

ACA Leadership Handbook - Branches

JULY 2015

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SECTION I – GENERAL INFORMATION

ACA Leadership Handbook

INTRODUCTION

This handbook is designed to assist you in your Region Leadership role with the American Counseling Association.

Please keep this information handy. Many of the questions you will have can be answered by information contained in the handbook.

Do not hesitate to contact Leadership Services if you need assistance. You can contact Holly Clubb at hclubb@counseling.org or Christie Lum at clun@counseling.org

Best wishes for a successful and rewarding leadership year.

ACA Mission Statement

The mission of the American Counseling Association is to enhance the quality of life in society by promoting the development of professional counselors, advancing the counseling profession, and using the profession and practice of counseling to promote respect for human dignity and diversity.

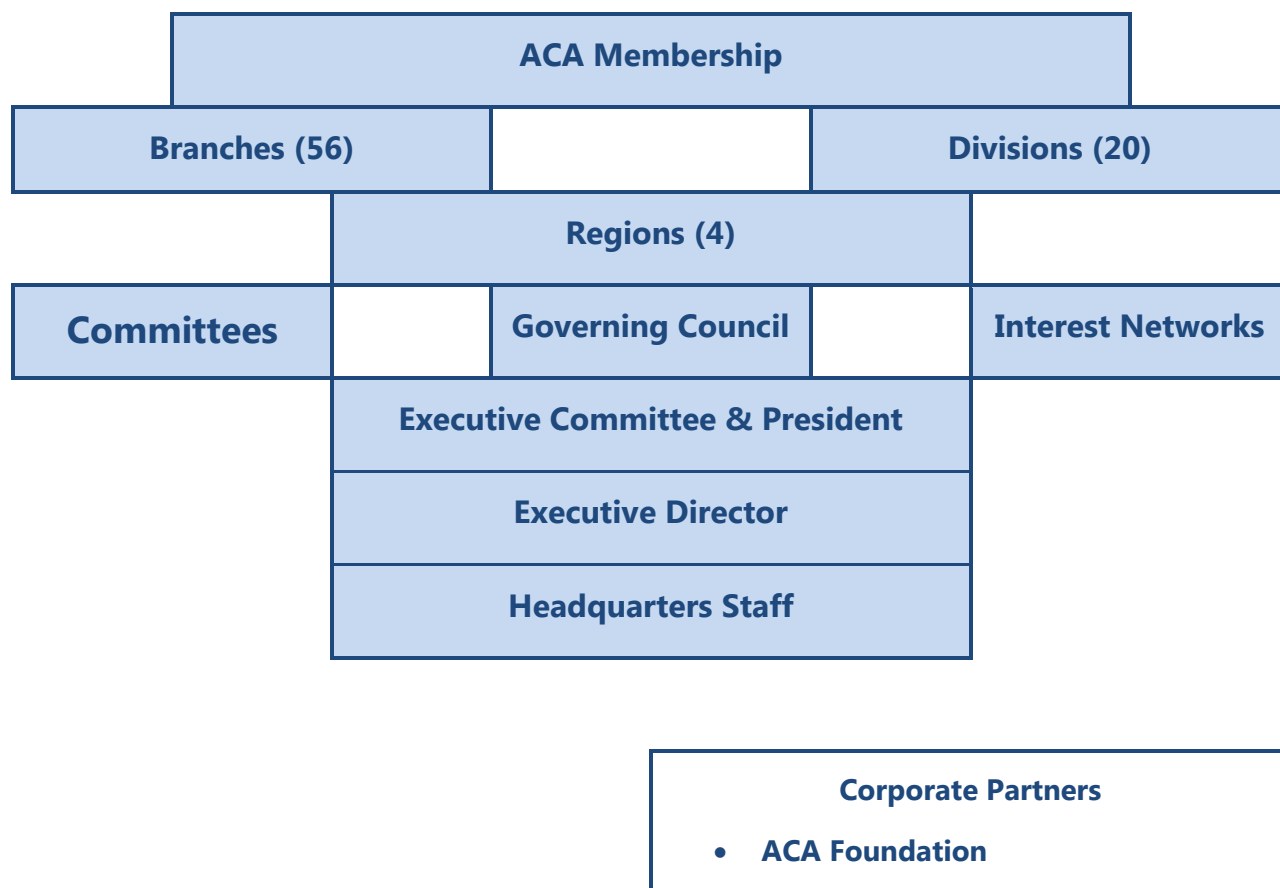
ACA Vision Statement

The American Counseling Association is the publicly recognized organization to which all professional counselors belong.

ACA Strategic Priorities

1. ~~Re-engineering Governance~~ Completed
2. Improving member services and benefits to address 21st century needs
3. Balancing practice with academia
4. Advocating for the profession
5. Strengthening the organization

Bylaws and Governance Structure



The ACA Bylaws set forth the basic governance structure for the administration of Association affairs. Association leaders, including ACA national, division, region, and branch officers, should familiarize themselves with the policies and guidelines set forth in the Bylaws, the Policies and Procedures Manual, and Operating Handbooks.

REGIONS AND BRANCHES

ACA has 56 Branches, including each state, plus the District of Columbia, Europe, Latin America, Puerto Rico, Virgin Islands, and the Philippines. The Branches are organized into four regions: ACA Midwest Region, ACA North Atlantic Region, ACA Southern Region, and ACA Western Region. A region chair is elected for each region.

MIDWEST REGION

Illinois	Minnesota (inactive)	Ohio
Indiana	Missouri	Oklahoma
Iowa (inactive)	Nebraska	South Dakota
Kansas	North Dakota	Wisconsin
Michigan		

NORTH ATLANTIC REGION

Connecticut	Massachusetts (inactive)	Puerto Rico
Delaware	New Hampshire (inactive)	Rhode Island (inactive)
District of Columbia	New Jersey	Vermont
Europe	New York	Virgin Islands
Maine	Pennsylvania	

SOUTHERN REGION

Alabama	Latin America (inactive)	South Carolina
Arkansas	Louisiana	Tennessee
Florida	Maryland	Texas
Georgia (inactive)	Mississippi	Virginia
Kentucky	North Carolina	West Virginia

WESTERN REGION

Alaska	Idaho	Philippines
Arizona	Montana (inactive)	Utah
California	Nevada	Washington
Colorado	New Mexico	Wyoming
Hawaii	Oregon	

DIVISIONS

	Name of Division	Date Chartered
AADA	Association for Adult Development and Aging	1986
AARC	Association for Assessment and Research in Counseling	1965
ACAC	Association for Child and Adolescent Counseling	2010
ACC	Association for Creativity in Counseling	2004
ACCA	American College Counseling Association	1991
ACES	Association for Counselor Education and Supervision	1952
AHC	Association for Humanistic Counseling	1952
ALGBTIC	Association for Lesbian, Gay, Bisexual & Transgender Issues in Counseling	1996
AMCD	Association for Multicultural Counseling and Development	1972
AMHCA	American Mental Health Counselors	1978
ARCA	American Rehabilitation Counseling Association	1958
ASCA	American School Counselor Association	1953
ASERVIC	Association for Spiritual, Ethical, and Religious Values in Counseling	1974
ASGW	Association for Specialists in Group Work	1973
CSJ	Counselors for Social Justice	1999

IAAOC	International Association of Addictions and Offender Counselors	1974
IAMFC	International Association of Marriage and Family Counselors	1989
MGCA	Military and Government Counseling Association	1984
NCDA	National Career Development Association	1952
NECA	National Employment Counseling Association	1966

COMMITTEES AND SPECIAL INTEREST NETWORKS

Committees:

- Audit Committee
- Awards Committee
- Branch Development Committee
- Bylaws and Policies Committee
- Compensation Committee
- Ethics Committee
- Financial Affairs Committee
- Graduate Student Committee
- Human Rights Committee
- International Committee
- Nominations and Election Committee
- Professional Standards Committee
- Public Policy and Legislation Committee
- Publications Committee
- Research and Knowledge Committee

Special Interest Networks:

- ACA Ethic Interest Network (approved October 2010)
- International Counseling Interest Network (approved June 2012)
- ACA Interest Network for Professional Counselors in Schools (approved October 2008)
- Animal Assisted Therapy in Mental Health Interest Network (approved November 2009)
- Children's Counseling Interest Network (approved March 2002)
- Counseling and Technology Interest Network (approved March 2015)
- Counseling Veterans Interest Network (approved June 2012)
- Forensic Counseling Interest Network (approved October 2008)
- Grief and Bereavement Interest Network (approved October 2007)
- Historical Issues in Counseling Network (approved November 2006)
- Interest Network for Advances in Therapeutic Humor (September 2002)
- Interest Network for Integrated Care (approved March 2013)
- Multiracial/Multiethnic Counseling Concerns Interest Network (approved March 2002)
- Network for Jewish Interests (approved March 2002)
- Neurocounseling Interest Network (approved March 2015)
- Sexual Wellness in Counseling (approved March 2013)
- Sports Counseling Interest Network (approved March 2006)
- Traumatology Interest Network (approved March 2003)
- Wellness Interest Network (approved October 2008)
- Women's Interest Network (approved March 2002)

CORPORATE PARTNERS

American Counseling Association Foundation

Created by ACA in 1979, the American Counseling Association Foundation's (ACAF) purpose is to enhance excellence in human development through strengthening the counseling profession, developing human and material resources, supporting innovative research and services, and fostering collaborative efforts in response to societal needs.

ACAF is supported by gifts from individuals, corporations, and foundations as well as ACA divisions and branches. As a 501(C) (3) corporation, donations to ACAF are tax deductible.

COMMUNICATIONS

ACA Communities

ACA Connect Community is ACA's member-only private social network. It allows ACA leaders to interact and communicate online and via email to exchange ideas, experience, knowledge, and wisdom from their peers. Join discussion groups to start or contribute to a conversation.

The ACA Branch Connect Community includes Branch Presidents, Branch President-elects, Branch Executive Directors, ACA President, ACA President-elect, Region Chairs, Region Chair-elects, and select ACA Staff.

Here's a quick overview of some of the features you can expect in the ACA Connect Communities:

- Enhanced discussion capabilities. Now you'll receive emails that are more structured and easier to read than a traditional listserv.
- Granular privacy controls. You can have complete control over what information you share with members of the community and your contacts.
- Centralized subscription management. You can manage your subscriptions to all discussions in one place. Choose to receive daily digests or real-time emails by group.
- Resource sharing. All attachments posted to discussions are archived in a dedicated Resource Library. You can also add documents to share anytime you want.

We encourage you to take 10 minutes and visit the ACA Branch Leader Community now. To login to the new community, use your normal ACA username and password.

Once you log in, please follow these four quick steps to get started in the ACA Branch Leader Community:

1. Visit your profile page (link at top right of the screen) and take a few moments to complete as much of the information as possible. You will be able to add a photo and bio, as well as specify your Professional Associations, Job History, and Educational background. Tip: if you have a LinkedIn profile you can easily import the information there, as well as your photo, by using the "Update your information from LinkedIn" feature.

2. Adjust your privacy setting and customize your contact preferences by clicking "My Privacy Settings" from the menu on the left of the profile page.
3. Customize how you'd like to receive updates on the discussions of which you are a part in "My Subscriptions", located on the menu on the left of the Discussions page. You can opt to receive messages via email in real time (each message as it is posted), as a daily digest, or no emails. If you prefer to receive messages in a listserv format, which allows you to respond to messages directly via email rather than through the online community, you can do so by selecting "Legacy."
4. Visit the ACA Branch Leader Community to which you have already been subscribed, by clicking "Discussions" from the main menu of the page. The Community also includes a library feature that allows you to share resources with other members, including documents, videos, and audio files.

Please contact Holly Clubb at hclubb@counseling.org or Christie Lum at clum@counseling.org if you have any questions regarding the Communities.

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ACA Toll-Free Numbers:

ACA: (800) 347-6647

FAX: (800) 473-2329

ACA Institute for Leadership Training Dates

2016

2016 Institute for Leadership Training – July 27 – 30, 2016

ACA Annual Conference Dates

2016

ACA Conference – March 30 – April 3
Montreal, Canada

2016 Governing Council Meetings and Deadlines

Meeting Date	March 29-30, 2016
Deadline for Submitting Bylaws for Review	December 28, 2015
Deadline for Agenda Items/Submitting Motions	February 1, 2016

Section II - BRANCHES

Bylaws – March 2015

Article VII - Branches of the Association

Section 1. Organization of Branches.

- a) The Association shall include one or more Branches, each of which shall consist of at least fifty members in good standing in the Association, each whom are residence of such geographic subdivision. For the purposes of these Bylaws, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, Foreign Countries, and such other geopolitical subdivisions, when chartered by Governing Council, shall be considered to be Branches.
- b) No Branch shall be organization or operated except in accordance with the Article of Incorporation and Bylaws of ACA.
- c) The purposes of a Branch shall be in accordance with those of ACA.

Section 2. Formation of Branches.

The Governing Council shall have the power to charter Branches, but only one Branch may be chartered in any State in the United States, the District of Columbia, the Commonwealth of Puerto Rico, and U.S. Virgin Islands. Two-thirds of the votes cast by members of Governing Council who are present at a meeting where there is a quorum shall be necessary to grant a charter to a new Branch.

Section 3. Autonomy of Branches.

- a) A Branch of the Association shall be free to conduct its affairs at the Branch level but shall do so only in compliance with the Articles of Incorporation and the Bylaws of ACA. The Governing Council shall establish such policies and procedures for Branch Operations necessary to ensure responsible fiscal operations.
- b) A Branch shall include on its Governing Body a representative from each chartered ACA Division in the Branch.
- c) All elected officers of a Branch shall be members of ACA.

- d) A Branch may adopt its own name, but in all instances shall identify itself as "A Branch of the American Counseling Association."

Section 4. Branch Divisions, Chapters, and Interest Sections.

- a) A Branch Division must be chartered by the Branch within which it is located and by the National Division which it represents, consistent with the Bylaws of ACA, the Branch and the National Division.
- b) All officers of a Branch Division shall be members in good standing of ACA, the Branch, and the corresponding National Division.
- c) A Branch Chapter shall consist of persons who organized on the basis of a local geographic unit within the Branch in accordance with the Bylaws and policies of the Branch.
- d) A Branch Interest Section shall consist of persons who organize on either a Branch or local basis in accordance with the Bylaws and policies of the Branch to promote a professional interest not otherwise provided for the Divisional structure.
- e) Each Branch shall provide for the organization and affiliation with the Branch of such Branch Divisions, Chapters, and Interest Section as may be established in accordance with the policies and procedures adopted by the Governing Council.

Section 5. Proposed Amendments to Basic Documents.

Proposed amendments to the Articles of Incorporation or the 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 and Policies Committee which will transmit to the Governing Council such proposed amendments with or without recommendation regarding each proposed change at least six weeks before the next regularly scheduled meeting of the Governing Council. Any such proposed amendment cannot take effect until approved by the ACA Governing Council.

Section 6. Reports.

Each Branch shall transmit to the ACA President the names of its directors and officers promptly following their election or appointment. Each Branch shall transmit a written annual report to the ACA President who shall distribute the report to the Governing Council.

Section 7. Involuntary Revocation of a Charter.

The Governing Council shall have the power to revoke the charter of a Branch when it is deemed in the best interest of ACA to do so.

- a) Before final action may be taken with respect to the revocation of the charter of a Branch, a notice of intent to revoke must first be passed by majority of the members of Governing Council present and voting and the Branch in question advised in writing of the reasons for the proposed action. The Branch shall have until the next national meeting of the Association (but in no case less than nine months) to effect remedial measures or otherwise bring itself into compliance with the Bylaws of the Association.
- b) Two-thirds of the votes cast by the members of the Governing Council who are present at a meeting where there is a quorum shall be necessary to revoke the charter of a Branch.

Section 8. Voluntary Withdraw of a Branch.

An organization's status as a Branch of ACA may be voluntarily withdrawn only in compliance with ACA Bylaws, policies, and procedures adopted by the ACA Governing Council.

Policies & Procedures for Divisions – March 2013

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 Regional leaders and other ACA leaders;
9. To attend ACA Institute for Leadership Training.

Bylaws References: Article VII; Section 3 (a-c); Section 6.

Adopted: 09/17/95, Revised: 10/07; 3/13

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: 05/27/97; Revised: 06/11/99; 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: 03/19/96; 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 REVISIONS

- A. Bylaws Review:** Branch bylaws will be reviewed every ten (10) years by the ACA Bylaws and Policies 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 Bylaws and Policies Committee.
- 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 the Bylaws and Policies Committee.

Approved: 06/11/99; Revised: 10/28/10

Financial Information for Leaders

Budgeting:

Within the next few months, many of you may be faced with the task of approving your organization's operating budget. Outlined below are a few concepts of budgeting that may help in the preparation.

- The responsibility of developing the annual operating budget rests with all board members.
Your budget should be approved by your governing body.
- The manner in which a budget is developed could adversely influence planned programs, benefits, and projects.
- A budget is simply a tool. It is a plan. It is a quantified set of assumptions that translates the goals of a strategic plan and converts them into the programs, benefits, and projects needed to carry out the mission of the organization.
- Some budget line items can be predicted with a great deal of certainty while others cannot.
- The more conservative a budget the more flexible it can be. Try to budget for some contingencies.
- Budgets based on complete and timely information are generally more accurate.
- Barring significant changes, financial performance tends to follow the historical trends of the organization. It is often helpful to have the financial information from the last 2-3 full years available to review.
- A comparison to the current year activity and projections, if reasonably, accurate, is a good indicator whether a budget is realistic.
- Budget overruns are acceptable. Too many budget overruns or significant budget overruns could be problematic.

Budgets vary greatly from organization to organization and even within organizations. There is not a set format that budgets must follow nor are there standard categories that must be used. Even the method used to calculate and measure costs widely differ. However, if you exercise due diligence and have a basic understanding of the concepts presented not only will budgeting be easier but monitoring it will also be easier.

Financial Statements:

As organizational leaders and officers, each of you has a duty to oversee the finances of your respective organizations. Given this fiduciary responsibility and a litigious society, it is essential for anyone involved with Associations to have a general understanding of the organizations financial health and condition. An organization's financial health and position is measured through its financial statements. It is very important to understand what basis the organization's financial statements are being prepared. Cash basis financial statements record transactions when cash is received and/or disbursed which can be misleading. Accrual basis statements record transactions when incurred and are far more accurate. That is why accrual basis financial statements are required by generally accepted accounting principles. Just as a thermometer can be used to take an individual's temperature to diagnosis illness and/or evaluate health, financial statements can be used to measure the financial health of an organization. However, just as an elevated temperature will not indicate the specific illness, the financial statements will not specifically indicate the cause of an organization's performance whether good or bad. Only by understanding why the financial statements indicate certain information can a manager evaluate a potential problem or promising trend.

To assess an organization's financial status a minimum of two reports should be routinely provided: the Balance Sheet (also called the statement of financial position) and the Statement of Revenue and Expenses (also called the statement of activities). When prepared and understood in a complete, accurate, and timely manner these reports will provide the financial pulse of an organization and answer some of those questions (below) needed for leaders to carry out their fiduciary responsibility and make informed decisions.

Where do we stand as of the date of the report?

- Are we financially viable?
- What is our cash position?
- Are bills being paid on time?
- Where do we stand with investments?
- How did they perform last month? Last year?

Are we doing as anticipated?

- Are revenues going to meet the budgeted goal? If not, which ones and why?
- What are we doing to address those revenues that may not meet the budgeted goal?

- Are expenses going to meet the budgeted goal? If not, which ones and why?
- What are we doing to address those expenses that may not meet the budgeted goal?

What concerns should we be aware of and why?

- Where do you think we will finish the fiscal year?
- Are there any other concerns that we should be aware of?

Reports

Each Division shall transmit to the ACA President the names of its directors and officers following their election or appointment. Each Division shall transmit an annual written report to the ACA President who shall distribute to report to the Governing Council.

Deadline for Submitting Bylaws for Review:

Meeting Date	March 29-30, 2016
Deadline for Submitting Bylaws for Review	December 22, 2015
Deadline for Agenda Items/Submitting Motions	February 1, 2016

Free Benefits From ACA

Bulletin Board Submission Guidelines

ACA divisions, regions and branches are welcome to list their upcoming events, calls for papers/proposals, editorial board/committee openings, and similar announcements in the Bulletin Board section of *Counseling Today* for free. Items for the Bulletin Board must be submitted via e-mail to Heather Rudow (at hrudow@counseling.org) with "Bulletin Board" in the subject line. Entries must be:

Limited to 125 words or less
Attached in a Word document
Single-spaced
Justified
Times font in black

Do not send submissions with tables, tabs, bullet points, logos/letterhead, colors, or uncommon fonts. Submissions are subject to editing to meet space, grammar and style requirements. Be sure to include a contact person with an e-mail address or phone number to call for more information. The deadlines are noted below:

For a suggested format and the information needed for each type of listing, please see the Bulletin Board section in the current issue of *Counseling Today* or contact Jonathan Rollins at jrollins@counseling.org.

Please note that not all submissions are accepted for publication. Submissions may be accepted or rejected at the discretion of the editor-in-chief.

Non-calendar item announcements will be published a maximum of three consecutive months, after which an updated version of the announcement must be resubmitted for inclusion.

ACA RESOURCE KIT

Free Materials from ACA for Your Meeting or Conference

Is your Branch holding a seminar or conference for more than 25 attendees? Would you like to receive a Resource Kit from ACA, which includes membership, conference, and publications brochures and catalogs, along with items for giveaway or raffle? The Kit is free but in order to receive one, you will need to [fill out our resource kit form](#) at least three weeks prior to your event.

We appreciate the opportunity to raise awareness of ACA and the counseling profession through your event!

ACA EVENT CALENDAR

Divisions may submit short announcements about their workshops/conferences to Leadership Services to be included on the Master Calendar on the ACA website, Division Connect Community Calendar, and ACA eNews.

Please provide the following information:

Name and Date of Event:

Theme of Event (if any):

Location:

Contact Person and email/phone for Contact Person: