



**AMERICAN COUNSELING  
ASSOCIATION**  
*counseling.org*

Dear ACA Members:

The lifeblood of the American Counseling Association are its volunteers. In addition to contributing your knowledge and expertise, this is a great way to interact with your colleagues and make an impact on your profession!

Opportunities to volunteer for professional, retired, student, and regular members include appointments to committees, task forces, and shorter term assignments (some involve as little as one hour for the whole year!). Last year, we set a record for the number of members who wanted to volunteer and our goal is to top that number this year!

Here are the categories of volunteers that we seek:

- Serving on a standing committee
- Possible appointment to an ACA Task Force that typically lasts one year or less in length
- Possible “micro volunteering” opportunities, which provide a chance to contribute your expertise and interest in short term projects
- Become an ACA Advocate and sign up for ACA Government Affairs Legislative Action Alerts – help us take action on legislation and policies that impact the counseling profession and its clients. For more information, please visit <https://www.counseling.org/government-affairs/actioncenter>
- If you are currently a graduate student, apply to be an ACA Annual Conference Grad Student Volunteer. For more information, please visit <https://www.counseling.org/conference/register/graduate-student-volunteer-program>.
- Share your thoughts and experiences with ACA’s Professional Counselor Focus Group, where ACA will send you surveys and opportunities to provide insights on the resources, support, and action you need to be successful in your career

ACA members may apply or nominate others to be considered for appointment by completing an online form available at <https://www.counseling.org/about-us/governance-bylaws/committees/committee-nominations-and-appointments>.

For some (but not all) volunteer positions, the following areas may be considered:

- Prior leadership in ACA branches, regions, divisions, or committees
- Professional counselor licensure and national certification and/or other appropriate licensure or certification credentials
- Demonstrated knowledge, expertise, and experience within the area directly

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related to the work of the volunteer assignment

- A commitment to participate in assigned volunteer activities and to respond to requests in a timely fashion

**Call for Volunteers For Terms Beginning July 1, 2020**

- A. We will accept volunteer applications from October 1 through November 29, 2019.
- B. The volunteer year begins on July 1, 2020
- C. Notification of volunteer assignments will be announced no later than May 1, 2020
- D. ACA members may indicate interest in more than volunteer position
- E. You may only serve on one committee, which have three year terms for professional members and a one year term for student members.
- F. All volunteers sign a statement of commitment agreeing to meet the expectations and requirements associated with volunteer service.
- G. In regard to committee service, an overview of the Administrative Rules and Regulations for Committees can be found on pages 4 and 5 of the Committee Nomination Packet on our website at <https://www.counseling.org/about-us/governance-bylaws/committees/committee-nominations-and-appointments>. Members are encouraged to review the rules and regulations before applying for a committee position.
- H. Only current ACA members are eligible to serve on ACA committees. A lapse in membership may cause an individual to be removed from the committee.
- I. If possible, volunteers should plan to attend the 2021 ACA Annual Conference in Orlando at their own expense and to participate in any meetings of your volunteer team, if scheduled. In some instances, serving on a committee may restrict an individual's ability to publish or take on additional roles in ACA.

Volunteering is a great way to be involved with the counseling profession so please consider joining us by submitting your name by November 29, 2019!

***If you have questions regarding the Call for Volunteers for the fiscal year beginning July 1, 2020 please email Amy Smith, ACA Governance Administrator at [asmith@counseling.org](mailto:asmith@counseling.org)***



## ACA COMMITTEES

The responsibilities of each of the ACA committees for which nominations are being sought follows:

### Awards Committee

The Awards Committee shall develop procedures and administer the awards program for the Association.

### Branch Development Committee

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.

### Bylaws

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.

### Ethics Committee

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.

### Graduate Student Committee

The ACA 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.

### Human Rights Committee

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.

### International Committee

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.

### Professional Standards Committee

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.

### Public Policy and Legislation Committee

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.



### **Publications Committee**

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.

Beginning July 1, 2016, members of the Publications Committee cannot put forth proposals for personally authored or edited books or other media during their term. Contributions to other authors' works (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.

### **Research and Knowledge Committee**

The Research and Knowledge Committee shall promote the advancement and dissemination of research and knowledge in counseling.

## **ADMINISTRATIVE RULES AND REGULATIONS FOR ACA COMMITTEES**

### **Introduction**

The intention of the Governing Council is to appoint nominees to committees who have demonstrated skill and knowledge in the areas which 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 branches.

### **Appointed Positions (Policy 201.3)**

Appointed positions within the association (such as Committee Chair or Member, Organizational Affiliate Representative, Treasurer, etc.) must be held by Professional members as defined in Article II-1-c of the Bylaws.

### **1100-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.

### **1100- AR.2 – Committee Member Restrictions**

- A. Maximum Number of Committee Appointments: ACA members may not serve concurrently on more than one ACA Standing Committee.
1. ACA members who accept an appointment to an additional ACA Standing Committee must resign from any other ACA Standing Committee on which they currently are serving.
  2. Requirement to Resign Exception: The ACA President serves without vote on all ACA 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 ACA 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.

### **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.

### **1100-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.

### **1100-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.

### **1100-AR.6 – Committee Vacancies**

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



### **1100-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 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.