

ACASR Leadership Handbook 2008-2009

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LEADER RESPONSIBILITIES

Descriptions of the Responsibilities of the Officers of the
American Counseling Association Southern Region

CHAIR

The Chair shall abide by the ACASR Operating Guide. In addition, the Chair is expected to perform the following duties:

1. Attend the ACASR Fall Leadership Development Conference, ACA Region Chair/Division Meeting(s), and the Regional meetings at the ACA Convention.
2. Attend other ACA branch meetings, committee meetings, and other appropriate meetings when financially feasible.
3. Prepare the agenda for all ACASR Branch Assembly meetings.
4. Arrange the dissemination of reports from all committees and/or officers.
5. Keep an accurate file of all correspondence, reports, etc. received and passes such file to the incoming chair at the end of the term of office.
6. Serve as spokesperson to ACA pertaining to concerns and issues of interest to ACASR.
7. Provide a status report at ACASR Branch Assembly meetings. Copies of the report shall be made available.
8. Arrange for a time and place for the ACASR Branch Assembly to meet at the ACA Convention.
9. Cooperate with the other three region chairs in the conduct of leadership development activities at the ACA Convention.
10. Invite, after election, the chair-elect-elect to attend all business sessions of the ACASR Branch Assembly.
11. Appoint a parliamentarian to serve at all business meetings.
12. Appoint an alternate to the ACA Governing Council meetings.
13. Send to ACA a copy of newly-elected officers and representatives, highlights of the fall Leadership Development Conference, and minutes.
14. Promote correspondence and exchange of programs among the other regions of ACA.
15. Coordinate the annual Fall Leadership Development Conference and serve as a member of the Leadership Development Conference Committee.
16. Procure service plaques and/or certificates as appropriate.

CHAIR-ELECT

The Chair-Elect shall abide by the ACASR Operating Guide. In addition, the Chair-Elect is expected to perform the following duties:

1. Attend the ACASR Fall Leadership Development Conference and the Regional meetings at the ACA Convention.
2. Plan the subsequent year's annual Fall Leadership Development Conference in consultation with an on-site coordinator and the Executive Board.
3. Conduct evaluations of the Fall Leadership Development Conference.
4. Solicit input from branch presidents-elect regarding the subsequent year's annual Fall Leadership Development Conference.
5. Submit a copy of all correspondence involving ACASR to the Chair.

SECRETARY/TREASURER

The Secretary/Treasurer shall abide by the ACASR Operating Guide. In addition, the Secretary /Treasurer is expected to perform the following duties:

1. Attend the ACASR Fall Leadership Development Conference and the Regional meetings at the ACA Convention.
2. Record and maintain minutes of ACASR Branch Assembly meetings and ACASR Executive Board meetings.
3. Be responsible for roll call votes during business meetings.
4. Verify credentials of voting delegates.
5. Disseminate copies of minutes to all branch presidents and the Executive Board no later than thirty (30) days after date of meeting and submit copies to ACA. Forward all records to incoming Secretary/Treasurer by July 1 (minutes, correspondence, reports, etc.)
6. Submit a copy of all correspondence related to ACASR (including those related to the ACASR treasury) to Chair.
7. Keep accurate records of all monies received and disbursed.
8. Maintain a monthly accounting system that provides for an accurate accounting between ACASR and ACA.
9. Approve no disbursements, other than approved budget items verified by a vote of the Executive Board.

10. Collaborate with the Chair-Elect in the preparation of the subsequent year's budget.
11. Provide vouchers to individuals seeking reimbursements for expenditures incurred on behalf of ACASR. Follow ACA reimbursement procedures.
12. Attend the ACA-sponsored treasurers' workshop at the national convention.
13. Sign all vouchers.
14. Follow-up on all vouchers submitted to ACA that have not been paid within thirty days of submission at the request of the person to be reimbursed.
15. Submit reports of the status of the treasury at ACASR Branch Assembly meetings and at other times as requested by the Chair.
16. Distribute copies of the budget (or revised budget) at ACASR Branch Assembly meetings.
17. Deposit ACASR-generated funds into the ACASR account.
18. Bill branches for ACASR assessments during the month of July if authorized in the budget or upon an emergency vote of the ACASR Branch Assembly.

IMMEDIATE PAST CHAIR

The Immediate Past Chair shall abide by the ACASR Operating Guide. In addition, the Immediate Past Chair is expected to perform the following duties:

1. Attend the ACASR Fall Leadership Development Conference and the Regional meetings at the ACA Convention.
2. Carry out nominations and elections procedures according to the ACASR Operating Procedures.
3. Prepare a voting form which will be distributed prior to voting. Voting shall be done by secret ballot.
4. Instruct Nominations and Elections Committee members to count and record votes on a tally sheet. The Nominations and Elections Committee will certify the votes.
5. Announce the winners of the elections for Chair-Elect and Secretary/Treasurer, and the nominees for the position of ACASR Representative to the ACA Governing Council.
6. Submit a copy of all correspondence involving ACASR to the Chair.
7. Submit a written report of all actions at the request of the Chair.
8. Serve as chair of the Strategic Thinking Committee.
9. Prepare and distribute the copies of the ACASR Leadership Handbook to the Executive Board, Branch Presidents and Presidents-Elect, Branch Executive Directors, and ACA Liaison.

REPRESENTATIVE TO THE ACA GOVERNING COUNCIL

The ACASR Representative to the ACA Governing Council shall abide by the ACASR Operating Guide. In addition, the Representative is expected to perform the following duties:

1. Attend (*ex officio*, without vote) all ACASR Branch Assembly meetings at the Fall Leadership Development Conference, the Regional meetings at the ACA Convention, and ACASR Executive Board meetings.
2. Report at each ACASR Branch Assembly meeting and each ACASR Executive Board meeting on events/issues before the ACA Governing Council.
3. Seek input from branch leaders regarding recommendations, resolutions, etc. for ACA Governing Council consideration/action.
4. Be available, when financially supported by the branch, to discuss ACA issues at branch meetings.
5. Provide the ACASR chair information on all ACA Governing Council business related to ACASR, branch, or regions in general.
6. Maintain regular contact with the ACASR chair.

PARLIAMENTARIAN

The Parliamentarian shall abide by the ACASR Operating Guide. In addition, the Parliamentarian is expected to perform the following duties:

1. Serve an one-year term of office upon appointment by the ACASR Chair. .
2. Assist the chair during meetings of the ACASR Branch Assembly to assure that Robert's Rules of Order are applied.

ACASR COMMITTEES

Descriptions of the Structure and Functions of Committees of ACASR

ACASR STANDING COMMITTEES

Nominations and Elections Committee (standing)

The Nominations and Elections Committee, consisting of the ACASR Past-Chair (as committee chair) and two other persons appointed by the ACASR Chair, shall follow the nominations and elections guidelines specified in the ACASR Operating Guide.

Operating Guide Committee (standing)

The Operating Guide Committee shall consist of current members of the Executive Board of ACASR as defined in the ACASR Operating Guide.

The Operating Guide Committee has the responsibility of recommending changes in the ACASR Operating Guide to improve the functioning of ACASR. The committee will also monitor changes in the ACA By-Laws and ACA Policies and Procedures and recommend changes in the ACASR Operating Guide to make them consistent with ACA By-Laws and ACA Policies and Procedures. The committee is responsible for soliciting proposed amendments from the branch leadership, reviewing proposed amendments, drafting proposed amendments, and submitting proposed amendments to the ACASR Branch Assembly in accordance with amendment guidelines specified in the ACASR Operating Guide.

Resolutions Committee (standing)

The Resolutions Committee shall consist of at least three branch presidents. One member shall have been a member of the committee during the prior year. The Committee shall solicit resolutions in advance of any ACASR Branch Assembly business meeting. The committee itself may draft resolutions for consideration at any ACASR Branch Assembly business meeting, and the committee may assist members of the ACASR Branch Assembly in drafting resolutions if a need arises.

Government Relations Committee (standing)

The Government Relations Committee shall consist of a chair and one government relations worker from each branch. The committee shall assist with the dissemination of ACA government relations information to branches. The committee shall also assist with the provision of ACASR government relations training.

Archives and History Committee (standing)

The Archives and History Committee shall be composed of three branch leaders at large. The committee shall locate minutes, programs, photographs, handbooks, and other historical material of ACASR. The committee shall take photographs at ACASR functions and solicit copies of such photographs as may have been taken by others during ACASR functions. The committee shall compile a scrapbook of the year's activities including photographs, programs, and minutes. The scrapbook may contain additional materials as the committee sees fit, such as correspondence, mementos, etc. The committee shall present the scrapbook to the ACASR Immediate Past Chair (who was chair during the year covered by the scrapbook) at the annual fall ACASR Leadership Workshop and arrange for the scrapbook's display at that workshop.

Leadership Development Conference Committee (standing)

The Leadership Development Conference Committee shall be composed of the ACASR Chair, Chair-Elect, Immediate Past Chair, the current site coordinator, and the following year's site coordinator. The ACASR Chair-Elect chairs this committee. The purpose of this committee is to assist the Chair-Elect in planning and carrying-out the subsequent fall ACASR Leadership Development Conference. This includes selection of the specific meeting place; selection of an onsite-coordinator; selection of emerging leader facilitators and emerging leader program content; arrangements for housing and meeting rooms; arrangements for hospitality; solicitation from branch leaders for workshop ideas and needs, development and printing of conference program; solicitation of conference sponsors; communications with prospective and past conference attendees; arrangements for and communications with presenters; registration of conference participants; and conference follow-up and evaluation.

Branch Development Committee (standing)

The purpose of the Branch Development Committee is to assist developing branches who are in the process of reactivation; create a supportive venue for struggling branches; and to provide resources to promote stability, growth, and continual improvement for all Southern Region branches. The committee should be composed of any members from Southern Region who are on the ACA Branch Development Committee as well as a minimum of two other Southern Region branch leaders who are committed to providing mutual branch support.

Branch Awards Committee (standing)

The Branch Awards Committee consists of a chair and additional members as needed. This committee promotes ACA awards and SR recognitions. The committee secures from ACA the guidelines which branches must follow to nominate themselves for ACA branch awards. These national branch awards are presented at the ACA convention. The committee chair insures that ACASR branches are notified of the ACA guidelines and encourages them to submit entries in all award categories. The committee chair, along with similar representatives from the other ACA regions, under the coordination of ACA staff, receives and reviews nominations from all branches and participates in the selection of branch award recipients.

The Branch Awards Committee promotes branch involvement in the ACA individual awards and may submit nominations from ACASR. In addition, the committee makes recommendations to the Chair for individual SR recognitions.

Strategic Thinking Committee (standing)

The Strategic Thinking Committee is responsible for ACASR strategic thinking and consists of the ACASR Executive Board and any of the previous last three SR chairs who are willing to serve. This committee will be chaired by the ACASR Past Chair. The purpose of this committee is : (a) to review the practices of ACASR on an on-going basis; (b) to scan the environment for best practices in leadership training, branch services, and related implementation; and (c) given this on-going review and scanning, to continually revise and refine ACASR practices to ensure optimal services are provided to member branches.

SITE ROTATION & HOSPITALITY SCHEDULE

ACASR FALL PROFESSIONAL DEVELOPMENT CONFERENCE

The following site/hospitality rotation through 2020 has been established for the ACASR fall conference:

2009 North Carolina
2010 Louisiana
2011 Kentucky
2012 Florida
2013 Maryland
2014 Mississippi
2015 North Carolina
2016 South Carolina
2017 Tennessee
2018 Texas
2019 Virginia
2020 West Virginia
2021 - Alabama
2022 - Arkansas
2023 - Florida
2024 – Kentucky

OPERATING GUIDE

for the

AMERICAN COUNSELING ASSOCIATION SOUTHERN REGION

ARTICLE I

Name and Purpose

Section 1. Name

The name of this organization shall be the American Counseling Association Southern Region, hereinafter referred to as ACASR. The American Counseling Association will be hereinafter referred to as ACA.

Section 2. Purpose

The purpose of ACASR shall be to:

- a. Promote communication among the branches comprising the ACASR;
- b. Advise and make recommendations-to the ACA Governing Council's ACASR representative;
- c. Organize and conduct workshops for leaders and emerging leaders of ACASR branches;
- d. Make policy for ACASR regarding regional affairs; and
- e. Serve as liaison between ACASR and ACA.

ARTICLE II

Membership

Section 1. Type of Membership

Membership in ACASR shall be open to any chartered ACA Branch within the geographical region established by the ACA Governing Council.

Section 2. Dues

- a. The ACASR may establish and revise annual dues, if any, for the succeeding year by a two-thirds vote at either its annual Fall or Spring Meetings.

Section 3. Attendance

Any active member of ACA and a branch may attend ACSAR meetings.

ARTICLE III

Officers of ACASR

Section 1. Officers

- a. The officers of ACASR shall be the Chair, Chair-Elect, Immediate Past Chair, and the Secretary/Treasurer.
- b. All officers shall hold branch and ACA membership.

Section 2. Terms of Office

- a. The Chair, Chair-Elect, and immediate Past Chair shall serve for one-year terms or until their successors are elected. The Secretary/Treasurer shall serve for a two year term or until a successor is elected. These terms shall be extended in the event that said successor resigns a position prior to July 1.
- b. If resignation of an officer or the inability of an officer to carry out required duties necessitates an adjustment in the term of office, the remaining officers shall be granted emergency powers as are required to fill all positions until the subsequent election with the following exception: the Chair-Elect shall automatically become Chair.

Section 3. Duties of Officers

- a. The Chair shall be the chief elected officer of the region, and shall preside at all meetings of ACASR. The Chair shall appoint the chair and members of all committees, except when the committee chair is delegated the responsibility for selecting committee members, and shall be an ex-officio member without vote of all committees. Such appointments shall require approval of a majority of the officers. The Chair shall perform the duties customary to the office and such additional duties as directed by the ACASR.
- b. The Chair-Elect shall perform the duties of the Chair in the absence or incapacity of the Chair. The Chair-Elect is encouraged to coordinate with branch leadership when selecting a site for the Fall ACASR Leadership Development Conference.
- c. The Secretary/Treasurer shall perform the duties customary to the offices of Secretary/Treasurer such additional duties as directed by the ACASR. The Secretary/Treasurer shall represent ACASR in assuring the receipt and expenditures of funds in accordance with the directives established by ACA and the ACASR.
- d. The Past Chair shall update the ACASR Leadership Handbook, chair the Nominations and Elections Committee and the Strategic Thinking Committee, and provide support to the Chair.

Section 4. Executive Board

- a. There shall be an Executive Board, chaired by the ACASR Chair, consisting of the officers as voting members and the ACASR representative to the ACA Governing Council as *ex officio* member without vote.
- b. Meeting of the Executive Board shall be called by the Chair for the purposes of reviewing organizational goals and objectives, planning activities for the year, and representing ACASR as may be required between ACASR meetings.

Section 5. Executive Board Compensation and Expenses

None of the elected officers of ACASR shall receive any compensation for their services as such to the organization. The necessary expenses of the officers may be approved in accordance with the ACASR budget and ACA policies and procedures.

ARTICLE IV

Elected Representative to the ACA Governing Council

Section 1. ACASR Representative to ACA Governing Council

This individual shall be designated as the elected representative to the ACA Governing Council and shall hold membership in the ACASR, ACA, and a branch.

Section 2. Term of Office

The term of office for the Branch Representative to the ACA Governing Council shall comply with the ACA By-Laws. The regular term of office should be three years and a person shall not be re-elected for a period of at least three (3) years following completion of his/her term.

Section 3. Duties

- a. To carry out the duties/functions as described in ACA By-Laws;
- b. To report at all ACASR meetings; and
- c. To carry out duties/functions as directed by the ACASR.

ARTICLE V

**The ACASR
Operations and Functions**

Section 1. Composition of the ACASR

The following members shall comprise ACASR:

- a. One voting delegate from each of the branches of ACASR;
 - 1. The president is the voting delegate.
 - 2. In the absence of the president, the president may designate either the president elect or past president as a proxy.
 - 3. Should none of the three (3) presidents be available to attend the ACASR business meeting, the president may designate a branch executive, secretary, or treasurer to be the branch proxy. This individual must be an ACA member and the proxy must be received in writing prior to the beginning of the business meeting.
- b. The ACASR Chair, Chair-Elect, Immediate Past Chair, and Secretary/Treasurer; and
- c. The ACASR Representative to the ACA Governing Council (*ex officio*).

Section 2. ACASR Voting Privileges

- a. Each ACASR officer and voting delegate shall have one vote with the following exceptions:

1. The Chair-Elect, immediate Past Chair, and the Secretary/Treasurer shall be polled only in the event of a tie vote among the branch voting delegates;
 2. The Chair shall be polled only in the event of a tie vote among the branch voting delegates, the Chair-Elect, the Immediate Past Chair, and the Secretary/Treasurer; and
 3. The ACA Governing Council Representative shall be without vote.
- b. A simple majority of the voting branch delegates and Executive Board voting members shall constitute a quorum.

Section 3. ACASR Powers and Functions

- a. To advise leaders of ACASR and to formulate, recommend, and approve operating guidelines for ACASR; and
- b. To elect ACASR officers and nominate candidates for the ACA Governing Council Representative.

ARTICLE VI

Meetings

Section 1. Business Meetings

Business meetings will be the meetings of the ACASR, which will occur during the annual fall ACASR Leadership Workshop and the national ACA convention. Business meetings may occur at additional times at the request of the majority of the voting members of the ACASR.

Section 2. Regional Leadership Workshop

ACASR shall be responsible for planning and implementing one ACASR Leadership Workshop in the Fall of each year. Additional workshops shall be organized at the discretion of the majority of the voting members of the ACASR.

ARTICLE VII

Finances

Section 1. Sources of Funds

Activities of ACASR shall be supported by the following:

- a. Annual dues from each branch, if approved by the ACASR Branch Assembly, payable to the ACASR Treasurer no later than the convening of the first business meeting at the fall ACASR Professional Development Leadership Conference;
- b. Conference registration fees stipulated by the ACASR Executive Board; and
- c. Funds, if any, allocated to ACASR within the ACA budget.

Section 2. Accounting Procedures

ACASR shall follow the accounting guidelines prescribed for Regions by ACA.

ARTICLE VIII

Nominations and Elections

Section 1. Nominations and Elections Committee

There shall be established a Nominations and Elections Committee consisting of the Immediate Past Chair of ACASR as committee chair and two other persons appointed by the present ACASR Chair. The purpose of the Nominations and Elections Committee is to provide for the nomination and election of the ACASR Officers and the ACASR Representative to the ACA Governing Council.

Section 2. Nomination of ACASR Chair-Elect and Secretary/Treasurer

- a. No later than 50 (fifty) days prior to the election of the ACASR Chair-Elect and/or the ACASR Secretary/Treasurer, the Nominations and Elections Committee shall solicit from each member branch no more than one eligible nomination for each vacant office.
- b. Nominees must be active members of any member branch and also members of ACA.
- c. The Nominations and Elections Committee shall not accept more than one nominee for each vacant office from any branch. Branch nominations shall include the nominee's name and a two-page maximum leadership resumé for each candidate; the branch is responsible for securing the consent of the nominee(s) prior to nomination.
- d. In the event that branches fail to nominate an individual(s) to fill the vacant offices, the ACASR Executive Board shall name at least one nominee, upon receiving consent of the person(s) nominated.
- e. The total number of nominated persons for each office constitutes the slate for that office.
- f. The Nominations and Elections Committee shall present the slate of candidates for all vacant offices to the ACASR Branch Assembly at the annual fall Leadership Development Conference.
- g. Floor nominations of eligible candidates shall be in order. Resumés for these individuals shall be made available (verbally or printed) at the time of election.

Section 3. Election of Chair-Elect and Secretary/Treasurer

- a. The election of Chair-Elect and Secretary/Treasurer shall occur during the ACASR meeting at the fall Leadership Development Conference.
- b. For each vacant position the Nominations and Elections Committee shall announce, in a communication to the member branches, the names and resumé of eligible candidates whose nominations materials were received at least thirty (30) days prior to the election. This communication must be sent to branches no later than twenty (20) days prior to the election. The publication shall also contain a description of the election procedures as specified in the following sub-section.

- c. The Nominations and Elections Committee shall conduct all elections for officers by secret ballot.

Section 4. Nomination of the ACASR Representative to the ACA Governing Council

- a. During the second year of the term of the current ACASR Representative to the ACA Governing Council, the Nominations and Elections Committee shall solicit from each member branch no more than one eligible nomination for that position no later than fifty (50) days prior to the ACASR business meeting at the annual ACA convention. Nominees must be current or past presidents of member branches, current branch members, and current ACA members.
- b. The Nominations and Elections Committee shall not accept more than one nominee for representative to Governing Council from any branch. Branch nominations shall include the nominee's name and a two-page maximum leadership resumé for each candidate; the branch is responsible for securing the consent of the nominee prior to nomination.
- c. Floor nominations of eligible candidates at the ACASR business meeting immediately prior to the ACA convention shall be in order. Verbal or printed resumé for these individuals shall be made available at the time of election.
- d. From the nominees for ACASR Representative to the ACA Governing Council, the ACASR will select a final slate of up to two candidates for the position at its business meeting at the annual ACA Convention. This shall occur during the middle year of the term of the current ACASR Representative to the Governing Council.

Section 5. Election of Representative to the ACA Governing Council

- a. The ACASR Nominations and Elections Committee shall provide, in a publication to the member branches, the names of eligible ACA Governing Council nominees whose materials were received at least thirty (30) days prior to the meeting of the ACASR at the ACA convention. This information must be sent to branches no later than twenty (20) days prior to the selection of a final slate for the election. The publication shall also contain a description of the election procedures as specified in the following sub-section.
- b. The name(s) of the final candidate(s) selected by the ACASR at the ACA convention will be given to the ACA Nominations and Elections Committee for the official ACA election ballot.

Section 6. Nomination of ACA President-Elect

The nomination, selection and announcement of the candidate(s) from ACASR for ACA President-Elect shall occur only at the ACASR business meeting at the ACA convention.

ARTICLE IX

Publications

ACASR shall not publish a regional newsletter. The ACA Counseling Today and/or branch newsletters will be used as means of communication as appropriate.

ARTICLE X

Committees

Section 1. Standing Committees

Standing committees of ACASR shall be the Nominations and Elections Committee, Operating Guide Committee, Resolutions Committee, Government Relations Committee, Archives and History Committee, Branch Development Committee, Branch Awards Committee, Strategic Thinking Committee, and the Leadership Development Conference Committee. The ACASR Chair shall appoint members of the standing committees for one year periods unless specified otherwise in ACASR Policies and/or Procedures.

Section 2. Special Committees

Special Committees shall be designated at the discretion of the Chair. The Chair shall make one-year appointments except as otherwise directed. Such appointments and terms of service shall become a part of the records of ACASR.

Section 3. Committee Reports

Each standing and special committee shall make written or verbal reports of its activities and status to the ACASR at both of the regularly-scheduled business meetings and shall report at any other time requested to do so by the Chair or the ACASR.

ARTICLE XI

Amendments to the Operating Guide

This Operating Guide may be amended at any regularly scheduled ACASR by a majority vote, provided that the amendment has been submitted in writing to the Executive Board and Branch Presidents—at least twenty (20) days prior to the meeting at which they will be considered. The Operating Procedures may also be amended by a unanimous vote of branch delegates at a regularly scheduled meeting of the ACASR.

ARTICLE XII

Fiscal Year

The fiscal year of ACASR shall coincide with that of ACA.

ARTICLE XIII

Rules of Order

Robert's Rules of Order (Henry Martin Roberts), latest edition adopted by the ACA Governing Council, shall govern the proceedings of ACASR except where otherwise specified in these Operating Procedures.

Revised: March 29, 2008