

POLICY 201.5 – OFFICIAL MEMBERSHIP FIGURES

- A. Publicized Membership Figures:** The publicized official membership figures for ACA, its Divisions which require dual membership, and Regions shall be determined at the end of each fiscal year (June 30). These official yearly membership figures will be computed by using

Arithmetic Averages for a twelve month period. This will be completed under the direction of the ACA Member Relations Department.

- B. Determination of Representative:** Official membership figures shall be used to determine presentational status on the Governing Council.

Approved: 09/92; Revised: 06/99; 03/13

POLICY 201.6 – PUBLISHED MEMBERSHIP FIGURES

A table of specific membership figures for ACA's Divisions, Organizational Affiliates, and Regions will only show the ACA members in each entity and may not reflect the total membership of a Division or Organizational Affiliate which does not require membership in ACA. The table will show ACA membership in Divisions, Organizational Affiliates, and Regions by month for the previous fiscal year, and the mean, numerical and percent change in total ACA membership for each entity.

Approved: 09/92; Revised: 06/99; 09/99

POLICY 201.7 – DIVISION MEMBERSHIP

- A. Divisions with Dual Membership:** Divisions which require their members to be members of the American Counseling Association may designate membership within their bylaws such that membership is uniform in designation, similar to ACA or with greater differentiation, *e.g.*, "professional" denoting specialized preparation, experience, credentials, etc. Divisions may choose to make no distinction in the rights and privileges of membership within their organization or they may differentiate on some basis similar to ACA. If greater differentiation is required, the requesting organization will be responsible for any related adaptation costs.
- B. Associated Divisions' Representational Status:** Divisions which do not require membership in ACA but which wish to retain representational status on the ACA Governing Council will have their status determined by the number of their members who are on the official ACA Membership List. Any associated Division representative to the ACA Governing Council must be a member of ACA.
- C. Liaison Status:** If ACA membership in Divisions cannot be verified sufficiently enough to determine representational status, policies in Series 1000 Relationship with Other Organizations shall be employed. In essence, a liaison from ACA may be appointed to their Association and their Association may appoint a liaison to the ACA Governing Council. The liaisons will not have voting rights.

Implementing Procedures:

- 1. Verifying Dual Membership:** ACA's Members Relations Department will use the official Membership List for verification of representational status to the Governing Council.
- 2. Verifying Dual Membership/Non-Collection of Dues:** The President of Divisions which require dual membership but collect their own dues and the President of ACA or their

designees will determine the most efficient method to share membership lists in order to establish verification of status. The method should be approved by the Executive Committee.

- 3. Verifying Associated Divisions' ACA Members:** The verification of ACA members for the purposes of representation on the ACA Governing Council will be handled by the ACA staff. If this procedure is not acceptable to the respective Divisions, then the Division will bear the cost of the verification process.

Approved: 09/92; Revised: 11/95; 06/99; 03/00; 10/07; 03/13

POLICY 201.8 – CONFIRMING MEMBERSHIP IN ACA

ACA considers membership status to be public information. As such, ACA staff designated by the Chief Executive Officer will respond to requests for the confirmation of ACA membership by providing the status of a member and dates of membership. In doing so, no personal or contact information may be released. The only information that should be provided is whether the individual is a member of ACA, the type of membership they have (*e.g.*, student, regular, professional, retired, new professional) and the start and end date (if any) of membership.

Approved: 10/08; Revised: 03/13

POLICY 201.9 – MEMBERSHIP LIST AVAILABILITY FOR RESEARCHERS

At the discretion of the Chief Executive Officer or designated staff, ACA may provide member contact information to researchers. Researchers may be charged for this service and the Chief Executive Officer or designated staff will determine these charges. The following guidelines apply:

- The purpose of the research should be in keeping with the ACA mission statement.
- Professional counselors or graduate counseling students requesting member contact information for research purposes should be members of ACA.
- Members who have requested that they not be solicited will have their privacy respected and not have any contact information provided to researchers.
- Before approval is granted, researchers should submit for review all materials that will be used in the research including – but not limited to - the informed consent document and any survey or instruments utilized.
- Researchers must have Institutional Review Board (IRB) approval and submit a copy of the approved IRB form.

Approved: 10/18/08; 03/13; 03/16

SERIES 300

GOVERNING COUNCIL MEMBERS AND MEETINGS

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SERIES 300 – INTRODUCTION

ACA GOVERNING COUNCIL

Role: The role of the Governing Council of the American Counseling Association is to establish policies that govern the affairs of the Association and to oversee the Association.

Functions: The functions of the Governing Council include:

1. To further the mission of ACA by enhancing the quality of life in society; by promoting the development of professional counselors, advancing the counseling profession, and by using the profession and practice of counseling to promote respect for human dignity and diversity;
2. To establish policies to govern the affairs of the Association
3. To formulate operational policies appropriate for executive action and direct the execution thereof;
4. To grant and revoke Division, Branch, Corporate Affiliate, and Organizational Affiliate charters;
5. To act on the reports of the Divisions, Regions, Branches, Standing Committees, Task Forces, and such Special Committees that are responsible to the Governing Council;
6. To adopt and amend the Articles of Incorporation and the Bylaws;
7. To exercise such other powers and functions as may be necessary or desirable in the best interest of the Association, but not in conflict with the Bylaws;
8. To establish the Strategic Plan of the Association;
9. To establish broad, long-term professional directions for the Association;
10. To ensure that candidates for President-Elect of the Association meet the criteria as specified by ACA Policy and Procedures Manual and are approved as candidate for President-Elect of the Association;
11. Support and enforce the Bylaws and Ethical Standards of the Association;
12. To meet at least once a year immediately prior to or following the annual conference;
13. To approve the annual budget;
14. To employ an Chief Executive Officer;
15. To act on appointments as presented to fulfill the tasks and functions of the Association;
16. To review and approve Bylaws submitted by Divisions, Branches and Organizational Affiliates.

Composition: The Governing Council shall be composed as follows:

1. The Officers of the Association
2. One representative from each Division and Region who is a member in good standing of ACA and a member in good standing of the respective Division or Region; provided that no sitting Division President or Region Chair may serve as such a Division or Region representative to the Governing Council.

3. A Student member in good standing of ACA;
4. The Treasurer and Chief Executive Officer shall serve as ex officio members without vote;
5. Other ACA members in good standing appointed by the President and approved by the Governing Council to serve as non-voting members of Governing Council.

ACA GOVERNING COUNCIL MEMBER

Role: The role of the Governing Council Member is to participate in the functioning of the Governing Council of the American Counseling Association.

Functions: The functions of the Governing Council Member include:

1. Support and enforce the Bylaws and Ethical Standards of the Association;
2. To attend all scheduled meetings of the Governing Council and its committees as assigned, keep informed of the activities of the Association, and be informed concerning the issues to be considered at meetings of the Governing Council;
3. Participate fully in discussion and make sound policy decisions which are based on independent judgment, good faith toward ACA, and available information and facts;
4. Register dissent and objection in an appropriate fashion before the group when in disagreement with Governing Council action and take no independent action that may unduly compromise the decisions of the majority of Governing Council members;
5. Work positively and constructively with other Governing Council members for the good of the American Counseling Association;
6. To maintain fiduciary responsibility to the American Counseling Association;
7. To review Bylaws and to be knowledgeable about existing policies and procedures and any other governance documents that function in the Association;
8. To serve on the Governing Council committees and as liaisons to ACA Committees and Task Forces as appointed;
9. To write and present motions arising out of ACA Committee and Task Force liaison responsibilities;
10. To forward issues from constituencies;
11. To maintain confidentiality on those matters considered confidential by the Governing Council;
12. To report activities of Governing Council to constituencies;
13. To participate in the annual review of Governing Council performance and take steps to improve its effectiveness;
14. To remain representative of their constituencies but not to be representative for their constituencies.

Approved: 09/95; Revised: 06/99; 10/07; 03/13

ACA EXECUTIVE COMMITTEE

Role: The role of the Executive Committee of the American Counseling Association is to conduct the necessary business of the Association between meetings of the ACA Governing Council.

Functions: The functions of the Executive Committee include:

1. To act for the Governing Council within policies as may be established by the Governing Council;
2. To act primarily to address those issues which are necessary for the efficient operations of ACA when time requirements necessitate immediate action;
3. To communicate all actions and activities to Governing Council through minutes mailed within ten working days of the Executive Committee meeting;
4. To submit all actions for ratification by Governing Council at the next Governing Council meeting;
5. To meet at least twice a year in addition to Governing Council meetings;
6. To conduct the evaluation of the Chief Executive Officer on an annual basis, negotiate renewal of his or her contract, and determine recommended salary;
7. To review items submitted for Governing Council action and propose an agenda for the Governing Council meetings;
8. The Executive Committee cannot overturn and/or modify a motion that has been considered and voted upon by the Governing Council.

Composition: The Executive Committee shall be composed as follows:

1. The Officers of the Association (President, President-Elect, Immediate Past President, Treasurer and Chief Executive Officer);
2. Two Governing Council members representing Divisions and one Governing Council member representing Regions;
3. Member-at-Large representing underrepresented groups in ACA.
4. The Treasurer and Chief Executive Officer shall serve as ex officio members without vote.

Approved: 09/95; Revised: 06/99; 11/09; 03/13; 03/16

POLICY 301.1 – PERMANENT REPLACEMENTS AND SEATED OBSERVERS

Proxy votes by directors are not permitted by District of Columbia Corporate Law, therefore, permanent replacements (voting members) and seated observers (discussion rights) to the Governing Council shall be permitted in accordance with the following conditions:

- A. Permanent Replacement:** Following formal notice from the duly elected ACA Region or Division representative of his/her permanent relinquishment of the position prior to completion of the term and the tender of her/her resignation to take effect immediately, said Division or ACA Region shall elect a new representative to the Governing Council as set forth in the ACA Bylaws – Article X, Section 1. A) 2; Article X, Section 1. B) 2 & 3; and Policy Series 200 –

Membership: 201.3 – Appointed Positions, 201.6 - Division Membership and Series 300 –
Governing Council Members: 301.4 Term of Members.

Implementing Procedures:

- 1. Notification of Permanent Relinquishment:** Duly elected representatives shall notify the Division President or ACA Region Chair and the ACA President in writing of his/her inability to continue as Governing Council Representative for the remainder of the term.
 - 2. Election of Replacement:** A Division/Region shall conduct a general election to replace the relinquished position for the remainder of the term. The election balloting shall be concluded at least 90 days prior to the next Governing Council meeting at which the newly elected replacement representative will be seated.
 - 3. Emergency Situations:** If the length of term to be completed is six (6) months or less, the governing body of the Division or Region may choose to appoint an observer for the remainder of the term.
 - 4. Notification of Replacement:** Notification of the permanent replacement shall be forwarded to and received by the President of ACA from the Division President or ACA Region Chair as soon as the election is completed but no later than 72 hours prior to the start of the opening session of Governing Council at which said representative shall be seated.
 - 5. Orientation and Agenda Packet:** Providing orientation and appropriate agenda materials needed by the newly seated representative shall be the responsibility of the Division/Region unless notification has been given to the ACA President prior to the notification of the orientation session for new representatives and/or the distribution of all related materials for the next Governing Council meeting.
- B. Seated Observer in Absence of Representative:** Following formal written notice to the ACA President and Division President or Region Chair from the duly elected representative of his/her inability to attend the next scheduled session of the Governing Council as the Division's or ACA Region's official representative, said Division or Region may choose to appoint an observer to be seated with the approval of the Governing Council at said session of the ACA Governing Council.

Implementing Procedures:

- 1. Notification of Appointment:** Formal written notification of appointment of the observer shall be received by the President of ACA from the Division President or ACA Region Chair as soon as the appointment has been made but not later than 72 hours prior to the start of the opening session of the Governing Council as which said observer shall be seated.
- 2. Emergency Notification:** In cases where an emergency occurs following the 72 hour deadline, the Division President or ACA Region Chair shall notify the ACA President via phone, fax, or email that an appointment of an emergency seated observer was necessary for the ACA Governing Council meeting.

- 3. Orientation and Agenda Packet:** Providing orientation and appropriate meeting materials for the observer shall be the responsibility of the duly elected representative to the Governing Council.
- C. Rights and Limitations of Seated Observer:** The seated observer shall have discussion rights only and shall not be permitted to participate in any formal business conducted during the Governing Council session. Formal business shall be defined as, but not limited to, constituting quorum; presenting or voting on motions; participating in executive sessions; or any other business as may be determined by the President.

Adopted: 09/92; Revised: 09/99; 03/13

POLICY 301.2 – ACA COMMITTEE/TASK FORCE LIAISONS

- A. Appointment of Liaisons:** Governing Council members will be appointed as liaisons to ACA Committees and Task Forces by the President-Elect to serve during the President-Elect's term as President.
- B. Liaison Responsibilities:** Governing Council members who serve as liaisons to ACA Committees and Task Forces are requested to contact the Committee chair via telephone, or email at least twice during the year to verify that the Committee or Task Force is progressing toward the accomplishment of its plan of action. Liaisons must report any problems to the ACA President. Liaisons are requested to forward to the Committee or Task Force chairs any pertinent information from minutes of Executive Committee and Governing Council meetings that could influence the actions of the Committee or Task Force.

Approved: 009/92; Revised: 06/99, 03/00; 03/13

POLICY 301.3 – TERMS OF MEMBERS

- A. Regular Term:** The term of office for each member of the Governing Council shall be three years. A member of the Governing Council may have the option of running for re-election to a second three-year term immediately after the first.
- B. Consecutive Terms:** Representatives may not serve more than two consecutive terms representing the same Region or Division, except when the representative is completing the term of another representative.

Approved: 09/92; Revised: 06/99; 10/07

POLICY 301.4 – ROTATION OF GOVERNING COUNCIL TERMS

The terms of office of Governing Council members shall be on a three-year rotational basis. The grouping for Division and Region rotations shall be in accordance with the following delineation:

A	B	C
AADA	AHC	AARC
ACAC	ASGW	ALGBTIC
ACC	IAAOC	AMCD
ACCA	NCDA	AMHCA
ACES	Southern Region	ARCA
MGCA		ASERVIC
Midwest Region		CSJ
North Atlantic Region		IAMFC
		NECA
		Western Region

Approved: 09/92; Revised: 06/99; 03/11; 03/13; 03/16

POLICY 301.5 – STUDENT REPRESENTATIVE

A Student ACA member who is in good standing in a counseling program that is regionally accredited shall be elected by the ACA membership as a voting member of the Governing Council into a two-year, non-renewable term. Only Student Members of ACA can vote for the Position. Such Representative must remain in good standing with ACA and either remain in good standing with their program or successfully complete their studies in order to retain their eligibility to serve as the ACA Student Representative. Each Region and Division may nominate a Student Representative to Governing Council and the election will be for an At-Large Position to Governing Council.

Approved: 03/12

POLICY 301.6 – CONFLICT OF INTEREST

- A. Possible Conflict:** Governing Council members serve on the Governing Council to conduct the business of the American Counseling Association. Governing Council members are gathered to be a representative group of the ACA membership. On those occasions when the best interests of ACA would be different than the best interest of the entities the Governing Council members represent, the member must make decisions that give primary consideration to the welfare of the American Counseling Association.
- B. Unable to Resolve Conflict:** In cases where Governing Council members are unable to resolve the conflicts of interest between representing the Division or Region and representing ACA, notification should be given to the ACA President or his or her representative. After such notification, the members shall refrain from voting.

POLICY 301.7 – POLICY AND ROLE ON NON-CONSENSUS SOCIAL ISSUES OF CONSCIENCE

Having respect for the individual's values and integrity in no way restricts us as individuals from finding legitimate avenues to express and support our views to others, who decide and make policy around these issues. To this end, it will be ACA Governing Council policy to encourage its member to find and use every legitimate means to examine, discuss, and share their views on such matters within the Association. We also endorse the member's right to support social, political, religious, and professional action groups whose values and positions on such issues are congruent with their own. Through such affiliations, every member has an opportunity to participate in the shaping of government policies which guide public action.

To truly celebrate our diversity, we must be united in our respect for the differences in our membership. To this end, the role of the Association in such matters is to support the rights of members to hold contrary points of views, to provide forums for developing understanding and consensus building, and to maintain equal status and respect for all members and groups within the organization.

The American Counseling Association engages in advocacy efforts that are congruent with our ethical guidelines, core values, mission, vision, and strategic plan, which includes advocating for professional counselors, the counseling profession, human rights, and social justice issues. In doing so, the American Counseling Association advocates for the promotion of mental health and wellness among clients and communities. The Governing Council selects advocacy issues to educate ACA members and the public on related evidence-based and practical strategies.

Approved: 07/90, Revised: 04/18

POLICY 301.8 – HUMAN RESOURCES OPERATING HANDBOOK REVIEW

Human Resources Operating Handbook will be available to members of Governing Council on the Governing Council community site on the ACA website.

Approved: 12/92, Revised: 10/07; 03/13

POLICY 301.9 – TRAINING OF NEWLY ELECTED REPRESENTATIVES

ACA will provide a training program for newly elected Governing Council representatives.

Approved: 03/98; Revised: 06/99, 10/07

POLICY 301.10 – FOLLOW-UP ON ACTIONS TAKEN

Each action item passed at Governing Council meetings should indicate which person or group is responsible for taking the action and when a follow-up report is to be submitted to Governing Council.

Approved: 09/92

POLICY 301.11 – APPROVAL OF MEETING AGENDA AND FORMAT

The Executive Committee is charged with the responsibility of developing the agenda and format of Governing Council meetings.

Approved: 04/95; Revised 03/00, 03/02, 10/07

POLICY 301.12 – WRITTEN REPORTS

Each Division, Organizational Affiliate, Region, Officer of ACA, the Chief Executive Officer of ACA and each Standing and Special Committee and Task Force shall submit written annual reports and budgets to the Governing Council upon request by the ACA President and according to timelines established by ACA policy.

Approved: 1992; Revised: 06/99; 03/13

POLICY 301.13 – MINUTES OF GOVERNING COUNCIL MEETINGS

- A. Minutes:** Minutes will be kept of all Governing Council and Executive Committee meetings.
- B. Taping of Minutes:** All Governing Council meetings where official business is conducted shall be taped.
- C. List of Motions:** A list of motions shall be provided to Governing Council members separate from, as well as included, in the minutes.
- D. Names of Those Making Motions:** The names of members who make and second Governing Council motions shall be recorded in the minutes of the meeting.
- E. Report on Implementation of Motions:** After each meeting of the Governing Council, the President and the Chief Executive Officer assure that required follow-up action steps are expedited.

Approved: 09/92; Revised: 10/97; 10/07; 03/13

POLICY 301.14 – EXECUTIVE COMMITTEE ITEMS TO GOVERNING COUNCIL

The agenda items and motions for Executive Committee meetings shall be sent to all Governing Council members at least one week before each scheduled meeting by the fastest, most economical means.

Approved: 04/96

POLICY 301.15 – REMOVAL OF GOVERNING COUNCIL MEMBERS

Any elected Governing Council member may be removed from office, with or without cause, upon a vote of a majority of the Governing Council then in office to remove him or her from the positions, whenever in the Governing Councilors' judgment the best interest of the Association would be served thereby, provided that all the Governing Council members have at least ten days' notice of the proposed removal and the Governing Council Member at issue has an opportunity personal to address the Council prior to

the removal vote. Governing Council members appointed by the President, if any, may be removed by the President.

Approved: 03/11

SERIES 400

OFFICERS

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POLICY 401.1 – PRESIDENT

Role: The role of the President of the American Counseling Association is to lead the Association toward fulfillment of the Strategic Plan and to further the mission of the Association.

Functions: The functions of the President include:

1. To implement the ACA Mission Statement;
2. To fulfill the obligations and duties set forth in the ACA Bylaws and the ACA Policy, other duties customary to the office, and as directed by the ACA Governing Council;
3. To monitor the fiscal health of the Association;
4. To chair and preside at the meetings of the Governing Council and Executive Committee;
5. To delegate tasks to the Chief Executive Officer as directed by the Governing Council;
6. To serve as corporate officer of the Association;
7. To appoint members to vacancies on the ACA Committees and recommend their approval to Governing Council;
8. To appoint task force members and recommend their approval to Governing Council;
9. To speak for the Association;
10. To promote professional counseling to those outside of the Association;
11. To represent the Association and/or delegate representation on liaison groups, coalitions, and similar collaborative efforts;
12. To oversee the evaluation of the Chief Executive Officer based on the approved process;
13. To facilitate the implementation of the ACA Strategic Plan;
14. To serve as a member without a vote on all ACA Committees with the exception of the Nominations and Election Committee and the American Counseling Association Foundation;
15. To foster collaborative efforts between and among Regions, Divisions, and Branches in achievement of the Strategic Plan;
16. To request annual written reports from all ACA entities and report to the Governing Council the salient developments;
17. To authorize and monitor all expenditures related to the governance portion of the ACA budget;
18. To communicate with the ACA leadership and staff to ensure an efficient and effective association;
19. To ensure the continuity of the ACA Presidency by mentoring the President-Elect and President-Elect-Elect;
20. To encourage and develop emerging leaders;
21. The President will write a monthly column for *Counseling Today*;

22. The President will request items for Governing Council action from members of the Governing Council and all other ACA entities, including but not limited to headquarters, Divisions, Regions, Committees, Branches, Corporate Affiliates, and Liaisons;
23. The President will review the minutes of the Governing Council and Executive Committee meetings and forward to members of Governing Council, Committee and Task Force chairs, Division Presidents, Region Chairs, ACA Past Presidents, Chairs of Corporate Affiliates, Branch Presidents, and candidates for ACA President-Elect for information and/or action;
24. The President will maintain weekly dialogue with the Chief Executive Officer and make him/her aware of challenges and changes that must be addressed to move ACA and the counseling profession forward;
25. The President will respond promptly to all inquiries directed to him/her;
26. The President may maintain an office at ACA Headquarters, if financially and physically feasible;
27. The President will make necessary adjustments in line items of the governance budget to assist in balancing the total budget;
28. The President will attend the four Region meetings at the annual Institute for Leadership Training, hold meetings with the Branch presidents, foster new leaders and communications, and upon request deliver keynote addresses and workshops;
29. The President will organize the meetings of the Division Presidents at the annual Institute for Leadership Training;
30. The President will request information from headquarters through the Chief Executive Officer;
31. In the event the President will be unavailable, he/she shall leave the authority for the leadership of the Association to the President-Elect, then the Past President or designee, for a specific length of time.

Implementing Procedures:

1. The President shall receive a copy of the audit along with comments and observations about the report.
2. The President must receive in writing a request from a Division President or Region Chair for the necessity of a seated observer to substitute for the Governing Council member prior to the opening session of the Governing Council meeting.
3. The President will receive reports of any problems from the Governing Council member as a liaison to an ACA Committee.
4. The President shall request annual written reports and budgets from Divisions and Regions.
5. The President will copy the President-Elect, Past President, President-Elect-Elect, and Chief Executive Officer on official correspondence.
6. The President is to be notified by the Treasurer of any financial concerns from emerging trends observed due to external or internal forces that have an impact on the financial health of ACA.

7. The President is to receive written notice by registered mail if a Division wishes to begin the process of withdrawal from ACA.
8. The President is to receive budgets and plans of action for the next fiscal year from the Region Chairs-Elect.
9. The President may remove a Committee or Task Force member or chair if the individual is not meeting Committee responsibilities adequately. The steps to be followed are listed under Series 1100– AR.5
10. Vacancies occurring on Committees shall be filled by the President and shall be confirmed by the Governing Council or Executive Committee.
11. The President with consultation with the Chief Executive Officer may appoint official liaisons to other Organizations.

Approved: 09/95; Revised: 10/07; 03/13; 03/16

POLICY 401.2 – LIFE MEMBERSHIP FOR PRESIDENT

Presidents of ACA shall be granted life membership in ACA.

Approved: 09/92

POLICY 401.3 – PRESIDENTIAL OATH OF OFFICE

The oath of office for the ACA President is as follows:

I, _____, having been duly elected President of the American Counseling Association, accept the office and affirm that I will uphold the mission of the Association. I will perform the duties of the office of President in a manner that is consistent with the fundamental purposes, Bylaws, Policy, and Code of Ethics and Standards of Practice of the Association.

Approved: 04/96

POLICY 401.4 – PRESIDENT SPEAKS FOR THE ASSOCIATION

- A. Official Spokesperson:** The ACA President officially speaks for the association. The Chief Executive Officer, ACA members, or other staff may be an official spokesperson for ACA upon designation by the President.
- B. Speaking on Behalf of the President:** In the event that the President cannot be reached, officers will be contacted for direction in the following chain of command:
 1. President-Elect
 2. Past President, or
 3. President's designee who has been previously approved by the Executive Committee.
- C. Official Position Statements:** When Official Position Statements exist they shall be used by the President or his/her designate.

POLICY 402.1 – PRESIDENT-ELECT

Role: The role of the President-Elect of the American Counseling Association is to prepare for the role of President.

Functions: The functions of the President-Elect include:

1. To fulfill the obligations and duties set forth in the ACA Bylaws and Policy Manual, other duties as customary to the office, and as directed by the Governing Council;
2. To serve as an officer of the Association and a member of the Governing Council;
3. To serve on ACA Committees and Task Forces as directed by the Bylaws and Governing Council action (e.g., Financial Affairs Committee);
4. To solicit recommendations for Committee and Task Force appointments from Divisions, Regions, and the ACA membership, ensure that all person nominees are current ACA Members and submit those appointments to Governing Council for approval by the spring meeting;
5. To participate in Region meetings of the Association;
6. To represent ACA at meetings at the request of the President;
7. To foster collaborative efforts between and among Regions, Divisions, and Branches;
8. To preside at meetings of Governing Council and Executive Committee in the absence of the President;
9. To nominate a member of Governing Council to serve on the Executive Committee representing the underrepresented groups in ACA;
10. To communicate with ACA leadership and staff to ensure an efficient and effective association;
11. To ensure continuity of the ACA Presidency by mentoring the President-Elect-Elect;
12. To serve as a non-voting member of the ACA Foundation;
13. To facilitate implementation of the ACA Strategic Plan;
14. To monitor the fiscal health of the Association and to work with the Financial Affairs Committee in planning for the upcoming year;
15. To encourage and develop emerging leadership in ACA;
16. To work closely with the staff on the planning of the annual ACA conference. Staff will provide a detailed schedule of events;
17. To nominate a member to serve on the ACA Foundation;
18. To nominate a Parliamentarian at the annual ACA conference meeting;
19. To work with ACA staff to develop a calendar for the Presidential year;
20. The President-Elect will copy the President, Past President, and President-Elect-Elect and Chief Executive Officer on official correspondence.

Approved: 09/95 Revised: 10/07; 03/13; 03/16

POLICY 403.1 – PAST PRESIDENT

Role: The role of the Past President of the American Counseling Association is to be available as a mentor to the Association.

Functions: The functions of the Past President include:

1. To fulfill the obligations and duties set forth in the ACA Bylaws and Policy, other duties customary to the office, and as directed by Governing Council;
2. To serve as an officer of the Association;
3. To participate in all Governing Council and Executive Committee meetings;
4. To serve as chair of the Nominations and Election Committee and as a member of the Publications Committees;
5. To represent ACA, as requested, at national, state and regional meetings;
6. To identify special areas of interest and expertise in which he/she is willing to serve;
7. To communicate with the ACA leadership and staff to ensure an efficient and effective Association;
8. To support the ACA Strategic Plan

Approved: 09/95; Revised: 10/07

POLICY 404.1 – PRESIDENT-ELECT-ELECT

Role: The role of the President-Elect-Elect of the American Counseling Association is to be in the process of preparation to serve as President of the Association.

Functions: The functions of the President-Elect-Elect include:

1. To fulfill the obligations and duties set forth in the ACA Bylaws and Policy, other duties customary to the office and as directed by Governing Council;
2. To nominate the Treasurer-designate for Governing Council confirmation at its spring meeting;
3. To become knowledgeable about fiscal details and governance actions over the last three years;
4. To become knowledgeable about the ACA Bylaws, Policy and other Association documents, as appropriate;
5. To observe the Governing Council meeting at the annual conference;
6. To attend Committee meetings when possible;
7. To communicate with the Presidents-elect-elect and Chairs-Elect-Elect of the ACA entities.

Approved: 09/95

POLICY 405.1 – TREASURER

Role: The role of the Treasurer of the American Counseling Association is to oversee the financial affairs and fiscal health of the Association.

Functions: The functions of the Treasurer include:

1. To serve as a non-voting member of the Governing Council and Executive Committee;
2. To chair the Financial Affairs Committee;
3. On behalf of the Financial Affairs Committee:
 - a. Recommend a budget to the Governing Council;
 - b. Make a verbal and visual presentation of the proposed budget to the Governing Council;
 - c. Provide a written report for all meetings of the Governing Council;
 - d. Provide a verbal report at all Executive Committee meetings;
 - e. Provide a verbal report on the ACA audit to the Governing Council;
 - f. Obtain financial information as requested by the Governing Council;
 - g. Review financial or related actions passed by the Governing Council and make recommendations when further consideration is warranted;
 - h. Review the budget for the ACA Regions and Committees; review the monthly statements of the ACA income and expenses;
 - i. Prepare an official report of the association's financial status after each Governing Council meeting and post it on the ACA's website. The report web link will be posted in the Chief Executive Officer's *Counseling Today* column, along with instructions for the reports access for members not connected to the internet.
 - j. Attend the workshop at the annual conference for newly appointed or elected Division, Region, and Branch treasurers conducted by ACA staff;
 - k. Respond to correspondence from ACA members on matters of financial interest;
 - l. Orchestrate an efficient and effective transfer of responsibilities to the incoming Treasurer;
 - m. Notify the President of any financial concerns from emerging trends observed due to external or internal forces that have an impact on the fiscal health of ACA.
4. To serve as an officer of the Association.

Approved: 09/92; Revised: 09/95; 10/98; 10/07; 10/10

POLICY 406.1 – TREASURER-DESIGNATE

Role: Serves as a voting member of the Financial Affairs Committee; in consultation with the President-Elect develop the governance portion of budget for the following year to be presented to the Financial Affairs by their winter meeting.

Approved: 10/07

POLICY 407.1 – NOMINATIONS AND ELECTION OF OFFICERS

- A. Ballot:** The Nominations and Election Committee shall conduct the election of officers by ballot provided to the voting members of the Association via mail or Internet.
- B. Submission of Nominations:** Each Division, Organizational Affiliate, and Region shall have the right to submit to the Nominations and Election Committee the name of no more than one candidate to be placed on the ballot for President-Elect.
- C. The Nominations and Election Committee** will submit a list of all nominated candidates to the Governing Council. The Governing Council will vet and approve all candidates before they are placed on the ballot. A simple majority vote of the Governing Council will be required for approval. Only Region and Division entities may nominate candidates for ACA President.
- D. The timetable for ACA elections will be as follows:** Candidates for elected office in ACA shall have submitted all required paperwork to the chair of the Nominations and Elections Committee by March 1.
 - 1. The Nominations and Election Committee shall prepare a list of candidates for President-Elect and present the list to the Governing Council at their spring meeting.
 - 2. At their spring meeting, the Governing Council shall vet the submitted candidate for President-Elect to insure that they meet the criteria contained in these Policies and approved the slate of candidates to be presented to the membership.
 - 3. The election of President-Elect and other such officers shall need to be elected will commence on or about December 1 of each year and continue through midnight the last day of January each year.
 - 4. The winner of the election will be announced to the membership no later than midnight on the final day of February of each year.
 - 5. Unsuccessful candidates can run again the next year without a new nomination if they continue to meet existing requirements and receive the endorsement of the original entity by notifying the nominations and elections committee chair by the March 1 deadline.

POLICY 407.2 – QUALIFICATION FOR PRESIDENT-ELECT CANDIDATES

- A. Requirements of President-Elect:** Candidates for President-Elect must meet the following criteria:
 - 1. Be a member in good standing of the Association for a minimum of ten (10) consecutive years immediately prior to nomination.
 - 2. Have had no ethical violations for the past ten (10) consecutive years immediately prior to nomination.
 - 3. Have served at least two of the following three roles: a) a president of a national division, b) region chair, or c) Governing Council representative.
 - 4. Must be a member of the branch located in the jurisdiction in which they reside or work, if such exists.
 - 5. Has not previously served as President of the American Counseling Association.

- B. Candidate Restrictions:** Cannot be a candidate for President-Elect of a Division or Organizational Affiliate or Chair-Elect of a Region at the same time they are a candidate for ACA President-Elect.

Approved: 10/11; Revised: 04/18

POLICY 408.1 - COMPENSATION OF OFFICERS

- A. Compensation:** ACA officers shall be compensated as follows: President - the President's stipend will be up to \$55,000 per fiscal year; President-Elect - up to one-half (1/2) the amount allocated to the President; and Past President - up to one-quarter (1/4) the amount allocated to the President. The Treasurer will be provided a yearly stipend up to \$5,000. For budget planning purposes, officers shall inform the Chief Executive Officer or his/her designate by October 31, the amount of compensation desired for the following fiscal year.
- B. Reimbursement:** The ACA President, President-Elect, and Past President shall be reimbursed within thirty (30) days from the time these elected officers submit properly supported and approved expense reimbursement vouchers to ACA headquarters.
- C. Honoraria Allowed:** ACA national, Region or Branch elected or appointed officers may accept honoraria from ACA entities when invited to prepare a paper on a special topic that is not related to their ACA office.
- D. Honoraria Restrictions:** ACA national, Region, or Branch elected or appointed officers who speak or consult on official business for ACA shall not accept an honorarium.
- E. Invitation from ACA Entities:** When ACA national, Region, or Branch elected or appointed officers are invited to participate in conferences, meetings, or other events by ACA entities, the inviting entities shall reimburse the officer for travel expenses unless the officer's budget includes funding for the trip.

Approved: 4/95; Revised: 4/99; 3/00; 4/05; 10/07; 3/13

POLICY 409.1 – CONFERENCE REGISTRATION AND HOUSING OF OFFICERS

- A. Conference Registration:** ACA President will be given complimentary registration to the annual conference. All other Officers are required to cover their annual conference registration. (Effective 7/1/2017)
- B. Conference Housing:** ACA will cover Officers conference housing as follows:
- ACA President: Governing Council and all conference dates
 - ACA President-Elect: Governing Council and all conference dates, single occupancy room
 - ACA Immediate Past President: Governing Council only

Approved: 07/17

POLICY 410.1 – REMOVAL OF OFFICERS

Any elected Officer may be removed from office, with or without cause, upon a vote of a majority of the Governing Council members then in office to remove him or her from the Officer position, whenever in the Governing Council members' judgment the best interest of the Association would be served thereby, provided that all the Governing Council members have at least ten days' notice of the proposed removal and the Officer at issue has an opportunity personally to address the Governing Council prior to the removal vote. Any officer appointed by the President may be removed with or without cause by the President.

Approved: 03/11

SERIES 500

DIVISIONS

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SERIES 500 - INTRODUCTION

DIVISION OFFICER

Role: The role of an officer of a Division of the American Counseling Association is to provide leadership to the ACA members who belong to the Division representing areas of specialization and areas of special interest.

Functions: The functions of an officer of a Division include:

1. To conduct the affairs of the Division in compliance with the Bylaws of the Division and the Bylaws of ACA;
2. Each of the officers and Division governance members to be a member in good standing of the American Counseling Association;
3. To file an annual audit with the Association;
4. Each Division shall file a proposed annual budget and annual audit with ACA;
5. Proposed amendments to the Articles of Incorporation or Bylaws of any Division shall be reported in writing to the ACA President no later than fourteen weeks prior to the Governing Council meeting at which the change may be considered. The ACA President shall transmit the written proposed amendments to the ACA Bylaws Committee which will transmit to the Governing Council such proposed amendments with or without recommendations regarding each proposed change at least six weeks before the next regularly scheduled meeting. Any such proposed amendment cannot take effect until approved by the ACA Governing Council;
6. To report to the ACA President the names of the Division directors and officers promptly following their election or appointment;
7. To submit an annual written report to the ACA President who shall report salient developments to the Governing Council;
8. To collaborate with other Divisions and Regions to facilitate the achievement of the ACA Strategic Plan;
9. To attend the meetings of Division Presidents at the annual ACA Institute for Leadership Training.

Approved: 09/95, Revised: 10/07; 03/13

POLICY 501.1 – ELIGIBILITY

- A. ACA Divisions:** An existing Division shall maintain its full Division status and a voting member of the Governing Council with a minimum number of 400 members or 70% of its membership also is ACA members. The calculation of members of existing Divisions shall be a monthly average of qualifying members (joint members of ACA and the Division) for the preceding fiscal year. If an existing Division falls below the minimum, the Division has a period of one year to return to that minimum before such Division shall lose its full Division status and vote.

- B. ACA Organizational Affiliates:** ACA Organizational Affiliates that have a minimum of 500 ACA members as determined by official membership figures maintained by ACA as of June 30 may apply to Governing Council at its next meeting to become an ACA Division as defined in ACA Bylaws Article IV and Article V.

Approved: 03/98; Revised: 06/99; 03/02; 03/03; 04/04; 10/07

POLICY 501.2 – APPLICATION PROCESS

The President of the Organizational Affiliate shall send a letter to the Chief Executive Officer indicating that the Organizational Affiliate is applying for Division status within ACA. A revised copy of the group's bylaws or operating rules indicating Division status shall be submitted with the letter. Once the Chief Executive Officer has confirmed that the Organizational Affiliate has met the minimum membership requirement and that the bylaws or operating rules are in conformity with the ACA Bylaws, the application shall be forwarded to the Governing Council or Executive Committee to be considered at its next meeting.

Approved: 09/92

POLICY 501.3 – AMENDING DOCUMENTS

Proposed amendments to the Articles of Incorporation or the Bylaws of any National Division shall be reported in writing to the ACA President no later than fourteen weeks prior to the Governing Council meeting at which the change may be considered. The President shall transmit the written proposed amendments to the ACA Bylaws Committee which will transmit to the Governing Council such proposed amendments with or without a recommendation regarding each proposed change at least six weeks before the next regularly scheduled meeting of the Governing Council. No such proposed amendment can take effect until approved by the ACA Governing Council.

Approved: 9/92; Revised: 3/00; 3/13

POLICY 501.4 – DUES CHANGES

ACA Division or Organizational Affiliate dues changes will be implemented July 1 of each year, provided that the ACA Chief Executive Officer or his/her designee is notified of such changes by one week following the ACA Annual Conference. Because of the publication of promotional materials and applications that list dues amounts, Division and Organizational Affiliate dues changes occurring at other times during the year will not be implemented until July 1. Rate changes not received prior to the deadline may not be implemented unless the entity agrees to incur any and all costs resulting from this delay.

Approved: 09/92; Revised: 06/99, 10/07

POLICY 501.5 – VOLUNTARY WITHDRAWAL OF A NATIONAL DIVISION

An organization's status as a National Division of the Association may be withdrawn when the organization deems it is in their best interest to sever the relationship with the American Counseling Association.

Rules for Withdrawal of a National Division: In order to facilitate an orderly separation, the following rules have been established in the Bylaws:

1. No Division of ACA may effect its voluntary withdrawal from the Association except pursuant to and in full compliance with these rules.
2. A Division shall give written notice of its intent to withdraw by registered mail, addressed to the President of the Association, with a copy to the Executive Director sent to the Headquarters address. The notice may request an effective date for the withdrawal to be no less than 60 days after the notice is received by the Association. The Association has the discretion to delay the effective date for up to sixty additional days.
3. The notice must specify that the Division believes the proposed withdrawal to be consistent with the wishes of its membership.
4. A withdrawing Division shall settle payment in full all its outstanding obligations to the Association or to third parties from whom services or materials have been secured for the benefit of the Division.
5. All the physical property or inventory of the withdrawing Division, after payment of its indebtedness or other obligations, if any, of the type described in Section 4, shall be physically removed from the Association's property or custody.
6. A withdrawing Division must have paid to the Association the actual sum of money disbursed by the Association in undertaking any action incident to complying with any of these conditions precedent.
7. A withdrawing Division, by written formal action of its governing body, must have transferred to this Association all its right, title and interest in the name of the Division and must have agreed not to use it thereafter except pursuant to the written consent of the Governing Council of the Association.

Approved: 09/96; Revised: 06/99; 10/17

POLICY 501.6 – INVOLUNTARY REVOCATION OF A DIVISION CHARTER

ACA reserves the right to revoke the charter of any Division.

Removal for Cause: In addition to other good reasons, it will be deemed in the best interest of ACA to revoke the charter of a Division if either of the following events occurs:

1. A Division has engaged in deficit budgeting or any other financial practices indicating it is acting in an irresponsible manner fiscally, or otherwise is unable to pay its debts as they mature; or
2. A Division alters its stated purposes, either formally or in the conduct of its affairs, in such a manner as the Governing Council shall deem it is not acting in accordance with the formal purposes of the Association, or is conducting its affairs in any manner deemed not to be in the best interests of the Association.

Approved: 09/92; Revised: 06/99

POLICY 501.7 – INFORMATION TO EXECUTIVES

When information from headquarters and ACA leaders is sent to Division presidents, the Division Executives shall be copied.

Approved: 09/92; Revised: 06/99; 10/07

POLICY 501.8 – DIVISION REQUIREMENT

- A. Consultation Regarding ACA Activities:** ACA will endeavor to consult with Division presidents with regards to any proposed program, actions, legislation, and expenditures, whose outcome directly affects, enhances, or impinges upon that Division. Furthermore, ACA must advance such actions and initiatives with a declaration of that Division's position in regards to such ACA programs, initiatives, and expenditures.
- B. Division Interests:** Presidents or chairs of ACA entities are to supply in writing to the ACA President, ACA Chief Executive Officer, and ACA Senior Executive Management with areas of interest about which the entity wishes to be consulted. Areas of interest may include, but are not limited to, program, actions, legislation, and expenditures. Each entity is to provide names of those members who may be consulted.
- C. Budget Requirements:** Each Division shall file a proposed annual budget by July 30, and an audit and Form 990 within thirty days of completion.

Approved: 01/96; Revised: 06/99

POLICY 501.9 – ROTATIONAL SYSTEM FOR DIVISION BYLAW REVIEW

- A. Review of Division Bylaws:** Division bylaws will be reviewed every ten (10) years by the ACA Bylaws Committee to determine congruency between the two sets of bylaws.
- B. Year of Review:** Request for submission of a division's bylaws will be based upon the rotational schedule established by ACA.
- C. Notification:** The rotational schedule established by ACA will be sent to all divisions and each division will be reminded one year in advance of the year of review by the Leadership Services.

Approved: 06/99; Revised: 10/10; 03/16

SERIES 600

ORGANIZATIONAL AFFILIATES

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POLICY 601.1 - ORGANIZATIONAL AFFILIATES

A group with a professional purpose and identity that distinguishes itself from current Divisions of ACA may apply for Organizational Affiliate status.

- A. Size of Membership:** The group shall initially consist of at least two hundred (200) ACA members.
- B. Bylaws or Rules of Order:** The group shall have Bylaws that are in compliance with ACA's Articles of Incorporation, Bylaws, and Policy.
- C. Purchasing ACA Services:** ACA will not assist financially or administratively in the organizational process. ACA mailing labels, *Counseling Today* advertisements, or other ACA products or services must be purchased.
- D. Application Process:** The proposed Organizational Affiliate must complete an ACA Organizational Affiliate letter of application to be submitted to the ACA Chief Executive Officer along with a copy of the Organizational Affiliate's bylaws.

The ACA Chief Executive Officer will forward copies of the proposed Organizational Affiliate's application and bylaws to Division and Organizational Affiliate presidents a minimum of 180 days before the next Governing Council meeting. The Chief Executive Officer will also forward a copy of the bylaws to the ACA Bylaws Committee for review and suggestions.

- E. Application Review:** The Division and Organizational Affiliate presidents will review the application to determine if the purpose and identity are different from their Division or Organizational Affiliate and submit their responses to the Chief Executive Officer.
- F. Application to Governing Council:** At least forty-five days prior to the next Governing Council meeting, the Chief Executive Officer will submit to Governing Council the proposed Organizational Affiliate's application, membership list (to be verified by ACA staff), bylaws and acting officers.
- G. Granting of Charter:** Upon approval by the Governing Council, the group will be granted a charter.

Approved: 06/99; Revised: 03/02

POLICY 601.2 – GOVERNING COUNCIL OBSERVERS

An Organizational Affiliate may voluntarily send an ex officio member to ACA Governing Council meetings; however, the ex-officio member shall attend at the expense of the Organizational Affiliate, and does not have voting rights.

Approved: 09/92; Revised: 06/99

POLICY 601.3 – AMENDING DOCUMENTS

Proposed amendments to the Articles of Incorporation or the Bylaws of any Organizational Affiliate shall be reported in writing to the ACA President no later than fourteen weeks prior to the Governing Council meeting at which the change may be considered. The President shall transmit the written proposed amendments to the ACA Bylaws Committee which will transmit to the Governing Council such proposed amendments with or without a recommendation regarding each proposed change at least six weeks before the next regularly scheduled meeting of the Governing Council. No such proposed amendment can take effect until approved by the ACA Governing Council.

POLICY 601.4 – ROTATIONAL SYSTEM FOR BYLAWS REVIEW

- A. Bylaws Review:** Organizational affiliate bylaws will be reviewed every ten (10) years by the ACA Bylaws Committee to determine congruency between the two sets of bylaws.
- B. Request for Submission of Bylaws:** Request for submission of an organizational affiliate's bylaws will be based upon the rotational schedule established by ACA.
- C. Notification:** The rotational schedule established by ACA will be sent to all organizational affiliates and each organizational affiliate will be reminded one year in advance of the year of review by the Leadership Services.

Approved: 06/99; Revised: 10/10; 03/16

POLICY 601.5 – ORGANIZATIONAL AFFILIATE DUES CHANGE

An Organizational Affiliate dues change will be implemented July 1 of each year, provided that the ACA Chief Executive Officer or his/her designee is notified of such changes one week after the conference. Because of publication of promotional materials and application that list dues amounts, Organizational Affiliate dues changes occurring at other times during the year will not be implemented until July 1. Rate changes not received prior to the deadline may not be implemented unless the respective entity agrees to incur any and all costs resulting from this delay.

Approved: 09/92; Revised: 06/99, 10/07

SERIES 700

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SERIES 700 - INTRODUCTION

REGION OFFICER

Role: The role of an officer of a Region of the American Counseling Association is to provide leadership training, professional development, continuing education and public policy and legislative training to Branch members following the ACA Strategic Plan.

Functions: The functions of an officer of a Region include:

1. Support growth of the American Counseling Association and the Branches.
2. Increase communications between ACA, the Branches, Branch members, and Region ACA members.
3. Facilitate strategic planning between ACA and the Regions, and monitor how decision-making and resources allocations support the strategic plan.
4. Enrich leadership development in Branches, Regions, and ACA.
5. Develop and support a resource repository for Branches and Region Leaders.

Approved: 09/95, Revised: 10/07; 03/13

POLICY 701.1 – REGION NAMES

The names of the four Regions of ACA shall be: ACA-Midwest Region; ACA-North Atlantic Region; ACA-Southern Region; and ACA-Western Region.

Approved: 03/96

POLICY 701.2 – REGION SUBSIDIES AND FINANCES

- A. Annual Subsidy:** ACA shall provide each of its four Regions an annual subsidy to be determined by the Financial Affairs Committee and approved by Governing Council during the annual budgeting process.
- B. Notification of Subsidy:** The amount of this subsidy shall be communicated to each Region Chair and Chair-Elect, immediately following the adoption of the ACA budget no later than thirty (30) days prior to the fiscal year.
- C. Purpose of Subsidy:** The purposes of the subsidy are:
 1. To assure that financial resources are available for Region officers to attend ACA conference and leadership meetings, and
 2. To allow Region officers to expend the subsidy in the best interest of their Region, Branches and Plan of Action.
 3. To use additional subsidies to support low income Branches sending representatives to the ACA Institute for Leadership Training.

- D. Accessing Funds:** The Region shall provide an annual accounting of the funds received by no later than July 31 following the conclusion of the fiscal year during which the funds were expended. Once the previous year's accounting report of the subsidy is approved, the current year's subsidy will be deposited into the Region checking account. The money is then accessed like any other disbursement.
- E. Independent Funds:** Any monies raised by Regions, from any source, must be deposited into their respective Region bank accounts maintained by ACA. These monies belong to each Region and shall not be "at risk" or subject to forfeiture under any circumstances. Additionally, ACA shall not have the authority to withdraw any monies from this account without express written authority from the Region Treasurer or Chair.

Approved: 09/92; Revised: 03/93; 01/96; 06/99; 10/99; 03/00; 03/13; 03/16

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SERIES 800 - INTRODUCTION

BRANCH OFFICER

Role: The role of an officer of a Branch of the American Counseling Association is to provide leadership to Branch members.

Functions: The functions of an officer of a Branch include:

1. To conduct the affairs of the Branch in compliance with the Bylaws of the Branch and the Bylaws of ACA;
2. To be a member of the American Counseling Association;
3. To send to the ACA President the names of the directors and officers promptly following their election or appointment;
4. To submit a written report to the ACA President who shall report salient developments to the Governing Council;
5. To facilitate the achievement of the Branch and ACA goals;
6. To participate in leadership training;
8. To facilitate the articulation of Branch issues and concerns and relay these concerns and issues to Region leaders and other ACA leaders;
9. To attend ACA Institute for Leadership Training.

Adopted: 09/95, Revised: 10/07; 03/13

POLICY 801.1 – INFORMATION TO BRANCH EXECUTIVES

When information from headquarters and ACA leaders is sent to Branch Presidents, the Branch Executives shall be copied.

Approved: 5/97; Revised: 6/99; 10/07

POLICY 801.2 – BRANCH INPUT

ACA shall advise the Branch President of ACA activities which are to be presented within that Branch.

Approved: 3/96; Revised: 10/07

POLICY 801.3 – PROPOSED AMENDMENTS

Proposed amendments to the Articles of Incorporation or Bylaws of any Branch shall be reported in writing to the ACA President no later than fourteen weeks prior to the Governing Council meeting at which the change may be considered. The ACA President shall transmit the written proposed amendments to the ACA Bylaws Committee which will transmit to the Governing Council such proposed amendments with or without recommendations regarding each proposed change at least six weeks

before the next regularly scheduled meeting. Any such proposed amendment cannot take effect until approved by the ACA Governing Council.

POLICY 801.4 – ROTATIONAL SYSTEM FOR BYLAWS REVIEWS

- A. Bylaws Review:** Branch bylaws will be reviewed every ten (10) years by the ACA Bylaws Committee to determine congruency between the two sets of bylaws.
- B. Year of Review:** Request for submission of a branch's bylaws will be based upon the rotational schedule established by the ACA Leadership Services.
- C. Notification:** The rotational schedule established by ACA will be sent to all branches and each branch will be reminded one year in advance of the year of review by ACA.

Approved: 06/99; Revised: 10/10; 03/16

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B. Council for Accreditation of Counseling and Related Educational Programs (CACREP)

POLICY 901.1 – CORPORATE AFFILIATES

ACA has corporate partners, known as corporate affiliates, who provide specific benefits or member services to the Association. These corporate affiliates are separately incorporated and maintain separate tax identification numbers.

A. ACA Foundation: ACAF is a corporate affiliate which supports innovative research efforts to respond to social needs and supports programs that help strengthen the counseling profession.

1. Contracts: ACAF contracts with ACA for services.
2. Appointments to ACAF: The ACA President appoints one (1) member to ACAF for a three (3) year term.

B. Council for Accreditation of Counseling and Related Educational Programs: CACREP is a corporate affiliate that provides a service to all counseling professionals through their program for accrediting educational programs.

Contracts: CACREP contracts with ACA for services.

Approved: 09/92; Revised: 06/99; 03/00; 10/07; 03/13

SERIES 1000

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4. Monitoring the Network

5. Dissolving an Interest Network

POLICY 1001.1 – OFFICIAL LIAISON

- A. Appointments of Liaisons:** Liaisons are appointed by the President.
- B. Term of Liaisons:** A liaison shall be appointed by the President for one (1) three (3) year term.
- C. Yearly Reports:** Liaisons shall submit reports of their activities to the President annually.

Approved: 09/92; Revised: 06/99; 10/07

POLICY1001.2– CONTRIBUTIONS TO ACA

ACA may accept contributions from reputable and appropriate sources for purposes that are consistent with the objectives of the association, its bylaws, ethical standards, and its strategic plan. The acceptance of all such contributions shall be approved by the Chief Executive Officer.

Approved: 12/92; Revised: 10/07

POLICY1001.3– ACA ENDORSEMENT REQUESTS

- A. Official Endorsements:** ACA will not officially endorse programs, products, projects, or proposals.
- B. Joint Ventures:** Joint ventures in which ACA has a major responsibility and direct involvement and control may be considered and supported, consistent with the guidelines established for the acceptance of advertisements in ACA publications as presented in Series 1800E - Advertising.

Approved: 12/92

POLICY1001.4– OUTSIDE SPONSORSHIP OF ACA EVENTS

Sponsorship of ACA events by outside groups will be allowed with the express approval of the Chief Executive Officer. Sponsorship shall be consistent with guidelines established for the acceptance of advertisements in ACA publications as presented in Series 1500 - Fiscal and Budget Matters.

Approved: 12/92; Revised: 10/07

POLICY 1001.5 – ACA RECOGNITION OF INTEREST NETWORKS

The purpose of an ACA Interest Network is to promote a counseling specialty or practice area not otherwise provided for by Divisions or Organizational Affiliates. ACA members may initiate an ACA Interest Network by submitting a Petition for Recognition to the ACA Governing Council. ACA Interest Networks do not have a budget or a representative on the Governing Council.

- A. Petition for Recognition:** A letter petitioning ACA for recognition shall include:
 1. Name of the Interest Network
 2. Purpose(s) of the network

3. Need for the network: demonstrating that the interest network will promote a counseling specialty or practice area not otherwise provided for by Divisions or Organizational Affiliates.
4. Name, address, phone number, and email address of those initial members of the Interest Network, along with indicating who would serve as the network facilitator. All members must be members in good standing of ACA at the time of submission.

B. Submission of Petition: The letter of petition shall be submitted to the ACA President at least 60 days prior to a Governing Council meeting at which the petition will be presented for discussion and a vote.

C. Initiation, Management, and Maintenance of an ACA Interest Network:

Implementing Procedures:

1. **Interest Network Membership:** In order to establish an ACA Interest Network, the group must have at least twenty-five (25) ACA members included as individuals participating in the Interest Network.
2. **Initiation of the Network:** Once the Interest Network is adopted by the Governing Council, ACA will provide notice in *Counseling Today* and the ACA website announcing the establishment of the group and providing information on how to join the group.
3. **Management Responsibilities:** ACA will provide support to the Interest Network via posting of information on the ACA website and in appropriate publications.
4. **Monitoring the Network:** The Interest Network will be responsible for providing a report of activities to the Governing Council once a year, to be sent to the ACA President and Chief Executive Officer upon request for distribution to the members of the Governing Council.
5. **Dissolving an Interest Network:**
 - a. When an Interest Network decides to dissolve, the facilitator shall notify the ACA President and the Chief Executive Officer in writing, that the interest network will be dissolved, why it is dissolving, and the date that the dissolution will take effect.
 - b. The ACA President shall notify the Governing Council of the impending dissolution.
 - c. When an Interest Network no longer serves its approved purpose or it is no longer in ACA's best interest to support the Interest Network, a motion to dissolve the relationship will be presented to the Governing Council for a discussion and a vote.
 - d. The ACA President will notify the network facilitator of the impending action.
 - e. The ACA President will notify the interest network facilitator of the Governing Council action.

Adopted: 12/01; Revised 10/07; 03/13

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ACA COMMITTEE CHAIR

Role: The role of a Committee chair is to further the Mission of the American Counseling Association.

Functions: The functions of a Committee chair include:

1. To transmit a biannual written report to the President of the Association who shall report salient developments to the Governing Council;
2. If asked, make an oral report to the Governing Council
3. When appropriate, create subcommittees from among Committee members and appoint subcommittee chairs for one-year terms;
4. To facilitate communication among Committee members;
5. To maintain close working relationship with ACA Presidents, other appropriate ACA Committees, Governing Council liaisons, and staff assigned to the Committee.

Approved: 06/99; Revised: 10/07; 03/13; 03/16

ACA COMMITTEE MEMBER

Role: The role of a Committee Member to further the Mission of the American Counseling Association.

Functions: The functions of a Committee Member include:

1. To work with the Committee chair and other Committee members to further the Mission of the American Counseling Association;
2. To maintain communications with the chair and other Committee members;
3. To fulfill Committee assignments;
4. To report findings to the chair;
5. To understand the concerns, issues, and positions of ACA;
6. To attend Committee meetings held at the annual conference
7. To follow the ACA Bylaws and Policy.

Approved: 06/99; Revised: 10/07; 03/13

ELIMINATION OF STANDING COMMITTEES

Standing Committees shall be reviewed every five years, and shall renew and continue automatically unless eliminated by the vote of Governing Council during a review.

Approved: 3/08

POLICY 1101.1– AUDIT COMMITTEE

A. Audit Committee Responsibilities: The Committee’s primary duties and responsibility are to:

1. Work with the auditors to review the adequacy and the reliability of ACA's internal controls and financial reporting;
 2. Review the independence and performance of ACA's external independent auditor ("Auditor");
 3. Review the ACA's compliance with tax requirements;
 4. Review allegations of violations of the ACA's stated policies on Business Conduct, Conflicts of Interest, and Business Ethics; and
 5. Report to Governing Council and recommend appropriate actions at regularly scheduled meetings.
- B. Committee Membership:** The Audit Committee shall be comprised of not less than one member of Governing Council and at least three additional members of ACA, who shall be financially literate or who shall become financially literate within a reasonable period of time after appointment to the Committee.
- C. Committee Reports:** The Audit Committee will transmit biannual written report to the ACA President updating the Committee's progress in completion of charges/goals assigned by the President.

Approved: 03/10; 03/16

POLICY 1101.2 – AWARDS COMMITTEE

- A. Awards Committee Responsibilities:** The Awards Committee shall develop procedures and administer the awards program for the Association.
- B. Committee Membership:** The Awards Committee shall consist of at least nine members, eight professional members who shall serve three-year terms and one student member who shall serve a one-year term. ACA members who qualify according to ACA policy shall apply to the ACA President-Elect to become Committee members. The ACA President-Elect shall appoint one student and enough professional members to bring the complement to nine to begin the next July 1 from among those who have applied. The Committee chair shall be chosen by the ACA President-Elect from among the current Committee members and shall serve for one year beginning the next July 1.
- C. Committee Reports:** The Awards Committee will transmit biannual written reports to the ACA President updating the Committee's progress in completion of charges/goals assigned by the President.

Approved: 10/03; Revised: 10/07; 03/16

POLICY 1102.2 – PRESIDENTIAL AWARDS

A Presidential Award may be presented at the ACA annual conference to recognize an individual or organization outside of ACA whose work furthers the mission, goals and fundamental purposes of ACA.

POLICY 1102.3– AWARDS GIVEN

ACA may make the following awards at its annual conference:

- ACA Counselor Educator Advocacy Award
- ACA Extended Research Award
- ACA Federal Legislative Service Award
- ACA Fellow Award
- ACA Local, Branch, and Region Award
- ACA Professional Development Award
- ACA Research Award
- ACA State Branch Advocacy Award
- Arthur A. Hitchcock Distinguished Professional Service Award
- Best Practices Award
- Carl D. Perkins Government Relations Award
- Courtland C. Lee Multicultural Excellence Scholarship Award
- David K. Brooks Jr. Distinguished Mentor Award
- Don Dinkmeyer Social Interest Award
- Dr. Judy Lewis Counselors for Social Justice Award
- Garry R. Walz Trailblazer Award
- Gilbert and Kathleen Wrenn Award for a Humanitarian and Caring Person
- Glen E. Hubele National Graduate Student Award
- Kitty Cole Human Rights Award
- Ralph F. Berdie Memorial Research Award
- Robert H. Rencken Emerging Professional Leader Award
- Samuel T. Gladding Unsung Heroes Award
- Thomas J. Sweeney Award for Visionary Leadership and Advocacy

Approved: 05/93; Revised: 10/03; 10/07; 03/13; 03/16

POLICY 1103.1 – BRANCH DEVELOPMENT COMMITTEE

- A. Branch Development Committee Responsibilities:** The Branch Development Committee shall promote information sharing and mentoring at the Region and Branch level regarding a) membership recruitment and retention plans and programs that have proven effective or successful; b) sources of and ways to enhance non-dues revenue; c) leadership recruitment, retention and revitalization; d) website design, operation and maintenance; and Branch evaluation and planning for present and future technology needs.
- B. Committee Membership:** The Branch Development Committee shall consist of at least nine members, eight professional members who shall serve three-year terms and one student member who shall serve a one-year term. ACA members who qualify according to ACA Policy shall apply to the ACA President-Elect to become Committee members. The ACA President-Elect shall appoint one student and enough professional members to bring the complement to nine

to begin the next July 1 from among those who have applied. The Committee chair shall be chosen by the ACA President-Elect from among the current Committee members and shall serve for one year beginning the next July 1.

- C. Committee Reports:** The Branch Development Committee; will transmit biannual written reports to the ACA President updating the Committee's progress in completion of charges/goals assigned by the President.

Adopted 03/10 Revised: 03/13; 03/16

POLICY 1104.1 – BYLAWS COMMITTEE

- A. Bylaw Committee Responsibilities:** The Bylaws Committee shall review all proposed additions, revisions and deletions to the ACA Bylaws and the Bylaws of branches, divisions, organizational affiliates and forward their review to the ACA Governing Council.
- B. Committee Membership:** The Bylaws Committee shall consist of at least nine members, eight professional members who shall serve three-year terms and one student member who shall serve a one-year term. ACA members who qualify according to ACA Policy shall apply to the ACA President-elect to become Committee members. The ACA President-Elect shall appoint one student and enough professional members to bring the complement to nine to begin the next July 1 from among those who have applied. The Committee chair shall be chosen by the ACA President-Elect from among the current Committee members and shall serve for one year beginning the next July 1.
- C. Committee Reports:** The Bylaws Committee will transmit biannual written reports to the ACA President updating the Committee's progress in completion of charges/goals assigned by the President.

Approved 06/99; Revised 10/07; 03/16

POLICY 1105.1 – COMPENSATION COMMITTEE

- A. Compensation Committee Responsibilities:** The Compensation Committee recommends policies and processes to the Executive Committee and the Governing Council for the regular and orderly review of the compensation and benefits, the Chief Executive Officer, COO, and other senior executives (disqualified individuals).
- B. Committee Membership:** The Compensation Committee will include a chair and four other Governing Council members who meet the Governing Council's definition for an "independent director." All or a majority of the members of this committee, and especially the committee chair should be independent directors, without any significant economic relationship with the organization. For the committee to have consistency, it is recommended that no more than two members cycle off the committee each year.
- C. Compensation Committee Reports:** The Compensation Committee receives and reviews the following reports:

- Data from independent sources on executive compensation for functionally comparable positions in comparable organization and relevant survey data.
- Compensation philosophy statement
- Management succession plan

POLICY 1106.1 – ETHICS COMMITTEE

- A. Ethics Committee Responsibilities:** The Ethics Committee protects the public through the adjudication process and assists ACA with educating the membership concerning the Code of Ethics, monitoring and providing input into the revision of the Code of Ethics, and receiving and processing complaints of alleged violations of the Code of Ethics of the association. The Ethics Committee shall assist with the development of an annual statistical report of cases, which is published in an ACA publication.

The Ethics Committee shall assist with the interpretation of the *ACA Code of Ethics* for members.

- B. Committee Membership:** The Ethics Committee shall consist of at least eight professional members who shall serve three-year terms, including two co-chairs whose terms overlap, and one student member who shall serve a one-year term. ACA members who qualify according to ACA Policy shall apply to the ACA President-Elect to become Committee members. The ACA President-Elect shall appoint one student and enough professional members to bring the complement to nine to begin the next July 1 from among those who have applied. The Committee Junior Co-Chair shall be chosen by the ACA President-Elect from among the current first year Committee members and shall serve for one year beginning the next July 1; the following July 1 this member shall become the Senior Co-Chair, unless there are extenuating circumstances. The rationale for the co-chair format is the continuity of experience needed to navigate the quasi-legal aspects of the adjudication process.

Members selected to serve on this committee shall have had no ethical violations for at least 5 years and must have demonstrated knowledge of the ACA Code of Ethics and experience and competence in the area of ethics.

- C. Ethics Committee Reports:** The Ethics Committee will transmit biannual written reports to the ACA President updating the Committee's progress in completion of charges/goals assigned by the President.

Approved: 09/92; Revised: 06/99; 10/07; 03/13; 03/16

POLICY 1106.2– PROCESSING COMPLAINTS

The Ethics Committee shall be responsible for processing ethical complaints against members.

Reference: Policies and Procedures for Processing Complaints of Ethical Violations.

Approved: 09/92; 03/16

POLICY 1106.3 – ETHICS APPEAL PANEL

A. Ethics Appeal Panel Responsibilities: Decisions of the Ethics Committee may be appealed by the member found to have been in violation based on one or both of the following grounds:

1. The Committee violated its policy and procedures for processing complaints of ethical violation; and/or
2. The decision of the Committee was arbitrary and capricious and was not supported by the materials provided by the complainant and charged member.
3. Sanctions that are inconsistent with or disproportional to the violation found may also be grounds for appeal.

B. Ethics Appeal Panel Membership: The Ethics Appeal panel consists of six appointed members. Two members are appointed annually for three year terms by the President-Elect; appointments are subject to confirmation by the Governing Council. Of the two annual appointments, one shall serve as a professional member of the panel, and one will serve as an alternate, available in the event one of the professional members is determined to have personal interest in and withdraws from reviewing the case. The President will fill any vacancies on the panel in the same manner, and the person appointed should serve the unexpired term of the member whose place he or she has assumed. All members appointed must have served on the Ethics Committee for at least one term.

POLICY 1106.4 – ALIGNMENT OF ENTITY CODES OF ETHICS WITH THE ACA CODE OF ETHICS

The ACA Code of Ethics is the ethics code for the counseling profession. In cases where any entity chartered by ACA chooses to develop a code of ethics specific to their function, that code must be aligned with, and not in conflict with, all statements within the ACA Code of Ethics.

When an entity revises a code of ethics, the revised document shall be submitted to the Ethics Committee for review to determine alignment with the ACA Code of Ethics. The Ethics Committee shall forward their review to the Governing Council. Any such revision cannot take effect until approved by Governing Council.

In order to promote the alignment of the entity codes of ethics with the ACA Code of Ethics, the Ethics Committee will review 1/3 of all existing entity codes each year until all entity codes have been reviewed. With the release of a new version of the ACA Code of Ethics, the review process will begin again as described above. If the review determines that any sections are out of compliance with the ACA Code of Ethics, those sections will be immediately deemed unenforceable, and the entity will have one year to revise its code to comply with the ACA Code of Ethics.

Approved: 04/18

POLICY 1107.1 – FINANCIAL AFFAIRS COMMITTEE

- A. Financial Affairs Committee Responsibilities:** The Financial Affairs Committee shall advise the Governing Council and Chief Executive Officer on such matters as budget planning and development and financial management. The Financial Affairs Committee shall monitor the Association's finances and fiscal health.
- B. Committee Membership:** The Financial Affairs Committee shall consist of eight members. Members shall include the immediate past Treasurer, current Treasurer, Treasurer-Designate, ACA President, ACA President-Elect, and ACA Past President. The current Treasurer shall serve as chair. At the last Governing Council meeting of the association year, one Division member and one Region member will be elected for one-year terms by the voting membership of the present Governing Council from among Governing Council members who will be serving on Governing Council next year.
- C. Monthly Review of Fiscal Operations:** The Committee shall conduct a monthly review of fiscal operations and develop a balanced budget for the following fiscal year for presentation to the Governing Council.
- D. Budget Revision:** At the direction of the Governing Council or Executive Committee, the Financial Affairs Committee shall review and make required revisions to the current or proposed fiscal year budgets.
- E. Fiscal Implication of Motions:** The ACA Financial Affairs Committee shall study and recommend with respect to all motions submitted to Governing Council to determine (1) financial implications/costs; and (2) the fiscal year particular items could reasonably be implemented.

Approved: 05/95; Revised: 05/95; 10/07; 10/11; 03/13; 03/16

POLICY 1108.1 – GRADUATE STUDENT COMMITTEE

- A. Graduate Student Committee Responsibilities:** The Graduate Student Committee shall promote graduate student members interest in the ACA. The committee shall work toward establishing active communication between ACA leadership, divisions, branches, and regions in order to promote graduate student involvement in the organization. The committee shall prepare an annual report detailing its activities, goals, and objectives.
- B. Committee Membership:** The Graduate Student Committee shall consist of at least nine members, eight student members and one professional member who shall serve three-year terms. ACA members who qualify according to ACA Policy shall apply to the ACA President-Elect to become Committee members. The ACA President-Elect shall appoint one student and enough professional members to bring the complement to nine to begin the next July 1 from among those who have applied. The Committee chair shall be chosen by the ACA President-Elect from among the current Committee members and shall serve for one year beginning the next July 1.

- C. Committee Reports:** The Graduate Student Committee will transmit biannual written reports to the ACA President updating the Committee's progress in completion of charges/goals assigned by the President.

Approved: 08/08; Revised: 03/13; 03/16

POLICY 1109.1 – HUMAN RIGHTS COMMITTEE

- A. Human Rights Committee Responsibilities:** The Human Rights Committee shall promote programs that proactively address human rights, societal trends, and social issues most relevant to the profession and react to the barriers that interfere with human rights. The Committee shall administer the Human Concerns Fund and shall address human concerns as they affect the counseling profession.
- B. Committee Membership:** The Human Rights Committee shall consist of at least nine members, eight professional members who shall serve three-year terms and one student member who shall serve a one-year term. ACA members who qualify according to ACA Policy shall apply to the ACA President-Elect to become Committee members. The ACA President-Elect shall appoint one student and enough professional members to bring the complement to nine to begin the next July 1 from among those who have applied. The Committee chair shall be chosen by the ACA President-Elect from among the current Committee members and shall serve for one year beginning the next July 1.
- C. Committee Reports:** The Human Rights Committee will transmit biannual written reports to the ACA President updating the Committee's progress in completion of charges/goals assigned by the President.

Approved: 09/93, Revised: 10/07; 03/13; 03/16

POLICY 1109.2 – HUMAN CONCERNS FUND

The purpose of the Human Concerns Fund is to help alleviate human suffering by providing financial assistance to programs which address the needs of the least fortunate persons in our society.

Implementing Procedures:

- 1. Contributions:** The ACA Human Rights Committee is responsible for soliciting contributions to the Human Concerns Fund. In addition to special solicitations, ACA members will be given the opportunity to donate as they join or renew their membership.
- 2. Disposition of Annual Fund Interest:** Each year, after the Committee has been informed of the amount of interest available that year, the ACA Human Rights Committee will decide whether to reinvest the interest or to make an award at the annual conference.
- 3. Award Recipients:** In the event an award is given, the recipient shall be an organization or program that addresses issues related to the purpose of the Human Concerns Fund. No awards shall be made to individuals.

Preference will be given to organizations or programs that meet the following criteria:

- a) Located in the host city for the ACA Annual Conference.
- b) Do not receive federal or state funds. These criteria indicate preferences, not requirements.

4. Award Decision: Awards decisions will be made by the Human Rights Committee in the following manner:

- a) The Committee chair will issue a call for nominations each fall. A nomination form will be sent to those who wish to nominate an organization or program.
- b) Nominations must be submitted on the form.
- c) The Committee will develop a procedure for selecting an award recipient from among those nominated.

5. Award Presentations: Awards will be presented by the chair of the Human Rights Committee and the President during the annual conference.

Approved: 05/95, Revised: 10/07

POLICY 1110.1 – INTERNATIONAL COMMITTEE

- A. International Committee Responsibilities:** The International Committee shall promote, respect, and recognize the global interdependence among individuals, organizations, and societies. The Committee shall build bridges and promote meaningful relationships between ACA and other organizations outside the United States. The purpose of international professional collaboration shall be to promote the commonalities across these international organizations and their missions.
- B. Committee Membership:** The International Committee shall consist of at least nine members, eight professional members who shall serve three-year terms and one student member who shall serve a one-year term. A representative from the International Association for Counseling shall be invited to serve on the Committee as a standing committee seat (non-voting). ACA members who qualify according to ACA Policy shall apply to the ACA President-Elect to become Committee members. The ACA President-Elect shall appoint one student and enough professional members to bring the complement to nine to begin the next July 1 from among those who have applied. The Committee chair shall be chosen by the ACA President-Elect from among the current Committee members and shall serve for one year beginning the next July 1.
- C. Committee Reports:** The International Committee will transmit biannual written report to the ACA President updating the Committee's progress in completion of charges/goals assigned by the President. At the end of each year, the Committee chair and Committee shall submit liaison reports from each collaborative relationship to the ACA President for review at the fall Governing Council meeting.

Approved: 09/93; Revised: 09/02; 10/07; 03/13; 03/16

POLICY 1111.1 – NOMINATIONS AND ELECTION COMMITTEE

- A. Nominations and Election Committee Responsibilities:** The Nominations and Election Committee shall conduct the nominations and election of the Association, and annually review and recommend procedures for carrying out the annual election in accordance with the nominations and elections policies as adopted by the Governing Council.
- B. Committee Membership:** The Nominations and Election Committee shall consist of five members, including the chairperson:
1. The Chairperson: The immediate Past President of the Association shall serve as chairperson.
 2. Other Members: The other members shall be two Past Presidents appointed by the President and subject to confirmation by the Governing Council, one member elected by the Region representatives to the Governing Council and one member elected by the Division representatives to the Governing Council.
 3. Region and Division Governing Council Members: The Region and Divisional Governing Council members for the following association year are to be elected at the last meeting of the Governing Council from among Governing Council members who will be serving on the Governing Council during the next association year.
- C. Term of Office:** The term of office for members of the Nominations and Election Committee is one year with the exception of the two Past Presidents who will each serve a two-year rotating term. Members may not serve consecutive terms.
- D. Committee Reports:** The Nominations and Election Committee chair will transmit biannual written reports to the ACA President updating the Committee's progress in completion of charges/goals assigned by the President.

Approved: 09/92; Revised: 03/93; 10/07; 03/13; 03/16

POLICY 1112.1 – PROFESSIONAL STANDARDS COMMITTEE

- A. Professional Standards Committee Responsibilities:** The Professional Standards Committee shall promote the professionalization of counseling. The Committee shall be responsible for counselor advocacy and for monitoring graduate program accreditation, counseling center accreditation, and national voluntary counselor certification programs.
- B. Committee Membership:** The Professional Standards Committee shall consist of at least nine members, eight professional members who shall serve three-year terms and one student member who shall serve a one-year term. ACA members who qualify according to ACA Policy shall apply to the ACA President-Elect to become Committee members. The ACA President-Elect shall appoint one student and enough professional members to bring the complement to nine to begin the next July 1 from among those who have applied. The Committee chair shall be

chosen by the ACA President-Elect from among the current Committee members and shall serve for one year beginning the next July 1.

- C. Committee Reports:** The Professional Standards Committee will transmit biannual written reports to the ACA President updating the Committee's progress in completion of charges/goals assigned by the President.

Approved: 09/93, Revised: 10/07; 03/13; 03/16

POLICY 1113.1 – PUBLICATIONS COMMITTEE

- A. Publications Committee Responsibilities:** The Publications Committee shall make recommendations to the Governing Council and the Associate Publisher on such matters as media policy and procedures, for the *Journal of Counseling & Development*, *Counseling Today*, books, and other media developed by the Association.
- B. Committee Membership:** The Publications Committee shall consist of at least five members, including the chair. The immediate Past President of the Association the chair of the Council of Journal Editors, and the editor of the *Journal of Counseling & Development* shall serve on this Committee while holding their offices. ACA members who qualify according to ACA Policy shall apply to the ACA President-Elect to become a Committee member. The ACA President-Elect shall appoint a Committee member to a three-year term to begin the next July 1 from among those who have applied. The Committee chair shall be chosen by the ACA President-Elect from among the Committee members and shall serve as chair for one year beginning the next July 1.
- C. Committee Reports:** The Publications Committee will transmit biannual written reports to the ACA President updating the Committee's progress.

Approved: 09/92; Revised: 10/07; 03/13; 03/16

POLICY 1113.2 – BASIC PRINCIPLES

- A. Development, Production, and Distribution:** The emphasis of Publications Committee is on the development of products that represent the current research, trends, and knowledge on issues of immediate relevance to members of the Association and their clients. The Committee will serve in an advisory capacity on proposals for new books and other media and make suggests for current and new content. The final decision for bringing forth new projects will rest with the Associate Publisher and other ACA staff as appropriate with consideration toward budget parameters, value to ACA members, and revenue potential.
- B. Intended Audience:** The intended audience for the products and services of ACA media includes professional counselors, human development specialists, and their clients, who are consumers of counseling services.

POLICY 1113.3 – MAGAZINE

The official magazine of the Association is *Counseling Today*. ACA publishes the magazine 12 times each year; two issues will be expanded to include ACA election and ACA conference coverage.

POLICY 1113.4 – JOURNAL

The official professional journal of the Association is the *Journal of Counseling & Development*. ACA publishes the journal four times per year in January, April, July and October.

POLICY 1113.5 – COUNCIL OF JOURNAL EDITORS

- A. Reporting to Publications Committee:** The Council of Journal Editors reports to the Publications Committee.
- B. Journal Council:** The council includes the editor of *Journal of Counseling & Development* and the editors of the professional journals published by ACA Divisions and Organizational Affiliates.
- C. Council Chair:** A council chair is elected from among the members for a one year term.

POLICY 1113.6 – NEW DIVISION JOURNALS

ACA will not provide financial grants to assist new Division or Organizational Affiliate journals.

POLICY 1113.7 – PUBLICATION STORAGE

ACA shall manage publication inventories for ACA, Divisions, and Organizational Affiliates according to the following guidelines:

- A. Archival Copies:** Two hard archival copies of all ACA, Division, and Organizational Affiliate journals published and distributed by ACA shall be permanently retained.

Approved: 09/02; Revised: 10/07; 10/11; 03/16

POLICY 1114.1 – PUBLIC POLICY AND LEGISLATION COMMITTEE

- A. Public Policy and Legislation Responsibilities:** The Public Policy and Legislation Committee shall promote and support public policy and legislation that promotes the profession and enhances human development. The Committee shall be responsible for national and state legislative efforts related to counseling, including state licensure, and for government relations training of members.
- B. Committee Membership:** The Public Policy and Legislation Committee shall consist of at least nine members, eight professional members who shall serve three-year terms and one student member who shall serve a one-year term. ACA members who qualify according to ACA Policy shall apply to the ACA President-Elect to become Committee members. The ACA President-Elect shall appoint one student and enough professional members to bring the complement to nine

to begin the next July 1 from among those who have applied. The Committee chair shall be chosen by the ACA President-Elect from among the current Committee members and shall serve for one year beginning the next July 1.

- C. Committee Reports:** The Public Policy and Legislation Committee will transmit biannual written reports to the ACA President updating the Committee's progress in completion of charges/goals assigned by the President.

Approved: 09/93, Revised: 10/07; 03/13; 03/16

POLICY 1114.2 – LEGISLATIVE GRANTS

- A. Administering Legislative Grants:** ACA will administer legislative grants for the purpose of advancing the profession of counseling.
- B. Analysis of Current Critical Issues:** The Public Policy and Legislation Committee has the responsibility for establishing priorities yearly based on an analysis of current critical issues (political realities) and the ongoing needs of the profession.
- C. Grant Applications:** Grant applications which address identified needs will be given priority consideration.
- D. Available Funding:** The number and amount of grants will be determined annually by the Public Policy and Legislation Committee based on the amount of available funding and the identified priorities.

Implementing Procedures:

1. Procedures for the administration of legislative grants are as follows:

- a. The Public Policy and Legislation Committee will develop a grant application which includes a description of the ACA identified needs. The application will include:
 - 1) A statement of need/background information;
 - 2) A description of how funds will be used, including goals, objectives, timelines, and persons responsible; [grant funds may not be used for any activity which would jeopardize the 501(c)(3) status of the organization]
 - 3) An explanation of how funds will be matched with branch funds to support the goals of the grant;
 - 4) A budget;
 - 5) The name of the person designated as grant monitor; and
 - 6) An evaluation/accountability plan to be completed at the end of the grant period.
- b. Grant applications will be sent to all branches by July 1st each year.

- c. Completed applications will be returned to ACA. The Public Policy and Legislation Committee will review the grants and choose recipients. Other ACA members and staff liaisons will be included in the process as appropriate.
- d. Award recipients will be notified by mail. Awards will be sent to the grant monitor, unless otherwise directed. The monitor will be responsible for submitting the accountability report to the Public Policy and Legislation Committee within six weeks after the end of the grant award period. The report will include a summary of activities that will be shared with other branches and members. Grants may be extended if needed; written permission is needed from the Public Policy and Legislation Committee, and should be requested six weeks prior to the end of the grant period. Any unexpended funds must be returned to ACA along with the accountability report.

2. Public Policy and Legislation Committee procedures are as follows:

- a. The Public Policy and Legislation Committee will submit an annual budget to the Governing Council which includes the request for funding for legislative grants.
- b. The Public Policy and Legislation Committee will work with the Executive Committee in determining the priorities for grants and in selecting branches for funding proposals.
- c. The number and amount of grants will be established annually by the Public Policy and Legislation Committee depending on the number of applications received, priorities of ACA, and the amount of funding available. Branches that have never received funding will be given priority consideration but are not guaranteed funding. Branches that have received funding in a prior year will not be given priority consideration but are eligible to receive additional funding.
- e. The Public Policy and Legislation Committee will be responsible for collecting the reports from the recipients and for providing a summary to the Governing Council regarding the use of funds.
- f. The Public Policy and Legislation Committee will share information about activities funded through the Legislative grants with branches and members through an article in *Counseling Today*. Consideration will also be given to disseminating information through a session at the ACA Annual Conference.

Approved: 09/96; Revised 03/16

POLICY 1115.1 – RESEARCH AND KNOWLEDGE COMMITTEE

- A. Research and Knowledge Committee Responsibilities:** The Research and Knowledge Committee shall promote the advancement and dissemination of research and knowledge in counseling.
- B. Committee Membership:** The Research and Knowledge Committee shall consist of at least nine members, eight professional members who shall serve three-year terms and one student member who shall serve a one-year term. ACA members who qualify according to ACA Policy

shall apply to the ACA President-Elect to become Committee members. The ACA President-Elect shall appoint one student and enough professional members to bring the complement to nine to begin the next July 1 from among those who have applied. The Committee chair shall be chosen by the ACA President-Elect from among the current Committee members and shall serve for one year beginning the next July 1.

- C. Committee Reports:** The Research and Knowledge Committee will transmit biannual written reports to the ACA President updating the Committee's progress in completion of charges/goals assigned by the President.

Approved: 03/93; Revised: 10/07; 03/13; 03/16

SERIES 1100AR

COMMITTEE RULES AND REGULATIONS

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INTRODUCTION

The intention of the Governing Council is to appoint nominees to Committees who have demonstrated skill and knowledge in the areas that are the focus of the Committees.

It is, also, the intention of the Governing Council to have ACA Committee membership formed in a manner which allows ACA to benefit from the breadth of knowledge and diversity of the members in ACA Regions, Divisions, and Organizational Affiliates.

The Administrative Rules and Regulations in Series 1200-AR applies to all Standing Committees or Special Function Groups.

Approved: 06/99; Revised: 03/01

AR.1 – COMMITTEE MEMBER CRITERIA

- A. Member of ACA:** All Committee members must be members of the American Counseling Association and meet the standards of Professional Membership (except for student members).
Membership Verification: Staff will verify that all persons nominated and continuing Committee members are current ACA members. The Chief Executive Officer or his/her designee will verify that all continuing Committee members are current ACA members.
- B. Chair Qualification:** All Committee chairs or co-chairs must have served on the Committee for a minimum of one year before being named chair or co-chair.

Approved: 09/92; Revised: 06/99

AR.2 – COMMITTEE MEMBER RESTRICTIONS

- A. Maximum Number of Committee Appointments:** ACA members may not serve concurrently on more than one Standing Committee.
1. ACA members who accept an appointment to an additional Standing Committee must resign from any other Standing Committee on which they currently are serving.
 2. Requirement to Resign Exception: The ACA President serves without vote on all Standing Committees; and the ACA Past President serves on the Publications Committee, and the Nominations and Election Committee.
- B. Research and Knowledge Committee Members:** At no time during their tenure on the Research and Knowledge Committee and for one year thereafter may a Committee member serve as an ACA Project Director on a project sponsored by an ACA entity.
- C. Publication Committee Members.** Publication Committee Members cannot put forth proposals for personal authored or edited books or other media during their term. Contributions to other authors' work (*e.g.*, single chapters) are exempt. Any other exceptions to

this policy due to unusual or unforeseen circumstances will be made by the ACA Associate Publisher.

Approved: 09/92; Revised: 06/99; 03/10; 03/13; 06/16

AR.3 – AT-LARGE COMMITTEE NOMINATIONS, APPLICATIONS AND APPOINTMENTS

- A. Self-Nomination:** ACA members who wish to serve on a Committee may nominate themselves or be solicited for nomination from Divisions, Organizational Affiliates, Regions, and other ACA members.
- B. Notification of Call for Committee Nominations and Applications:** An annual call for applications shall be issued through *Counseling Today*, *ACAeNews*, *ACA Connect*, and ACA website for members who are interested in being considered for appointments to Committees.

Call for Nominations Exceptions: Appointments to the Audit, Compensation Committee, Financial Affairs, and Nominations and Election Committees are specific by background; therefore, calls for nominations will not be issued.
- C. President-Elect to Solicit Nominations and Applications:** The President-Elect will solicit nominations and applications each year and provide forms to be completed.
- D. President-Elect Makes Appointments to Committees:** The ACA President-Elect will receive the applications and will appoint members and a chair to each Committee.
- E. Governing Council Confirmation:** The President-Elect will have nominations for Committee positions and Committee chairs ready to be confirmed by the Governing Council at its conference meeting.

Approved: 09/92; Revised: 06/99; 03/13; 03/16

AR.4 – LENGTH OF COMMITTEE TERM

- A. Committee Member Term:** Committee members may serve on a Committee not more than one consecutive three-year term. Service for 18 months or more shall be regarded as a full three-year term.
- B. Student Committee Member Term:** A student serves on a Committee for a one-year term, and may serve no more than two consecutive terms.
- C. Committee Chair Term:** A Committee chair or co-chair may serve as chair or co-chair not more than two consecutive one-year terms.

Approved: 09/92; Revised: 06/99

AR.5 – REMOVAL OF COMMITTEE MEMBERS OR CHAIRS

- A. Removal Process:** In the event the ACA President determines that a Committee member or chair is not meeting Committee responsibilities adequately, the President shall take the following steps:
1. Consult with the Committee chair;
 2. Ask the member or chair to resign, if necessary.
 3. If a Committee member or chair refuses to resign after being asked, the President has the authority to remove the member or chair. A Committee chair may be removed without removing that person from the Committee, or the chair can be removed as chair and removed from the Committee as well.
 4. Governing Council or Executive Committee approval to remove Committee members or chairs is not required.
- B. Replacing Removed Committee Members or Chair:** After the President has removed a Committee member; the President shall take the following steps:
1. May ask the Division, Organizational Affiliate, or Region that originally recommended the Committee member to recommend to the ACA President a replacement to serve the remainder of that person's term as long as doing so will not negatively reflect upon the member or chair just removed.
 2. If the Committee member was an at-large appointment, the President shall appoint the replacement.
 3. The President shall appoint a new chair to replace a removed chair.
 4. All appointments made under this provision must be submitted to the Governing Council or Executive Committee for approval.

Approved: 09/92; Revised: 06/99; 10/07

AR.6 – COMMITTEE VACANCIES

Vacancies occurring on Committees, due to reasons other than removal, shall be filled by the ACA President and shall be confirmed by the Governing Council or Executive Committee.

Approved: 09/92; Revised: 06/99

AR.7 – ADDITIONAL COMMITTEE FORMATION

- A. Only Standing Committees Authorized:** No Committee of any type other than Standing Committees or Special Committees or Task Forces may be formed. All association tasks must be assigned to one of the Standing Committees.

- B. Subcommittees of Standing Committees:** Committee chairs or co-chairs may create subcommittees from among Committee members and appoint subcommittee chairs for one-year terms.
- C. Groups Organized to Perform Functions:** The ACA President, subject to confirmation by the Governing Council, may establish a time-limited Special Committee or Task Force for a specific temporary purpose or assigned task which is beyond Standing Committees' scope of responsibilities as indicated in policies adopted by the Governing Council.

Approved: 09/92; Revised: 06/99; 10/01; 10/07

AR.8 – COMMITTEE BUDGET

- A. Conference Meetings and Expenses:** All ACA Committee chairs and Committee members are expected to attend the ACA conference at their own expense and to participate in a Committee meeting, if scheduled. No expenses will be reimbursed by ACA.
- B. Oral Reports to Governing Council:** When Committee chairs are asked to make oral reports to the Governing Council at its conference meeting; the chairs may be reimbursed for one night's lodging and one day of per diem.

Approved: 09/92; Revised: 06/99; 03/13

AR.4 – COMMITTEE REPORTS

Biannual Reports: The biannual reports to the ACA President shall list each Committee goal and indicate progress toward the goal.

Approved: 09/92; Revised: 06/99; 03/13; 03/16

SERIES 1200

CODE OF LEADERSHIP

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POLICY 1201.1 – SERVICE

ACA leaders commit to styles of leadership that reflect and are motivated by a desire to serve. The officer understands that power and authority are bestowed by those being led. Organizational members create the opportunity for persons to lead and trust leaders to serve in a manner that benefits the organization and its members. An officer assumes responsibility while foregoing privilege, empowers those seeking to share leadership, and holds oneself accountable for results without seeking control. Such an officer focuses on effective stewardship of the organization’s reputation, social influence, and resources, not on self-interest, acquisition of power, personal status, or private gain.

Approved: 04/07

POLICY 1201.2 – ORGANIZATIONAL WELL-BEING

The primary responsibility of ACA leaders is to protect and promote the organizational health and effectiveness of the association. This fiduciary responsibility includes public representation, organizational dynamics, and fiscal components. The effects of individual and collective decisions and actions upon these components of organizational health must be considered.

Approved: 04/07

POLICY 1201.3 – ORGANIZATIONAL INCLUSION

ACA is a complex organization composed of numerous professional Divisions/specializations. It is incumbent upon ACA leaders to understand, value, and support the professional diversity of the organization and its represented professions at all levels. The attitudes and actions necessary for such professional inclusion are the same as those necessary for inclusion across other groups in society—humility, willingness to learn, and unconditional positive regard.

Approved: 04/07

POLICY 1201.4 – PROFESSIONAL CONDUCT

ACA leaders should act in accordance with the highest standards of professionalism established by ACA for the well-being of clients. In addition, ACA leaders’ modeling of professional conduct should extend beyond counseling practice to the behavior, attitudes, and communication processes with which they lead. Employees of the organization should be treated with courtesy, an interpersonal respect born of professionalism, and an awareness of the potential for injustice that exists in an imbalance of power. ACA meetings, correspondence, dialogue, and organizational deliberations should be marked by respect for the dignity and worth of persons, by honesty and openness in communication, and by a willingness to resolve problems in a manner which is satisfactory to all persons concerned. Only through such professional interpersonal conduct can leaders hope to establish the constructive relational dynamic among leaders that is essential to organizational survival and effectiveness.

Approved: 04/07

POLICY 1201.5 – RELIABILITY

ACA leaders should carry out their responsibilities in a timely and efficient manner. Gaining the benefits of a leadership position without fulfilling the responsibilities of that position is a clear violation of the reasonable expectations of the organization and a primary cause of dissatisfaction among constituents. Leaders who cannot fulfill their responsibilities should consider taking the step of resigning their positions.

Approved: 04/07

POLICY 1201.6 – ACCESSIBILITY

Officers should be easily accessible to their co-leaders and constituents. Responding to inquiries and comments from organizational members in a timely manner is essential for the following reasons:

- A. Officer Information:** Officers often have valuable and helpful information about the organization and profession, access to which can assist members and co-leaders in the performance of their own duties;
- B. Officer as a Model:** Interaction with present leaders is a primary motivating factor among emerging leaders in the organization;
- C. Officer Representation:** Access to leaders is a reasonable component of representation.

Approved: 04/07

POLICY 1201.7 – COLLECTIVE DECISION MAKING

ACA leaders will avoid operating unilaterally and in isolation from the consensus of co-leaders, unless to do so is clearly in keeping with an approved task mandate from a governing body. Leaders will deliberate with appropriate co-leaders regarding fiscal matters, implementation of policies, and decisions of organizational direction. Such collaborative decision processes are essential to representative governance.

Approved: 04/07

POLICY 1201.8 – FISCAL RESPONSIBILITY

In addition to monitoring expenditures of organizational funds, ACA leaders will ensure that the fiscal priority of the organization is direct services to and representation of its members. This fiscal priority determines (but is not limited to) the following expenditure guidelines:

- A. Economic Utility/Quality:** Leaders should consider economic utility in all fiscal decisions, considering the most cost-effective means of accomplishing a given task without compromising needed quality.
- B. Restraint in Expenditures:** Leaders should exercise restraint in the expenditure of funds for travel of organizational leaders and employees. Such travel must clearly be of direct service to members.

- C. Meeting Location/Facilities:** National, Region, and state conferences should be held in locations and facilities which are financially conducive to attendance by the largest number of organizational members, many of whom must rely on their own financial resources to attend. Leadership meetings should be conducted in locations and facilities of moderate cost. Expenditure for and style of social events and meetings should be consistent with present fiscal limitations and the nature of the task at hand.
- D. Cost Effective Communication:** Communication between and among leaders conducted through electronic correspondence is encouraged, reserving the most costly meeting process for special and appropriate occasions.
- E. Funds Expended:** Use of organizational funds for a given task, project, or meeting should be weighed against the overall benefit to members relative to the proportion of organizational funds expended. For major expenditures of organizational funds to be justified, such expenditures must be of clear and significant benefit to the majority of members.

Approved: 09/97; Revised: 06/99

SERIES 1300

CONFLICT OF INTEREST POLICY

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SERIES 1300 – INTRODUCTION

PURPOSE:

The purpose of the conflict of interest policy is to protect the Association's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Association. This policy is intended to supplement but not replace any applicable state laws governing conflict of interest applicable to nonprofit and charitable corporations.

Approved: 04/97

Note: Policy 301.6 is identical to 1401.1. It is important to have this policy placed in Series 300 and repeated in Series 1600 in order to make both series comprehensive. This is the only policy that is identical but has two policy numbers.

Approved: 04/97

POLICY 11301.1 – CONFLICT OF INTEREST

- A. Possible Conflict:** Governing Council members serve on the Governing Council to conduct the business of the American Counseling Association. Governing Council members are gathered to be a representative group of the ACA membership. On those occasions when the best interests of ACA would be different than the best interest of the entities the Governing Council members represent, the member must make decisions that give primary consideration to the welfare of the American Counseling Association.
- B. Unable to Resolve Conflict:** In cases where Governing Council members are unable to resolve the conflicts of interest between representing the Division or Region and representing ACA, notification should be given to the ACA President or his or her representative. After such notification, the members shall refrain from voting.

Approved: 09/96; Revised: 06/99

POLICY 1301.2 – DEFINITIONS OF PERSONAL/FINANCIAL INTERESTS

- A. Interested Person:** Any director, principal officer, or member of a Committee with board delegated powers, who has direct or indirect financial interest, as defined below, is an interested person.
- B. Financial Interest:** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 1. An ownership or investment interest in any entity with which the Association has a transaction or arrangement, or
 2. A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or
 3. A potential ownership or investment interest in, or compensation or arrangement.

- C. Compensation:** Compensation includes direct and indirect remuneration, as well as gifts or favors that are substantial in nature.

Approved: 04/97

POLICY 1301.3 – VOTING RESTRICTIONS ON COMPENSATION

A voting member of any Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.

Approved: 04/97

POLICY 1301.4 – OPERATING AS A TAX EXEMPT ORGANIZATION

- A. Periodic Reviews:** To ensure that the Association operates in a manner consistent with its charitable and educational purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews conducted by the Executive Committee shall, at a minimum, include the following subjects:
1. Whether compensation arrangements and benefits are reasonable and are the results of arm's-length bargaining.
 2. Whether partnership and joint venture arrangements with third-party service providers conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Association's charitable purposes and do not result in inurement or impermissible private benefit.
 3. Whether lobbying efforts are within the constraints for a not-for-profit organization.
 4. Whether the association is abiding by the "no campaign support" restriction.
- B. Use of Outside Experts:** In conducting the periodic reviews provided for in Series 1401.4, the Association may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.

Approved: 04/97; Revised: 09/99; 03/00

Implementing Procedures:

1. **Duty to Disclose:** In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and all material facts to the directors or members of Committees with board-delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists:** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the board or Committee meeting while the determination of a conflict of

interest is discussed and voted upon. The remaining board or Committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest:

- a. An interested person with a conflict of interest may make a presentation at the board or Committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the proposed transaction or arrangement.
- b. The chairperson of the board or Committee shall, if appropriate, appoint a disinterested person or Committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the board or Committee shall determine whether the Association can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Association's best interest and for its own benefit and whether the transaction is fair and reasonable to the Association and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

4. Violations of the Conflicts of Interest Policy:

- a. If the board or Committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or Committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

5. Records of Proceedings: The minutes of the board and all Committees with board-delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or Committee's decision as to whether a conflict of interest in fact existed.

- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.
- 6. Annual Statements:** Each Director, principal officer, and member of a Committee with board-delegated powers shall annually sign a statement which affirms that such person:
- a. Has received a copy of the conflicts of interest policy;
 - b. Has read and understands the policy;
 - c. Has agreed to comply with the policy, and
 - d. Understands that the Association is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Approved: 04/97

AMERICAN COUNSELING ASSOCIATION CONFLICT OF INTEREST STATEMENT

The American Counseling Association (“Association”) and its volunteer leaders are dedicated to serving the interests of the Association’s constituency in the most honorable and ethical manner possible. Among the Association’s duties is the responsibility to provide assurance to its constituencies that debates, decision making, and all governance at the Association is conducted in an objective and bias-free context. Among the duties of the volunteer leaders of the Association is a duty of loyalty—to place the best interests of the Association uppermost when acting on the Association’s behalf. This duty of loyalty, or “fiduciary” duty, encompasses the obligation to avoid or disclose any “other interests” that could dilute, diminish, or divide a leader’s unqualified loyalty and complete commitment to the Association. Where such interests exist or even appear to exist, they are “conflicts of interest” that the Association is responsible to manage in order to ensure bias-free governance.

Summary of the Policy

The Association’s policy is to require that volunteer leaders disclose “other interests” as defined in this policy at least once each year or more frequently if “other interests” arise. Then the Governing Council, or delegated representatives of the Governing Council, must decide what if anything to do in reaction to disclosures of “other interest” according to the Association’s procedures for doing so. In most cases it will be decided that the proper corrective measure is disclosure of the “other interests” to the Governing Council or other governance body of the Association. But in some cases the volunteer leader might be asked to “recuse”—refrain from participating in debate or resolution of matters where the volunteer leader has “other interests.” In rare cases the volunteer leader might be asked to resign from the position on the board or elsewhere in the governance structure of the Association.

“Other Interests”

1. To what volunteer leaders does this policy apply?

The Governing Council has determined that the policy applies to any director, principal officer, or member of a Committee with board-delegated powers

2. What “other interests” are to be disclosed?

Disclosure is expected of these “other interests”:

- a) Ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that competes with the Association;
- b) Ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that is, or seeks to be, a vendor of products or services to the Association; or
- c) Position as spokesperson, consultant, employee, or agent for another commercial or nonprofit organization that advances opposing or adverse public policy positions from those of the Association.

Note: The “Association” includes the Association’s subsidiaries and affiliates.

The volunteer leader should disclose these “other interests” personally and for close business associates and family members.

3. When and how is disclosure to be made?

Disclosure is to be made at least annually when requested by the Governing Council, and after that at any time throughout the year when an “other interest” arises or becomes known that was not disclosed at the time of, or has significantly changed since, the annual disclosure. Disclosure should always be in writing. Disclosure forms are provided for that purpose. Volunteer leaders should feel free to provide additional information as appropriate.

4. What information is to be disclosed about “other interests”?

The volunteer leader should provide sufficient information about any “other interest” so as to permit an evaluation of what effect the “other interest” might have on the leader’s participation in the Association’s governance.

5. What about confidential information on “other interests”?

Any confidential information should be clearly marked as such on the volunteer leader’s disclosure. The Association will endeavor to keep the information confidential. But if a requirement for confidentiality precludes the Governing Council of the Association from fairly evaluating the disclosure, the Governing Council may respond accordingly in its recommendation regarding corrective measures.

Corrective Measures

It is the Association’s prerogative, not the disclosing volunteer leader’s, to make determinations regarding corrective measures with respect to “other interests.” The Governing Council or its delegated representatives will do so. Among the corrective measures available to be recommended are these:

1. Disclosure to the governance body: In most cases, it is expected that the possibility of subjectivity or bias will be sufficiently offset by disclosing the “other interest” to the entire governance body of which the disclosing volunteer leader is a member. That governance body will be expected to take the individual’s “other interest” into consideration when discussions, debates, or decisions occur in the governance body. The Association, its governing board and the volunteer leader will all have fully discharged their duties.
2. Recusal: In some instances it may be determined that the avoidance of conflicts of interest, or even the mere appearance of conflicts of interest, will dictate that the disclosing individual should avoid discussions, debates, and decision making on subjects related to the disclosure. The volunteer leader will remain a member of the governance body affected but will withdraw from portions of meetings or activities appropriately.
3. Resignation: There could be situations, expected to be rare, in which the volunteer leader’s “other interest” is so extensive or pervasive that, in the view of the Association’s governing board or its representatives, the leader’s involvement in discussions, debates, or decision making in the pertinent governing body on any subject will be adversely affected. In that case

the leader will be asked to resign. If resignation is not forthcoming, the Governing Council will decide on alternatives consistent with the Association's Bylaws and governing state law.

Implementing Procedures:

1. Annual disclosure. Volunteer leaders will be asked to complete the attached disclosure form annually. Forms should be submitted at other times as well if "other interests" arise or become known.
2. Review, evaluation, and recommendation. Representatives of the Governing Council, appointed by the President, will review the annual disclosure forms along with the Chief Executive Officer and his or her designees. The volunteer leader may be asked to provide additional information as a result of this review. If this reviewing body determines that no action is required, then none will be taken. If the body determines that disclosure to the full governing body on which the volunteer leader sits is the appropriate corrective measure, this will be undertaken with notice to the volunteer leader. If other corrective measures are recommended, the matter will come before the Governing Council.
3. Governing Council. The Governing Council makes the final determination of the appropriate corrective action to be recommended to the volunteer leader and any subsequent action or procedures that may become expedient.

Any questions about the Association's policy or procedures should be raised with the Chief Executive Officer of the Association.

DISCLOSURE OF OTHER INTERESTS

As a volunteer leader of American Counseling Association (the "Association"), I recognize that the Association must provide bias-free governance to the Association's constituency, and that I owe a duty of loyalty to the Association. One aspect of fulfilling my duty is to avoid or disclose "other interests" according to the Association's policy and procedures on conflicts of interest. I am therefore disclosing the following "other interests" as defined by the Association. I will provide further information if requested and will cooperate with any review and evaluation on behalf of the Association.

1. Any ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that competes with the Association:
2. An ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that is, or seeks to be, a vendor of products or services to the Association:
3. Any position as spokesperson, consultant, employee, or agent for another commercial or nonprofit organization that advances opposing or adverse public policy positions from those of the Association:

Note: The "Association" includes the Association's subsidiaries and affiliates.

Note also: The volunteer leader should disclose these "other interests" personally and for close business associates and family members. Please use additional sheets or attached explanatory documents if appropriate.

Please indicate whether any information provided here is requested to be kept confidential by the Association.

This information is accurate and complete to the best of my knowledge and ability.

Signature

Date

Association Position

SECTION III

FINANCE

SERIES 1400

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POLICY 1401.1 – BALANCED BUDGET AND APPROVAL

- A. Non-Deficit Budget:** The Financial Affairs Committee shall not recommend a deficit budget to the Governing Council in any fiscal year.
- B. Budget Approval:** The budget for each fiscal year will be approved in the preceding year.

Adopted: 05/95

POLICY 1401.2 – RESERVE FUNDS

- A. Corporate Emergency Fund (long-term reserves):** to set the target range of reserves (redefined as all funds held within investments accounts) at between 50-100% of annual expenditure (defined as the total expenditure of the association in the prior fiscal year). ACA will build the long-term reserves at a rate of \$100,000 per year.

Approved: 05/95 Revised: 04/96, 06/99, 03/02, 03/07; 03/13; 10/17

Implementing Procedures:

1. **Monitoring Reserve Funds:** Reserve funds will be monitored on an annual basis by the Financial Affairs Committee.
2. **Financial Affairs Committee Authorization:** Any disbursement from any reserve funds must be authorized by the Financial Affairs Committee, the Executive Committee, or Governing Council.
3. **Other Transfers into Reserves:** At the close of the fiscal year, the association will transfer the first \$100,000 of investment revenue to the Emergency Fund (long-term reserves); the next \$25,000 will be transferred to the replacement fund. The amount of the replacement fund transfers may change based on staff and Financial Affairs Committee recommendations.

Revised: 10/07; Revised: 10/07; 03/13; 03/16

POLICY 1401.3 – FISCAL RESPONSIBILITY

- A. Deposits and Signatures:** The funds of this corporation shall be deposited in its name at the direction of the Chief Executive Officer, with banks or other financial institutions. All banks or financial institutions used should be members of the Federal Deposit Insurance Corporation, but exceptions may be made by the Financial Affairs Committee.
- B. Cost Centers:** Those who are responsible for cost centers in the ACA budget (officers, chairs, staff members, etc.) are required to adhere to the budget.
- C. Monthly Review:** The Financial Affairs Committee shall conduct a monthly review of the financial operations of the American Counseling Association.
- D. Non-Dues Revenue:** New income producing projects and products may be implemented at the discretion of the Chief Executive Officer and the President.

- E. Activities with Fiscal Implications:** Activities with fiscal implications should be reviewed by the Financial Affairs Committee with ultimate recommendations to the Governing Council.
- F. Financial Impact Statement:** All Governing Council motions must have a financial impact statement.

Approved: 09/92; Revised: 05/95; 06/99; 03/02; 10/07

Implementing Procedures:

- 1. Supporting Data:** All Governing Council agenda items and motions submitted for action MUST be accompanied with supportive data as follows:
 - a) A specific financial statement which will include how it will affect the budget and the anticipated cost that implementation of the motion will incur shall be evaluated by the Financial Affairs Committee for completeness and accuracy.
 - b) A statement of how the item or motion will impact the profession and its relationship to the Strategic Plan.
 - c) Reports from appropriate administrative departments MUST accompany the motion or agenda item if that motion/item will have an effect upon the department's functioning (*i.e.*, marketing plan, legislative plan).
 - d) If an agenda item or motion will not have any impact on the above mentioned areas, that fact should be so stated.
- 2. Uncompleted Supportive Data:** If the above mentioned information is not accompanying the motion or agenda items, the motion or agenda item should not be brought before the Governing Council until the information has been obtained.

The ACA President, in collaboration with the Chief Executive Officer and the Executive Committee, will send the uncompleted agenda items or motion to the appropriate members, Committees or staff for completion.
- 3. Notification of Governing Council Members:** The agenda item and/or motion should be sent to the Governing Council members prior to the Governing Council meeting so that the information can be read and the implications understood.

POLICY 1401.4 – AUTHORITY TO TRANSFER

- A. Transfer Between Line Items:** The President or Chief Executive Officer has the authority to transfer amounts between one or more budget line items without prior approval, as long as the unit budget is not exceeded, with the exception of transfers to Technical Services and Professional Fees.
- B. Transfer Between Units:** The ACA President or Chief Executive Officer is required to obtain prior authorization from the Financial Affairs Committee for any transfers between units or any transfers that increase the approved budget.

- C. Reporting:** The President or Chief Executive Officer is required to report any transfers not requiring prior approval of the Financial Affairs Committee within 30 days of the transfers.
- D. Reporting Budgetary Transfers:**
 - 1) The Financial Affairs Committee and the Executive Committee must be informed of all transfers within the originally approved budget.
 - 2) Any budgetary transfers shall be a matter of official record and be reported to the Governing Council at the next scheduled meeting and be made a part of the minutes.

Approved: 05/95; Revised: 10/97, 03/98, 06/99, 03/00, 03/02

POLICY 1401.5 – LOAN AUTHORIZATION

- A. Executive Committee Authorization:** ACA loans recommended by the Chief Executive Officer shall be reviewed by the Executive Committee and authorized by the Executive Committee.
- B. Interest Rates:** Interest rates earned or charged will be negotiated by the Chief Executive Officer and shall be comparable to the market rate at that point in time.
- C. Loan Security:** Adequate and sufficient security is required for all loans made by ACA.
- D. Loans to Governing Council Members:** Loans to Governing Council and Executive Staff members are strictly prohibited.

Approved: 09/92; Revised: 06/99, 03/00

POLICY 1401.6 – HANDLING DIVISION/CORPORATE AFFILIATE FUNDS

- A. Commingling of Funds:** ACA shall not commingle or maintain any Division, Corporate Affiliate or other entities monies in the same bank account.
- B. Collection of Funds:** All monies collected on behalf of a Division or Corporate Affiliate must be forwarded by the 15th of the following month to the appropriate Division/Corporate Affiliate treasurer or processed in a manner approved by the appropriate Division/Corporate Affiliate treasurer.

Approved: 10/95

POLICY 1401.7 – MANAGEMENT SERVICES AGREEMENT

- A. External Bank Accounts:** ACA shall open and maintain a separate bank account for each entity that elects ACA accounting services under the Management Services Agreement. The signers on these accounts will be the Chief Operating Officer or his or her designee and those individuals designated by each respective entity. It is the responsibility of each entity to document any restrictions on their respective bank accounts.
- B. Changes in Charges:** Charges to Divisions, Organizational Affiliates, or Corporate Affiliates, for administrative services provided by ACA will be outlined in the Management Services

Agreement. All efforts will be made to provide the Management Services Agreement for the following fiscal year to all Treasurers or Chief Executive Officers by February 15th of each year to ensure sufficient time to review its contents. The Management Services Agreement must be signed no later than the deadline approved by Governing Council in the current fiscal year to apply to the following fiscal year.

- C. Cost Recovery Rate:** The Management Service cost recovery rate will be established to recover all costs incurred to provide those services. When the rates to provide Management Services are not sufficient to recover costs, the rates will be increased, unless waived by the Financial Affairs Committee.
- D. Late Charges:** Management Services Agreements signed after August 1 are subject to a surcharge set by the Financial Affairs Committee. That surcharge will be not more than five percent (5%) of the prevailing rate.
- E. Late Payments:** If payments owed to ACA by any entity are over sixty (60) days late, ten percent (10%) interest will be assessed. If the debt accrues to ninety (90) days, monthly revenue payments could be withheld until the debt is liquidated.

Approved: 10/96; Revised: 04/99; 06/99; 03/07

POLICY 1401.8 – AUDITS

- A. Auditing Firm:** The ACA auditing firm is responsible to the Governing Council, through the chair of the Audit Committee. The ACA auditing firm shall be available to the Audit Committee as needed.
- B. Screening Auditors:** The Audit Committee shall be responsible for screening and recommending to the Governing Council the auditing firm to be under contract with the Association.
- C. Audit Report:** Following approval by the Audit Committee the auditing firm will be requested to provide the annual audit report to all Governing Council members within four weeks prior of the Spring Governing Council meeting for ratification.
- D. Cost for Audits:** The cost of audit is to be paid by the relevant organization. Reviews will be provided to divisions under the bundled ACA Management Services Agreement. If a division elects an audit, the differential between a review and an audit will be paid by such division.
- E. Audit Recommendations:** The services of the auditing firm shall be reviewed annually by the Audit Committee and relevant recommendations shall be forwarded to Governing Council.

Approved: 1998; Revised: 06/00, 03/02; 03/13

POLICY 1401.9 – CONTRACTS WITH OUTSIDE AGENCIES

- A. Chief Executive Officer Approval:** If not included in the budget, any contract over two hundred and fifty thousand dollars (\$250,000) which may obligate the association, in any

manner, must be approved by the Financial Affairs Committee and signed by the Chief Executive Officer or his or her designee(s).

- B. Use of Legal Counsel:** Only at the discretion of the Chief Executive Officer or the ACA President should legal counsel be consulted in any manner.
- C. Reputable/Appropriate Agencies:** ACA may only enter into contracts with reputable and appropriate sources that are consistent with the principle objectives of the association including the Association's discriminatory practices.

Approved: 06/99; Revised: 03/02

POLICY 1401.10 – ELECTION EXPENSES

- A. Charges:** The charges for the annual election will be allocated based on the number of members eligible to vote. Elections are included in the per member pricing for Divisions under the bundled Management Services Plan.
- B. Ballot Printing Costs:** Cost for the preparation, printing and distribution of the ballots shall be absorbed as an operating cost of ACA.

Adopted: 09/92; Revised: 06/99; 03/13

POLICY 1401.11 – TRAVEL, MEETING, AND CONFERENCE EXPENSE REIMBURSEMENTS

- A. Reimbursement Authority:** ACA provides reimbursement for travel, housing and meals for ACA officers, Governing Council members, Committee Chairs, staff and other persons authorized by the Chief Executive Officer or his/her designee. All travel expenditures must be pre-authorized by the CEO or his/her designee using the "Travel Advance and Authorization" form.
- B. Authorizing Signature:** The ACA President's signature or President's designee(s) serves as approval for reimbursement of official ACA travel expenses for current members of the Governing Council traveling on behalf of ACA. The CEO's signature or CEO's designee(s) serves as approval for reimbursement of official ACA travel expense of ACA staff, the ACA President and all non-staff besides the Governing Council members. Prior to the CEO's approval, all official travel and meeting expenditures to be incurred by ACA staff and non-staff who are traveling to conduct official business on behalf of ACA shall be authorized by the ACA manager who is responsible for the budget unit to which the expenditures are being charged.

Implementing Procedures:

- 1. Authorization:** The signature of the authorizing individual(s) and the requester's signature must appear on the Travel Advance and Authorization form. After all appropriate approvals, the form must be submitted to ACA for review to ensure compliance with ACA policies. After review, a copy is provided to the budget manager for purposes of projections and financial review.

2. **Supporting Data:** Dates, places and purpose of the authorized activity or meeting must be indicated on the form. All expenditures must be accompanied by a receipt. Expenses that are paid by an ACA credit card or the ACA travel agency must also be included or noted on the Travel Advance and Authorization form as well as the Expense Reimbursement form. All business meals and meetings must include detailed receipt of the meal and include names of attendees. Please note: the signed credit card receipt does not constitute the detailed meal receipt.
 3. **Reimbursement Process:** After the Travel and Expense Reimbursement form has been properly coded, approved by the relevant budget manager, and all supporting documentation attached, the requester must submit the Travel and Expense Reimbursement form to ACA who will review the request for adherence to policy, coding, and calculations. Any forms that are incorrect or incomplete will be returned to the requester for corrections. Once the form is in compliance, the request will be submit to the Finance Department for reimbursement. Finance will reimburse within 30 days of final submission.
- C. Travel Advances:** Travel advances must be reconciled using a Travel and Expense Reimbursement form with original receipts attached and submitted to ACA. The Travel and Expense Reimbursement form and any unused funds must be submitted to ACA within thirty (30) days of the travel.
- D. Time Frame for Submitting Vouchers:** Travel and Expense reimbursement forms must be submitted within thirty (30) days of incurring travel costs. The association reserves the right to deny reimbursement of any expenses not received within the thirty (30) day time limit. Any unused ACA funds that are not refunded to the association will be reported as income on the individual's W2 form or a 1099 form for any non-staff individual.
- E. Travel by Public Transportation:** Traveler may use any mode of transportation desired (air, train, bus, etc.); however, ACA will only reimburse up to the lowest advanced economy airfare available for official ACA travel. When traveler submits the Travel and Expense Reimbursement form, the time of departure and arrival for each way must be recorded.

Implementing Procedures:

1. **Lowest Fare Guidelines:** ACA will reimburse travel at the lowest advanced economy fare available. In order to determine the lowest economy fare available, requester should include a print out from Travelocity.com (or similar site) which shows at least four lowest air fares for dates of travel. This comparison should be performed at least two weeks prior to travel. If this is not included, ACA will determine the lowest rate by using the same method, using dates that are two weeks in the future from the time the request is received.
2. **Travel Restrictions:** Whenever possible, ACA President, the CEO, and the COO should travel on separate flights.

3. **Travel Review:** Travel authorization, and expenses incurred by the President will be reviewed and approved by the CEO or CEO's designee. The travel authorizations and expenses incurred by the CEO will be approved by the President or Treasurer (at the President's discretion) on a quarterly basis.
 4. **Airline Baggage Fees:** ACA will reimburse airline baggage fees associated with the checking of a single bag, assuming that the airline chosen charges for the first checked bag. Reimbursement will be provided following the submission of an official voucher and related receipts. ACA will not reimburse for the checking of a second bag or for overweight/oversize fees associated with either the first or any subsequent checked baggage.
- F. Travel by Private Automobile:** Travel by private automobile will be reimbursed at the rate approved by the Internal Revenue Service, not to exceed the lowest round trip air coach fare from the individual's place of residence or point of departure to the meeting site. See E-1 to determine the lowest fare available. Allowances will be made for multiple staff members traveling in the same automobile. For example, if the driver drives 600 miles at the current IRS rate of \$0.58 per mile (2019), the driver would have a mileage expense of \$348 and if the air fare comparison were only \$159, normally the driver could turn in only \$159. If there were two approved travelers, the driver could request \$318, or if there were three approved travelers, the driver could request the entire mileage amount of \$348.
- G. Automobile Rental:** Automobile rental may be reimbursed only if it is authorized in writing by the ACA President or CEO prior to the rental of the automobile. ACA reserves the right to deny reimbursement for any automobile rental that is not pre-approved.
- H. Ground Transportation:** Airport ground transportation is allowable and should be reported on the official voucher forms.

Implementing Procedures:

1. **Supporting Data:** Original receipts, departure point, and destination, business purpose, date, amount of expenditure and name of passenger(s) must be provided.
2. **Intra-City Taxi Cab Fares:** Other than transportation for meals, intra-city cab fares are allowed when the official business requires such travel. Transportation related to meals will not be reimbursed unless the meal is considered part of official ACA business.
1. **Housing Reimbursement:** ACA provides housing reimbursement for ACA officers, Governing Council members, Committee Chairs, staff, and other authorized persons when they are required or requested to attend meetings.

Implementing Procedures:

1. **Reservation Guidelines:** ACA will reimburse for standard guest rooms. If traveler desires to upgrade to a suite, studio or other non-standard sized rooms, ACA will only reimburse for the cost of a standard guest room.

2. **Supporting Data:** Detailed receipts must be provided. Any parking charges on hotel receipt are to be coded separately from lodging. Any incidental charges such as movies, room service, dry cleaning, spa, exercise room, mini bar, restaurant/bar tabs will not be reimbursed unless specifically authorized.

- J. Per Diem Reimbursement:** ACA shall reimburse traveler for meals incurred while on official ACA business. Reimbursement will be based on actual expenses incurred for up to \$70.00 per full day or \$55.00 per partial day on official ACA business.

Implementing Procedures:

1. **Business Meals:** Only those meals that would have been incurred during the time that an individual was traveling on ACA business are eligible for reimbursement.
2. **Travel To/From Meals:** Public transportation fares to and from restaurants are not reimbursed unless the meal is considered official ACA business.

- K. Tip and Gratuities Reimbursement:** Tip and gratuities shall be reimbursed using the following guidelines.

Implementing Procedures:

1. **Housekeeping tips and gratuities:** ACA shall reimburse up to \$3.00 per day for housekeeping. If requester desires to tip additional funds, ACA will not reimburse those additional funds.
2. **Airport and hotel baggage handling fees:** ACA shall reimburse up to \$2.00 for the first bag.
3. **Cab Drivers:** ACA will reimburse up to 15% of the cab fare for a tip.
4. **Accounting of tips:** Tips and gratuities do not require receipts. However, there must be a breakdown of tips included on the Travel and Expense Reimbursement form.

- L. ACA reserves the right to possibly deny an expense reimbursement that exceeds the amount that was pre-authorized. Each situation will be evaluated on a case-by-case basis.

Approved: 06/99; Revised: 12/99; 03/00; 03/02; 03/07; 10/08; 06/16

POLICY 1401.12 – TRAVEL ACCIDENT INSURANCE

- A. Authority to Purchase:** ACA staff is authorized to purchase accident insurance for ACA staff and ACA leaders.
- B. Age Restriction:** Persons not fully covered by the ACA blanket travel insurance because of age may be specifically added to be provided comparable coverage.

Approved: 05/95; Revised: 03/00

POLICY 1401.13 – INVESTMENT OF ASSOCIATION FUNDS

The Association shall endeavor to invest Association assets, within a level of risk deemed acceptable, in such a manner as to optimize long-term appreciation and consistency of total portfolio returns. A separate Investment Policy Statement delineates specific investments, percentages, and time horizons.

Implementing Administrative Rules and Regulations:

- 1). Governing Council Responsibilities:
 - a. The Governing Council shall have oversight over any investments and to the best of their ability follow the Association’s commitment to socially responsible investing.
 - b. The Governing Council shall review and adopt, if acceptable, any recommendation or report received from the Financial Affairs Committee or the Chief Executive Officer.
- 2) Financial Affairs Committee Responsibilities:
 - a. The Financial Affairs Committee will review policy 1501.15 INVESTMENT OF ASSOCIATION FUNDS annually.
 - b. The Financial Affairs Committee shall review and analyze the Association’s investment portfolio and forward related recommendations to the Governing Council.
 - c. The Financial Affairs Committee will annually review the asset mix in collaboration with the Chief Executive Officer and the Investment Advisor. They will then recommend a target mix to the Governing Council.
 - d. The Financial Affairs Committee may recommend any revisions or modifications to the Governing Council for approval.
 - e. At its discretion, the Financial Affairs Committee will recommend the hiring or replacing of an investment advisor to the Governing Council.
 - f. The Financial Affairs Committee will review any candidates for the Association’s investment advisor prior to making any recommendation to the Governing Council.

POLICY 1401.14 – USE OF ACA COMPANY CARD ONE

The ACA Company Card One and the associated 16 digit number shall be under the control of the Finance department at all times. Individual possession of the credit card or number will not be permitted. The exception will be if the employee needs the physical card to make an in-person purchase, in which case the card must be checked out and returned on the same day. If the card is lost or stolen while in the possession of an ACA employee, the employee must immediately notify the ACA Controller. All charges to the ACA Company Card One must be directly related to the operation of the organization; no personal use of the card will be permitted under any circumstances.

Implementing Procedures:

- Card will be maintained in finance, under the oversight of the Accounts Payable Coordinator.
- Employee will obtain card from APC, sign a log indicating date and purpose of use. The card must be returned on same day it is checked out. Under no circumstances is the employee to write down or otherwise record the credit card number in any way.

- Following the use of the card, employee will bring APC a signed and coded receipt, which will be kept in the file for month end statement reconciliation. Upon return of the card, APC and employee will sign the log verifying the card was returned to finance.
- APC will maintain a file of signed and coded receipts, which will be used to reconcile the monthly credit card statement.

POLICY 1401.15 – USE OF COMPANY CREDIT CARD

Department heads who are frequent users of the Company Card One will be issued a card in his or her own name to be used by the named individual for charges made within that department. Prior to issuance, the employee must sign a statement acknowledging receipt and understanding of the rules governing use of the card.

1. The person whose name appears on the card is responsible for maintaining the security of the card, as well as all receipts and supporting documentation. If the card is lost or stolen while in possession of the ACA employee, the employee must immediately notify the ACA Controller, who will cancel the card.
2. All charges to the ACA Credit Card must be directly related to the operation of the organization; no personal use of the card will be permitted under any circumstances. Violation of this policy can result in termination of employment.
3. Statements with matching, coded receipts must be turned into the Finance Department no later than the 10th business day of every month.
4. Only charges that cannot be paid by any other means are authorized. If an expenditure is going to be more than \$3,000, the ACA Controller must be notified in order to check the available credit limit on the master account. When at all possible, the preferred method of payment is ACA company check or Electronic Funds Transfer.

Approved: 03/16

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PERSONNEL (STAFF)

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POLICY 1501.1 – CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

- A. Basic Function:** The Chief Executive Officer is responsible for the effective operation of the Association; for the direction of operations and activities; for implementing policies authorized by Governing Council, and for advising and making recommendations to the Officers and Governing Council.
- B. Qualifications:** Qualifications include a degree in counseling, human resources management, psychology, or a related combination of education and experience; strategic planning experience and skills; fiscal management skills; demonstrated excellent oral and written communication skills, high level of professionalism and integrity. Experience in association management or not-for-profit organization management is recommended.

C. Responsibilities and Authority:

The Chief Executive Officer:

1. May delegate portions of his/her responsibilities consistent with sound operations and authorized policies and procedures, together with proportionate authority for their fulfillment, but the Chief Executive Officer may not delegate nor relinquish any portion of his/her accountability.
2. Utilizing advice and input from the Chief Operating Officer and other staff, the Treasurer, and the Financial Affairs Committee, the Chief Executive Officer is responsible for development of an annual budget, overseeing the authorized and proper expenditure of funds, and assures that all funds, physical assets, and other property of the association are appropriately safeguarded and secured.
3. Monitors the Association's environment to determine the need for new services and programs. Proposes such services and programs to the President, Executive Committee, and Governing Council.
4. Identifies new sources of revenue, proposes revenue enhancing projects to the Executive Committee and Governing Council, and ensures that approved projects are implemented.
5. Sees that the Governing Council and Executive Committee are kept fully informed in a timely manner about the conditions and operations on all important aspects of the Association. The Chief Executive Officer has the authority to make all personnel decisions related to hiring, firing, promoting, transferring, or otherwise deploying staff. Major changes in top management personnel will be made in consultation with the President. As a courtesy, the Chief Executive Officer will consult with the President prior to hiring or discharging anyone on the top management team.
6. Serves as a resource to elected leadership by studying and reviewing Association bylaws, policies, positions, programs and operations, and suggesting any changes needed for more effective operation of the Association.

7. Oversees or is responsible for the development of specific procedures and programs to implement the policies and activities authorized by the Governing Council; and further sees that these procedures and programs are effectively administered and controlled, and authorizes all headquarters office policies and procedures.
8. Sees that sound plans of organization are maintained for the headquarters office, and oversees the direction and coordination of all approved programs, projects, and major activities of the staff.
9. Provides for optimum utilization of all staff at the headquarters office, and sees that the organization is staffed with competent people, that they are delegated authority; and that appropriate limitations of their authority are defined and understood with respect to policy, commitment, expenditures, and actions affecting personnel.
10. Maintains a cooperative climate of responsiveness to volunteer leaders and all ACA members.
11. Is subject to overall personnel policy, is responsible for hiring of management personnel and overseeing the hiring of support personnel, the maintenance of salary administration procedures, and has responsibility and authority with respect to promotions and terminations.
12. Provides the necessary staff liaison support to Committees, and provides authority staff members to enable them to properly perform their liaison functions.
13. Authorizes and executes such contracts, agreements, and commitments as may be authorized by the Governing Council or established policies.
14. Develops and maintains an appropriate budgetary procedure with the Financial Affairs Committee, Treasurer, and the Chief Operating Officer; oversees the authorized and proper expenditure of funds, and assures that all funds, physical assets, and other property of the Association are appropriately safeguarded and administered.
15. Uses up-to-date technology to efficiently and effectively carry out the Association's agreed upon policies, procedures, programs, and services.
16. Has regular contact with the President, Executive Committee, and the Governing Council.
17. Executes such other general responsibilities as delegated by the President, Governing Council, or Executive Committee.

D. Relationships:

The Chief Executive Officer:

1. Is directly responsible to the President, the Governing Council, and the Executive Committee for the administration of the headquarters office and for proper interpretation and fulfillment of the functions of this Position Description and the fulfillment objectives and budget as approved or authorized by the Governing Council.

2. Develops and maintains peer relationships with executives of other organizations. In certain circumstances, as determined by the President, the Governing Council, or the Executive Committee, represents the Association in articulating its positions and objectives to business and industry, government, and the Association community.
3. Is responsible for the conduct and operations of key staff personnel. Secures the advice of key personnel in formulating plans and programs, and stands ready at all times to render advice and support to staff.
4. Ensures that all key members of headquarters staff understand and carry-out the policies set by the elected leaders of the Association.
5. Is present at all meetings of the Governing Council and Executive Committee and is responsible for the preparation of quarterly and annual reports to the Governing Council.
6. Represents a high level of professionalism and integrity in all personal and business activities.

Approved: 09/95; Revised: 03/01

POLICY 1501.2 – EMPLOYMENT RULES AND REGULATIONS

The Chief Executive Officer is to provide a set of employment rules and regulations, which will facilitate the management of the Association's business to all ACA employees.

Approved: 04/09; Revised: 10/07; 03/16

POLICY 1501.3 – EMPLOYEE SALARIES

Employee salaries are to be determined by the Chief Executive Officer and his/her designees in conjunction with an employment performance evaluation. Merit increases are not automatic and are granted only after job performance is rated.

- A. Financial Affairs Committee Responsibility:** The Financial Affairs Committee is responsible for reviewing staff salaries as part of the annual budget preparation process.
- B. Chief Executive Officer Responsibility:** The Chief Executive Officer and his or her designee will determine employee salaries after an analysis of the job market and an analysis of the pay for comparable positions in associations in the geographical area.
 1. Justification of Salaries: The Chief Executive Officer and his or her designee will be responsible for justifying the salary expense in the operations budget.
 2. Reporting to Financial Affairs Committee: The Chief Executive Officer will submit the analyses and the justifications for staff salaries to the Financial Affairs Committee prior to inclusion in the proposed operating budget.

- C. Honoraria Allowed:** ACA staff members may accept honoraria from ACA entities when invited to prepare a paper on a special topic that is not related to their ACA office or staff position.
- D. Honoraria Restriction:** ACA staff members who speak or consult on official business for ACA shall not accept an honorarium.
- E. Invitation from ACA Entities:** When ACA staff is invited to participate in conferences, conferences, meetings, or other events by ACA entities, the inviting entities shall reimburse the staff for travel expenses, unless the staff's budget includes funding for the trip.

Approved: 09/92; Revised: 06/99; 03/00

POLICY 1501.4 – CHIEF EXECUTIVE OFFICER EVALUATION PROCESS

Commencing Fiscal Year 2020, a newly formed committee, the CEO Evaluation Committee, shall have the primary responsibility for managing the evaluation of the Chief Executive Officer's performance. The CEO Evaluation Committee shall consist of the following ACA leaders:

1. President
2. President-Elect
3. Immediate Past President
4. Prior immediate Past President (ends service on the committee September 30 of the applicable year)
5. President-Elect-Elect (joins the Committee as a nonvoting member as of February of the applicable year)

Participation in the Evaluation: In preparing the Chief Executive Officer's evaluation, the CEO Evaluation Committee will (through an independent, third party with executive performance assessment experience) solicit confidential feedback from ACA's:

1. **Chief Executive:** After the conclusion of the fiscal year, the CEO will provide the CEO Evaluation Committee with a report on the results of each scorecard goal area along with a self-rating of performance in each scorecard goal area. The CEO will also provide both the CEO Evaluation Committee and Executive Committee with a written self-assessment detailing the CEO's successes, challenges, obstacles, and leadership during the year. The self-assessment will also provide additional context related to any goal area performance and challenges.
2. **Executive Committee:** Following the end to the applicable fiscal year, Executive Committee members will provide feedback regarding the CEO's leadership through a confidential online assessment survey administered by a third party.
3. **Governing Council:** Following the end to the applicable fiscal year, Governing Council members will respond to a separate confidential online assessment survey soliciting feedback regarding their observations of the CEO's leadership during the year.
4. **Key Selected Staff:** The CEO's direct reports and selected staff (determined by the President and CEO) will provide upward feedback to the CEO via a confidential online instrument. A summary report of the confidential feedback gathered from the selected staff will be presented to the

President and President-Elect who will then share the feedback with the CEO prior to the end of the fiscal year.

The results of the evaluation process will be used to determine the employment status and/or contract provisions for the Chief Executive Officer (*e.g.* salary adjustments, incentive awards, etc.).

The voting members of the CEO Evaluation Committee will meet with the Chief Executive Officer to discuss the results of this process within three months after the end of the fiscal year.

Approved: 01/93; Revised: 06/99; 10/07; 05/19

POLICY 1501.5 – EMPLOYEE PERFORMANCE EVALUATION

All employees receive Merit Evaluations that are connected to salary increases.

Approved: 06/99; 10/07

POLICY 1501.6 – SPEAKING FOR THE ASSOCIATION

In the absence of written position statements, ACA staff, when requested to address issues of the counseling and development profession, shall, when feasible, contact the appropriate entity or entities affected by the position statement prior to making statements relative to the association's position. In the absence of the President, the chain of command in Policy 401.4 shall prevail.

Approved: 06/99

POLICY 1501.7 – EXECUTIVE DIRECTOR EMERITUS

The title of Executive Director Emeritus may be conferred only on those individuals who previously have served as Executive Director and who presently are not serving in that role. To qualify for the title, the Executive Director must have served in that capacity for at least five years continuous service. The individual's name must be submitted to the Governing Council for approval.

Approved: 1992

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CORPORATE MATTERS

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POLICY 1601.1 – DISCRIMINATION DEFINITION

Discrimination is an act that differentiates between individuals or groups in a manner that seeks to deprive them and/or results in the loss of their civil and human rights.

Approved: 9/92; Revised: 9/94; 4/95; 10/07

POLICY 1601.2 – NONDISCRIMINATION

BYLAW ARTICLE XIV states, "There shall be no discrimination against any individual on the basis of ethnic group, race, religion, gender, sexual orientation, gender expression, gender identity, age, and/or disability. This statement should appear in *Counseling Today* and *Journal of Counseling & Development*."

Approved: 9/94; Revised: 4/95; 7/96; 6/99; 10/07 3/15

POLICY 1601.3 – HARASSMENT

The American Counseling Association is committed to creating and maintaining a community in which leaders, volunteers and staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Sexual harassment, like harassment on the basis of race, gender, or religion, is a form of discrimination expressly prohibited by law. It is a violation of Title VII of the Federal Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Sexual harassment is not limited to sexual exploitation but includes verbal statement, *e.g.*, inappropriate jokes, physical contact, inappropriate touching, etc. In addition to being illegal, all forms of harassment run counter to the mission of the Association. When people feel threatened, intimidated, or otherwise pressured by others into granting sexual favors, or are singled out for derision or abuse because of their gender, their performance is liable to suffer. Such actions violate the dignity of the individual and the integrity of the Association as an organization for professional counseling. Freedom can only exist when every person is free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect. Sexual harassment is harmful not only to the persons involved, but also to the entire counseling community.

Disciplinary Action: The Association will take whatever action is needed to prevent, stop, correct, or discipline behavior that violates this policy. Disciplinary action may include, but is not limited to:

- 1. Employees:** Oral or written warning, demotion, transfer, suspension or dismissal for cause.
- 2. Leaders:** Oral or written warning, removal from office or responsibilities, or loss of membership in the Association for cause.
- 3. Members:** Oral or written warning, removal from association responsibilities, or loss of membership in the Association for cause.

Approved: 06/99

POLICY1604.1– LEGAL ACTION PROGRAM (LEGAL DEFENSE FUND)

The purpose of the Legal Action Program is to financially support legal cases in which facts are at issue that are deemed by the Review Panel to discriminate clearly against counselors in general or against the counseling profession. The Legal Defense Fund has been established for this purpose.

Approved: 09/92

Implementing Procedures:

1. **Member Eligibility:** An ACA member eligible for this program must be a member in good standing for at least one year prior to the onset of the legal dispute. State and national Divisions and Branches are automatically eligible provided their charter has been current for one year.
2. **Funding Criteria:** For funding under this program to be authorized, an actual case must be pending. In civil suits, a bill of complaint and responsive pleadings must have been filed. In a criminal suit, charges must have been filed. In appellate cases, the appeal must have been filed.
3. **Funding Restrictions:** Cases will not be funded if a counselor's performance, judgment, or competence is at issue, unless the Review Panel determines that the allegations, even if proven accurate, do not constitute unprofessional, unethical, or illegal conduct.
4. **Legal Case Funding:** Five hundred dollars (\$500) must be paid by sources other than ACA.
 - a) The ACA member must pay two hundred and fifty dollars (\$250) of legal fees and expenses.
 - b) After the \$250 of legal expenses is paid by the member, a minimum of \$250 shall be provided by any of the following:
 - (1) An ACA Branch
 - (2) An ACA Branch Division
 - (3) An ACA national Division
 - (4) A professional or private source
 - c) A sum not to exceed \$1,000 may be provided to the approved member from the Legal Action Program after ascertaining that the expenditures made by the member and other sources total at least \$500.
 - d) Should the receipted expenditures exceed the initial \$1,000, costs above that \$1,000 may be reimbursed up to an additional \$4,000 sum per member per act or occurrence.
 - e) If more than one member is involved in the same occurrence under litigation, only a \$5,000 payment will be authorized, except as determined by the Governing Council.
 - f) Expenditures will be limited to the authorized sums in the Legal Action Program fund.

- g) Branch or national Divisions may apply for up to \$5,000 provided they have evidenced expenditure of or committed funds of a matching amount of money designated for such legal action.
 - h) If a funded case is appealed to a higher court, an additional \$5,000 may be authorized.
 - i) If the outcome of the legal action results in a reimbursement of legal fees to the member, the member shall repay to ACA the monies received from the Legal Action Program.
 - j) Falsification of any document or the submission of any fraudulent statements or materials shall render the application null and void. If such falsification or fraudulence is discovered before or after payment is made, ACA reserves the right to take whatever action is necessary that is appropriate legally and ethically, to recover allocated funds or expenditures related to processing such an application.
5. Application Procedures: ACA members eligible for the Legal Action Program should request an "Application for Assistance from the ACA Legal Action Program" from ACA Headquarters.
- a) The completed application forms are sent to the Chief Executive Officer. The member shall complete these forms during the legal proceedings. All forms, documentation, and records shall be treated as confidential documents.
 - b) Upon receipt of the completed forms and supporting documents signed by the applicant, representing attorney, and official representative of the group contributing the additional \$250 to guarantee expenditures of at least \$500, the Chief Executive Officer will review all of the information in relation to the established policies and procedures and, then, submit this information to the Review Panel for determination of eligibility.
6. Review Panel: The ACA President, ACA Immediate Past President, and ACA Chief Executive Officer, and President of the applicant's primary and most relevant Division (subject to the desire of the applicant) shall serve as a review panel for all applications for assistance from the Legal Action Program.
- a) ACA General Counsel will serve as a consultant to the Review Panel.
 - b) The judgment of the Review Panel shall be made in accordance with these policies and procedures established by Governing Council.
 - c) Applicants seeking support from this program will be notified of the decision of the Review Panel within sixty (60) working days of receipt of the application and all supporting documents.
 - d) Once the eligibility for assistance is determined, the member will be notified and a check for the authorized amount will be authorized and made payable to the attorney.

- e) If the Review Panel determines the member is ineligible for assistance, the member may appeal the decision to the ACA Governing Council. The Governing Council shall notify the member of the results of its deliberations, including the reasons for its actions.

POLICY1605.1– PROFESSIONAL LIABILITY INSURANCE FOR THE ASSOCIATION

ACA staff is authorized to purchase professional liability insurance for the Association, subordinate entities, staff, and leaders.

Approved: 05/21/95

POLICY1606.1– NAME, LOGO, AND STATIONERY

- A. Name and Logo:** ACA members, in good standing may state on business materials that they are a member of the American Counseling Association by using the designated professional member logo. When doing so, members are encouraged to state that ACA membership requires adherence to the ACA Code of Ethics. Members may not state or imply that ACA membership certifies counseling competency since ACA does not administer any outcome-based assessment for entry into the association.

ACA members may not use the ACA logo on business materials since the ACA logo is a trademark of the association.

- B. Stationery:** All ACA departments, Officers, Committees, and Regions shall use standard official ACA stationery. Group titles, return addresses, and other information may be typed on the stationery. The ACA Presidents may print on the stationery their names, year of office, addresses, telephone and fax numbers, and any other relevant information.

Approved: 1994; Revised: 03/07; 03/16

POLICY1606.2– ACA PROFESSIONAL MEMBER LOGO

- A. Guidelines for Appropriate Use of ACA Professional Member Logo:** Only individuals who meet both criteria indicated below may use the ACA Professional Member Logo:

1. Current ACA members whose membership is active and in good standing.
2. Membership category is "Professional," "New Professional," or "New Professional 2 Year." Individuals in the "Student" or "Regular" categories of membership are expressly prohibited from using the ACA Professional Member Logo. Members who hold membership in the "Retired" category may use the logo if they had been "Professional" members of ACA prior to converting to retiree status. There is no cost to use the logo—it is a member benefit for those in the "Professional," "New Professional", "New Professional 2 Year" and "Retiree" categories.

B. Conditions for Appropriate Use:

1. Current ACA Members who wish to use the logo must agree to these conditions:
2. If the member's ACA membership lapses and not renewed, or if the member is expelled from ACA due to an ethical violation, the member will immediately destroy materials or delete the logos that appear on websites or other electronic sources. Members are urged to select print quantities with this in mind.
3. Under no circumstances is it appropriate for the Member to provide the Professional ACA Member Logo to anyone else, even if they are ACA members. Each member must download their own Member Logo from the ACA website after logging in as a member. Any violation of this condition for use of the Member Logo may be considered a violation of the ACA Code of Ethics and thus subject to terms and conditions outlined in the Code.
4. For either printing or electronic usage, the logo color is black. It is not permissible to use any other color.
5. If use of the logo in a size other than that provided by ACA, the logo art must be sized in proportion and cannot be distorted. The font used in the logo is Trade Gothic Bold. No other font may be used.

POLICY1607.1– AFFINITY PROGRAMS

Affinity Programs provide benefits or services to members of ACA and are designed to garner revenue for the Association. Each vendor/provider is separate and independent of the Association.

- A. Membership List Affinity Program:** ACA will rent/sell its membership lists to persons or agencies supplying information, materials, products, services, and assistance to counselors and human development specialists. The lists shall be used to announce, promote, or sell information, activities, and products believed to be helpful to or facilitative of professional services rendered by our membership.
- B. Nondiscriminatory Use of Membership List:** ACA will not knowingly rent/sell membership listings to external sources whose proposed use of the list discriminates on the basis of ethnic group, race, religion, gender, sexual orientation, age, and/or disability.
- C. Acceptable Advertising:** Advertising will be accepted for ACA publications of those services, instruments, products, or institutions that would be of possible professional use, interest, value, or general service to members of ACA. The advertising must be consistent with the type of professional presentation expected by the Association's members.

Implementing Procedures:

1. Affinity Program Proposals: A proposal for a new affinity program may be solicited by ACA or generated by a potential vendor. Once proposals are received, staff will evaluate the proposals, check references, gather financial information for the company, and make recommendations to the Chief Executive Officer.

2. Soliciting Bids: When a proposal is not unusual or "one-of-a-kind," alternative proposals or bids will be solicited from other vendors. A file will be maintained with former contacts to assist in identifying potential bidders.
3. Specially Designed Programs: If the proposal is unusual or "one-of-a-kind," (for example, a program designed specifically for ACA), no other bids need be sought.
4. Member Proposals: Proposals from members seeking ACA business will be considered on the same basis as other vendors, but great care will be taken to give them personalized treatment and answers. A file of such proposals will be maintained by staff.
5. Program Extensions: If a proposal represents an expansion or extension of an existing program (for example a variation on existing credit card program), staff will evaluate according to the "Criteria for Proposal Screening," dated 9/13/92. Competitive bids are not required if the program is unique or is offered by the current ACA vendor.
6. Formal Approval: If the Chief Executive Officer determines the results of the staff reviews of the Affinity Program proposals, extensions or expansions warrant initiating or renewing the affinity program, he or she will request approval from the Executive Committee or Governing Council.
7. Criteria for Proposal Screening: All project proposals will be evaluated by appropriate staff as follows:

Criteria for Proposal Screening:

1. Size of the potential ACA market.
2. Member service potential: Needs satisfaction and value.
3. Non-dues revenue production potential.
4. Impact on staff time and association resources.
5. Effect on the potential market, including number of non-dues revenue solicitations received by members.
6. Congruity with ACA's mission, guidelines of good taste, and overall quality of member benefits, to ensure that ACA's programs enhance its image.
7. Vendor's financial standing, stability, and references from other clients, particularly from other non-profit and membership organizations.
8. Uniqueness of offer: Is it readily available to members elsewhere?
9. Possible conflicts with other ACA contracts or commitments.

Approved: 09/92; Revised: 05/95; 06/99; 10/07; 03/16

POLICY 1608.1– GUIDELINES FOR MEETING REQUEST AT THE ACA CONFERENCE

1. Group must adhere to ACA mission, goals, and policies.
2. Related, but unofficial groups other than ACA Divisions, Branches, Region, and Affiliates, requesting meeting space prior to, during, or after the annual conference should submit the request to ACA for approval.
3. Groups must attest in writing that there is a connection with ACA mission, goals, and policies.
4. Group must abide by the ACA non-discrimination policy.
5. Group will be charged a room rental fee for meeting space based on requirements. As conference venues change, groups can expect to see variations in the room rental fees
6. The request will be forwarded to the Chief Executive Officer for final approval.
7. No changes will be made after final approval from the Chief Executive Officer.

Approved: 10/2011; Revised: 03/16

POLICY 1609.1 – PRAYERS AT EVENTS

ACA functions will exclude invocations. ACA entities are encouraged to be respectful of the religious diversity of members

Approved: 09/92; Revised 10/07

POLICY 1601.11 – RECORD RETENTION POLICY

The purpose of this Policy is to ensure that necessary records and documents of the American Counseling Association are adequately protected and maintained and to ensure that records that are no longer needed or are of no value are discarded at the proper time.

Description of Record(s)	Location	Retention
Administrative Records:		
Article of Incorporation	Finance	Permanent
Amendments, Bylaws	Leadership	Permanent
Board agenda and minutes	Leadership	Permanent
Committee agendas and minutes	Department	Three years
Contracts	Finance	7 years after expiration of contract period
Copyrights	Finance	Permanent
Trademark Registrations	Finance	Permanent
Insurance policies – casualty	Finance	Permanent
Health insurance policies	Human Resources	Permanent
Insurance documents	Finance/Human Resources	7 years after expiration of contract period
Leases	Finance	7 years after expiration of contract period

Licenses	Finance	Permanent
Business correspondence	Department	3 years
Legal correspondence	Leadership	Permanent
Department Standard Operating Procedures	Department	Most recent and immediate prior version
Equipment manuals	Department	Permanent or life of equipment
Exhibitor contracts	Meetings	7 years after expiration of contract period
Financial Records:		
Annual Audit Reports of CPAs	Finance	Permanent
Annual Incorporation report to State	Finance	Permanent
Annual Budget	Finance	7 years
Interim financial statements	Finance	7 years
IRS tax Return – 990/990T	Finance	Permanent
IRS tax Return – 990/990T Public Copy	Finance	3 most recent tax returns
IRS Tax Return – Form 5500	Human Resources	Permanent
IRS determination letter – 403(b)	Human Resources	Permanent
IRS determination letter	Finance	Permanent
IRS Group determination letter	Finance	Permanent
Tax exemption application	Finance	Permanent
Tax return work sheets	Finance	7 years
Year-end cumulative General Ledger	Finance	Permanent
Year-end Trial Balance and Chart of Accounts	Finance	Permanent
Cash Receipts and disbursement journals	Finance	Permanent
Cash Receipts daily log	Finance	Retain until completion of annual audit
Fixed asset ledgers, property records	Finance	Permanent
Payroll records – W2s, Quarterly reports	Human Resources	Permanent
Payroll Supporting Documentation	Human Resources	7 years
Timesheets	Human Resources	7 years
Accounts receivable ledgers	Finance	7 years
Accounts payable ledgers	Finance	7 years
Membership/Subscribers applications	Membership	7 years
Product Orders	Finance	7 years
Product Inventories	Finance	7 years
Product shipping records	Office Services	7 years
Accounts Receivable Invoices	Finance	7 years
Invoices from vendors/staff	Finance	7 years
IRS Form 1099 and 1096s	Finance	7 years
Bank statements, cancelled checks	Finance	7 years
Cancelled checks for important payments	Finance	Permanently
Deposit slips	Finance	7 years
Investment statements	Finance	7 years
Retirement Plans-Participant Account Statements	Human Resources	Permanent

Retirement Plan Document and Amendments	Human Resources	Permanent
Grant/Award Records:		
Grant/award applications	Department	3 years
Grant/award recipient information	Department	Permanent – IRS Form 990
Selection committee records – including criteria	Department	3 years
Continuing Education Records:		
Attendee registration forms	Meetings	7 years
Speaker agreements	Meetings	7 years after expiration of contract period
Keynote Speaker contracts	Meetings	7 years after expiration of contract period
Publications/Other Records		
Copyright release forms	Publications	Permanent
Copy of Book/Abstract/CD, etc.	Publications	Permanent
Royalty Agreements – See Contracts	Publications	7 years after expiration of contract period
Royalty Agreements – Finance Copy	Finance	7 years after expiration of contract period
Advertising contracts – See Contracts	Marketing	7 years after expiration of contract period
Personnel Records: Before Employment:		
Unsolicited/solicited applications/resumes	Human Resources	1 year
Job advertisement	Human Resources	1 year
Personnel Records: After Employment:		
Application, resumes, position descriptions	Human Resources	7 years after termination
Withholding forms, ACH authorizations	Human Resources	7 years after termination
Continuing Education/training documents	Human Resources	1 year after termination
Employment Contracts	Human Resources	7 years after termination
HIPPA records	Human Resources*	7 years after expiration or settlement
INS I-9 Forms	Human Resources	Longer of 3 years from hire date or 1 year after termination
<p>Note: If litigation is pending, threatened, or possible, DO NOT destroy any records or files until permission is granted by ACA legal counsel. Documents with sensitive information (social security numbers, credit card numbers, etc.) are to be shredded and disposed of properly. Records subject to Federal Government Contracts/Grant auditor must be retained for the longer of 7 years after filing of final indirect cost audits close out, or until all audit findings are fully resolved or negotiated. Directors are responsible for monitoring compliance with the records retention policy to ensure that records are consistently and periodically purged and that the records retained are appropriate under this policy. Records kept in electronic format should be archived in accordance with this policy.</p> <p>*Access to HIPPA records is restricted to designated HIPPA authorized privacy offers only.</p>		

POLICY 1610.12 – COUNSELING TODAY POLICIES

- A. **Editorial Policies.** *Counseling Today* reviews unsolicited articles written by ACA members for publication. Not all articles will be accepted for publication. Review writing guidelines and sample articles at ct.counseling.org/feedback.
- B. **Letter Policy.** *Counseling Today* welcomes letters from ACA members; submission from nonmembers will be published only on rare occasions. Only one letter per person per topic in each 365-day period will be printed. Letters will be published as space permits and are subject to editing for both length and clarity. Please limit letters to 400 words or less. Submissions can be sent via email or regular mail and must include the individual's full name, mailing address or email address and phone number.

ACA has the sole right to determine if a letter will be accepted for publication. *Counseling Today* will not publish any letter that contains unprofessional, defamatory, incendiary, libelous, or illegal statements or content deemed as intended to offend a person or group of people based on, race, gender, age, ethnicity, religion, sexual orientation, gender identity, disability, language, ideology, social class, occupation, appearance, mental capacity or any other distinction that might be considered by some as a liability. ACA will not print letters that include advertising or represent a copy of a letter to a third party. The editor of *Counseling Today* will have responsibility for determining if any factor are present that warrant not publishing a letter.

SERIES 1700

ACA INFORMATION TECHNOLOGY MATTERS

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POLICY 1701.1 – ACA CONNECT COMMUNITY RULES AND ETIQUETTE

ACA Connect Communities is an electronic community that offers an efficient way to disseminate information to large number of people and hold long-distance discussion among many people.

A. The Rules

- Do not present aspects of a case even if the client's name is not given. (Please see "The Legal Stuff" below for further information).
- Don't challenge or attack others. The discussions and comments are meant to stimulate conversation not to create contention. Let others have their say, just as you may.
- Due to antitrust laws such as the Sherman Act, do not discuss fees. This includes (but is not limited to) session charges, fee schedules, insurance reimbursement rates, charges for "no-shows", and charges for clients who are in arrears. (Please see the antitrust compliance section under "The Legal Stuff" below for further information).
- Don't post commercial messages on any discussion list, resource library entry, or other area where others might see it. Contact people directly with product and service information if you believe it would help them.
- Use caution when discussing products. Information posted on the lists and in the libraries is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- The use of discussions in connection with contests, chain letters, junk email, or "spam" is prohibited.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
- The use of discussions to falsely impersonate an individual, group, organization, or entity is prohibited.
- Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted.
- Remember that other participants have the right to reproduce postings to this site unless you specify otherwise.
- Post your message or documents only to the most appropriate lists or libraries. Do not spam several lists or libraries with the same message.
- All messages must add to the body of knowledge. We reserve the right to reject any message for any reason.

B. Discussion Group Etiquette

- Include a signature tag on all messages. Include your name, affiliation, location.
- State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply. Delete any header information, and put your response before the original posting.
- When replying to messages, do not reply to the entire list if a reply is directed at a single individual. Replying to the individual may be more appropriate. Replies of a personal nature should not be sent to the group.
- Only send a message to the entire list when it contains information that everyone can benefit from.
- Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list. Do this by using the "Reply to Sender" link to the left of every message.

- Do not send administrative messages, such as remove me from the list. Instead, use the web interface to change your settings or to remove yourself from a list. If you are changing email addresses, you do not need to remove yourself from the list and rejoin under your new email address. Simply change your settings.
- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."

C. Legal Guidelines

The ACA Connect site is provided as a service for the members of The American Counseling Association. The American Counseling Association is not responsible for the opinions and information posted on this site by others. We disclaim all warranties with regard to information posted on this site, whether posted by The American Counseling Association or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall The American Counseling Association be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post any information or other material protected by copyright without the permission of the copyright owner. Authors are welcome to cite their own publications. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants The American Counseling Association and users of this site the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

Due to the potential violation of both the ACA Code of Ethics and federal (HIPAA) law, case consultation is not allowed on ACA Connect. It is not permissible to present aspects of a case on a counseling listserv or online forum even if the client's name is not given. Information shared by a client and clinical impressions must be afforded the same level of confidentiality as the name of the client. Describing a client's presenting problem, diagnosis, or clinical treatment approach through listservs or online forums – even if the client's name is not given – is a violation of confidentiality. It is perfectly fine to talk about issues (*e.g.* asking, "Does anyone have any resources on eating disorders in male wrestlers?" or, "Does anyone have a referral to a specialist in PTSD in the Boston area?"), but please ensure that you phrase your post in a manner that does not describe an actual client.

Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

The American Counseling Association does not actively monitor the site for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to the attention of The American Counseling Association we will take all appropriate action.

The American Counseling Association reserves the right to terminate access to any user who does not abide by these guidelines.

Antitrust Compliance

The American Counseling Association has a policy of strict compliance with federal and state antitrust laws. ACA, like other professional associations, comprises counselors who may compete with each other for clients or for retention by government agencies or private employers. Government antitrust law enforcement agencies frequently investigate and sue associations and their members if the agencies believe that an association or its members are engaged in practices that unreasonably restrict competition. The antitrust laws can also be enforced by private parties either following government action, or independently.

ACA Connect posts and discussions should avoid any agreements that restrict the manner in which counselors compete with each other. In particular—

- Each individual counselor, practice, agency, or setting should independently determine the fees to be charged for counseling services.
- Agreements concerning fees, regardless of whether those agreements are express or implied, are particularly likely to be deemed unlawful under the antitrust laws. Agreements on fees among competing providers may be considered price-fixing, which is often prosecuted as a felony.
- Discussions of fees, fee levels, insurance reimbursements, and other subjects closely related to fees may be regarded as evidence of an agreement on fees, and should be avoided.
- Counselors should not discuss or agree on the availability of their services on a pro bono or discounted basis.
- Counselors should not discuss or agree on the clients they serve or the geographic areas in which they practice.
- Counselors should not agree to withhold or limit their services collectively with regard to any individual, government entity, agency, or company. In particular, such agreements should never be used to apply pressure to induce a third party to act in a desired manner.
- Counselors should not agree to limit their ability to solicit or accept clients who may be already receiving services from another counselor.
- Counselors should not agree to limit the manner in which they publicize or communicate availability of their services.

Application of the antitrust laws depends on the facts of particular situations, especially in the context of the rendition of professional services. If any ACA member has any questions or concerns about the antitrust implications of an ACA Connect post that he or she is considering or that any other ACA member has made, please communicate those questions or concerns to David Kaplan, ACA Chief Professional Officer, at dkaplan@counseling.org.

POLICY 1702.1 – ACA BLOG POLICY

A. Blog Content:

1. Blog content and the replies to the blog are expected to be respectful and useful dialogue about perspectives, experiences, and thoughts about topics related to the ACA mission.
2. Bloggers and participants are responsible for not including material that is defamatory, abusive, obscene, discriminatory, offensive, commercial, confidential, or proprietary content. This is intended to preclude, among other content:
 - a. Unprofessional, defamatory, incendiary, libelous, or illegal statements;

- b. Content deemed as intended to offend a person or group of people based on their race, gender, age, ethnicity, religion, sexual orientation, gender identity, disability, language, ability, ideology, social class, occupation, appearance, mental capacity or any other distinction that might be considered by some as a liability;
 - c. Advertising;
 - d. Content owned by others (proprietary or confidential information).
3. ACA Blog content may be circulated beyond the blog. If you wish to have a private conversation, you should initiate that outside the blog with the intended recipient.

B. Publication:

1. ACA blogs represent the opinion of the individual blogger and are not to be considered the opinion of ACA.
2. ACA has the sole right and discretion to determine if a blog will be accepted for posting.
3. ACA will endeavor, but does not guarantee, to screen out content noted above as impermissible.
4. ACA has authority to screen submitted blog content and enforce this policy.

C. Selection of bloggers:

1. Nominations for bloggers will be accepted every three months.
2. Anybody on the blog team can nominate a Counselor/blogger.
3. ACA has the sole right to determine who will be permitted to participate as bloggers.
4. All bloggers will be counselors and ACA members.
5. It is the intention to involve Bloggers who represent a variety of specialties within the profession and who reflect the diversity and multiculturalism of ACA's members.
6. ACA bloggers are meant to have a writing ability commensurate with a Masters-prepared professional.
7. ACA will choose the bloggers from the nomination list.

POLICY 1703.1 – PRIVACY POLICY

The American Counseling Association (ACA) respects the privacy of its members and other visitors to its Website. ACA strongly believes that if electronic commerce and online activities are to flourish, consumers must be assured that information provided online is used responsibly and appropriately. To protect online privacy, ACA has implemented the following policy.

ACA is located in the United States and this is a U.S.-based website. By using this site, you agree to the transfer and processing of your personal information to or within the United States.

A. Policy Changes

If there are material changes to our privacy policies, we will notify you by posting the updated policy on our site, and for registered users, by sending an email. We reserve the right to modify this privacy policy at any time, so please review this page frequently for any changes. Amendments to this privacy policy will be effective when posted. You will be deemed to have been made aware of, will be subject to, and will be deemed to have accepted, the changes to any amended or revised privacy policy by your continued use of our services or the site.

B. What Information Does ACA Collect?

Most data ACA collects is used only to help us better serve our members. It is our general policy to collect and store only personal information that our members and visitors knowingly provide.

From General Users. ACA does not automatically collect any personal information from users browsing its website. Only aggregate data - such as the number of hits per page - are collected. Aggregate data are only used for internal and marketing purposes and do not provide any personally identifying information.

From ACA's Members, Conference Registrants, and Other Customers. To gain access to members-only resources and personalization features on counseling.org, members and other users are asked to register and provide some limited information. ACA and its partners may collect IP address and other specific non-personally identifying information for targeted or interest-based communications. This information is submitted voluntarily. ACA asks users to provide their name, organization name, business phone, and email. Similar information may be submitted to ACA through membership applications, conference or seminar registration, publication orders, subscriptions, and contest registrations. Additionally, for some emails sent in HTML format by ACA to its members through its communities (ACA Connect) and electronic newsletters, ACA, or our authorized service providers, will collect specific information regarding what the recipient does with that email. For those emails, ACA will monitor whether a recipient subsequently clicks through to links provided in the message. Other information collected through this tracking feature includes: email address of a user, the date and time of the user's "click," a message number, name of the list from which the message was sent, tracking URL number, and destination page. ACA only uses this information to enhance its products and distribution of those products to its members.

What About Information About Children? We do not direct the website to, nor do we knowingly collect personal information from, children under 16 years of age.

C. How Does ACA Use Data Collected?

ACA uses information voluntarily submitted by members and other customers in the following ways:

ACA Member Services and Products. Generally, ACA and its direct subsidiaries use data collected to improve its own web content; to respond to visitors' interests, needs and preferences; and to develop new products and services.

Disclosures to Third Parties. ACA also makes member contact information available through the ACA Connect Membership Directory to other members using its website and to those who register for its conferences. On occasion, ACA may also provide limited data to third parties that offer products and services. These limited data include names, job titles, companies, business addresses, and email addresses, but do not include business phone. Users may contact ACA at membership@counseling.org or 703-823-9800 to express their preferences if they determine later that they do not wish to have the information shared. Please include "Web Privacy Policy Question or Comment" in the subject line.

Credit Card Account Information. When members and customers choose to pay using their credit cards, ACA submits the information needed to obtain payment to the appropriate third-party payment vendors for the limited purpose of processing your payment. ACA does not otherwise disclose your credit card information.

Compliance with Law. We may provide access to your information, including personal information, when legally required to do so, to cooperate with legal proceedings, to protect against misuse or unauthorized use of our website, to limit our legal liability and protect our rights or to protect the rights, property or safety of visitors of this website or the public.

D. How Does ACA Use Cookies and Pixel Tags?

Cookies. Cookies are files that contain information created by a web server that can be stored on a user's hard disk for use either during a particular session ("per-session" cookie) or for future use ("persistent" cookie). ACA and its partners may use cookies to facilitate automated activity, store and track passwords, determine appropriate solicitations, and review navigation patterns. Cookies are not used to disseminate personally identifiable information about Users over the Internet or to analyze any information that Users have knowingly or unknowingly provided. Users may instruct their Internet browsers to opt out of accepting a "persistent" cookie and rather accept only a "per-session" cookie, but will need to login each time they visit the site to enjoy the full benefits. If the user declines the attachment of any cookie, the user may not have access to the full benefits of the website. Registration enables the site to better determine users' interest areas and provide the most relevant information.

Pixel Tags. We also use "pixel tags" (sometimes called "Internet tags," "web beacons," or "clear GIFS"), which are tiny graphic images, on our website. Pixel tags help us analyze our visitors' online behavior and measure the effectiveness of our website and our advertising. We work with service providers that help us track, collect, and analyze this information. Pixel tags on our website may be used to collect information about your visit, including the pages you view, the features you use, the links you click, and other actions you take in connection with the website. This information may include your IP address, your browser type, your operating system, date and time information, and other technical information about your computer or device. Pixel tags and cookies in our emails may be used to track your interactions with those messages, such as when you receive, open, or click a link in an email message from us. We also work with business partners that use tracking technologies to deliver advertisements on our behalf across the Internet. These companies may collect information about your visits to our website, and your interaction with our advertising and other communications.

E. What Privacy Issues Arise With Links To Other Sites?

This website contains links to other websites. ACA has no control over and is not responsible for the privacy policies or content of such sites. In addition, our privacy practices may differ from those of these other sites. If you provide personal information at one of those sites, you are subject to the privacy policy of the operator of that site, not the ACA's privacy policy. Please make sure you understand the other site's privacy policy before providing personal information.

F. Your California Privacy Rights

Under California Civil Code, California residents are entitled to ask us for a notice describing what categories of personal information we share with third parties or corporate affiliates for those third parties', or corporate affiliates' direct marketing purposes. That notice will identify the categories of information shared and will include a list of the third parties and affiliates with which it was shared, along with their names and addresses. If you are a California resident and would like a copy of this notice, please submit a written request to the following address: 6101 Stevenson Avenue, Suite 600, Alexandria, VA 22304, Attn: Website Privacy Policy or by email to

membership@counseling.org with the subject line "Request for California Privacy Information." Please allow 30 days for a response.

G. What Means Of Redress Are Available?

If any user suspects ACA has handled its personal information in a manner that does not comply with this privacy statement, please contact us by emailing to membership@counseling.org or by calling 703-823-9800. Please include "Web Privacy Policy Question or Comment" in the subject line.

POLICY 1701.10 – PASSWORD POLICY

A. Overview: Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of ACA's resources. All users, including contractors and vendors with access to ACA systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

B. Purpose: The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

C. Scope: The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any ACA facility, has access to the ACA network, or stores any non-public ACA information.

D. Policy:

1. All user-level passwords (e.g., email, web, desktop computer, etc.) must be changed at least every 90 days.
2. User accounts that have system-level privileges granted through group memberships must have a unique password from all other accounts held by that user.
3. Passwords must be different than the last 15 passwords used.
4. Minimum password length is 6 characters.
5. All user-level and system-level passwords must conform to the Complexity Requirements described below.

E. Complexity Requirements:

1. Cannot contain user's account name or full name.
2. Must contain characters from three of the following four categories:
 - i. Uppercase letters (A-Z)
 - ii. Lowercase letters (a-z)
 - iii. Base 10 digits (0-9)
 - iv. Non-alphabetic characters (!, \$, #, etc.)
3. Weak passwords have the following characters:
 - i. The password contains less than (6) characters
 - ii. The password is a word found in a dictionary (English or foreign)
 - iii. The password is a common usage word such as: Names of family, pets, friends, co-workers, fantasy characters, etc.
 - iv. Computer terms and names, commands, sites, companies, hardware, software.
 - v. Birthdays or other personal information such as addresses and phone numbers.
 - vi. Word or number patterns like aaabbb, qwerty, zyxxvuts, 123321, etc.
 - vii. Any of the above spelled backwards.
 - viii. Any of the above preceded or followed by a digit (e.g. secret1, 1secret)

F. Password Protection Standards

1. Always use different passwords for ACA accounts from other non-ACA access.
2. Do not share ACA passwords with anyone, including administrative assistants. All passwords are to be treated as sensitive, confidential ACA information.
3. Passwords should never be written down or stored on-line without encryption. For up-to-date information on suggested password storage options contact the IT department (Password Safe and KeePass are examples of encrypted applications used for password storage)
4. Do not reveal a password in email, chat, or other electronic communication.
5. Do not speak about a password in front of others.
6. Do not hint at the format of a password (e.g., "my family name").
7. Do not reveal a password on questionnaires or security forms.
8. If someone demands a password, refer them to this policy.
9. Always decline the use of the "Remember Password" feature of applications (e.g., Internet Explorer, Outlook Web Access, Firefox).
10. If an account or password compromise is suspected, report the incident to your direct supervisor.

Approved: 03/13; Revised: 03/16

SERIES 1800

OTHER

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POLICY 1801.1 – COUNSELING SPECIALIZATION CONSIDERATION

In order to be considered for official recognition by ACA as a counseling specialization, the specialty area must have accomplished the following:

- A. Specialization Recognition:** Achieved recognition as a specialization by CACREP, CORE (rehabilitation counseling), or a similar accrediting group that requires a minimum of a Master's degree in counseling or a closely related field and is recognized by the Council on Higher Education Accreditation (CHEA); or
- B. Voluntary National Specialization:** Have a voluntary national specialization credential offered by NBCC, CRCC, or a similar individual certifying group that requires a minimum of a Master's degree in counseling or a closely related field and is recognized by the National Commission for Certifying Agencies (NCCA).

POLICY 1802.1 – ENTRY LEVEL COUNSELORS

- A. Professional Counselor Level:** ACA will advocate for the concept of professional counseling services being offered by no less than entry-level counselors.
- B. Definition of Entry Level:** Entry-level counselors are defined as counselors who hold a master's degree from a CACREP or CORE accredited program or the equivalent.

POLICY 1803.1 – HEALTH INSURANCE REIMBURSEMENT

- A. Advocate for Insurance Reimbursement:** ACA will advocate for clients receiving health insurance reimbursement for public and private counseling services provided by qualified counselors.
- B. Criteria for Insurance Reimbursement:** Private and public counselors qualified to render services that should be reimbursed by health insurance meet the following criteria:
 1. Hold a master's degree from CACREP or CORE accredited program or hold an equivalent state license, certificate, or registration, or hold an equivalent national professional certification; and
 2. Have completed course work either as a part of the master's degree or as part of specialized training beyond the master's degree that reflects the mastery or competencies in either of two areas: diagnosis and treatment of mental and emotional disorders, or psychosocial rehabilitation of mental and emotional disorders; and
 3. Have a minimum of two years post-masters experience, which includes 3,000 hours of supervised counseling experience in the diagnosis and treatment or the psycho-social rehabilitation of mental and emotional disorders and includes 100 hours of face-to-face supervision; and adhere to a professional code of ethics.

POLICY 1804.1 – INTERDISCIPLINARY ORGANIZATION ENCOURAGED

ACA encourages interdisciplinary or multidisciplinary mental health organizations, provided such organizations have purposes, policies, or activities that support, endorse, or are in agreement with the mission or policies of ACA.

POLICY 1805.1 – LEGISLATIVE TERMINOLOGY

The term “professional counselor” shall be the standard language used by ACA pursuing all legislation. The term “professional counselor” may be further defined within legislation according to specialty and/or certification where advisable. Bills that were proposed or introduced prior to 1991, including the reintroduction of such bills in a new congressional session, may contain language different from “professional counselor”, e.g. “Professional School Counselor”.

POLICY 1806.1 – OPPOSITION TO DISCRIMINATION AGAINST PROFESSIONAL COUNSELORS

ACA is opposed to any public or private activities that discriminate against professional counselors or interfere with professional counselors practicing their professions.

POLICY 1807.1 – PRAYERS AT EVENTS

ACA functions will exclude invocations. ACA entities are encouraged to be respectful of the religious diversity of members

Approved: 09/92; Revised 10/07

POLICY 1808.1 – RECOGNIZED ACCREDITATIONS

ACA endorses the accreditation of professional counseling graduate programs by CACREP and CORE only.

POLICY 1809.1 – RECOGNIZED COUNSELING SPECIALIZATIONS

ACA officially recognizes the following counseling specializations:

- Career Counseling
- College Counseling
- Community Counseling
- Counselor Education
- Gerontological Counseling
- Couple and Family Counseling
- Mental Health Counseling
- Rehabilitation Counseling

- School Counseling

POLICY 1810.1 – RECOGNIZED MENTAL HEALTH PROFESSIONS

ACA officially recognizes the following mental health professions:

- Counseling
- Medicine (psychiatric specialization)
- Psychology (clinical and counseling specializations)
- Social Work (clinical specialization)
- Nursing (psychiatric specialization)

POLICY 1811.1 – REVIEW OF STATE CREDENTIALING BILLS

States are strongly encouraged to submit bills to ACA for review. The purposes of this review are to promote the development of uniform counseling credentialing laws based on ACA standards, to provide technical assistance to ACA Branches, and to determine if ACA will endorse proposed bills.

PROCEDURES: The following procedures were established at the July 1992 meetings of the Public Policy and Legislation Committee (PPLC) and Professional Standards Committee.

- A. Materials for Review:** This process begins when a state sends four copies of the proposed legislation to ACA for initial review.
1. Each bill should show evidence that the ACA Model Licensure Bill has been consulted.
 2. Language and content of the state bill is not expected to exactly match the model bill. However, state bills are expected to be consistent with definitions and provisions specified in the Model Licensure Bill.
 3. In order to provide written feedback to state leaders in a timely manner, reviewers are encouraged to submit their comments to the Professional Standards Committee's Liaison to the Public Policy and Legislation Committee (to be referred to as "the Liaison") within ten days of receiving the bill.
 4. Review materials can be faxed with hard copies sent later.
- B. Procedures for Review:** The following steps will be taken in reviewing a proposed bill:
1. The date the proposed legislation is received is noted. ACA critiques the proposed bill and fills out the "State Credentialing Legislation Key Elements Checklist" and the "Criteria for Review of State Counselor Credentialing Bills" to compare elements of the state bill with the ACA Model Licensure Bill.
 2. The Checklist is forwarded to the chair of the PPLC's Licensure Subcommittee (to be referred to as "the chair") and the Liaisons.

3. In order to promote the independence of the review of the proposed legislation, the Criteria for Review form, including staff analysis of the proposed bill and recommendations, will be sent in a sealed envelope to the Liaison only.
4. The chair fills out the Criteria for Review form. He or she may delegate this task, or request additional review by a member(s) of the PPLC Licensure Subcommittee.
5. The Liaison fills out the Criteria for Review form. He or she may delegate the task, or request additional review by a member(s) of the Professional Standards Committee. After formulating his or her own recommendations regarding the content of the proposed bill, the Liaison will compare these to those made by staff and the chair on their criteria forms and makes final determination as to endorsement (in consultation with Committee members as needed).
6. The Liaison provides the state licensure contact person and the state ACA President with written feedback and recommendations based on reviewers' comments.
7. The Liaison forwards copies of all review materials, including those sent to the Liaison by the chair and the feedback letter(s), to ACA for maintenance of files pertaining to the review of all states' proposed legislation.

POLICY 1812.1 – SPECIALIZATION STATE REGULATION OPPOSED

ACA endorses state regulation of professional counselors and is opposed to state regulation of specializations.

POLICY 1813.1 – CRITERIA FOR THE SELECTION OF LEADERS FOR ACA SPONSORED PEOPLE TO PEOPLE AMBASSADOR PROGRAMS DELEGATIONS

Leaders for ACA sponsored People To People Ambassador Programs delegations will be selected by the ACA President. ACA staff will recommend candidates utilizing the following criteria:

1. The leader selected will be a well know name in the counseling profession. This will help to market the program and to ensure that enough ACA members sign up for the delegation to make it viable.
2. The leader selected will have an international orientation. Specifically, the leader will:
 - a. Value cultural differences.
 - b. See alternative approaches in the host country as different and valuable rather than as inferior to US approaches.
 - c. Understand that the ACA delegates have much to learn from counselors in the host country.
3. The leader selected is diplomatic and can further international relations with counselors and dignitaries in the host country.

4. The leader selected has good leadership and group skills. A democratic leadership style is highly valued.
5. The leader selected will set the importance of providing an excellent experience for the delegates as a priority.
6. The leader selected will be willing to spend significant time communicating and planning with the delegates in the months before the delegation.
7. The leader selected will be willing to write a four to six page article for the People To People journal within two weeks of returning from the delegation.
8. In order to avoid the appearance of a conflict of interest, members of the Governing Council, Division presidents, ACA Region Chairs, and Branch Presidents may not be named as a delegation leader during the period in which they serve in office.

Approved: 10/10