



COUNSELING

ASSOCIATION

POLICIES AND PROCEDURES

BYLAWS

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Definition of Counseling

The Practice of Professional Counseling:

The application of mental health, psychological or human development principles, through cognitive, affective, behavioral or systemic intervention strategies, that address wellness, personal growth, or career development, as well as pathology.

Professional Counseling Specialty:

A Professional Counseling Specialty is narrowly focused, requiring advanced knowledge in the field founded on the premise that all Professional Counselors must first meet the requirements for the general practice of professional counseling.

Adopted by ACA Governing Council, October 17-19-1997

Introduction

PURPOSE

The Alabama Counseling Association (ALCA) is a state branch of the American Counseling Association (ACA). Serving as a dynamic network of professional counselors in the State of Alabama, ALCA is devoted to the professional development and maintenance of high standards for those involved in the counseling profession. ALCA membership currently includes 2000 professionals.

BENEFITS

The ALABAMA COUNSELING ASSOCIATION offers you tremendous opportunities for professional growth. These opportunities include:

- Annual fall conference
- Drive-in workshops
- Opportunities for CEU credits
- The Quarterly (Newsletter)
- ALCA JOURNAL
- Chapter and Division Newsletters
- Affiliation with ACA.
- Liability and and Personal Insurance
- Legislative Monitoring
- Counseling Issues Advocacy
- Strong State Office
- Liaison with Licensure Board
- Administrative Advice from Executive Director
- ALCA Legalese, a free legal advice service
- Active listserv sharing current information
- Informative Website

DIVISIONS

ACCA - Alabama College Counseling Association: serves professionals who are fostering and promoting student development in post secondary education.

ALACES - Alabama Association for Counselor Education and Supervision: emphasizes the need for quality education and supervision of counselors in all work settings.

ALAMCD - Alabama Association for Multi-cultural Counseling and Development: develops programs specifically to improve ethnic and racial empathy and understanding.

ALSCA - Alabama School Counselor Association: provides a common framework for all professionals engaged in school counseling.

ALCDA - Alabama Career Development Association: provides vital career counseling services to counselors and allied professionals working in schools, colleges, military services, correctional institutions, businesses, and community agencies.

ALMHCA - Alabama Mental Health Counselors Association: maintains and improves the quality of mental health services nationwide and promotes prevention practices.

ALGBTICAL- The Association for Lesbian, Gay, Transgender, and Bisexual Issues in Counseling in Alabama serves as an educational resource for counselors regarding LGBT individuals and related issues.

ALASGW - Alabama Association for Specialist in Group Work: assists and furthers interests of children, youth, and adults by providing effective services through the program medium.

ALASERVIC - Alabama Association for Spritual, Ethical and Religious Values Issues in Counseling: seeks to examine the roles of values, theological, philosophical, and ethical principles in counseling and personnel practices.

ALDARCA - Alabama Division of the American Rehabilitation Counseling Association: promotes the welfare of people with disabilities through rehabilitation counseling research, education and practice

ALAMFC - Alabama Association for Marriage and Family Counseling: serves to enhance marriage and families by fostering programs of education, promoting and conducting research, and working to remove family and couple difficulties.

ALAAOC - Alabama Association for Addictions and Offender Counselors: strives to support and enhance the practice of addictions and offender counseling.

ALAADA- The Alabama Association for Adult Development and Aging provides leadership, information, and professional development to counselors and service providers in the helping professions on matters related to counseling and development of adults across the life span.

CHAPTERS

CHAPTER I: Colbert, Cullman, Franklin, Lauderdale, Lawrence, Limestone, Morgan, Winston.

CHAPTER II: Blount, Jackson, Madison, Marshall.

CHAPTER III: Fayette, Green, Hale, Lamar, Marion, Pickens, Sumter, Tuscaloosa, Walker.

CHAPTER IV: Jefferson, Shelby.

CHAPTER V: Calhoun, Cherokee, Cleburn, Dekalb, Etowah, St. Clair, Talladega.

CHAPTER VI: Autauga, Bibb, Butler, Chilton, Choctaw, Dallas, Lowndes, Marengo, Perry, Wilcox.

CHAPTER VII: Bullock, Chambers, Clay, Coosa, Elmore, Lee, Macon, Montgomery, Randolph, Russell, Tallaposa.

CHAPTER VIII: Baldwin, Clarke, Conecuh, Escambia, Mobile, Monroe, Washington.

CHAPTER IX: Barbour, Coffee, Covington, Dale, Crenshaw, Geneva, Henry, Houston, Pike.

STRATEGIC GOALS

- To promote the recognition of the counseling profession.
- To develop and implement a set of strategies that responds to the needs of a diverse membership.
- To develop and expand diversity throughout the membership of the Association.
- To promote unity of purpose and diversity of practice.
- To prepare and nurture effective leaders.
- To provide leadership as an association in government relations and public awareness.

Facts

The membership is over 2,000 statewide, with over 1600 Licensed Professional Counselors (LPC) certified by the Alabama Board of Examiners in Counseling Networks with nearly 50,000 counseling professionals across the United States and in 50 foreign countries through the ACA

Provides continuing educational opportunities, advocacy services and leadership training for its members

Provides interest groups and divisions which represent the following areas:

- school counseling at all levels
- religious, ethical and spiritual values
- clinical mental health counseling
- marriage and family counseling
- career development counseling
- addiction counseling
- offender counseling
- counselor education and supervision
- rehabilitation counseling
- college counseling
- licensed professional counseling
- group process counseling
- resources for GLBT individuals and related issues
- leadership, information, and training on adult development and aging

Our Mission

To enhance human development throughout the life span and to promote public confidence and trust in the counseling profession

Our Common Values

- caring for self and others acquiring and using knowledge
- respecting diversity empowering leadership
- encouraging positive change promoting linkages

Our Strategic Goals

- To promote the recognition of the counseling profession
- To develop and implement a set of strategies that responds to the needs of a diverse membership
- To develop and expand diversity throughout the membership of the association
- To promote unity of purpose and diversity of practice
- To prepare and nurture effective leaders
- To provide leadership as an association in governmental relations and public awareness

The Executive Office

Location

ALCA's Executive Office is located in Livingston, Alabama. Its mailing address is 217 Darryl St., Livingston, Alabama 35470. Its telephone number is 205-652-1712. Its fax number is 205-652-1576. Email is alca@alabamacounseling.org and website is www.alabamacounseling.org.

Purpose

The office functions as the primary facilitator for Association business and activities. It also serves as the records and archives depository for the Association. The Executive Director maintains the continuity of the organization from year to year.

History

Since its inception in 1966, one of the stated objectives of the Association was to establish a central office and staff to maintain the continuity of the organization and to insure an efficient, effective operation of our activities. In 1986, Dr. Wilbur Tincher was chosen as the Association's first executive secretary. Upon his retirement in 1991, Dr. Ervin L. (Chip) Wood was named the Association's second executive. The office was moved to Livingston where it currently resides. In 2000, the title of the chief executive was changed to Executive Director.

Philosophy

While the Executive Director 's office is the central office for the Association and serves as the main facilitator of the activities of the Association, it like all of the other activities of the Association is primarily run through the contributing efforts of the individuals involved. None of the central office staff are full-time. All of them are committed to the counseling profession and serve to help ALCA be effective and viable..

The Executive Director believes the strength of our organization is its members and very much adheres to that philosophy himself. It is important that counselors have a viable presence statewide, and to accomplish this the ALCA needs a person to organize, coordinate and maintain continuity.

The Association's central office is effective and efficient because it is highly organized. Personnel and resources are limited. It is very important that the members of the organization understand that the staff, like themselves, are members of the Association who serve because they want to and do much of their work because of caring about people and the Association.

Staff

The Executive Office includes the Executive Director and office manager. Some part-time help is hired periodically to help with specific projects. The Executive Director is the conscience and stabilizing influence of ALCA. He has experience in education, counseling, and ALCA procedures, protocol, and issues.

Funding

The central office operates on a total budget of approximately \$70,000 including all salaries, support for which it has to pay, and operational expenses. This figure represents approximately 30% of the Association's total budget. According to industry standards, normal administrative overhead for an organization would run 50-75% of the total budget. AICA is able to do all of the things that it does for its members because we have been able to hold administrative costs to a minimum.

Operation

The AICA office is operating more or less full time from 8:00 a.m. until 3:30 p.m. each day. The office is well equipped including voice mail, email, fax machine, computer support, and other standard office equipment required to facilitate a well organized Association operation. There are times when, because of the part-time status of the people involved, the office may transfer calls, switch to voice mail, etc., but in general there is someone constantly monitoring the activities of the organization.

Work Style

The office staff is made up of individuals contributing what they can; therefore, it is very difficult to define specifically the roles of individuals except to say that Dr. Wood and his staff understand the things that need to be done to make the organization effective and they are able to organize the various contributing staff people in such a way as to insure that what needs to be done occurs in a timely and efficient manner. Many contributors working hard make a strong team and make us effective. The office is a facilitating office-not a "doing it for everyone" office. Dr. Wood has often joked that he doesn't write letters for people but he does distribute letters and does help the volunteers for the organization figure out what they need to do and helps facilitate their being able to do it in the most effective manner possible. As people tell you, if you want something organized, tell Chip and he will figure out how to do it.

Effectiveness

The effectiveness of any office is reflected by the perception of the people it serves. The general feedback from the membership is that they recognize that the Association is fortunate to have a well-organized, highly efficient organization representing it. The office responds in a timely manner to chapter/division/executive council requests as well as individual requests from members. Dr. Wood is the mainstay of the organization because he, through his longevity, has learned the policies, traditions, peculiarities and expectations of the Association. Dr. Wood has been a member of the Association for many years in basically every level of operation including president. With the addition of Lin Wood, the Office has gained an experienced counselor knowledgeable of current issues and a willing "ear" to anyone.

Bylaws
OF THE
ALABAMA COUNSELING ASSOCIATION
(Approved by Membership: November 17, 2017)

ARTICLE I. NAME AND MISSION

Section 1: Name

The name of this association shall be the Alabama Counseling Association, herein after referred to as the Association, ALCA, or the Alabama Counseling Association. The name of the association as well as those of each of its chapters, divisions, and interest sections shall remain solely the property of ALCA and shall remain with ALCA in the event of a chapter, division, or interest section leaving the association.

Section 2: Mission

This association is a branch of the American Counseling Association. It seeks to implement through its activities the enhancement of individual human development throughout the life span and to promote the counseling profession.

ARTICLE II. MEMBERSHIP

Section 1: Types of Membership

Professional Members shall 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. Professional Members must present proof of academic credentials upon request.

Regular Members shall include persons whose interests and activities are consistent with those of the Association, but who are not qualified for Professional Membership. All rights and privileges of Professional membership shall be extended to Regular members.

Student Members shall be graduate students who are not employed full-time in a counseling-related position and who are actively engaged in a program of study in counseling, guidance or student personnel. Student members shall pay one-half (½) of regular state dues and one-half (½) of division dues. All rights and privileges of Professional Membership shall be extended to Student Members.

Retired Members shall be former Professional or Regular Members who have retired. Retired Members shall pay one-half (½) of the regular State dues and one-half (½) of Division dues. All rights and privileges of Professional Membership shall be extended to Retired Members.

Life Members shall be those persons who have served the Association (including its antecedent organizations: Alabama Guidance Association, Alabama Guidance and Personnel Association,

Alabama Association for Counseling and Development) as President. Life Membership shall include Membership in the Association, one (1) Chapter and two (2) divisions. Presidents are given a Past-President's Award which includes Life Membership, at the conclusion of their term. All rights and privileges of Professional Membership shall be extended to Life Members.

Emeritus Membership may be granted by a majority vote of the Executive Council to members who have reached the age of sixty-five (65) years. Emeritus Members shall be exempt from the payment of dues to the Association, but shall retain all rights and privileges of Professional Membership.

Special Membership criteria may be prescribed and established by the Executive Council in accordance with the Bylaws of this Association.

Section 2: Application for Membership

Persons desiring to become members of the Association must make application to the Association during the dues-paying period of May 1 through April 30. Membership in the Association requires membership in one (1) Chapter and in at least one (1) Division. Membership becomes effective upon approval of the application and the payment of dues.

Section 3: Dues

Association Membership dues are paid annually for the fiscal year May 1 to April 30.

The dues of this Association shall be established by a two-thirds (2/3) vote of the Executive Council and shall be unified. The Executive Council shall adopt a dues amount at its Annual Spring Planning Retreat for the next year. The new dues will be effective at the beginning of the next Membership dues - paying period.

A Chapter, Division or Interest section desiring to change its membership dues shall have its Membership's approval of the dues change and shall present its request for approval of a dues change not later than the Annual Winter Meeting of the ALCA Executive Council. The new dues will be in effect as of the beginning of the next Membership dues-paying period

All monies collected by the ALCA in its unified dues of both the ALCA and for each chapter, division, and internal section will become the sole property of the ALCA in the event of a chapter, division, or interest section leaving the ALCA.

Section 4: Voting

Voting membership shall be either (1) type-active professional or regular membership or those afforded those rights.

Section 5: Severance of Membership

A member may be dropped from membership for any conduct that tends to injure the Association or to affect adversely its reputation, or that is contrary to or destructive of its mission according to the Bylaws of the Association and/or ACA Code of Ethics.

A member shall be dropped from membership for the nonpayment of dues.

ARTICLE III. OFFICERS

Section 1. Officers and Terms of Office

The officers of this Association shall be:

- 1) President
- 2) President-elect
- 3) Immediate Past President
- 4) Secretary
- 5) Treasurer
- 6) Historian

Section 2. Nomination and Election of Officers.

The Nomination and Elections Committee shall conduct the annual election of officers by ballot, mailed to the voting members of the Association by the first week of January.

The ballots shall be counted and the Nominations and Elections Committee shall announce the officers' names by the first week of February.

Nominations for Alabama Counseling Association offices shall be made by Chapters and Divisions. Each Chapter and Division shall have the right to submit to the Nominations and Elections Committee the name of no more than one (1) candidate to be placed on the ballot for each office. Each candidate shall be a member in good standing of the American Counseling Association.

The selection of candidates by the Nominations and Elections Committee shall be from among the individual members of the Association and shall take place during the Annual Conference and Fall Workshop. Candidates shall be announced and presented at the business session of the membership at the Annual Conference and Fall Workshop.

All elective officers, with the exception of the Treasurer, shall serve for one year, beginning May 1 and ending April 30. The Treasurer shall serve for two years.

The President-elect shall assume the office of President at the completion of the one-year term as President-Elect.

Section 3. Duties of Officers

The President shall preside at all business meetings of the Association and shall be the Chairperson of the Executive Council. The President shall be an ex-officio member of all Standing and Special Committees. The President shall appoint a Parliamentarian who will serve as Chair of the Bylaws Committee. The President shall be covered by Security Bond.

The President-Elect shall be the Chairperson of the Program Committee and shall assist the President in the absence or incapacity of the President as determined by the Executive Council.

The Immediate Past President's duties shall include, but not limited to, serving as Chair of the Nominations and Elections Committee, Chair of the Publications Committee, and Chairperson of the Strategic Planning Committee.

The Secretary shall keep accurate minutes of all meetings of the Association and the Executive Council. The secretary shall provide copies of the minutes for all members of the Executive Council.

The Treasurer shall administer the receipt and disbursement of all funds with the approval of the President in accordance with the policies and provisions of the Association and its Bylaws. The Treasurer shall serve as the Chairperson of the Budget and Finance Committee. The Treasurer shall be covered by Security Bond.

The Historian will collect all materials which are to be submitted to the Executive Director by June 1 of each year. These materials shall include, but are not limited to official minutes of each Executive Council meeting, official publications of the Association, membership rosters, amended bylaws, official correspondence, and any other historically significant materials. The Historian shall serve as Chairperson of the Publicity Committee.

ARTICLE IV: EXECUTIVE DIRECTOR

Section 1. Term of Position

The Executive Director shall be appointed by the Executive Council and shall serve at its pleasure.

Section 2. Selection Process

The President, serving as Chairperson, shall appoint a committee from among the Executive Council, to seek applicants for the Executive Director position. This committee shall review the applicants' qualifications and recommend a qualified applicant to the Executive Council for its approval.

Section 3. Duties

The duties of the Executive Director shall be determined by the Executive Council and shall be reviewed on an annual basis. The Executive Director shall be covered by Security Bond.

ARTICLE V. EXECUTIVE COUNCIL

Section 1. Composition

Voting members of the Executive Council shall be the elective officers, Immediate Past-President, Chairpersons of all Standing Committees, and one (1) representative from each chartered Chapter, Division, and Interest Section of the State Association. The Executive Council representative from each Chapter, Division, or Interest Section shall be the President or Chairperson of the Chapter, Division, Interest Section or Standing Committee of his/her designee, or a person designated by the President. Non-voting members of the Executive Council shall include the Editor of the Journal, the Chairpersons of Special Committees and the Presidents-Elect of the Chapters and Divisions.

No voting member shall have more than one (1) vote unless he/she is the official designate for another voting member.

Section 2. Powers and Functions of the Executive Council

The Executive Council shall have the power to act for the Association in the interim between meetings of the Association in accordance with the policies of the Association established at regular meetings. A majority of all voting members of the Executive Council shall be required to transact business.

The Executive Council shall have the power to fill vacancies in its offices occurring between regular meetings of the Association except in the office of the President. If the President should be unable to complete a full term, he/she shall be immediately succeeded by the President-Elect, who shall complete the term of the President and the term to which he/she was elected. In the event that the President and the President-Elect are both unable to complete a full term, the Executive Council shall appoint an Interim President who shall serve until the next regularly scheduled election, at which time a President shall be elected in addition to the regularly elected officers.

The Executive Council shall hold quarterly meetings to conduct the business of the Association.

ARTICLE VI. COMMITTEES

Section 1. Standing Committees

The Standing Committees of this Association shall be: Awards and Resolutions Committee, Budget and Finance Committee, Bylaws Committee, Government and Professional Relations Committee, Membership Committee, Nominations and Elections Committee, Professional Standards Committee, Program Committee, Publications Committee, Publicity Committee, Ethics Committee, and Strategic Planning Committee. Chairpersons will serve one year.

Section 2. Composition and Functions of Standing Committees

The Awards and Resolutions Committee shall facilitate the services of the Associations to its membership by reviewing for possible continuation previous awards, soliciting and considering new awards, preparing and revising guidelines for each award, and submitting information to the Executive Council for action. The committee shall be composed of one (1) representative from each Chapter and Division. The Chairperson shall be appointed by the President with the approval of the Executive Council.

The Budget and Finance Committee shall maintain financial records of the Association and shall recommend to the Executive Council a proposed budget for the annual operation of the Association. The committee shall be composed of the President, President-Elect, immediate Past-President, a past Treasurer, and the Treasurer, who shall serve as Chairperson.

The Bylaws Committee shall supply the membership with accurate copies of the Bylaws and shall propose amendments to them when deemed appropriate. The Chairperson shall be the Parliamentarian.

The Government and Professional Relations Committee shall serve as the official liaison between this Association and the State Department of Education, the State Department of Mental Health, the American Counseling Association Government Relations Committee; national, state, and local elected officials; and other agencies. The committee shall actively pursue liaison and support

legislation which reflects the mission of this Association. Each Division may select one (1) representative to this Committee. The Chairperson shall be a member of the Executive Council appointed by the President with the approval of the Executive Council.

The Membership Committee shall promote interest in membership in this Association among all eligible persons in this State, and shall be responsible for the coordination of membership activities of the Association. The Chairperson shall be a member of the Executive Council appointed by the President with the approval of the Executive Council.

The Nominations and Elections Committee shall conduct the nominations and elections of the Association, and review and recommend procedures for carrying out the annual election in accordance with the nominations and elections policies as adopted by the Executive Council.

The Nominations and Elections Committee shall consist of six (6) members including the Chairperson.

The immediate Past-President of the Association shall serve as Chairperson. The other members shall be a Past-President of the Association appointed by the President and subject to confirmation by the Executive Council, two (2) members elected by the Chapter Representatives to the Executive Council, and two (2) members elected by the Division Representatives to the Executive Council. These Chapter and Division Representatives are to be elected at the first meeting of the Executive Council in that fiscal year.

The term of office for members of the Nominations and Elections Committee is one (1) year. Members may not serve consecutive terms, nor may any member be a candidate for an elective office of the Association while a member of the Nominations and Elections Committee.

The Professional Standards Committee shall promote the Association's concerns for professionally trained and/or certified counselors filling positions in public and private settings within the State. With the approval of the Executive Council, this committee shall represent the Association's views regarding certification and licensure of professional counselors within the State. This Committee shall select nominees, subject to Executive Council approval, for submission to the Governor of Alabama for appointment to the Alabama Board of Examiners in Counseling. This action shall be taken by the Committee in accordance with the Code of Alabama, 34-8A-4. Recommendations for nominees will be solicited broadly from all Association members and Licensed Professional Counselors and from all readily identifiable organizations and associations affected directly by the activities of the Alabama board of Examiners in Counseling.

Each Division may select one (1) member for representation on this committee. The Chairperson shall be a member of the Executive Council appointed by the President with the approval of the Executive Council.

The Program Committee shall plan all official programs of the Association. The Chairperson shall be the President-Elect.

The Publications Committee shall establish publications policy and shall nominate a person at the appropriate time to serve as Editor of the official publication of the Association and to serve on the Editorial Board of this publication. The committee shall be composed of the Editor, the three (3) past presidents, with the immediate Past-President serving as the Chairperson.

The Publicity Committee shall publicize the activities of the Association through the news media, and shall keep scrapbooks, records, and other material of historical significance to the Association. The Chairperson shall be the Historian.

The Ethics Committee of the Association is responsible for educating the membership as to the Association's ethical standards and for keeping the membership informed of any changes in the ethical standards an/or in the policy and procedures for handling complaints of ethical violations. The committee consists of seven (7) appointed members, representing school counselors, college/university professionals, private practitioners, agency counselors and two (2) members appointed by the ALCA President-Elect subject to confirmation by the ALCA Executive Council. The Chairperson shall be a member of the Executive Council appointed by the President with the approval of the Executive Council.

The Strategic Planning Committee shall annually recommend to the Executive Council a three-year strategic plan and shall monitor the implementation of the plan. The planning process shall be patterned after the American Counseling Association's strategic planning model.

The Committee shall meet at least twice annually (once prior to the Summer Executive Council Meeting and once prior to the Fall Executive Council Meeting). The Committee shall be composed of five (5) Past-Presidents, the President, the President-Elect, the Executive Director, two (2) Chapter Presidents, and two (2) Division Presidents. Additional members may be appointed by the President with Executive Council approval. The Immediate Past-President shall serve as Chairperson.

Section 3. Standing Committees Co-Chairpersons

The President may appoint a Co-Chairperson for a Standing Committee. Both Chairpersons sit as members of the Executive Council with only one (1) designated vote.

Section 4. Special Committees

The President and/or the Executive Council may appoint Special Committees and their membership. The Chairperson of each Special Committee shall serve at the pleasure of the president and shall be a non-voting member of the Executive Council.

Section 5. Reports

Each committee shall transmit a written report at each Executive Council meeting.

ARTICLE VII. PUBLICATION

Section 1. Official Publication

The Alabama Counseling Association Journal shall be the official publication of the Association and shall be distributed without additional charge to all members of the Association in good standing.

Section 2. Editorial Board

The Editorial Board of the Journal shall consist of one (1) member from each of the Divisions of the Association.

The Publications Committee, working with Chapter and Division Presidents, will recommend to the Executive Council candidates from each of the Chapters and Divisions who are qualified and willing to serve on the Editorial Board. The Executive Council shall retain authority of appointment of Editorial Board members, and authority to relieve an Editorial Board member of his/her duties upon the recommendation of the Publications Committee.

Members of the Editorial Board shall serve three (3) years rotating terms, beginning on May 1 of a given year and ending on April 30 three years later.

Section 3. Editor

The Editor must be a member of the Alabama Counseling Association.

Applications for the position of Editor of the Journal shall be received and reviewed by the Publications Committee, who shall make recommendation to the President and the Executive Council, who shall retain authority for appointment.

The Editor shall serve for three (3) year terms, which may be renewable one (1) time. Appointments to the position of Editor shall be made one (1) year before the beginning of the term in which the Editor is to serve.

The Editor of the Journal shall receive and evaluate all manuscripts proposed for publications in the Alabama Counseling Association Journal.

The Editor shall, with the assistance of the Editorial Board, be responsible for accomplishing the tasks and adhering to the policies as outlined in the Association's Publication Guidelines.

The Editor shall serve as a non-voting member of the Executive Council.

Section 4. Editor Designee

The Editor Designee shall be identified one (1) year prior to assuming the position of Editor. He/she shall serve as an apprentice during the final year of an Editor's term, supporting him/her in the accomplishment of the duties of the Editor.

ARTICLE VIII. MEETING

This Association shall have at least one (1) regular statewide meeting each year, at which time the business of the Association shall be conducted. This meeting shall be held in the Fall and shall be designated as a Workshop. Other meetings may be held on the recommendation of the Executive Council with approval of the membership.

ARTICLE IX. QUORUM

Professional and Regular Members and those afforded that status present at any regular meeting of the Association shall constitute a quorum for the transactions of the business of the Association.

ARTICLE X. NATIONAL REPRESENTATION

The President of the Association shall be its official delegate to the Branch Assembly and its official representative to the American Counseling Association.

ARTICLE XI. CHAPTERS

Section 1:

A Chapter may be chartered by the State Association using geographical determinants in accordance with the purposes of the Association.

Section 2:

A Chapter must submit a constitution or a set of Bylaws with the officers for the Chapter to the Parliamentarian of the State Association for evaluation with the National and State Bylaws.

Section 3:

The Executive Council of the State Association shall have the power to charter Chapters based upon the foregoing procedures and documents.

Section 4:

Each chartered Chapter shall transmit a written report at each Executive Council meeting.

ARTICLE XII. DIVISIONS

Section 1:

The Association shall include State Divisions representing specialized areas of interest in counseling.

Section 2:

A State Division must submit a constitution or a set of Bylaws with the officers for the Division to the Parliamentarian of the State Association for evaluation with the Bylaws of the National Association, the corresponding National Division and the Association.

Section 3:

A State Division shall be chartered by the corresponding National Division in accordance with the purposes and Bylaws of that National Division and consistent with the Bylaws of the National Association and the Association.

Section 4:

Each chartered State Division shall transmit a written report at each Executive Council meeting.

ARTICLE XIII. INTEREST SECTIONS

Section 1:

The Association may include one or more Interest Sections which are not qualified to be a Chapter or Division.

Section 2:

In order to become an Interest Section, a Professional Member must petition the Executive Council for Interest Section status. An Interest Section is a group of individual Members showing common interest not met by any current Chapter or Division. To receive initial Interest Section status, the petition must contain the names, addresses and signatures of fifty (50) ALCA Professional or Regular Members.

Section 3:

The purposes and activities of an Interest Section shall be in compliance with the Bylaws of the Association.

Section 4:

The Executive Council shall have the power to grant or revoke Interest Section status pursuant to the rules adopted for that purpose.

Section 5:

An Interest Section shall be free to conduct its affairs but shall do so in compliance with the Bylaws of the Association and the rules for Interest Sections. All members, directors and officers of an Interest Section must be Professional or Regular Members.

Section 6:

An Interest Section is entitled to ex officio, non-voting participation in Executive Council meetings. It may adopt its own name, but must be identified on all information sources as "An Interest Section of the Alabama Counseling Association."

ARTICLE XIV. BUSINESS AFFAIRS OF THE ASSOCIATION

Section 1: Association Year

The fiscal and governance year of the Association shall be May 1 - April 30.

Section 2: Annual Budget

The Executive Council shall adopt and implement an Annual Budget.

Section 3: Severable or Transferable Interest

No member shall have any severable or transferable interest in the property of the Association.

Section 4: Control and Management

All property of the Association shall be subject to the control and management of the Executive Council. Any accumulation or disposal of real property, except upon dissolution of the Association, must be approved in advance by the Executive Council.

Section 5: Disposal upon Dissolution

Upon dissolution of the Association, none of its property shall be subject to any of the members and all of such property shall be transferred to such other organization(s) as the Executive Council shall determine to have purposes and activities most nearly consonant with those of the Association, provided that such organization(s) shall be kept under Section 501(c) (3) of the Internal Revenue Code or corresponding provision of the Internal Revenue laws.

Section 6: Appropriation of Association Funds

No appropriation of Association funds shall be made except pursuant to the authority of the Executive Council.

The Executive Council shall adopt an annual budget. (See Article XIV, Section 2)

Section 7: Dissolution of a Chapter, Division or Organizational Affiliate

The ALCA Executive Council shall have the power to revoke the charter of a State Division, Chapter or Interest Section when deemed in the best interest of the Association to do so.

Before any final action can be taken by the Executive Council, a notice of intent to dissolve must first be passed by a majority of the Executive Council. Officers of the Division, Chapter or Interest Section will be notified in writing of the reasons for the proposed action. The Division, Chapter or Organizational Affiliate will then have a minimum of six months to effect remedial measures or otherwise bring itself into compliance.

At the next Executive Council meeting following the six month period, a majority vote of the Executive Council would then be required for dissolution of or other action regarding the Division, Chapter or Interest Section.

Should a Division, Chapter or Interest Section wish to disband, a vote by the majority of its officers is required to petition the ALCA Executive Council. Once the ALCA President receives the petition, it must be passed by a majority of the Executive Council at its next meeting. For a merger, this same procedure should be followed for like groups. An endorsement by the accepting Division, Chapter or Interest Section will also be required.

All property, assets and use of the name of a dissolved Division, Chapter or Interest Section will revert back to the ALCA.

Section 8: Association Liability

Through Membership and participation in Association activities, Members do acknowledge the good intentions of the Association and its officers, directors and agents and do agree to hold harmless the Association and its officers, directors, and agents unless such actions are caused by the gross negligence or willful misconduct of the Association, its officers, directors or agents.

ARTICLE XV. NONDISCRIMINATION

There shall be no discrimination against any individual on the basis of ethnic group, color, creed, gender, sexual orientation, age, record of public offense, and/or disability.

ARTICLE XVI. RULES OF ORDER

Robert's Rules of Order, Newly Revised, as from time to time amended, shall govern the proceedings of all bodies of the Association except where otherwise specified in these Bylaws.

ARTICLE XVII. AMENDMENTS

These Bylaws may be amended at any regular meeting of the Association provided the proposed amendment has been distributed to the membership at least fifteen (15) days prior to the meeting.

Policies/Procedures/Information

Elected Officers Job Descriptions

PRESIDENT

1. The President shall be elected from among the individual members of the Association and shall serve one year, beginning May 1 and ending April 30.
2. The President shall preside at all business meetings of the Association and shall be chairperson of the Executive Council.
3. The President shall be an ex-officio member of all standing and special committees.
4. The President shall appoint the Chairs of all Standing and Special Committees except as denoted otherwise in the bylaws, e.g., the treasurer shall be Chair of the Budget and Finance Committee, etc.
5. The President shall choose Annual Conference keynote speakers.
6. The President shall appoint a Past President to serve on the Nominations and Elections Committee
7. The official delegates to ACA shall be the President and President-Elect with Secretary and Treasurer as alternates, in that order.
8. The expenses of the President and President-Elect to attend national and regional meetings shall be paid by the Association.

PRESIDENT-ELECT

1. The President-Elect shall be elected from among the individual members of the Association and shall serve one year as President-Elect, beginning May 1 and ending April 30.
2. The President-Elect shall assume the office of President at the completion of the one-year term as President-Elect.
3. The President-Elect shall be chairperson of the Program Committee and shall act as the President in the absence or incapacity of the President as determined by the Executive Council.
4. The President-Elect shall be responsible for Annual Conference content sessions and general preparation of the conference program book.
5. The President-Elect shall appoint the chairperson and committee members of the Ethics Committee, subject to confirmation by the Executive Council.
6. The official delegates to ACA shall be the President and President-Elect with the Secretary and Treasurer as alternates, in that order.
7. The President-Elect in conjunction with the Executive Director shall be responsible for organizing the Spring Planning Retreat.
8. The expenses of the President and President-Elect to attend national and regional meeting shall be paid by the Association.

PAST-PRESIDENT

1. The Immediate Past-President shall be a voting member of the Executive Council.
2. The Immediate Past-President shall be a member of the Budget and Finance Committee.
3. The Immediate Past-President shall serve as chairperson of these committees:
 - Nominations and Elections
 - Publications
 - Strategic Planning

HISTORIAN

1. The Historian shall be elected from among the individual members of the Association and shall serve for one year, beginning May 1 and ending April 30.
2. The Historian shall serve as Chairperson of the Publicity Committee.
3. The Historian shall collect all materials which are to be submitted to the Executive Director for the archives by June 1 of each year. These materials shall include, but are not limited to official minutes of the Executive Council Meetings.
4. Each Executive Council member shall provide copies of designated materials to the Historian. By May 15, each officer or chairperson shall pass to the Historian the remainder of any historically significant material.
5. The Historian shall collect the following: official minutes of each Executive Council meeting, written reports from each committee, task force, chapter and division, a copy of the Treasurer's report, all official publications, and Bylaws, when amended.
6. The Historian shall prepare a scrapbook which shall include Fall Workshop program; news letters from each division and chapter.

SECRETARY

1. The Secretary shall be elected from among the individual members of the Association and shall serve one year, beginning May 1 and ending April 30.
2. The Secretary shall determine a quorum for each meeting and shall keep accurate minutes of all proceedings of the Association and the Executive Council.
3. The official delegates to ACA shall be the President and President-Elect with the Secretary and Treasurer as alternates, in that order.
4. The Secretary shall receive all motions made at the Executive Council meetings in written form.
5. The Secretary shall support and coordinate, along with the Executive Director, conference pre-registration. The Executive Director will inform the Association's secretary of specific responsibilities as these may vary from year to year.

TREASURER

1. The Treasurer shall be elected from among the individual members of the Association and shall serve for two years.
2. The Treasurer shall supervise the receipt and disbursement of all funds with the approval of the President in accordance with the policies and procedures of the Association and its Bylaws.
3. The Treasurer shall hold an honesty bond.
4. The Treasurer shall serve as the Chairperson of the Budget and Finance Committee.
5. The Treasurer shall assist with the registration process at Spring Retreat.
6. The Treasurer shall supervise the financial process(See Financial Procedures section).
7. The official delegates to ACA shall be the President and President-Elect with the Secretary and Treasurer as alternates, in that order.

EXECUTIVE DIRECTOR

The office of Executive Secretary was created by the Association in 1986 to facilitate the operations of the Association's activities.

Dr. Wilbur Tincher was selected as the first Executive Secretary. He served from 1986 till January, 1992, when Dr. Ervin L. (Chip) Wood was named Association Executive upon Dr. Tincher's retirement. The state office was moved to the University of West Alabama campus in Livingston at that time. In 2000, the title of the position was changed to Executive Director. The office was also moved off the University of West Alabama campus, but remains in Livingston.

The office is operated on a full-time basis through the efforts of Dr. Wood and his staff. It is important to understand that the Executive Director's position is a part-time one and the success that we have had is only through his hard work and diligence.

The Executive Director is the one constant element in the Association. His role, as much as anything, is to provide consistency within our framework of professional volunteers. The Executive Director is a facilitator to help Association members carry on the work of the Association. He "facilitates" the work of the Association, its officers, and its members; he does not do their work for them. The Association office is located in Livingston. The office is manned by Dr. Wood, Mrs. Wood and occasional part-time aides.

Correspondence should be addressed to :

Ervin L. (Chip) Wood
217 Darryl St.
Livingston, AL 35470
(205)-652-1712 (O)
(205)-652-1576 (FAX)
alca@alabamacounseling.org (email)

The Executive Director shall:

1. attend all meetings of the ALCA Executive Council and Annual Conference Committee
2. arrange for revision, printing and distribution of ALCA materials, including membership forms, Annual Conference registration and pre-registration forms, election ballots, and publications.
3. receive and process all applications submitted to ALCA.
4. coordinate pre-registration and on-site registration for Annual Conference and provide reports on such activity to the Executive Council and membership.
5. respond to approved requests from ALCA Divisions, Chapters and members.
6. maintain, process and distribute as required all pertinent ALCA membership materials.
7. receive from the Historian and maintain all historical and archival materials, including annual reports from Chapters, Divisions and interest sections.
8. contribute information to the Quarterly, Journal and other public media as appropriate.
9. maintain the ALCA calendar and function as a clearinghouse for membership regarding meeting dates and events.
10. handle correspondence as needed under the direction of the President and Executive Council.
11. provide quarterly reports to Executive Council on membership, Executive Director activities, and other pertinent information.
12. attend as requested meetings of Chapters and Divisions.
13. serve as site selection chair for the Annual Conference.

14. maintain, under the Treasurer's direction and supervision, the financial affairs of the Association.
15. perform other such duties as may be assigned by the President or Executive Council.
16. Maintain the ALCA listserv and website.
17. Supervise the ALCA legal counsel and maintain the "Legalese" service.

PARLIAMENTARIAN

1. The Parliamentarian shall be appointed by the President and shall serve as Chairperson of the Bylaws Committee.
2. The Parliamentarian shall serve as a liaison between other standing committees, divisions and chapters and the general membership to insure that the Bylaws are current and functional. Any changes to the Bylaws must be processed through the Parliamentarian who presents these changes to the Executive Council for discussion and action. If the changes are accepted by the Executive Council, the Parliamentarian presents these changes to the general membership. If the membership approves changes, the Parliamentarian incorporates the changes into the Bylaws.
3. The Parliamentarian shall assist the President in insuring that all business meetings are conducted appropriately.
4. The Parliamentarian shall advise the President of the various mechanisms which might be used in expediting a decision by the Executive Council.
5. The Parliamentarian shall assist the Secretary in maintaining accurate information regarding actions proposed in business meetings.

Standing Committees

Awards and Resolutions Committee
Budget and Finance Committee
Bylaws Committee
Ethics Committee
Government and Professional Relations Committee
Membership Committee
Nominations and Elections Committee
Professional Standards Committee
Program Committee
Publications Committee
Publicity Committee

AWARDS AND RESOLUTIONS COMMITTEE

The Awards and Resolutions Committee shall facilitate the services of the Association to its membership by reviewing for possible continuation previous awards, soliciting and considering new awards, preparing and revising guidelines for each award, and submitting information to the Executive Council for action.

The Committee shall be composed of one representative from each state Chapter and Division.

The Chairperson shall be appointed by the President with approval of the Executive Council.

BUDGET AND FINANCE COMMITTEE

The Budget and Finance Committee shall maintain financial records of the Association and shall recommend to the Executive Council a proposed budget for the annual operation of the Association.

The Committee shall be composed of the President, President-Elect, immediate Past-President, Executive Director, and the Treasurer who shall serve as the Chairperson.

BYLAWS COMMITTEE

The Bylaws Committee shall keep the membership supplied with accurate copies of the Bylaws and shall propose amendments to them when deemed appropriate.

The Chairperson shall be the Parliamentarian.

ETHICS COMMITTEE

The Ethics Committee of the Association is responsible for educating the membership as to the Association's ethical standards and for keeping the membership informed of any changes in ethical standards and/or in the policy and procedures for handling complaints of ethical violations.

The Committee shall consist of seven (7) appointed members, including the Chairperson, representing school counselors, college/university professionals, private practice practitioners, agency counselors and two (2) members appointed at large. Committee members shall be appointed by the ALCA President-Elect subject to confirmation by the ALCA Executive Council. The Chairperson of the Committee is appointed by the incumbent President-Elect subject to confirmation by the ALCA Executive Council. The Chairperson shall be a member of the Executive Council.

The Chairperson shall submit the annual planning document to the President of ALCA. The Chairperson calls and chairs meetings of the Ethics Committee to determine adequacy of current policies and procedures. In addition, the Chairperson conducts meetings to arbitrate and mediate disputes between ALCA members. The Chairperson acts as liaison with ACCEDE when the accused is a member of that organization, and with the Alabama Board of Examiners in Counseling when the accused is a Licensed Professional Counselor, or when the Board is deliberating a case wherein the LPC is also a member of ALCA.

The Chairperson shall attend the Executive Council meeting and is a voting member. Additional duties shall include submitting an annual budget, accepting tasks as assigned by the President, submitting articles to the Quarterly and the Journal, and organizing and presenting content programs on ethics at the annual ALCA Fall Workshop.

GOVERNMENT AND PROFESSIONAL RELATIONS COMMITTEE

The Government and Professional Relations Committee shall serve as the official liaison between this Association and national, state, and local officials, and other agencies. The committee shall actively pursue appropriate liaisons and support legislation which reflects the aims and goals of this Association. The Chairperson shall be a member of the Executive Council appointed by the President with the approval of the Executive Council. The ALCA elected officers, Executive Director, and chapter/Division coordinator shall serve as advisors to this committee.

The Chairperson cooperates with ALCA committees and task forces in accomplishing their goals relative to government and professional areas. The Chairperson is responsible for organizing ALCA members when lobbying efforts are needed and also for keeping the membership informed about issues effecting the counseling profession.

MEMBERSHIP COMMITTEE

The Membership Committee shall promote interest in membership in this Association among all eligible persons in this State, and shall be responsible for the coordination of membership activities of the Association. The Chairperson shall be a member of the Executive Council appointed by the President with the approval of the Executive Council.

Duties of the committee shall include:

Assisting the Executive Director with membership activities as he may request.

Reporting membership data to the Executive Council four times a year.

Assisting with registration at each Fall Workshop to promote membership recruitment.

Assisting the Executive Director with revisions of the membership application and brochure.

Continuing the expansion of membership through contacts with agencies within the state and identifying prospects and lost members.

Completing other duties as assigned by the President and /or Executive Council.

NOMINATIONS AND ELECTIONS COMMITTEE

The Nominations and Elections Committee shall conduct the nominations and elections of the Association, and review and recommend procedures for carrying out the annual election in accordance with the nominations and elections policies as adopted by the Executive Council.

The Nominations and Elections Committees shall consist of six (6) members including the Chairperson. The immediate Past-President of the Association shall serve as Chairperson. The other members shall be a past-president of the Association appointed by the President subject to confirmation by the Executive Council, two Chapter members elected by the Chapter representatives of the Executive Council and two Division representatives elected by the Division representatives to the Executive Board. The Chapter and Division Council members are to be elected at the first meeting of the Executive Council in that fiscal year. The term of office for members of the Nominations and Elections Committee is one (1) year. Members may not serve consecutive terms, nor may any member be a candidate for elective office of the state Association while a member of the Nominations and Elections Committee.

PROFESSIONAL STANDARDS COMMITTEE

Purpose:

The purpose of the Professional Standards Committee (ALCA Executive Council, July 26, 1993) is as follows: the Professional Committee shall promote the Association's concerns for professionally trained and/or certified counselors filling positions in public and private settings within the state. With the approval of the Executive Council, this committee shall represent the Association's views regarding certification and licensure of professional counselors within the State, this includes, but is not limited to, the selection of nominees for the Alabama Board of Examiners in Counseling (ABEC). These nominations are subject to ALCA Executive Council approval and are submitted to the Governor of Alabama for appointment to the ABEC. This action shall be taken by the committee in accordance with the Code of Alabama, 34-8A-4. Recommendations for nominees will be solicited broadly from all Association members and Licensed Professional Counselors and from all readily identifiable organizations and associations affected directly by the activities of ABEC. Nominations should also reflect the diversity of the State of Alabama.

Committee Composition:

The Professional Standards Committee shall be composed of the following members: one member from all divisions that have LPC membership as identified on the membership form of the Alabama Counseling Association. The number of Licensed Professional Counselors in each division will be determined by the membership roster of active members of ALCA at time of determination. In addition, the President of the Alabama Counseling Association will appoint two at-large members. Each division will make its nominee known to the President no later than the winter meeting of the Executive Council for the term beginning in May that year. Should a division not make a nomination; the President of ALCA will make an appointment. The chair of the committee will be also appointed by the President of ALCA.

Nomination Process:

The Chair of the Professional Standards Committee and the Professional Standards Committee solicit nominations during fall and winter and turn the nominations over to the new committee for review. The process of nomination and selection takes almost a year to complete. The President of ALCA and the Chair of the Professional Standards Committee are advised to maintain close contact with the Chair of ABEC and its Executive Director to anticipate and monitor expected and unexpected vacancies on the ABEC.

All nominees must meet the qualifications for ABEC as outlined in the Code of Alabama, 34-8A-4. Nominees' applications must include a letter of recommendation or interest, and a vita or resume which includes educational and professional qualifications.

Nominations are to be reviewed by the Professional Standards Committee with final recommendations submitted to the ALCA Executive Council at the summer meeting. The professional standards committee will submit a listing of nominees that includes two individuals and a summary of qualifications for each vacant position. In addition, to providing a listing of recommended nominees, the Chair must also submit a listing of all individuals who submitted nomination materials. The Executive Council reserves the right to accept or reject any or all of these nominees.

The Professional Standards Committee ensures the avoidance of conflict of interest in the selection or recommendation on nominees, this includes seeking consultation when deliberating on complicated potential conflicts of interest. Recommendations to avoid conflict of interest may include, but are not limited to:

- persons interested in a nomination to ABEC will not serve on the Professional Standards Committee
- nominees who are Executive Council members will refrain from voting on matters germane to the nomination process.
- family members of the Executive Council or the Professional Standards Committee will recuse themselves from nomination.
- no nominee may engage in any type of campaign activity for the position with the Professional Standards Committee, the Executive Council or the Governor's Office.

The ALCA Executive Council, through the ALCA President, must submit to the Governor at least two nominees per position no later than October 1 of each year. From these two candidates the Governor will select one appointment for that specific position and term. The new term for ABEC appointments begin January 1.

Composition of the Alabama Board of Examiners in Counseling:

Counselor (3 positions): This category includes only those individuals who are licensed professional counselors in private practice on a full-or part-time basis for at least three years. One position must be held by an individual who is also a certified clinical member by the American Association of Marriage and Family Therapists.

Counselor Educator (2 positions): This category includes Counselor Educators who are licensed by ABEC. At no time can more than one faculty or staff member of a University or College in Alabama serve on ABEC at the same time.

Citizen (2 positions): This category includes individuals who are engaged in any occupation related to the counseling profession and who have not been trained in the practice of counseling or other related fields. The committee will solicit nominations for the positions open on the ABEC and will submit these nominations to ALCA Executive Council for consideration.

PROGRAM COMMITTEE

The Program Committee shall plan all official programs of the Association. The President-Elect shall serve as Chairperson. The Program Committee by virtue of the position of the President-Elect shall be responsible for the selection, formulation and implementation of the ALCA Fall Annual Conference Program. This program formulation is conducted in conjunction with the Executive Council and the Fall Conference Committee, but it is the specific responsibility of the program chairperson to direct the efforts of soliciting and selecting the content sessions and scheduling them for presentation. The Program Committee and its Chairperson shall also be responsible for the publication of the Fall Conference program book.

The Chairperson shall:

- secure the appointment of the program committee. This appointment is made for each division President.
- design and distribute the call for content session presentations.
- distribute the call for content forms to various interested groups.
- arrange for and conduct the program selection meeting.

- notify all content session applicants of acceptance or rejection.
- compile the Fall Conference program book.
- assign the content session participants to appropriate facilities.

PUBLICATIONS COMMITTEE

The Publications Committee shall establish publications policy and shall nominate persons at the appropriate time to serve as Editors of the two official publications of the Association and to serve on the Editorial Boards of these two publications. The committee shall be composed of the three (3) most recent past presidents and the Journal and Quarterly Editors with the Immediate Past-President serving as Chairperson.

PUBLICITY COMMITTEE

The Publicity Committee shall publicize the activities of the Association through the news media, and shall keep scrapbooks, records, and other material of historical significance to the Association. The Chairperson shall be the Historian.

Special Committees and Functions

The President and/or Executive Council may propose special committees as necessary. The Chairperson of each Special Committee shall serve as a non-voting member of the Executive Council.

CHAIRPERSON, GRADUATE STUDENT COMMITTEE

The Chairperson shall be a graduate student or faculty member in Counselor Education and a member of the Association. The Chairperson reports to the President of the Association and conducts meetings of the Graduate Student Committee.

The Chairperson shall encourage graduate student membership in the Association and shall represent graduate students at meetings of the Executive Council.

CEU COORDINATOR

The state CEU Coordinator is appointed by the State ALCA President. The coordinator has the following responsibilities:

Developing the procedure for earning CEU's, and distributing this information to all concerned coordinators (Chapter & Divisions)

Establishing and maintaining a file of all applicants and issuing of CEU's.

Developing and processing the forms for applying for the CEU's.

Coordinating the State annual conference CEU process - both applications and information for the registration packets to the state executive director and the procedure during the workshop itself, including workers to man the CEU booth, advertising of same, and all forms necessary to successfully carry out the responsibility.

Assuming responsibility for issuing all certificates promptly and timely to applicants who have earned CEU's.

Maintaining contact with the state president, keeping accurate records of all ordering of supplies, and payment of same.

Keeping records on all activities of CEU's and assume responsibility of turning records over to the "new" person who follows you.

Printing of all documents, certificates, and all mail outs.

Helping to "train" a new person in their responsibilities.

Providing information about CEU's to State ALCA president, all Chapter and Divisions on request, and keep file of same.

CHAIRPERSON, PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee shall recommend suggestions and innovated activities for the Annual Conference and shall make recommendations for fostering positive professional growth and development for Counselors.

The Chairperson shall report to the President, Executive Director, and the Executive Council.

The Chairperson shall hold office for one year.

The Committee shall, through the Chairperson, make progress reports at the Spring, Fall and Winter Executive Council meetings.

The Committee shall promote dialogue between practicing Counselors and Counselor Educators to increase awareness of needs in the field. This Committee promotes the retraining of School Counselors.

The Chairperson shall provide professional activities to the membership, will provide improved public relations awareness, diversity membership and communicate this diversity, promote achievement of excellence in attainment of professional standards, provide expanded services to the membership and increase influence of ALCA with legislative and decision making bodies.

RESEARCH AND EVALUATION CHAIRPERSON

This person administers the ALCA research grant programs including announcing the grant and calling for proposals according to the policy for submission of research grant proposals.

The Committee then meets to evaluate proposals and decide how to award the budgeted money.

The Chairperson also is responsible for evaluation of the Annual Fall Convention including pre-convention workshops, content sessions, and over-all evaluation. Some specific duties are to design and produce the various evaluation forms; to design and collect the forms; and to analyze the resulting data and report to the Executive Committee and presenters at the convention. These duties can be delegated to committee members but it is important to work closely because there are many opportunities for things to go wrong, particularly in the distribution and collection of evaluation forms for individual content sessions and over-all evaluation forms.

The Chairperson is a non-voting member of Executive Council, and a member of the Annual Conference Committee. The membership of the Research and Evaluation Committee should be ALCA members that the chairperson knows well and work closely with.

HOSPITALITY COMMITTEE

This committee is responsible for providing hospitality considerations for Executive Council functions at the direction of the president. Appointment is for one year.

CURRENT ISSUES COMMITTEE

This committee is responsible for keeping abreast of new issues in counseling and for devising strategies for educating counselors about them.

RETIRED COUNSELORS GROUP

Coordinates the activities of the retired counselors interest group. This includes social and professional activities and content sessions.

CHI SIGMA IOTA LIAISON

Coordinates relations and activities between CSI and the Association.

ADAPTIVE NEEDS LIAISON

Coordinates adaptive needs for members attending Association events.

ACA LIAISON

Serves as the Association's link to the American Counseling Association.

ALACES LIAISON

Serves as the Association's link to the Alabama State Department of Elections.

Systematic Collection and Maintenance of Archive Materials

Collection of Archives
Responsibility:

The ALCA Historian will be responsible for collecting material each year to be submitted to the Archives.

It is the responsibility of each Executive Council member to provide copies of designated materials to the Historian.

By May 15, each officer or chair should pass to the Historian the remainder of any historically significant material.

The Executive Director should receive all materials from the Historian by June 1 of each year.

Items to be collected:

Official minutes of every Executive Council meeting.

Written reports from each committee task force, chapter and division will be included.

When no written report is submitted; verbal reports.

Budget, when appropriate will be included

The Secretary will provide the Historian with the original (official) signed copy of the minutes with attachments.

Official minutes of every business session of ALCA prepared, signed and submitted by the Secretary.

All official publications

All issues of the ALCA Journal

All issues of the ALCA Quarterly

Other publications sanctioned by the Executive Council and/or distributed to the membership by a committee or task force.

Membership rosters

Computer print-outs and files may be used

Provided after membership chair determines membership for year is complete.

By-Laws when amended

Historically significant material

Prepared in scrapbook form.

Items such as following should be included:

Maintenance of Archives

The archives of the Association will be housed with the Executive Director.

Minutes, as outlined above, should be bound volumes.

Annually or semi-annually.

By-laws for that year(s) bound in front in each volume.

Index of all significant actions of Executive Council.

Quarterly issues should be preserved.

Journal issues should be bound volumes.

The Executive Director will be responsible for the maintenance of the Archives.

Past Archival Material

Material to be preserved in some bound form should be prepared by guidelines above.

Materials currently held which do not fit the guidelines above will be reviewed by President, the current Historian, Past-, President and President-Elect to determine if they should be kept for the Archives. Those to be kept will be preserved in a binder/scrapbook as appropriate.

Assumptions

All materials generated will be dated.

Election results will be routinely printed in the Quarterly.

ACCEDE information is kept in its own archives and does not need to be kept in ALCA's archives, unless it specifically applied to ALCA and is of historical significance.

A copy of the approved guidelines for the Archives will be made available to each of the Executive Council members annually, either through the Quarterly or by the Historian.

The by-laws will be modified to reflect these responsibilities of the Historian.

Chapters and Divisions

CHAPTER/DIVISION COORDINATOR

The responsibilities of the Chapter/Division coordinator shall be:

- to serve as a liaison between the chapters, divisions and the state association
- to assist chapters/divisions in becoming more actively involved in programs and activities of the state organization.
- to assist chapters/divisions in identifying needs and providing services to meet those needs.
- to plan leadership sessions for chapter/division officers.
- to disseminate pertinent information to chapter/division presidents.
- to plan leadership sessions for chapter/division officers. to assist in organizing and chartering special interest groups.

CHAPTERS

The Alabama Counseling Association is composed of nine chapters, and eleven divisions.

Chapter 1: Lauderdale, Limestone, Morgan, Cullman, Winston, Franklin, Colbert, Lawrence (chartered; 1969)

Chapter 2: Madison, Jackson, Marshall, Blount (chartered; 1969)

Chapter 3: Walker, Marion, Fayette, Lamar, Pickens, Sumter, Greene, Hale, Tuscaloosa (chartered; 1973)

Chapter 4: Jefferson, Shelby (chartered; 1968)

Chapter 5: Dekalb, Etowah, St. Clair, Cherokee, Calhoun, Cleburne, Talladega (chartered; 1976)

Chapter 6: Chilton, Autauga, Lowndes, Butler, Wilcox, Marengo, Choctaw, Perry, Dallas, Bibb (chartered; 1973)

Chapter 7: Montgomery, Bullock, Russell, Macon, Lee, Chambers, Randolph, Tallapoosa, Coosa, Clay, Elmore (chartered; 1973)

Chapter 8: Washington, Mobile, Baldwin, Escambia, Conecuh, Monroe, Clarke, (chartered; 1974)

Chapter 9: Covington, Geneva, Houston, Henry, Barbour, Pike, Crenshaw, Coffee, Dale (chartered; 1968)

DIVISIONS

ALCCA: Alabama College Counseling Association (1992)

ALACES: Alabama Association of Counselor Education and Supervision (1970)

ALSCA: Alabama School Counselor Association (1969)

ALCDA: Alabama Career Development Association (1974)

ALASGW: Alabama Association for Specialists in Group Work (1980)

ALAMCD: Alabama Association for Multi-cultural Counseling and Development (1979)

ALAMHCA: Alabama Mental Health Counselors Association (1979)

ALAHEAD: Alabama Association for Humanistic Education and Development (1980)
(ALAHEAD is currently inactive)

ALASERVIC: Alabama Association for Spiritual, Ethical and Religious Values in Counseling (1984)

ALDARCA: Alabama Division of the American Rehabilitation Counseling Association (1987)

ALAMFC: Alabama Association for Marriage and Family Counseling (1992)

ALAAOC: Alabama Association for Addictions and Offender Counselors (1997)

AGLBICAL: Association for Gay, Lesbian, and Bisexual Issues in Counseling in Alabama (2005)

ALAADA: Alabama Association for Adult Development and Aging (2005)

STUDENT CHAPTERS

Auburn University Student Chapter chartered 1971

University of Alabama Student Chapter chartered 1971

CHAPTERS AND DIVISIONS Requests for Legislative Support

A motion was passed by the Executive Council at the February 20, 1990, meeting which relates to activities of ALCA Divisions:

In order to insure equity of response by the ALCA Executive Council to divisions' request for support for legislative activities, a motion is made to adopt the statement entitled "Criteria for Determining ALCA Response to Requests for Legislative Support" which reads as follows:

The following will be considered by the Association in its deliberation and discussions on requests for monetary support:

The membership in ALCA of the sponsoring/requesting Division shall be ascertained;

The percentage of the Division's budget being allocated to support Divisional issues will be reviewed;

The current status of the operation budget and the reserve account of ALCA shall be considered.

Beyond these general criteria, the Executive Council of ALCA will review the merit of the issue being addressed and may choose to make additional unrestricted contributions if doing so is in the best interest of the Association.

Responsibilities of Chapters and Divisions

I. Major Responsibilities

Each Chapter and Division should:

- a. Participate in State Leadership Workshops.
- b. Have business and special interest meetings.
- c. Publish a newsletter for membership and exchange newsletters with other chapters/divisions
- d. Join with other related organizations to sponsor speakers for symposiums, workshops, planning sessions, etc.
- e. Keep state leaders informed of needs and desires of members and see that ALCA is responsive to needs of membership.

II. Attendance and Voting Power

Each Chapter/Division is given the right to be a member of the Executive Council with voting privileges, for the President or his/her designate.

Each Chapter/Division president or his/her representative should attend all Executive Council meetings.

III. Contact Person

Each Chapter/Division president is requested to serve or name a contact person who will work with the Chapter/Division Coordinator to give general assistance.

Each president or contact person should hold Leadership Workshops with officers of his/her respective groups.

Job Description Chapter/Division President

- To preside at business meetings.
- To serve as spokesperson for the Chapter/Division.
- To attend ALCA Executive Council meetings.
- To make committee appointments.
- To serve as the liaison between ALCA Executive Council and Chapter/Division and/or officers and committee chairpersons.
- To submit appropriate reports as requested to the Coordinator of Chapters/Divisions.
- To provide opportunities for developing leaders.
- To plan, with other officers, the programs and activities of the Chapter/Division.
- To submit news to the Quarterly and the Chapter/Division newsletter.

Chapter/Division Presidents Elect

Chapter/Division Presidents-Elect shall come as an observer to the Fall Conference Executive Council meeting.

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TOOLS FOR EFFECTIVE CHAPTER/DIVISION LEADERSHIP

ALCA Resources:

Strategic Plan

Bylaws

Calendar of Events/Deadlines

Committee Opportunities/Requests

The Quarterly and Journal

Parliamentary Resources:

Roberts' Rules of Order

Simplified version of parliamentary procedures

Chapter/Division Resources:

Strategic Plan

Bylaws

Reports from previous year(s)

Annual Report

Financial Report

Membership Report

Calendar of Events

Programs Reports

Plan of Action

Minutes of Business Meetings

Plans for current year

Budget

Calendar of Events

Plan of Action

Minutes of Business Meetings

Structure/Organization Chart

Responsibilities of Officers

Responsibilities of Committees

Directory of Officers and Committee Chairpersons

Chapter/Division Meetings

Agenda

Call to Order

Reading of the Minutes

If they have been mailed to the membership, you may ask for corrections to the minutes "as mailed."

Following any corrections to the minutes, say

"The minutes will be filed as corrected (if any corrections) or filed as mailed/as read."

Minutes do not require a motion and vote.

Treasurer's Report

Copies should be available for members.

A brief oral report should be given—balance on hand, expenditures and income since last report.

Ask for questions.

Say, "The treasurer's report will be filed." Do not approve the treasurer's report.

Officers Reports

Committee Chairpersons Reports (Standing first, Special second)

Only if require action or membership will need information to make future decisions, etc.

Otherwise, make written reports available in a newsletter or at meeting.

Unfinished Business

New Business

Program

The program can be presented before or after the business meeting. Practically, more members will be present for the business meeting if it is held prior to the program, BUT keep the business short and to the point.

The presiding officer should never use his/her time in a business meeting to make "speeches." If he/she wishes to do that, then volunteer to be the program presenter.

Adjourn

ACA-Southern Region: Valuing a Unified Counseling Profession

(Approved at ACA-SR, October, 2009, Endorsed by Alabama Branch at that meeting.)

Whereas ACA-Southern Region strongly believes that a unified counseling profession is **vital** for both our profession and for those whom we serve *and*,

Whereas ACA-Southern Region seeks to strengthen its branches through leadership development training and branch support *and*,

Whereas membership development and growth is essential to the well-being of our respective ACA-Southern Region branches *and*,

Whereas the profession of counseling is stronger when it is unified, ACA-Southern Region supports:

- The establishment of comparable ACA divisions within a branch **if** no current **affiliated** division currently exists under the umbrella of the branch counseling association and **if** there is a demonstrated need for such a state division.
- The creation of an ACA-Southern Region budget line item and grant program to support such branch division efforts; the amount to be determined annually.
- Each branch's (within ACA-Southern Region) endorsement of this resolution by incorporating these principles into its branch governance documents.
- Each branch's (within ACA-Southern Region) prioritization of the establishment of such comparable **affiliated** divisions within their state branch **if** no current **affiliated** division currently exists under the umbrella of the branch counseling association and **if** there is a demonstrated need for such a state division.
- A demonstrated need may be defined as one of the following:
 1. If there exists a **minimum number** of individuals (as defined by the particular branch) **expressing an interest and willingness to form such a division** and there exists a **leadership cadre committed** to furthering the branch division's objectives and goals.
 2. When a previously existing **affiliated** branch division **leaves the umbrella of a branch counseling association** and **there remains a minimum number of individuals** (as defined by the particular branch) **expressing an interest and willingness to support a branch division of the previously existing group**.

Interest Section/Division Formation Guidelines

The bylaws require that a petition be submitted to the executive council for approval of the formation of an interest section (there should be an interest section before there can be a division). This petition must contain the names and signatures of at least 50 members who are regular/professional members and who have expressed an interest in being a member of the proposed group.

Interest sections must function within the bylaws, policies and procedures of the Association. There is no defined structure prescribed, however. For example, an interest section could have a chair and co-chair rather than a full slate of officers. These leaders may attend state EC meetings and

participate in a non-voting status. An interest section may decide to pursue division status or choose to remain an interest section indefinitely.

For those seeking to become a division, during the interest section status, bylaws should be drafted that are in agreement with the state and national organizations as well as the national division. These preliminary bylaws must be reviewed by the ALCA parliamentarian for approval prior to the section moving to division status.

The state bylaws give the EC power to revoke or grant a section recognition based upon the rules it establishes. While nothing specific has ever been established as “rules”, the recent petitioners for division status have been required to meet restrictions regarding number of members and financial sustainability (could it provide member services such as workshops, newsletters, etc.) It was after one of these petitions that the bylaws were amended to require interest sections before seeking division status.

The bylaws do not require any specific period of time required before an interest section may petition for division status, but logically a reasonable amount of time should transpire so that the viability of the section may be confirmed. It would take at a minimum one meeting cycle- optimally longer. But, for example, if the petition to form an interest section was presented at one meeting, it could then be voted on at the next meeting and then at the third meeting a petition for division recognition could then be presented. This timeline assumes the interest section is moving at a fast pace.

Interest groups are encouraged to contact national division leaders to see if startup grants are available. Such funding would insure financial resources until membership dues begin coming in.

The primary operational units of ALCA are the Chapters and Divisions. They are the primary units through which contact and reminders are provided to the membership.

Awards and Resolutions

Solicitation and collection of nominations with support data may begin May 1. Determination of the Chapter/Division Outstanding Member Awards may be prior to May 1, possibly at the last Chapter/Division meeting before May 1. Procedures for the awards process need to be emphasized on an ongoing basis.

The ALCA State Awards and Resolutions Chairs shall solicit the names and addresses of the Chapter/Division Awards Chairs from the Presidents by June 1 or soon thereafter. If no Chapter/Division Awards Chair is named by June 30, the Chapter/Division President shall assume responsibility for the Chapter/Division awards process. These Chapter / Division Awards Chairs will be members, for one year of the ALCA State Awards and Resolutions Committee.

A formal Awards Booklet will be given to the incoming President or Awards Chair of each Chapter/Division during the ALCA Spring Retreat or via email no later than July 15th.

Chapter and Division award chairs are ultimately responsible to solicit nominations from their own membership. ALCA awards chairs will disseminate information regarding the awards process to the general membership as deemed appropriate.

In order to be nominated, nominees shall be limited to the membership of the Alabama Counseling Association except as allowed by specific awards.

A nominee may be considered for multiple awards but shall only be allowed one nomination per award. Chapters/Divisions may cooperate to submit a joint nomination for an award. Chapters/Divisions choosing to coordinate must submit only one nomination form and support data for the same nominee for a specific award. This documentation shall reflect that multiple chapters/divisions coordinated for this nomination.

Chapters/Divisions who submit duplicate nominations for the same nominee will be notified and the nomination packets must be re-submitted as a co-nomination before the stated deadline. State Awards Chair shall not be responsible for creating one unified packet.

To prevent unfair advantage, the current ALCA President and President-Elect shall be excluded from awards nominations during the years they serve in those capacities. Additionally, winners of the Jean Cecil, Wilbur Tincher, Fannie Cooley, Distinguished Professional Service, and Outstanding Practitioner awards may not be re-nominated for the same award they won for at least 5 years from the year in which the award was won. It will be the responsibility of the nominator to determine if a selected nominee for any of these awards has won that award in the past 5 years. Information will be available via the ALCA website-based award archive file.

The State Awards and Resolutions Committee shall establish deadlines for the submission of all materials related to nominations. These deadlines will be disseminated by the Chapter/Division Awards Chair to the general membership through communicative channels as deemed appropriate. No materials may be considered for nomination after the deadline. The deadline for nomination forms and supporting material should be postmarked to the ALCA State Awards and Resolutions Chair (hereafter referred to as Deadline #1). The deadline will be determined by the committee but will not be later than September 15.

Except for the President's Awards, Deadline #1 will be the deadline for Chapter/Division Awards Chairs to postmark resolutions for deceased or retiring members and nomination forms with completed data, including nominations for all awards. The ALCA State Awards and Resolutions Chair will not accept any nominations for consideration that are postmarked later than Deadline #1.

The ALCA State Awards and Resolutions Chair will make nomination materials available for the committee members to view/evaluate by their approved deadline.

Rating sheets (from the official Awards Booklet) for each award will be included in the nomination materials made available to each committee member. These forms are to be filled in completely and submitted to the ALCA State Awards and Resolutions Chair by the pre-approved deadline which will be no later than three weeks prior to the start of the Annual Conference. These rating sheets will be reviewed and tallied as a committee prior to the Annual Conference to determine the final award recipients.

Except for the Chapter and Division Outstanding Member Award and the Recognition of Deceased or Retiring Members, a minimum score of 3.8 on a 5.0 scale is necessary to qualify for consideration for an award, which means that a specific awards category could be omitted at the Annual Conference. The 3.8 benchmark is interpreted as the "average of the averages", meaning that disqualification based on an average rating below 3.8 may not be established without input from all the raters.

Although no Certificates of Recognition will be given to nominees who do not win an award, all qualifying nominees will be published in the program at the Annual Conference.

When rating nominees for awards, the rater is required to clearly demonstrate their choice of a winner by showing the highest total points for one nominee over other nominees. In other words, individual raters may not submit "tie scores" for their choice of a winner of any one award.

Any nominee voted to be "not eligible because they don't meet the stated criteria for the award" will be discussed by the entire committee for a decision as to the eligibility of that nominee. However, Chapter/Division award chairs are still required to rate ALL nominees based on the rating sheet criteria, regardless of their concerns of eligibility. To clarify, this procedure refers to eligibility BEFORE rating begins, rather than a nominee being named ineligible due to an overall score of less than 3.8.

Certificates or plaques will be presented to award winners during the General Sessions of the Annual Conference for the standing Awards, including but not limited to: Outstanding Chapter/Division Member Award, Research Award, Individual Publication Award, Chapter/Division Publication Award, Chapter/Division Service Award, Chapter/Division Program Award, Distinguished Professional Service Award, Outstanding Practitioner Award, Fannie R. Cooley Award for Distinguished Professional Development, Jean H. Cecil Distinguished Counselor Educator Award, and Wilbur A. Tincher Award for a Humanitarian & Caring Person. Chapter/Division awards may be placed in Chapter/Division archive scrapbooks as desired.

The ALCA Historian will assist the ALCA State Awards and Resolutions Chairs by providing a photographer to take pictures during the Awards Ceremony for use in the Archives. Reprints may be made for a fee and purchased by Division/Chapters for newspaper publicity and by award recipients for documentation purposes. Posed pictures may be taken during or after the awards presentation.

The ALCA State Awards and Resolutions Chairs will notify Chapter/Division Presidents of all award winners. The ALCA State Awards and Resolutions Chairs will provide ALCA media as deemed appropriate the names of all award winners at the Annual Conference.

Resolutions to express appreciation for contributions of workshop personnel will be determined by the President of ALCA. Resolutions, other than those for deceased or retiring members, may be submitted by the membership no later than the ALCA Executive Council meeting time at the Annual Conference. Resolutions are due by Deadline #1 if possible. State awards chairs will determine how to respectfully and appropriately present resolutions during the ceremony.

Expenditures for the ALCA State Awards and Resolutions Committee will be covered through the ALCA budget guidelines and a report of monies used will be provided at the ALCA Executive Council meeting and at Awards and Resolutions Committee meetings.

The ALCA State Awards and Resolutions Chairs will appropriately handle any special memorandums from the state and national levels. Past records of minutes and business transacted by the committee will be passed to the succeeding ALCA Awards and Resolutions Chair(s).

The standing awards of this association include but are not limited to: Past President's Award, President's Award, Outstanding Chapter/Division Member Award, Research Award, Individual Publication Award, Chapter/Division Publication Award, Chapter/Division Service Award, Chapter/Division Program Award, Distinguished Professional Service Award, Outstanding Practitioner Award, Fannie R. Cooley Award for Distinguished Professional Development, Jean H. Cecil

Distinguished Counselor Educator Award, and Wilbur A. Tincher Award for a Humanitarian & Caring Person.

Recommendations to establish new standing awards or recognize an individual falling outside the definition of standing awards must be agreed upon by a simple majority of the Awards and Resolutions committee and be forwarded as a motion to the ALCA Executive Committee for approval.

For the Chapter/Division Outstanding Member Award, only one copy of the nomination form and two-page summary should be sent to the Awards and Resolutions Chairs. For all other nominations to be considered, the appropriate documentation must be submitted to the ALCA State Awards and Resolutions Chairs which will include the nomination forms, summaries, and supporting materials. Additionally, the documentation should be collated so that each packet represents all the materials necessary related to that nomination. Failure to provide all required documentation will result in the disqualification of the nominee.

Individual publication/research (unless the publication is an entire book) should be sent to the ALCA State Awards and Resolutions Chairs. If the publication is a book, one copy should be sent to the ALCA Awards and Resolutions Chairs for review; however, the nomination packet, including the summary and supporting documentation, should not exceed twenty (20) pages. For all other chapter/division and individual awards, the nomination form, summary, and supporting material must be sent to the ALCA State Awards and Resolutions Chairs with the summary and supporting material not exceeding twenty (20) pages. Nomination packets exceeding the twenty (20) page limit will not be accepted for the award nomination.

If a website is submitted for an award, the nomination material submitted should include a completed nomination form, summary, and a link to the website. No web links will be accepted with nomination material unless the nominee is a website.

This awards process is designed to reflect the highest character and service of the Alabama Counseling Association. As such, both the ALCA State Awards and Resolutions Chairs and all committee members shall guard the process from any suggestion of impropriety, including but not limited to: favoritism, manipulation, or political exploitation. In the event that any such impropriety is suspected, the chair shall notify both the incumbent ALCA President and the Ethics Chair for investigation of and potential sanction of any parties involved.

In the event that any such impropriety is substantiated, the nominee and any involved parties shall be notified. Care shall be exercised to protect the character and good name of all parties but especially anyone who is an unwitting participant in such. Sanction may include but is not limited to disqualification of the nominee if they are found to be culpable in the impropriety. The ALCA State Awards and Resolutions Chairs and all committee members shall guard against any conflict of interest in the selection of awards winners. In the event that a committee member is nominated or has any other conflict of interest, the member shall abstain from participating in decisions related to the award.

In such a case, a designee shall be appointed to rate nominees from within their Chapter/Division for the purpose of rating a nomination or voting on the recipient of an award. Also, in the event that there is no suitable designee, the member shall abstain from participating in any vote related to the award in which they have a conflict.

AWARDS TIMELINE

Deadline#1: Friday, September 1, 2017

Postmark deadline for submission of nomination materials. Send only ONE copy of nomination packet (including the supporting documentation). Electronic submission is encouraged!

- Please follow the criteria for each nomination (use the description in the ALCA Awards Notebook/Rating Sheets as your guide).
- Send no rating sheets with this mailing- you will be notified via email when all the nominees will be available for viewing electronically.

Please mail all nomination packets to the ALCA Awards Co-Chair:

Dr. Lynn Boyd
Troy University
PO Box 4419
Montgomery, AL 36103
lynnboyd@troy.edu

Deadline#2: Friday, September 22, 2017

ALCA Awards Chair will email Chapter/Division with information to log-in and view/rate the nominees for each award. Some of the awards may appear similar.

- Carefully read the criteria and decide if the submitted nomination meets the required documentation for the award.
- Print and complete the rating sheet for each nominee, clearly indicating your choice of a winner for each award. Be sure that for each award you are not submitting a tie for your choice of a winner!

Deadline#3: Friday, October 6, 2017

Postmark deadline for Award rating sheets sent to ALCA Awards Co-Chair- Dr. Lynn Boyd

Please mail/email completed rating sheets only to the ALCA Awards Chair at the following address:

Dr. Lynn Boyd
Troy University
PO Box 4419
Montgomery, AL 36103
lynnboyd@troy.edu

Deadline#4: Saturday, October 21, 2017

State Awards/Resolutions Committee (made up of Chapter/Division Awards Chairs) will meet to conduct the annual meeting and tally results for the awards. The meeting details will be sent to committee members in August. *

Deadline#5: Friday, October 27, 2017

ALCA Awards Chair will order certificates and plaques.

ALCA Awards Breakfast: November 15, 2017

* All nominees and award winners will be recognized at the ALCA 2017 Annual Awards breakfast at Fall Conference in Mobile, Alabama. All nominees and ALCA members are encouraged to attend this festive occasion- which is a celebration of our finest counselors! A great time is always had by all!

OUTSTANDING MEMBER AWARD

PURPOSE OF AWARD

This award provides each ALCA Chapter/Division the opportunity to recognize their outstanding member of the previous year.

CRITERIA FOR NOMINATION

1. The nominee must be a current member of ALCA and the Chapter or Division making the nomination.
2. The nominee must meet the following criteria determined by the Chapter or Division making the nomination. In the space provided below, please list the criteria being used in selecting the most outstanding member.

NOMINATION PROCEDURE

1. Complete the special nomination form for this award and list the criteria for selecting the outstanding member.
2. Write a two-page summary (optional but recommended) showing how the nominee meets all the criteria for the award.
3. Obtain a picture of the nominee for outstanding member (there will be a poster at Fall Conference to recognize the outstanding members of the Chapters and Divisions).
4. Submit the completed form, criteria, summary and picture to the ALCA State Awards and Resolutions Chairs by Deadline #1.

ALABAMA COUNSELING ASSOCIATION
AWARDS NOMINATION FORM for CHAPTER/DIVISION OUTSTANDING MEMBER AWARD

Chapter/Division: _____

Nominee: _____

Professional Title: _____

Place of Employment: _____

Address: _____

Phone: _____

(office)

(home)

(cell)

Supervisor's Name: _____

Supervisor's Title: _____

Supervisor's Address: _____

if different:

Nominator: _____

Nominator Address: _____

Nominator Email: _____

Nominator Phone: _____

(office)

(home)

(cell)

I want a certificate prepared to present to our nominee: Yes No

The ALCA Awards and Resolutions Chairs will prepare a certificate for the Chapter/Division Outstanding Members, unless a special award will be given. If no certificate is needed, please indicate this above. This nomination form must be postmarked by Deadline #1

Mail to: ALCA Awards and Resolutions Chairs

Nancy Wolfe
2712 Barcodey Rd.
Huntsville, AL 35801

RESEARCH AWARD

PURPOSE OF AWARD

The purposes of the Research Award are (a) to honor and recognize outstanding research in areas of interest to the counseling and human development profession, particularly to members of ALCA and its Chapters and Divisions, and (b) to stimulate future research.

CRITERIA FOR NOMINATION AND SELECTION

Eligibility

- a. The nominee must be a current member of ALCA.
- b. Published research may include all ACA publications and those in counseling psychology, measurement and educational research.
- c. Research must have been published between May 1 and April 30 of the preceding year.

Unpublished research in the same timeline may be eligible if it meets the criteria as outlined.

Criteria for Selecting Research

- a. Nature of Study. The study must be research, which is defined as an empirical, systematic inquiry or investigation into a subject to discover facts or principles, involving an idea to be tested, examination of data through techniques appropriate for the research design, and interpretation of results.
- b. Relevance. The research must be in areas of interest to one or more of the divisions of ALCA and ACA.
- c. Significance. The questions answered and ideas investigated must be concerned with problems of interest and significance to the counseling and human development profession, and the findings should be generalized beyond the immediate setting.
- d. Research Procedures. The research procedures should be highest quality, including clear descriptions of publication, selection of appropriate sampling techniques, use of appropriate research design, and adequate and correct treatment of data.
- e. Interpretation of Data. The study should show careful interpretation of results, and conclusions should not go beyond the data.
- f. Writing. The report should be scholarly in organization and presentation.

NOMINATION PROCEDURE

1. Complete this nomination form.
2. Submit ONE COPY of the completed nomination form, summary/abstract, and supporting documentation along with the research article or report to the ALCA State Awards & Resolutions Chairs postmarked by Deadline #1.
- 3 All nominations must include a completed nomination form: an abstract of the research and a written summary that fully demonstrates how the research meets the stated award criteria. Nomination form, abstract, summary, and any other supporting documentation must not exceed twenty (20) pages. In addition, nominations must include an electronic version of the full research which will be utilized by raters as evidence of claims stated in the summary, although raters will not be expected to read the full research.

INDIVIDUAL PUBLICATION AWARD

PURPOSE OF AWARD

The purposes of the Individual Publication Award are to recognize scholarly and timely publications of interest to the counseling and human development profession, and to stimulate future publications. Nominations for publications that have multiple authors must recognize all contributors. The principle nominee must be an ALCA member. Non-members and out of state contributors who contributed to a nominated publication may be sent a certificate rather than a plaque in order to facilitate mailing of their co-authored award.

CRITERIA FOR NOMINATION AND SELECTION

1. Eligibility

- a. The nominee must be a current member of ALCA.
- b. Publications may include non-research articles, books, brochures, or related publications that are relevant to the counseling and human development profession.
- c. All nominations must include a completed nomination form, publisher, and publication date as well as an abstract/summary that fully demonstrates how the publication meets the stated award's criteria of interest to counselors and encourage future research.
- d. The nomination form, abstract, summary, and any other supporting documentation must not exceed 20 pages.

2. The publication date must occur between May 1 and April 30 of the preceding year.

3. Criteria for Selecting the Publication

- a. **Relevance.** The publication must be concerned with areas of interest to one or more of the divisions or organizational affiliates of ALCA and ACA.
- b. **Significance.** The ideas presented must be important and of great interest to the counseling and human development profession. New and innovative ideas, application to serious current problems in counseling, and creativity will help determine the significance of the published contribution. The publication must also be applicable beyond the immediate setting.
- c. **Writing Style.** The publication should be scholarly in organization and presentation. The reputation of the journal or publisher will also be considered in selecting the publication to receive the award.

NOMINATION PROCEDURE

1. Complete this nomination form.
2. Submit ONE COPY of the completed nomination form, summary, and supporting documentation (not to exceed twenty (20) pages) to the ALCA State Awards & Resolutions Chairs postmarked by Deadline #1. If the publication is an entire book, send one (1) copy for circulation to Committee members. The book will be returned after the ratings are done.

CHAPTER/DIVISION PUBLICATION AWARD

PURPOSE OF AWARD

The Chapter/Division Publication Award recognizes the ALCA Chapter or Division with (an) outstanding publication(s) for its members.

CRITERIA FOR NOMINATION AND SELECTION

1. The publication(s) must be unique and/or of superior quality and must represent a significant professional contribution to the field of counseling and human development.
2. To be submitted for ALACA award, publication issue must be developed, written and created by chapter or division rather than using national material.
3. Publications eligible include newsletters, journals and monographs, position papers, brochures, leaflets, pamphlets, audio-visuals, bulletins and handbooks. A Chapter or Division may submit its total publications for the preceding year.
4. All submissions must have been published between May 1 and April 30 of the preceding year.

NOMINATION PROCEDURE

1. Complete this nomination form. Include a one-page summary describing the publication and print the publication on quality/color of paper, since raters will only see a PDF file of the publication.
2. Submit ONE COPY of the completed nomination form, summary, and supporting documentation to the ALCA State Awards & Resolutions Chairs postmarked by Deadline #1.

CHAPTER/DIVISION SERVICE AWARD

PURPOSE OF AWARD

The Chapter/Division Service Award recognizes the ALCA Chapter or Division that provided a particularly valuable or unique professional service to its members and/or the community.

CRITERIA FOR NOMINATION AND SELECTION

1. The unique or particularly valuable service to Chapter or Division members and/or the community should promote increased member involvement in professional aspects of the counseling and human development field.
2. The service provided must be other than those provided through publications and programs. Some of the unique or special services to members and/or the community might include special organization committee work, special legislative endeavors, public relations, professional relationships with other organizations, computer services to members, information hot line or other information services, and audio-visual services.
3. The service must have been provided between May 1 and April 30 of the preceding year.

NOMINATION PROCEDURE

1. Complete the nomination form.
2. Write a summary (suggested length two pages) describing how the service meets all the criteria for the award.
3. Attach supporting documentation about the service. Summary and documentation must not exceed twenty (20) pages.
4. Submit ONE COPY of the completed nomination form, summary, and supporting documentation to the ALCA State Awards & Resolutions Chairs postmarked by Deadline #1.

CHAPTER/DIVISION PROGRAM AWARD

PURPOSE OF AWARD

The Chapter/Division Program Award recognizes the ALCA Chapter or Division that provided a unique and/or superior program(s) for its members.

CRITERIA FOR NOMINATION AND SELECTION

1. The program(s) must represent a significant contribution to the field of counseling and human development and must promote increased involvement of the Chapter or Division members in the profession.
2. The program(s) must be unique and exhibit above-average quality.
3. Programs eligible might include seminars, workshops, conferences, or a yearlong series of programs exploring a common theme.
4. The program(s) must have been provided between May 1 and April 30 of the preceding year.

NOMINATION PROCEDURE

1. Complete this nomination form.
2. Write a summary (suggested length two pages) describing how the program(s) meets all the criteria for the award. The description should include the type of program(s), rationale for the program(s), content of the program(s), number in attendance, target group served, evaluation of the program(s), involvement of the members in planning the program(s), and the budget.
3. Attach supporting documentation about the program(s). Summary and documentation must not exceed twenty (20) pages.
4. Submit ONE COPY of the completed nomination form, summary, and supporting documentation to the ALCA State Awards & Resolutions Chairs postmarked by Deadline #1.

DISTINGUISHED PROFESSIONAL SERVICE AWARD

PURPOSE OF AWARD

The Distinguished Professional Service Award is given (a) to honor and/or recognize outstanding service at the local, state, or national level that reflects a significant contribution to the professional concerns of ALCA, and (b) to stimulate future service for the well being of the counseling profession.

CRITERIA FOR NOMINATION AND SELECTION

1. Eligibility. The nominee must be a current member of ALCA.
2. Nature of Service. Service is defined as work done or duties performed primarily with the intent of benefiting or giving assistance to others rather than for personal gain. This work should be of a nature to promote the profession and should have widespread and general impact, rather than being limited in scope.
3. Relevance to the Profession. The service must be concerned primarily with the counseling profession and related to areas of interest of one or more of the ALCA Divisions.
4. Significance of Service. The nominee should have a history of scientific and scholarly accomplishments that benefit the public in general.

NOMINATION PROCEDURE

1. Complete this nomination form.
2. Write a summary (suggested length two pages) describing how the nominee meets all the criteria for the award.
3. Attach supporting documentation about the nominee's professional service. Summary and documentation must not exceed twenty (20) pages.
4. Submit ONE COPY of the completed nomination form, summary, and supporting documentation to the ALCA State Awards & Resolutions Chairs postmarked by Deadline #1.

OUTSTANDING PRACTITIONER AWARD

PURPOSE OF AWARD

The Outstanding Practitioner Award was established to recognize an outstanding counselor whose time is spent primarily in direct counseling services. The purpose of this award would be to honor excellence in the actual practice of counseling. Examples of persons eligible for the award include school counselors, group counselors, rehabilitation counselors, community counselors, counselors in private practice, counselors working in college/university settings, pastoral counselors, or substance abuse counselors. Full-time faculty persons would not be eligible (they have the Counselor Educator award).

CRITERIA FOR NOMINATION AND SELECTION

1. Nominee spends at least 50% of time performing direct counseling services.
2. Nominee must be a current member of ALCA.
3. Nominee identifies himself or herself as a professional counselor.
4. Nominee is state licensed, certified as a school counselor, and/or holds a nationally recognized credential as a professional counselor.
5. Nominee has been or currently a member in good standing with state and/or national accrediting bodies
6. Nominee publishes, presents at professional meetings, or otherwise educates other practitioners about successful clinical practices or theories.
7. Nominee has 3 letters of reference: **two** from professional colleagues and **one** from an immediate work supervisor, a clinical supervisor, or peer consultant.

NOMINATION PROCEDURE

1. Complete the nomination form.
2. Write a summary (suggested length two pages) describing how the nominee meets all the criteria for the award.
3. Attach letters of reference as required above. The letters should speak to the following
 - a. attributes of the nominee:
 - b. The ability of the nominee to relate to a diverse populations
 - c. The nominee demonstrates effective counseling skills
 - d. The ability of the nominee to facilitate development in the clients/students/groups they serve
 - e. The nominee demonstrates exceptional ethical behavior
4. Include a current vita or resume with the packet
5. Submit ONE COPY of the completed nomination form, summary, and reference letters to the ALCA State Awards & Resolutions Chairs postmarked by Deadline #1.

FANNIE R. COOLEY AWARD FOR DISTINGUISHED PROFESSIONAL DEVELOPMENT

PURPOSE OF AWARD

The purpose of the Fannie R. Cooley Award for Distinguished Professional Development is (a) to honor and/or recognize outstanding professional development, and (b) to stimulate future efforts to enhance development of techniques and systems that have demonstrable benefits to counselors.

The award includes a grant of \$100. Fannie Cooley provided the initial funds for this grant after ALCA renamed this award in her honor beginning with the 2006 awards cycle. Her gift serves as a personal witness to her love and admiration for those who genuinely care about professional development for counselors.

CRITERIA FOR NOMINATION AND SELECTION

1. **Eligibility.** Nominee must be a current member of ALCA and ACA.
2. **Nature of Professional Development.** Professional development is defined as the intentional strengthening, expansion, enhancement, improvement and extension of the profession.
3. **Relevance to the Profession.** The development efforts must be concerned primarily with the counseling and human development profession in general, as opposed to a segment or discrete component of the profession.
4. **Professional Activity.** The nominee must have a history of activity resulting in expanding and extending the horizons of the profession by efforts to (a) broaden applications of and opportunities for the profession, (b) impact other professions, (c) identify needs of the public and provide services to meet those needs, and (d) enlarge the potential clientele for service delivery.
5. **Record of Long-continued Professional Contributions.** The nominee's ongoing activities should provide evidence of substantive work beyond the call of duty to improve professional practices, and a demonstration of diligence, skill and effectiveness in applying principles and concepts to achieve professional goals and achievement. The nominee should also have a record of (a) sustained efforts in professional education, (b) superior efforts to obtain support for the profession, (c) concerted efforts to promote excellence in professional practices, (d) systematic efforts to improve the profession through development of methods, techniques, materials and models, (e) clearly written, well organized, scholarly publications which are socially significant, (f) sustained efforts to conduct and report programmatic research with widespread implications, and (g) a significant body of work with general applications, reflecting appreciation for the value of scientifically-based data and methods in a humanistic frame of reference.
6. **Prodigious Service to Others.** The nominee should have a history of massive efforts to create and improve opportunities for all individuals to realize their full potential by evidence of (a) work done or duties performed in professional organization, (b) work done or duties performed which impact on the lives and careers of many, and (c) sensitivity to the problem in general of human growth and development and related evidence of improving interaction of people with their environment.

NOMINATION PROCEDURE

1. Complete this nomination form.
2. Write a summary (suggested length two pages) describing how the nominee meets all the criteria for the award.
3. Attach supporting documentation about the nominee's professional development contributions. Summary and documentation must not exceed twenty (20) pages.
4. Submit ONE COPY of the completed nomination form, summary, and supporting documentation to the ALCA State Awards & Resolutions Chairs postmarked by Deadline #1.

JEAN H. CECIL DISTINGUISHED COUNSELOR EDUCATOR AWARD

PURPOSE

The purpose of the Jean H. Cecil Distinguished Counselor Educator Award is to (a) honor and/or recognize an ALCA member and counselor educator who has been an exemplary mentor for counselors, (b) encourage continued excellence among counselor educators, and (c) provide ALCA the opportunity to show appreciation for outstanding counselor training efforts and accomplishments.

CRITERIA FOR NOMINATION AND SELECTION

1. Eligibility
 - a. The nominee must be a current ALCA member and counselor educator in an Alabama counselor education program. Retired counselor educators are eligible, provided they retired from an Alabama college or university.
 - b. The nominee must have a history of contributing to counselor training through teaching, publishing, presenting, and supervising at the national, regional, state and local levels.
2. Criteria for Selecting the Outstanding Counselor Educator
 - a. Nature of Contributions. A mentor is a teacher who serves as an exemplary model for students and who encourages students to achieve excellence beyond ordinary expectations. The nominee should be a person who has brought great attention, respect, and admiration to counseling programs in Alabama through personal and professional work. The recipient should have a history of being a guiding force in the establishment and implementation of national accreditation standards for counselor education programs. Teaching, publications, and presentations should have greatly influenced counselors and other counselor educators in Alabama and throughout the counseling profession.
 - b. Professional Activity. The nominee should have served in Leadership positions at the Chapter, Division, state, and national levels in professional organizations dedicated to improving and enhancing the counseling profession. Significant efforts should be apparent in certification of counseling programs and strengthening accreditation standards.

NOMINATION PROCEDURE

1. Complete this nomination form.
2. Write a summary (suggested length two pages) describing the contributions of the counselor educator to the field of counselor training.
3. Attach supporting documentation about the counselor educator's mentoring, excellence in training counselors, and influencing counselor education programs and accreditation standards. Summary and documentation must not exceed twenty (20) pages.
4. Submit ONE COPY of the completed nomination form, summary and supporting documentation to the ALCA State Awards & Resolutions Chairs postmarked by Deadline #1.

WILBUR A TINCHER AWARD FOR A HUMANITARIAN AND CARING PERSON

PURPOSE

The Wilbur A. Tincher Award for a Humanitarian and Caring Person is given to honor a person who gives to others without fanfare or expectation of reward. A genuine love and personal satisfaction in seeing others made happier and the social milieu given more integrity.

The award includes a grant of \$100. Wilbur A. Tincher provided the initial funds after ALCA established the award in his name. His gift serves as a personal witness to his love and admiration for those who genuinely care for the welfare of others and who can care about social issues and problems.

CRITERIA FOR NOMINATION AND SELECTION

1. Eligibility. The nominee must be a current member of ALCA.
2. Nature of Caring. A caring and humane person expresses concerns for social injustices and willing to confront the sordid situations in our society and the world by throwing one's self into the situation. Caring may be expressed in timely thoughtful efforts, money, exemplary behavior, and true concern for change that will improve the lot of those who are starving, abused, imprisoned, discriminated against and/or powerless. Caring means the absence of indifference and implies involuntary involvement in the welfare of someone else. Caring is communicating through example by giving time and listening completely. Caring is rejoicing with another who is happy as well as being fully with another who is troubled. Caring is reinforcing another person and being available fully, keeping promises and giving of one's self without expectation of reward or recognition. Caring is empathizing with another while effecting a change in the other's feelings or behavior, not merely expressing concern. In summary, a caring person will have been observed in unselfish involvement over a period of time in a cause or situation that benefits others.

NOMINATION PROCEDURE

1. Complete this nomination form.
2. Write a summary (suggested length two pages) describing how the nominee meets all the criteria for the award. The summary should address the following questions: (a) Describe incidents or behaviors which gives credence to the nominee's caring in a personal way; (b) Describe incidents which gives credence to the nominee's caring through social action; (c) What evidence shows concern about human beings in special ways through caring behavior documented and generally recognized by peers? (d) What evidence shows concern with all humans and their joint welfare as well as caring for another or others in a personal way? (e) What evidence shows effectiveness in communicating caring? (f) In what way was courage necessary in becoming involved in a caring way?

3. Attach supporting documentation to the nomination. Summary and documentation must not exceed twenty (20) pages.
4. Submit ONE COPY of the completed nomination form, summary and supporting documentation to the ALCA State Awards & Resolutions Chairs postmarked by Deadline #1.

RECOGNITION OF DECEASED OR RETIRING MEMBERS

PURPOSE OF AWARD

A member who desires recognition for a deceased or retiring member should submit a recommendation to his/her Chapter or Division.

Chapters and Divisions wishing to recognize deceased or retiring members on the State level must submit recommendations, postmarked by Deadline #1, to the ALCA Awards and Resolutions Committee. The ALCA Awards and Resolutions Committee will make the final decisions regarding the presentation of resolutions at the Annual Conference/Fall Workshop. Chapters and Divisions may elect to recognize deceased or retiring members on the Chapter or Division level only.

This recognition is non-competitive and multiple persons may receive this honor at the ALCA Annual Conference/Fall Workshop provided that the criteria are met for their consideration.

CRITERIA FOR NOMINATION AND SELECTION

1. Eligibility
 - a) The nominee must be a current member of ALCA.
 - b) Deceased nominees must have been members of ALCA.
2. Criteria for Selecting
 - a) Service to ALCA
 - b) Contribution to the counseling profession
 - c) Positions held (supervisor, department head of a counselor education program, private practitioner, etc.)

NOMINATION PROCEDURE

1. Complete the nomination form.
2. Compose a formal Resolution to be presented to the nominee. This resolution should provide a place for the president's signature and may be edited for style and content.
3. Supporting documentation should be a summary and not exceed a total of five (5) pages including the nomination form.
4. Submit ONE COPY of the completed nomination form, resolution, and supporting

documentation to the ALCA State Awards & Resolutions Chairs postmarked by Deadline #1.

Ethics Committee

ALCA adopts the ethical codes/principles of the American Counseling Association, the American School Counselor Association, the Alabama State Department of Education, Alabama Board of Examiners in Counseling, and other appropriate professional and regulatory agencies. ALCA expects its members to adhere to the ACA Code of Ethics (as it applies to each individual), and to abide by the applicable policies of the State of Alabama, the ALSDE, the Alabama Board of Examiners in Counseling as well as other appropriate regulatory entities. The purposes of the Ethics Committee are to prevent unethical behavior through educational efforts, and (2) to keep members apprised of changes in ethical guidelines.

Prevention/educational efforts may include the following:

- Committee members will be available for program presentations.
- Articles will be written in publications of the Alabama Counseling Association
- Committee members will respond to questions from ALCA members.

The Committee also is responsible for:

- educating the membership as to the Association's ethical standards,
- monitoring and periodically upgrading the documents and procedures pertinent to the ethical standards,

The Ethics Committee is a standing committee of the Association. The Committee consists of seven (7) appointed members, including the chairperson. Each constituency of the Association will be represented (school counselors, college/university professionals, private practice practitioners, agency counselors and two members appointed at-large. Three, followed by four, of the members are appointed annually for a two (2) year term by the President-elect; appointments are subject to confirmation by the ALCA Executive Council. Any vacancy occurring on the committee will be filled by the President in the same manner, and the person appointed shall serve the unexpired term of the member whose place he or she took. Committee members may be reappointed to not more than (1) additional consecutive term.

The Chairperson of the Committee is appointed by the incumbent President-Elect, subject to confirmation by the ALCA Executive Council. A Chairperson may be reappointed to one additional term during any two-year period.

Members of the Committee

The members of the Ethics Committee must be conscious that their position is extremely important and sensitive and their decisions involve the rights of many individuals, the reputation of the personnel and guidance community, and the careers of

the members. The committee members have an obligation to act in an unbiased manner, to work expeditiously, to safeguard the confidentiality of the committee's activities and to follow procedures that protect the rights of all individuals involved.

State Department of Education (SDE) Liaison

The SDE Liaison serves as the connecting link between the Alabama Counseling Association (ALCA) and the Alabama State Department of Education(SDE). The SDE Liaison is appointed annually by the president of the ALCA.

The SDE Liaison is charged with facilitating cooperative efforts between the SDE and the ALCA while recognizing that the SDE has no official voice in the policies and operations of the ALCA.

The SDE Liaison should, if at all possible, be a member of the ALCA.

The SDE Liaison is expected to attend all of the board meetings of the ALCA.

The SDE Liaison is expected to report latest developments related to counseling in the SDE and the liaison activities to the Board of the ALCA.

The SDE Liaison serves on the Annual Planning Committee to assist and providing coordination with school counselor training.

Annual Conference Planning

ANNUAL CONFERENCE COMMITTEE

Responsibilities of the Annual Conference committee shall include the following:

- corresponding with speakers regarding travel schedule, facility and personal needs, book sales, etc.
- developing a brochure regarding the workshop to disseminate to selected individuals or groups.
- identifying other professional organizations whose membership would be interested in the workshop.
- developing press release information and forwarding to professional organizations as well as other identified interested groups.
- seeking CEU credit through appropriate channels, i.e., National Board of Certified Counselors (NBC), National Board of Social Workers (NBSW), Alabama Nursing Association, etc.
- identifying an individual to introduce the speaker at the conference.
- securing individuals to assist with registration, book sales, etc., during the conference.
- responding to the needs of the speaker during the conference i.e., travel to and from airport, meals, informal meetings, etc.
- The dates, time, place and honorarium for speakers of the ALCA Annual Conference are determined by the ALCA Executive Council. Traditionally, the conference is held in the second week in November and site should be booked at least three years in advance. This is designed as a suggested guide to aid those chosen to plan the workshop.

The Conference Program Planning Committee Chairperson will be the President-Elect and will have the following duties:

Secure committee members, coordinate and direct their work in developing the content session program.

Notify the membership of convention theme and send applications for Content Session proposals. Members desiring to present a program proposal should contact the program chairperson.

Prepare for final draft of the program, assigning times for Content Sessions, special meetings, etc., and arrange for printing program.

The Annual Conference Chair shall:

- Coordinate all conference arrangements, including preparing the conference budget in consultation with officers, Executive Director, and Executive Council.
- Get overall orientation from Sales Manager of Conference Hotel and act as primary contact person for Workshop Hotel/Civic Center.
- Reserve rooms as needed for programs. Coordinate with the Program Committee Chairperson.
- Determine that there are sufficient chairs for each meeting room; if there is an overflow from numbers of chairs placed, contact official of hotel to provide overflow chairs.
- Reserve rooms in hotel for main speakers. Check with the Program Committee Chairperson on date and time of arrival and departure of guest speakers.
- Handle platform arrangements for general sessions, including chairs, microphones, and place cards when needed.
- Provide floral or other decorations for speakers' platform for general sessions.
- Make room arrangements for all meetings, content sessions, luncheons, and breakfasts.
- Identify the conference committee with the guidance and approval of the ALCA president. Committee members to be named shall be decided by Conference Chair and President, in consultation with the Executive Director.
- Make sure that each committee person understands the duties of their position.
- Is responsible for staying in budget and making sure that all committee members stay in budget.
- Approve all expenditures in connection with the Annual Conference.
- Work with the Executive Director in implementing the signed contracts with city civic and/or convention center and participating hotels.
- Make sure that all rooms are set up according to requests and requirements.
- Write and event chapter/division to participate in the conference with meetings/socials/receptions.
- Communicate the wishes of the ALCA president to the appropriate Committee member.
- Write a letter to each chapter/division president requesting time and specific arrangements for socials/receptions/luncheons/meetings.
- Arrange for a photographer to be present and take pictures throughout the conference.

The CEU Chairperson Shall:

- Be appointed by ALACES.
- Have a space at registration for CEU's.
- Send all requirements for CEU registration to the executive secretary for placement in the registration brochure.

The Ads/Exhibits Chairperson shall:

- Be appointed by the President.
- Work with the Conference Coordinator to determine space available, facilities hotel will furnish, whether or not hotel charges for exhibit space, arrangements for setting up hotel charges for exhibit space, arrangements for setting up booths, and time when exhibits can be set up and dismantled.
- Select exhibitors/ads to be contacted from lists of previous exhibitors/ads and any new ones which might be appropriate.
- Contact prospective exhibitors in early summer on official stationery of ALCA outlining the following things:
 - Give date and place of Conference.
 - Give place, date, and time exhibits can be set up and taken down.
 - Give space to be allowed, size of tables, etc.
 - Indicate coffee hours, meetings, general sessions, and emphasize the time schedule of exhibits during the workshop.
 - Indicate the approximate number of persons expected to attend and their general backgrounds.
 - Explain rental booth fees, indicating that these fees will be used to help defray cost of workshop and general operation of ALCA.
 - After exhibit commitments are in, plan area of exhibits so that commercial firms and service or non-profit organizations are mixed and so that general display is attractive.
 - Arrange with hotel/civic center for needed equipment and services.
 - Arrange for publicity in the printed program to include a list of exhibitors and names of representatives, if possible.
 - Arrange name tags and free registration for exhibitors with person in charge of registration.
 - Compile and present to the Program Chairperson, the camera-ready advertisement copy provided by the advertiser.
 - Compile a list of exhibitors and assign exhibit space.
 - Receive payment from the exhibitors/advertisers and forward to the Executive Secretary.
 - Work with the hotel/civic center contact person to arrange for exhibit area set-up and be available to greet and answer questions for exhibitors during arrival and set-up.
 - Arrange for coffee for exhibitors.

The Public Relations Committee Chairperson is responsible for workshop publicity with the following guidelines:

- Obtain necessary information from Program Committee Chairperson.
- Arrange for statewide and local news releases.
- Obtain pictures and biographical data on speakers to be furnished to those introducing speakers.
- Get newspaper reporters for main speaker.
- Arrange for coverage by radio and television if possible.
- Arrange for photographer to be present and take pictures throughout the workshop.

The following chairpersons are appointed by the ALCA President as members of the Executive Council and have duties during or for the Annual Conference Committee. Their duties are outlined in the Leadership Handbook.

- *State Publicity/Historian
- *Awards/Resolution State
- *Awards/Resolution National
- *Membership
- *Research/Evaluation
- *Program

Many Chapters and Divisions plan special functions, such as luncheons, breakfasts, coffee hour, during the Fall Workshop. Following are some suggested guidelines to assist in planning:

- First, seek approval for special activity through the Conference Committee Chairperson.
- Request room for activity through on-site coordinator.
- Be very specific about services needed; i.e., number of people expected, speaker, table arrangements, podium, microphones, etc.
- Work with catering office of Conference hotel in planning menu.
- In early planning, give catering office maximum estimate of numbers. It is easier to reduce the amount of food needed than to increase it.
- Always notify catering office 48 hours prior to function for a guaranteed number. Groups are usually responsible for payment for the guaranteed number given the catering office even if number is more than the actual number served. This necessitates obtaining reservations from members prior to the Conference.
- Request that Program Committee Chairperson place your activity in Workshop program.
- Advertise your special activity in ALCA Quarterly plus your own newsletter.

Annual Conference Social Events

ALCA should not solicit hosts of for social events. However, it is felt that a letter of information clarifying ALCA's policy regarding hosting social events should be sent by the President following the Fall Workshop to the following:
those institutions who have previously hosted an ALCA social event (to be determined by ALCA Archives), and to all Alabama colleges, universities and technical schools (to be determined by the Alabama State Educational Directory).

The letter of information should include and ALCA membership profile, type of workshop, and when it is to be held along with estimated attendance. The letter could further state that "In the past, ALCA has enjoyed the hospitality of various groups and has been treated to functions such as breakfasts, snacks, receptions, dinners, etc. Because there has been some confusion in the past, this letter is also an attempt to clarify our own professional association's policy regarding these events. If interested, please complete the attached form by _____ to the _____ (i.e. ALCA President or ALCA Annual Conference Chairperson). We realize that such a function is expensive and that advance planning is necessary on your part. The Entertainment/Activities Chairperson for the Fall Workshop will contact you in July to confirm these tentative plans. Every consideration will be given to accept invitations and any plans made will be the responsibility of the host as well as meeting place and financial obligations incurred."

A committee of five from the Annual Conference Committee shall be formed to make the determination of institutions that will be hosts of social events at the Annual Conference:

Annual Conference Coordinator, Chairperson

ALCA President

ALCA President-Elect

Executive Director

Ad/Exhibits Chair

Priority will be determined in accord with:

- location of Fall Conference
- appropriateness of social event
- frequency that institutions has hosted social event
- other determining factors

Annual Conference Committees and Program Selection Procedure

The ALCA Program Committee shall be composed of the ALCA program chair, the ALCA Fall conference chair and a representative from each division. The division representative shall be appointed by the division president. Sponsorship of each content session shall be noted in the program book. * Would need to have registrants indicate primary division affiliation on registration form.

Chapters are encouraged to work with divisions to co-sponsor content sessions.

ALCA PROGRAM SELECTION PROCEDURE

Content program proposal forms shall ask those submitting proposals to indicate the intended sponsor for the program. Sponsors may be either a division of ALCA (for programs of general interest).

The number of content program slots shall be determined by the ALCA Program Chair (President-Elect), taking into consideration the number of slots allotted in the past years and the number of rooms available for content programs.

Eighty percent (80%) of the available content program shots shall be assigned to divisions as determined by the following formula:

(The percent of the total ALCA membership of the division) plus (the percent of the total convention who indicated the division or organizational affiliate as their primary division on their registration forms) divided by, *times (the total number of slots assigned to divisions). By giving equal weight to division membership and convention attendance, balance is achieved and convention attendance is recognized as an important aspect of program allocations. Any program slots not used by divisions shall be reassigned to the pool allotted to ALCA.

Twenty percent (20%) of the available content program slots shall be assigned to ALCA. By recognizing that the membership of ALCA share common interests in addition to the specific interests of their division memberships, the opportunity exists for developing ALCA membership identity.

Pre-Registration and On-Site Registration

The Executive Director coordinates pre-registration and on-site registration for the Annual Conference and provides reports on such activity to the Executive Council and ALCA membership. Specific responsibilities include:

Serves on and attends the meetings of the Annual Conference Committee.

Assists in setting advance and on-site registration fees, deadlines for material to be received for mail outs, and target dates for mailing advance registration material.

Arranges for revision, printing, and mailing of advance registration material and program information to all current and lapsed ALCA members, and other interested groups and individuals, with the assistance of the ALCA secretary.

Receives and processes all advance registration forms, and deposits all checks and money.

Prepares registration packets (information) for each advance registrant.
Requests on-site posters, signs, etc., relating to registration from the Annual Conference art and decorations chairperson.

Responds to telephone and written inquiries about the Annual Conference.

Works with ALCA membership chairperson, ALCA treasurer, Annual Conference Chair and the ALCA secretary to coordinate the workers at the Annual Conference process new and renewal memberships, distribute advance registration packets, and on-site registration (including the collection of dues and fees).

Provides supplies necessary for advance and on-site registration.

Oversees the physical arrangements and procedures for advance and on-site registration at the Annual Conference site.

Provides reports of advance and on-site registration figures to the Executive Council and to the ALCA membership.

Publications/Publications Committee

The Publications Committee shall establish publications and leadership policy and shall nominate persons at the appropriate time to serve as Editors of the publications of the Association and to serve on the Editorial Boards of these publications. The committee shall be composed of the two (Journal and Quarterly) editors and the three (3) past presidents, with the immediate Past-President serving as Chairperson.

The Publications Committee will host an open meeting at the Annual Conference. This meeting will be open to all interested parties but will specifically include the current President, the Executive Director, and the Editorial Board. The Publications Committee will meet no less than once a year.

Status of the ALCA Quarterly

At the May 2015 Spring Retreat, the Executive Council approved a motion recommended by the Publications Committee discontinuing publication of The Quarterly, the ALCA newsletter and pursuing a different method for distribution of information to the membership. The consensus of the discussion seemed to be that The Quarterly was no longer viable as a publication having been replaced by electronic delivery through the listserv. Research will continue on the new medium.

EDITOR(S) OF THE QUARTERLY (under review)

The Editor(s) of The Quarterly shall solicit, receive, and evaluate the articles proposed for publication.

The Editor(s) must be a member of the Association.

The Editor (s) shall serve for one three (3) year term, which may be renewable one (1) time. Appointments to the position of Editor(s) shall be made one year before the term in which the Editor (s) is to serve.

The Editor (s) shall, with the assistance of the Editorial Board, be responsible for accomplishing the task and adhering to the policies as outlined in the Association's Publications Guidelines.

The Editor(s) shall be non-voting member(s) of the Executive Council.

The Editor(s) shall attend meetings of the Publications Committee.

The Editor(s) shall preserve the ALCA Quarterly for the use of researchers, students and historians through the use of alternative formats such as computer files, CD-ROM, or other similar formats.

EDITOR(S) OF THE ALABAMA COUNSELING ASSOCIATION JOURNAL

The Editor(s) of The Journal shall solicit, receive, and evaluate the articles proposed for publication.

The Editor(s) must be a member of the Association.

The Editor (s) shall serve for one three (3) year term, which may be renewable one (1) time. Appointments to the position of Editor(s) shall be made one year before the term in which the Editor (s) is to serve.

The Editor (s) shall, with the assistance of the Editorial Board, be responsible for accomplishing the task and adhering to the policies as outlined in the Association's Publications Guidelines.

The Editor(s) shall attend meetings of the Publications Committee.

The Journal editor(s) shall maintain written Publications Standards for The Alabama Counseling Association Journal. The Publications Standards shall be consistent with the current edition of the Publication Manual of The American Psychological Association but it shall further clarify matters of style, pagination, issue information, author information, layout, format, and other related matters for The ALCA Journal.

Responsibilities for the Editor(s) of the ALCA Journal shall include the following:

- to solicit, receive, review, edit and manage the publication of manuscripts pertinent to the diverse needs and interests of the membership of the Association.
- to solicit authors for manuscripts of unique, contemporary interest to ALCA Journal readership.
- to interface, when necessary, with representatives from other ACA publications at state, regional and national levels.
- to report to the Executive Council and the Chairperson of the Publications Committee pertinent information regarding publication and distribution of the ALCA Journal.
- to review requests for special issues of the ALCA Journal or for special sections to be included. If approved by the Publications Committee, the editors shall request manuscripts related to the requested topic allowing sufficient time for their submission.
- to request and manage all financial aspects of publication and distribution of the ALCA Journal within the limits of funding allotted in the annual budget of ALCA.
- to follow/observe all by-laws adopted by ALCA regarding the management, publication, and distribution of the ALCA Journal.
- to preserve the ALCA Journal for the use of researchers, students and historians through the use of alternative formats such as computer files, CD-ROM, and in abstracting and indexing services.
- the Editor(s) shall be non-voting member(s) of the Executive Council.

PUBLICATIONS GUIDELINES

Purpose

The ALCA Journal and The Quarterly are official publications of the Association. The ALCA Journal is published once a year with the option of a second issue if warranted by the number of submissions. Additional printings beyond the customary two issues per volume must be recommended by the Publications Committee and approved by the Executive Council. The Quarterly is published four times each year.

The purpose of the ALCA Journal is to communicate ideas and information which can help counselors in a variety of work settings to implement the counseling role and to develop the profession of counseling. A function of this publication is to strengthen the common bond among counselors and to help maintain a mutual awareness of the roles, the problems, and the progress of the profession at its various levels. In this context, thought-provoking articles, editorials, theoretical summaries, reports of research, descriptive techniques, summaries of presentations, discussion of professional issues, reader reactions, archival material, and reviews of books and media are highly regarded. Manuscripts that are either theoretical-philosophical or research-oriented should contain discussion of implications and/or practical applications, and should make apparent the relationship between the topic of focus and related professional literature.

The purpose of The Quarterly has been to provide a vehicle for transmittal of Association business; reports of chapter and division activities; news about accomplishments of ALCA members; information about activities of related professional boards; items of interest to the counseling profession, and legislative updates. The Quarterly follows a newsletter format, and entries for publication are generally short, descriptive articles.

Editors

Applications for the positions of Editor(s) of the ALCA Journal and Editor(s) of The Quarterly are received by the ALCA Publications Committee. The Publications Committee makes recommendations for these positions to the President and the Executive Council, who take action on the recommendations. Editors must be members of ALCA. Appointments are made one year before the beginning of the term in which the editor(s) is to serve. During the second year of any given term, the Publications Committee will call for applications from candidates for editorial positions, so that the editor designee can be identified one year prior to assuming the position of editor.

Secretarial and other necessary expenses are included in budget requests for approval by Executive Council. Editors are non-voting members of the ALCA Executive Council.

The prime responsibility of the editors is the content of the publication for which he/she is responsible. The editor develops and maintains an organization or team comprised of

the editor, at times an editor-designee, and an editorial board charged with accomplishing the following:

The editor of the Journal receives and evaluates for possible publication all manuscripts addressed to The Alabama Counseling Association Journal. The editor of the Quarterly receives and evaluates all articles proposed for publication in The Quarterly of the Alabama Counseling Association.

Editors respond to all correspondence addressed to their respective publications.

Editors assume responsibilities for the details of production, art work, layout, and final proofreading and correction of content.

Editors complete and submit official vouchers to the ALCA Treasurer for any and all requests for reimbursement and/or payment of bills.

Editors submit an annual written report and present an oral report to the ALCA Executive Council at its Spring Planning Meeting.

The Journal editor makes arrangements for graphic art, cover designs, and photographs which appear in any given issue of the Journal.

Editor Designee

The editor designee will serve during the final year of an editor's term. During that year, he/she will support the editor in the accomplishment of duties, maintain an awareness of editorial functions and current activities related to the production of the publication (Journal or Quarterly), and will, in effect, function as an apprentice to the editor.

The Editorial Board

The Publications Committee accepts and reviews applications for the editorial boards of the Journal and the Quarterly. The editorial board of the Journal shall consist of one member from each of the Divisions of ALCA; the editorial board of the Quarterly shall be made up of one member from each of the nine Chapters of ALCA. Members of both editorial boards shall serve three-year terms, excepting the initial term for which a rotation system has been established. The Publication Committee, working with Divisions/Chapter Presidents and through periodic announcements of vacancies published in the Quarterly, will seek candidates from each of the Divisions/Chapters who are qualified and willing to serve. From this pool of applicants, the committee will select, for recommendation to the Executive Council, the persons considered best qualified for editorial board positions. The Executive Council retains authority of appointment of editorial board members. The Publications Committee may seek the help of ALCA President-Elect and the Division and Chapter Presidents-elect in nominating suitable candidates for existing board vacancies.

Board members are offered three year terms, beginning on May 1 of a given year and ending on April 30 three years later. The respective editor may ask the Publications Committee to consider requesting the resignation of any board member who does not meet timeliness or provide adequate reviews. In such an event, the Publications Committee will recommend to the Executive Council that the board member be relieved of his/her duties. If this action is approved, the Publications Committee may appoint an acting division representative to the vacated editorial position until applicants can be properly solicited.

The prime function of the editorial boards is to assist in determining the content of the publications. Members of the Journal board will solicit manuscripts, read and evaluate manuscripts submitted, work with writers in the development of materials, and make recommendations as appropriate.

Members of the Quarterly board will solicit newsworthy articles descriptive of professional activities in their respective chapter, read and evaluate articles submitted, work with writers in the development of materials, and make recommendations as appropriate. At least two members of the Journal editorial board and the Journal editor must read each manuscript submitted to that publication. No honoraria or travel funds are provided for editorial board members when performing this function.

Members and nonmembers may submit articles for possible publication in the Journal. The Executive Council recommends that high priority be given to the consideration of articles written by ALCA members.

Guidelines for Authors

The purpose of The Alabama Counseling Association Journal is to communicate ideas and information which can help counseling in a variety of work settings to implement the counseling role and to develop the profession of counseling. A function of The Journal is to strengthen the common bond among counselors and to help maintain a mutual awareness of the roles, the problems and the progress of profession at its various levels. In this context, thought provoking articles, editorials, theoretical summaries, reports of research, descriptive techniques, summaries of presentations, discussions of professional issues, reader reactions, archival material, and review of books or media are highly regarded. Manuscripts that are either theoretical-philosophical or research-oriented should contain discussions of implications and/or practical applications. Authors should ground their work with an appropriate review of related literature.

Journal Review Process

Manuscripts are no longer to be sent in triplicate. All manuscripts are to be sent electronically (email) using Word. Potential manuscripts are to be sent to the Editor.

All correspondence will be made electronically between author and editor will be conducted electronically by email.

Manuscripts should be prepared according to the *Publication Manual of the American Psychological Association* (current edition) All manuscripts should be word processed on eight and one-half by eleven-inch paper with double spacing and one inch margins, using Times with 12 point font.

Author notes including current position, work address, telephone numbers, and email addresses should be included on the title page. Other pages should exclude such affiliations.

Authors will receive feedback regarding their manuscripts. This feedback will include comments from reviewers and suggestions from the Editor, along with future plans for inclusion of the manuscript in the ALCA Journal.

Manuscripts that are not written in compliance with publication guidelines will be returned to the author with general explanations of deficiencies. Manuscripts that meet The ALCA Journal publication guidelines will be distributed to a minimum of two [2] members of The ALCA Journal Editorial Board or a combination of Editorial Board members and external reviewers for the anonymous review process.

The editors will synthesize the reviewers' comments and inform authors of both publication decisions and recommendations. Anonymity of authors and reviewers will be protected as far as possible.

Procedures to be followed by Authors:

Manuscripts must be word processed on eight-and-one-half by eleven inch (8 1/2" X 11") white paper with double-spacing and one-inch margins using Times with 12 point font.

Authors should make every effort to submit a manuscript that contains no clues to the author's identity. Citations that may reveal the author's identity should be masked within the text and reference list (e.g. substituting [Author, 1996]). Author notes, including current position, work address(es), and telephone number(s) should be provided on one cover title page. Other title pages should exclude author names and affiliations.

Camera-ready tables or figures should be prepared and submitted on separate pages.

Recommended length of manuscripts is between 13 and 20 pages.

Recommended length of abstracts is a maximum of 75 words.

Authors should submit only original work which has not been published elsewhere and is not under review of another journal. Lengthy quotations (300-350 words) require

written permission from the copyright holder for reproduction. Adaptation of tables and figures also requires reproduction approval. It is the author's responsibility to secure such permission. A copy of the publisher's permission must be provided to the ALCA Journal editors upon acceptance of a manuscript for publication.

Protection of client and subject anonymity is the responsibility of authors. Identifying information should be avoided in descriptions and discussions.

Authors should consult the APA Publication Manual for guidelines regarding the format of the manuscript, abstract, citations and references, tables and figures, and other matters of editorial style.

Authors should follow APA Publication Manual guidelines for nondiscriminatory language in regard to gender, sexual orientation, racial and ethnic identity, disabilities, and age.

The terms counseling, counselor, and client are preferred, rather than their many synonyms.

Authors bear full responsibility for the accuracy of references, quotations, tables, figures, and the overall content of manuscripts submitted or articles published in the ALCA Journal.

The ALCA Journal expects authors to follow the ACA Code of Ethics (2005) of the American Counseling Association (also adopted by the Alabama Counseling Association) related to publication, including authorship, concurrent submission, informed consent for research participants, and piecemeal of research data.

Publication Procedures:

All manuscripts accepted for publication will be copied, edited, and altered for clarity. No alterations that change the integrity of the article will be made without the primary author's permission.

Effective with the beginning of the 2009-10 publication year, Journals will be presented in electronic format only. No complimentary copies of the Journal will be provided to authors. Also, effective with this change the Journal will be published in page format (no columns).

Authors whose manuscripts are accepted may be asked to review manuscripts subsequent to publication of their article in The ALCA Journal Submit manuscripts to: ALCA Journal Editor(s) whose address(es) appear inside the front cover of any current copy of the ALCA Journal.

Permission to Reprint

ALCA reserves the right to authorize reprinting of Quarterly and Journal articles for educational purposes to individuals requesting such privileges with the author(s) permission. In instances where it is not possible to notify the author with reasonable effort, the Association reserves the right to grant permission to reprint without the author's permission. The Executive Director will be the contact person for this purpose.

Advertising

The Publications Committee recommended and the Executive Council approved a policy that states the ALCA will neither solicit nor accept advertisements for The Quarterly or The Journal of the Alabama Counseling Association. Announcements or promotion of ALCA endorsed or sponsored events do not fall under this prohibition (adopted 2/11/05).

Alternative Formats

The ALCA Journal will be preserved in alternative formats including but not limited to computer files and CD-ROMs. The current issue of the Journal will be posted on the ALCA Website in a computer file format for member review. The Editor will preserve computer files of all copies of the Journal over which they are editor and will forward these to the Executive Director on computer media for preservation. When an appropriate number of volumes (no more than 10) have been thus preserved they will be made available for purchase on an appropriate computer media (e.g. CD-ROM). Information on the Alternative Formats will be made available on the inside front cover of the ALCA Journal.

Archive Feature

The chair of the publications committee (i.e. the immediate past-president of ALCA) will prepare an Archive Feature to be included in the issue of The Alabama Counseling Association Journal following his/her Annual Conference (customarily the Spring issue). This Archive Feature will include but not be limited to the following information from the chair's term as President of ALCA: the roster of all ALCA Officers and Committees, ACA Branch or National Awards/Recognitions given to ALCA, ALCA State Awards and Resolutions presented during their term, and any other pertinent archival information.

Indexing and Abstracting

The Editor(s) and Publications Committee will preserve the ALCA Journal on appropriate Indexing and Abstracting services so that it may be accessed by students and researchers. Information on the Indexing and Abstracting of the ALCA Journal will be made available on the inside front cover of the ALCA Journal. Abstracts of all Journal articles will be organized and maintained on the website.

Special Issues Editions or Sections:

The Journal of the Alabama Counseling Association and its national sister publication enjoy a rich history of publishing issues devoted to special topics of concern to the counseling profession. With this tradition in mind, care must be taken that the Journal of the Alabama Counseling Association continues to be a publication that represents the interests of the entire membership of the association and is based on manuscript submissions that are evaluated by the editor and members of the editorial board. Therefore, the editor(s) and editorial board will consider requests for special issues and/or sections but will not be compelled by a preponderance of manuscripts submitted on a particular topic. When the editor(s) receives a request for special issues or sections of the ALCA Journal, such requests will be reviewed for appropriateness and timeliness by the editor in consultation with the Publications Committee. The Publications Committee will seek to insure that special issues printings of the Journal have broad application to counselors in all settings. If approved, the editor(s) shall make requests for manuscripts related to the requested topic allowing sufficient time for their submission. In the event that insufficient articles are submitted to publish a special issue, other articles may be accepted.

Strategic Planning Committee

Policy:

The committee is composed of an experienced primary group of five ALCA past-presidents, plus the current president, president elect and Executive Director, all ex officio. Additional members may be appointed by the current President and approved by the Executive Council. These would include chapter and division members.

STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee is comprised of the following:

- Immediate Past-President (Chairperson)
- The four (4) immediately preceding Past-Presidents
- Two Division Representatives
- Chapter Representatives
- Executive Director, ex-officio
- President, ex-officio
- President-Elect, ex-officio

The Chairperson shall:

- accept the responsibility of chairperson of the committee when the invitation is extended by the President of ALCA.
- attend the Spring Planning Workshop and review the charge to the committee with the ALCA President.
- review the history and recommendations of the Five-Year Planning Committee and discuss the findings with chairs of committees that receive priority objectives.
- facilitate discussion with interested persons in attendance at the workshop.
- select a committee and get permission of people to serve on the committee.
- develop a Plan of Action for the year.
- report to the Executive Council of ALCA.
- review the Strategic Plan to determine the level of implementation of the objectives.
- submit the annual report to the Executive Council that includes a status report and recommendations about what needs to be done to revitalize the recommendations of the Five-Year Plan.

Committee membership should be staggered with one past president rotating off each year as the Immediate Past President assumes the duties of committee chairperson.

The task of the Strategic Planning Committee shall be to maintain a current, updated Three-year Strategic Plan for the Association. This plan shall be presented to the Executive Council for its approval at its spring planning meeting.

Strategic Plan

(2015-2020)

IDENTITY

The Alabama Counseling Association (ALCA) is an organization of counseling professional who work in education, health care, residential, private practice, community agency, government, and business/industry settings.

MISSION

The Mission of the Alabama Counseling Association is to enhance human development throughout the life span and to promote public confidence and trust in the counseling profession.

COMMON VALUES

Members of the Alabama Counseling Association espouse the following common values that guide the strategic planning process and support the realization of the mission of the association.

Value One: Caring for Self and Others

Belief in the worth and dignity of the individual and caring for self and others.

Value Two: Respecting Diversity

Recognition of the importance of encouraging different perspectives and valuing the contributions of all cultures, groups, and individuals.

Value Three: Encouraging Positive Change

Belief that change in people, organizations, institutions, and society can be facilitated in a positive manner.

Value Four: Acquiring and Using Knowledge

Belief that we need to be aware of current and evolving knowledge on which professional practice is based.

Value Five: Empowering Leadership

Willingness to mentor and nurture leaders who will advocate on behalf of the profession and the clients it serves.

Value Six: Promoting Linkages

Belief in the benefit of working in a collaborative manner for the overall benefit of the association and the profession.

FUNDAMENTAL PURPOSES

In keeping with the mission and common values of the Alabama Counseling Association, a number of purposes have been identified as fundamental to the roles of the members of the Alabama Counseling Association.

To stay focused on the mission of the Alabama Counseling Association as a professional association committed to providing caring, competent, and relevant services to clients through members whose purpose is to improve the quality of life for society at large through commitment to human dignity.

To inform and educate the public with respect to professional skills and services available from members of the Alabama Counseling Association.

To promote and ensure adherence to the Code of Ethics and Standards of Practice of the Alabama Counseling Association.

To pro-actively pursue public policy and legislative goals that affect the members of the Alabama Counseling Association.

To support and enhance standards of professional preparation.

To continue to develop a strong sense of community within the Alabama Counseling Association through increased attention to and emphasis upon goals held in common across chapters and divisions.

To communicate with other professional groups for the purpose of promoting inter-professional and international collaboration.

To enhance the dissemination of knowledge through publications, conferences, and professional development workshops.

To provide support for the development of theory, research, and professional practice.

Strategic Goals

- To promote the recognition of the counseling profession.
- To develop and implement a set of strategies that responds to the needs of a diverse membership.
- To develop and expand diversity throughout the membership of the Association.
- To promote unity of purpose and diversity of practice.
- To prepare and nurture effective leaders.
- To provide leadership as an association in government relations and public awareness.

Nominations and Elections Committee

The nominations and Elections Committee shall function in accordance with the ALCA Bylaws, Article VI, Section 2 (f):

Nominations and Elections Committee

The Nominations and Elections Committee shall conduct the nominations and elections of the Association, and review and recommend procedures for carrying out the annual election in accordance with the nominations and election policies as adopted by the Executive Council.

The Nominations and Elections Committee shall consist of six (6) members including the Chairperson.

The immediate Past President of the Association shall serve as Chairperson. The other members shall be a Past President of the Association appointed by the President and confirmed by the Executive Council, two (2) members elected by the Chapter representatives to the Executive Council, and two (2) members elected by the Division Representatives to the Executive Council. These members are to be elected at the first meeting of the Executive Council in that fiscal year.

The term of office for members of the Nominations and Elections Committee is one (1) year. Members may not serve consecutive terms, nor may any member be a candidate for elective office of the state Association while a member of the Nominations and Elections Committee.

The Nominations and Elections Committee shall carry out the Association's nominations and elections procedures in accordance with Article III, Section 2:

Section 1. Officers and Terms of Office

The officers of this Association shall be: (1) President, (2) President-Elect, (3) Secretary, (4) Treasurer and (5) Historian. All elective officers shall be members in good standing of the American Counseling Association at the time of their nomination, election and during their terms of office.

All officers, shall be elected from among the individual members of the Association.

All elective officers, with the exception of the Treasurer shall serve for one year, beginning May 1 and ending April 30. The Treasurer shall serve for two years. The President-Elect shall assume the office of President at the completion of the one-year term as President-Elect.

Guidelines for the Nominations and Elections Committee:

Nominations:

Nominations for ALCA offices shall be made by Chapters/Divisions.

Each Chapter or Division shall have the right to submit to the Nominations and Elections Committee the name of no more than one (1) candidate to be placed on the ballot for each office.

The deadline for receipt of nominations for ALCA offices shall be ten days prior to the Fall Workshop Nominations and Elections Committee meeting. Nominations shall be in writing.

Consent of nominees, in all cases, shall be required.

Candidates shall have been a member for a minimum of two years of the Chapter and/or Division, State, and National organization.

Candidates shall have been a member for a minimum of two years of the Chapter and/or Division and State organization.

Candidates for President-Elect shall have had experience in professional associations from among at least two of the following categories:

- President or President-Elect of a Chapter or Division
- Chairperson of a Chapter or Division committee
- Member of a committee of the State organization
- All candidates for the position of Treasurer must be bondable.

Selection:

The Nominations and Elections Committee shall meet prior to each Fall Workshop Annual Business Session, and shall recommend two (2) candidates for each office. Divisional and geographic representation, work settings, ethnic groups, and sex shall be important considerations in the selection process. Statewide representation will be given consideration.

The Nominations and Elections Committee is authorized to contact other persons for the slate of nominees one or more of the names presented choose not to become a candidate. This insures nomination of two people for each office.

Election:

The election shall be conducted by secret ballot mailed to voting members during the first week in January of each year in envelopes clearly designated as "ALCA Ballot." The ballots shall be mailed from and returned to the Executive Director's office. The Executive Director will seal the ballots and deliver them to the Nominations and

Elections Committee for counting. The ballot shall state that only ballots postmarked by January 31 will be counted.

The results of the election shall be certified to the President and other Executive Council members no later than February 15.

The chairperson shall retain ballots of the election results prior to public release.

Election results will be announced in the Spring edition of The Quarterly.

Guidelines for Campaign Procedures

Preamble

In order to enhance the professional image and welfare of the Association, the nominees for offices in ALCA shall be expected to conduct their campaigns in the highest ethical and professional manner. The Association will provide opportunity through the Quarterly and/or Candidate Profiles mailed with ballots for each candidate to state his/her position on significant professional issues.

Should a candidate or supporter of a candidate wish to provide still further evidence of a candidate's qualifications, the following guidelines will regulate these endeavors:

The Association, its Chapters/Divisions, shall not engage in the practice of budgeting and/or appropriating organizational funds for support of any candidate for the offices in ALCA.

The Association, its Chapters/Divisions, shall not engage in the practice of accepting campaign funds and/or campaign support of any candidate for an office from commercial firms, corporations, foundations, institutions, or agencies. Violation by acceptance of funds from any of these sources will subject the candidate to possible invalidation of his/her eligibility as a candidate; authority to withdraw the said candidate rests with the Nominations and Elections Committee.

The Quarterly and Candidate Profiles mailed with the ballots will be the only ALCA medium through the nominees can offer their qualifications and present their position on professional issues. Chapters/Divisions may not promote the nominees through their newsletters, journals, or other campaign literature, by their budgeting or appropriating organizational funds.

Any member who is a nominee or a candidate for office in ALCA charged with violating the written nominations and election procedures approved by the Executive Council shall be given the opportunity to confront witnesses, and shall have the right to appeal and have a hearing before the Executive Council, whose decisions shall be final. The Nominations and Elections Committee shall consider all charges made over the signatures of five members in good standing. It shall have the power to determine

whether the charges shall be dropped, whether the charges are true and if found to be true, shall have the power to disqualify the nominee/candidate and cancel his/her eligibility as a candidate in the election in question. However, the nominee/candidate has the right to appeal to the Executive Council any final decision of the Nominations and Elections Committee.

No campaign literature shall be distributed prior to the time that an individual has been nominated, selected, and announced as a candidate.

Petition Recount

A written request for a recount must be submitted by the candidate.

The request must be received by the ALCA President no later than fifteen days after the notification of results in writing is sent out.

A petition recount will be at the expense of the candidates requesting it. Said candidate may appeal to a Chapter/Division for funding and it would be up to the Chapter /Division for funding and it would be up to the Chapter/Division to decide whether or not to assist in the expense.

Observers are permitted in case of petition recount; such observers to be designated by the candidate(s) and provided at the candidate's expense.

RESULTS: In case of approved petition recount. The results of the recount shall be the final result and no further count shall be undertaken.

Financial Procedures

The ALCA Annual Budget disperses funds to three major areas of work:

- Officers and committees
- Annual Conference
- Executive Director/ALCA office.

Financial procedures for the Association have become somewhat more formalized as the Association has grown. The ALCA's current assets are excess of \$200,000; therefore, thorough financial procedures are required for administration. Realizing this, in 1993, the Association moved to consolidate financial records of the institution at the state office with the Executive Director. The Executive Director's role in this operation is as the administrator for finances. Both the President of the Association and the Treasurer remain involved in the financial process of the Association. All procedures ultimately report to the Executive Council.

The ALCA is a 501 (c) (3) non-profit corporation as defined by the IRS. This means that the ALCA is exempt from paying income tax at both the state and federal level. This classification does not exempt the ALCA from paying sales taxes in Alabama. Most associations pay sales taxes. The list of associations is small. It takes a special act of the Alabama Legislature to exempt an organization. ALCA is not a sales tax exempt organization. The effort and expense required to obtain this exemption are greater than the end benefit. ALCA has chosen to pay the sales tax.

The following represents steps and procedures important to the financial operation of the Association:

The Budget and Finance Committee of the Association is comprised of: the president, president-elect, past president, executive director, and treasurer who serves as chair.

These individuals are more or less responsible for the coordination of the financial activities of the Association.

The annual budget for the Association is prepared prior to the Spring Retreat by the Budget Committee chaired by the Treasurer. This budget is formulated with information from the Executive Council members and the expertise and experience of the members of the Committee. This budget is in turn presented to the Executive Council at the Spring Retreat for approval.

The person(s) responsible for each work area will submit a written budget proposal to the ALCA Budget & Finance Committee prior to Spring Retreat, preferably immediately following the Winter Executive Council Meeting.

The Budget & Finance Committee will submit the total budget to the Executive Council at its Spring Retreat Business Meeting for approval.

Each work area will be funded as income allows and each person responsible for a portion of the budget will be expected to manage h/h area within that budgeted amount unless the Executive Council approves additional funds.

The person(s) responsible for administering a portion of the budget will provide a written financial report at each Executive Council meeting.

Once the budget has been approved it is then entered into the data system at the Executive Director's office and ledger/entries of the financial transactions are recorded by the Executive Director and his staff.

The ALCA Annual Budget total expenditure allowance will be based on the average of actual income from the past five years.

Procedure:

The Budget & Finance Committee of the current year will meet immediately after the Winter Executive Council Meeting to determine this amount. The incoming Executive Council will be informed of this spending cap for its year in office.

Checks that are to be written on a normal and periodic basis are written by the Executive Director as a matter of course. The Executive Director will need the President's signed approval only for unbudgeted items, but not to pay salaries or buy supplies, equipment or other items already approved and in the budget. Unbudgeted or unusual expenditures of the Association must be approved by the Treasurer and President and/or Executive Council as appropriate.

Approval of expenditures is made through the use of an authorized payment authorization form available from the Executive Director's office. Payment of expenses should not be made without appropriate approval.

Only authorized individuals, i.e., members of the Executive Council and/or the Annual Conference Committee authorized to do so should purchase items for the Association. The Association may issue either purchase orders or members who are authorized to make purchases may make the purchases and pay for the purchase themselves and then be reimbursed with the presentation of the invoice and payment authorization. They may also charge to the Association and have the bills sent directly to them and in turn submit a payment authorization, and the payment will be sent directly to the vendor.

Only expenditures authorized within the budget should be incurred. Only individuals who are members of the Council or the Annual Conference Committee and have been given definitive authority to do so should incur expenses in behalf of the Association. Only the President can give signed approval for transfer of funds from one account/fund

to another. The President must give approval for any expenditure over \$100 when spent except in the case of the administration of the regular budget by the Executive Director's office.

Any questions about how to proceed with financial transactions should be directed to the President, Treasurer or Executive Director.

The President, Treasurer, and Executive Director are responsible for overseeing and approving the financial transactions of the Association.

It is not generally possible to ask for a check immediately on the receipt of an invoice because approvals generally have to be obtained.

The Executive Director may act in emergency situations but generally this will be done in consultation with the President and the Treasurer.

The ALCA will maintain reserve/special funds/accounts separate from its operating budget which cannot be considered as operating income. These funds cannot generally be transferred to operations without the approval of the Executive Council.

The ALCA Annual Budget should place a percentage of its total in a reserve account on a feasible, regular basis throughout the year. Twenty-five percent would be good to strive for in order to meet the 50% goal by 2000.

The ALCA Annual Conference expenditures should not exceed the amount allocated in the Annual Budget without prior approval of the Executive Council.

To consider:

- Any special event tied in with the Annual Conference must be self supporting financially. ALCA cannot subsidize chapter/division events
- Graduate students should pay to attend the Annual Conference at the same rate they pay membership dues.
- A complete financial report of Annual Conference income and expenditures will be presented to the Executive Council at its Winter Meeting.
- The ALCA Executive /ALCA Office will be managed by the Executive Director within the boundaries of the approved budget.
- The Executive Director will have full authority to administer the ALCA Office budget and process all budgeted items
- Chapter/division presidents will be instructed at the Spring Retreat as to what are reasonable services to be provided by the ALCA Office.
- Chapters/divisions desiring additional services will be told at the time of the request if they are possible and what the cost will be. Special mailings, printings, events, will be paid for by the chapter or division requesting the service. ALCA will not be responsible for expenses incurred in these activities.

ALCA will in general be responsible for the Executive director's travel expenses related to work including attendance at appropriate ALCA, SRBA and ACA, and other business related activities and event

The Executive Director has been authorized to maintain certain investments with brokerage firms or other investment groups. Such investments will follow sound investment practices.

Beginning in 2004 and occurring once every three years thereafter, the Budget and Finance Committee will review the ALCA dues structure using the Producer Price Index (PPI), as supplied by the American Counseling Association to determine what dues should be charged to the membership and to revise them accordingly. This triennial review will occur automatically but will not be interpreted to exclude interim or additional action in the event it is needed. (Note: this is the method used and endorsed by ACA).

AUTHORIZED EXPENDITURES

In general, the Association does not pay individual expenses for individuals unless those expenses are specifically approved in the budget, i.e., president's expenses for a trip to the national convention, SRBA, etc. Usually meals and travel expenses for travel will not otherwise be paid. Officers traveling specifically in their role with the ALCA may be paid expenses so long as this is an expense solely by the individual officer. Such expense must not exceed the line item allotted for that officer's expense for year. Expenses for elected officers will not be paid if other members are expected to pay their own way (example to Executive Council meetings or chapter/division meetings unless going in official role as officer).

When questions regarding appropriateness of expenses may occur, the President, Treasurer, and Executive Director will be the defining authorities in terms of approval. Operational expenses for members of the Executive Council, Annual Conference Committee may in general be paid. These include postage, telephone calls, printing, etc. so long as an invoice is obtained and submitted for reimbursement.

In general all expenses for the Executive Director and his staff, including travel, meals, etc., will be paid as they are incurred. These are considered employee business expenses. Cost of living increases/raises afforded state school counselors shall also be afforded the executive director and staff.

The Association has a safe-deposit box located at the First Alabama Bank in Livingston, AL. The Executive Director has the keys to the box and may enter the box. The safe deposit box contains investment records and saving accounts passbooks.

The Association now is financially solid and has limited investments. Investment decisions should be made only with consultation by the President, Treasurer, Executive Director, Budget Committee and when appropriate, the Executive Council itself. In

general the Association will take a conservative approach to investments, generally involving only risk free C.D.'s or low risk stocks/bonds.

The Association has now established an endowment fund. Contributions are being solicited. At the May, 1995, Spring Retreat the Association voted to transfer a \$10 vendor transaction fee annually from the Annual Conference ads and exhibits income to the endowment fund as a method of increasing the account. Endowment expenditures will be made only in accordance with proper Association Management policies.

The Executive Director is the keeper of the Association's assets and accounts. He and his staff will be bonded with an appropriate security bond.

The Executive Director will have discretion regarding the operation of the Executive office so as to facilitate the most efficient operation possible.

Any questions regarding financial practices of the Association should be referred to the Executive Director, Treasurer, or President for resolution. When in doubt please ask questions. Do not do something and then later try to figure out how to resolve it.

Financial Records Maintenance

Financial records of the ALCA will be kept in accordance with normal and accepted business record-keeping principles recommended by the IRS, our CPA and other non-profit organizations. These principles will be determined by the Executive Director under the guidance of the ALCA Budget Committee. Practical guidance will dictate that records will be kept as long as they can reasonably be expected to be needed and after that they will be destroyed. In simple terms, this shall translate to keeping end-of-year budget summary reports and IRS 990s indefinitely. Normal documentation of transactions shall be kept for 7-10 years then destroyed unless there is some foreseeable reason for doing otherwise. Reason and flexibility should be watchwords in this process.

Endowment Fund

Committee membership should consist of the following designations: ALCA President, ALCA Treasurer, three ALCA Past Presidents to be appointed by the ALCA President as vacancies occur, and a chapter representative and a division representative to be appointed by the current ALCA President. Chapter and division representatives are to be appointed for one-year terms, but may be reappointed for up to three consecutive years.

During the first appointments of past presidents, one shall be appointed for a one-year term, one shall be appointed for a two-year term, and the third shall be appointed for a three-year term. As vacancies occur for the appointment of a past president, future nominees shall be appointed for three-year terms, and may be reappointed for one additional consecutive three-year term.

The ALCA president will select the chair of the committee at the time of his/her appointment, and this individual will be appointed for a three-year term and may serve for additional terms unless there are problems with the appointment. The chair may be reappointed for one additional consecutive three-year term by the ALCA president serving at the time the term ends. Whenever feasible, when a vacancy occurs for a past presidential appointment, consideration should be given to the immediate past president of the Association.

Each year, the Executive Director will serve as an ex officio member of the committee. This pattern of appointments will be followed until changed by the ALCA Executive Council. If problems develop concerning any of the appointments, the current ALCA president should ask the Executive Council to resolve the issue.

The endowment fund should be a separate line item in the ALCA budget and should be established to receive memorial, honorary, and/or other gifts.

When the endowment fund reaches the amount of \$10,000, then the fund will be utilized for scholarships and other such purposes to be determined by the Endowment Fund Committee as guidelines are established.

The following decisions have been made by the current members of the committee.

A campaign will be in place by early fall, 1992, to provide ALCA members a chance to give to the endowment fund.

Gifts will be accumulated in the separate line-item budget in the ALCA budget until the amount of \$10,000 has been accumulated, then the interest from this fund will be utilized to fund a scholarship for a graduate student to pursue graduate study in the field of Counselor Education.

Opportunities to give to the fund will be handled in at least two ways:

Sustaining members will pledge a given amount for several years and will be reminded of the pledge each year. Levels of giving for each year will be established; for example \$25.00 per year, \$50.00 per year, etc.

Individuals who wish to give on a one-time basis may follow the above-mentioned levels or give in larger amounts as well.

As the stability of the fund increases, it is possible that individuals will wish to endow scholarships in the name of a particular individual, and this will be a definite possibility. Members of the committee anticipate that if the fund is established and continues to profit over the years, consideration should be given to endowing a Counselor Education chair at some appropriate institution of higher education in Alabama at some future date.

These considerations include the thinking of the current members of the committee.

Insurance

The ALCA holds comprehensive Insurance coverage. This includes:

Officers and Directors coverage--protects the officers and directors in the functions of their duties. This coverage is also available to the chapters and divisions.

General Coverage-- protects the ALCA in the event of an accident, e.g., an injury at the Annual Conference.

Property Coverage--protects the property of the Association located at the office in Livingston.

Honesty Bond--protects the ALCA in the event of misuse of Association funds should occur.

Event Insurance—protects ALCA in case of financial loss from conference
(The ALCA's general coverage is provided by Harper and Associates of Mobile, AL).

The ALCA also offers personal liability insurance to its members through an arrangement with ACA. Information about member Liability Insurance may be obtained by contacting the ALCA office.

Research Grants

The purpose of research grants is to assist in funding those research projects which have broad appeal and usefulness to the membership of ALCA and/or to the organization itself.

Applications for this program are encouraged. The following guidelines are offered for preparing research proposals:

Eligible Participants: Participation is encourage by an ALCA member who is interested in doing an eligible research project. Joint proposals by more than one individual are also encouraged.

Eligible Projects: Research projects may fall into two general categories:

Research projects which have general appeal to the membership of ALCA. This might include (but is not limited to) new intervention programs for techniques that could be useful to a wide range of members.

Research projects that assess ALCA programs, services, and/or those of similar organizations.

Awards: The research grant awards will range from \$50.00 to \$1000.00. Normally an individual will be awarded only one grant per year.

Application Deadline: The following deadline will be used: October 1

Announcement of Awards will be made: November 1

Exclusions: ALCA funds may not be used for the purchase of hardware or equipment.

Grant Recipients: Upon completion of the research project, grant recipients are requested to submit the following:

- A copy of research results to the ALCA Executive Director.
- An article for publication in the ALCA Journal.
- A proposal for a content program at the following Fall Workshop.

The research and evaluation Chairperson is responsible for administering the research grants.

How To Apply

Please submit the following information:

- Date of application
- Name of person submitting
- Address
- Phone, home and office
- Sponsoring institution and address
- Prepare a typed research proposal of less than two typewritten pages, including
- Purpose
- Procedure to be used
- How collected data will be analyzed
- Expected results

Prepare a brief explanatory budget of not more than one page. Indicate total budget and amount requested from ALCA.

Submit three copies of the above to the chairman of the ALCA Research and Evaluation Committee.

Leadership Development

Members of the ALCA Executive Council have an ongoing responsibility to continue to strive to find ways to maintain ALCA as a dynamic professional organization. A primary responsibility of the organization is to meet the challenge of our ongoing obligation to develop competent leaders to advance the goals of the association.

It is our strong belief that the leadership should reflect in all ways the composition of the total membership of the association. Potential leaders for the state association must be selected and be trained in the chapter/division leadership positions to state association leadership positions.

Among the responsibilities of chapter and divisions officers, a high priority should be to identify persons interested in being leaders and accomplish at least the following with these potential leaders;

Identify the potential leaders.

Encourage these persons to seek offices at the Chapter/division level.

Provide training for potential leaders, including day-to-day training on the business of the Association; historical perspective of ALCA; organization, mission, and purpose of ALCA and chapters/divisions, and specific leadership training

At the end of each year, assess the competency of these chapter/division leaders for potential election to statewide offices.

Select and nominate persons from among this group to run for election as state officers. Rally chapter/division membership to support candidates during elections.

Continue to support elected candidates through term of office by serving on committees, task forces, attending meetings, presenting programs, and other similar tasks.

Board of Examiners

ALABAMA COUNSELING ASSOCIATION
Code of Alabama
1975
1984 Cumulative Supplement
Annotated
Volume 18
Chapter A
Counselors

34-A-4: Board of examiners in counseling-Creation; composition; qualifications; appointment; vacancies; annual report.

There is hereby created an Alabama Board of Examiners in counseling, hereinafter referred to as the board, to consist of seven members who shall be appointed by the governor under the conditions hereinafter set forth.

Within 30 days from July 18, 1979, the executive committee of the Alabama Association for Counseling and Development shall submit to the governor a list of qualified candidates for the board; said list shall contain names of at least four citizens from the general public; four qualified counselor educators; and six qualified practicing counselors from which the governor within 60 days, will select the board consisting of two citizens for the general public; two counselor educators; and three counselors in private practice. A minimum of one of those counselors must be a marriage and family counselor certified by the American Association of Marriage and Family Therapists.

The initial appointments to the board shall be for the following terms: The term of two members is one year, the term of two members is two years, the term of three members is three years.

The professional membership of the board authorized under this section shall be licensed under this chapter, except that the initial professional members shall be members who have been rendering the private practice of counseling services for at least one year, or who have been giving instruction in counseling in a regionally accredited institution of higher learning for at least three years.

Said board shall perform such duties and exercise such powers as this chapter prescribes and confers upon it. No member of the board shall be liable to civil action for any act performed in good faith for the performance of his duty as set forth in this chapter.

Board members shall be ineligible for reappointment for a period of three years following completion of their terms. Subsequent appointments to the board shall be made by the governor in the following manner: Not later than October 1, each year the

executive committee of the Alabama Association for Counseling and Development shall submit to the governor the names of two qualified candidates for the position on the board to be vacated by reason of expiration of term of office. From the two candidates the governor shall appoint one member not later than January 1, to serve on the board for a term of five years. Other vacancies occurring in the board shall be filled for the unexpired term by appointment of the governor from two candidates for each such vacancy submitted within 30 days after the vacancy occurs by the executive committee of the Alabama Association for Counseling and Development. Such appointments shall be made within 30 days after the candidates' names have been submitted. Any board members may be removed by the governor, after notice and hearing, for incompetence, neglect of duty, malfeasance in office or morale turpitude. Composition of the board shall always consist of two citizens, two counselor educators and three counselors in gender, racial and ethnic origins and the different levels of graduate and professional degrees and specialty represented in Alabama Association for Counseling and Development, though not all such differences necessarily will be reflected at the same time in board membership. A college or university shall have only one representative, faculty or staff, as a member of the board at any one time.

Immediately and before entering public duties of said office, the members of the board shall take the constitutional oath of office and shall file same in the office of governor, who upon receiving said oath of office shall issue to each member a certificate of appointment. The board shall have available for the governor or his representative detailed reports on proceedings and shall make annual reports in such form as required by the governor. (Acts 1979, No. 79-423, p. 649,4)

Note: Possible members of the Licensure Board are nominated by the ALCA professional Standards Committee to the Governor. He then chooses his nominees and sends these names to the state Senate for certification.

Governmental Relations

Alabama Counseling Association Legislative Network

Each ALCA member is a vital link in the chain of counseling services available to Alabama citizens. It is imperative that we make the public and the legislature aware of our efforts.

The objective of the ALCA Legislative Network is to have at least one ALCA member acquainted with and in regular contact with each Alabama Legislator.

In order to be the strongest link possible, each member needs:

- To keep informed about current trends and issues which affect our profession.
- To know his/her state and federal legislators.
- To be known to his/her state and federal legislators.
- To keep legislators informed about what matters to the counseling professional and his/her clients.

The executive council of the Alabama Counseling Association has authorized funding for the Alabama Legislative Reading and Research Service. This vital resource helps the volunteer members of the governmental and professional relations committee represent your views. However, it is the grassroots movement that influences legislation. Members of the legislature and congress want to hear the views of the constituents.

Call your legislators. At least know their names and be able to recognize them should you see them in the grocery store, at church or elsewhere in your community. Your goal is to provide a support network so the member of the legislature knows someone to call concerning counseling issues.

ALCA Legislative Networker Tasks:

Call State senator and representative to schedule an appointment.

At the meeting:

Establish rapport-be clear about the fact that you are a constituent of the legislator; find out about the legislator's family, friends, interests, etc.; look for common ground.

Provide information on-talk about the roles/goals of professional counseling in general and your work setting in particular.

Specify/clarify-talk to the current issues/concerns relevant to your professional work setting and to our profession in general i.e., number of school counselors units in the

education budget; concern about ALAMFT'S attempts to duplicate the role of the Alabama Board of Examiners in Counseling by establishing an ALAMFT Board.

Invite the legislator to call you if he/she has any concerns/questions about counseling and assure him/her that you will do the same.

Keep the meeting short, but take the time to say what needs to be said. Be organized as to points you wish to make and have printed materials to share with you. Remember: "Rome wasn't built in a day." so you may need to save some conversation for a later meeting.

YOUR REAL GOAL IS TO MAKE A FRIEND WHO WILL WANT YOUR OPINION IN THE FUTURE AND WILL KEEP YOU INFORMED ABOUT HIS/HER OPINIONS.

The chair of the governmental and professional relations committee is in constant contact with the members of the legislature as well as our support services. The committee only acts on behalf of the Association once the executive council has approved an item for the legislative agenda.

The governmental and professional relations committee issues a monthly newsletter of legislative activities during the state legislative session. The committee may also contact certain subsets of the association membership to provide immediate contact to a particular legislative member.

Influencing the activities of government and the legislature are an imprecise science at best. Often immediate action is needed. If you are contacted to make a call on behalf of the Association, do so immediately. The Association may only have a day to get its opinion known.

President's Circle

Membership:

Persons who have completed the term of office of Past-President of ALCA.

Purpose:

To unite former Presidents of ALCA as a resource body for the organization.

Activities:

Potential activities include:

- serving as advisory body to any ALCA officer or committee upon request;
- assisting with hospitality functions at annual Fall Workshop or other Association functions;
- submitting material for Quarterly, if requested;
- attending ALCA Executive Council in ex-officio, non-voting capacity if member so wishes.

Organization:

The Circle will be chaired by the exiting ALCA past President. Term of office shall be one year. (If officer is unable to serve, Circle may elect a chair for the one-year term.) The exiting ALCA Past-President shall be inducted into the Circle and named chair at the ALCA Spring Workshop.

Meetings:

The Circle shall meet annually at the time of the Fall Workshop. Other meetings may be requested as need for services arise.

Legal Counsel/Legalese

The “ALCA Legalese” program is an excellent legal advice service available to ALCA members. It is intended as a member service which provides the latest information on the legal aspects of situations to our members. ALCA members may call the Association’s legal counsel and ask him questions which pertain to the individual’s situation and which he/she may be encountering. Legal Council will advise of legal aspects, implications and possible courses of action.

“Legalese” is an advisory service. The ALCA legal Counsel will advise members of the scope of the service and will apprise members should he reach a point where advice/representation beyond the scope of regular service is needed. Legal Counsel will not “take on” as a client an ALCA who can reasonably be traced to “Legalese”. Legal counsel will not perform legal services for members. He will in any event always act in the best interest of the Association.

Access to “Legalese” is limited to active members. Legal Counsel will confirm membership before providing services to an ALCA client.

In addition to providing services for “Legalese”, the legal counsel will service as the legal advocate/representative for the ALCA. He will provide those services outlined in the following agreement until such time as it is voided or amended.

Access To/Use of Membership Information

Policy. The Executive Director is authorized to release membership lists and labels to various ALCA affiliates and to commercial and non-profit organizations for uses which are appropriate to the professional needs and interests of members of ALCA, its Chapters and Divisions. (Computer accessible lists will not be made available to non-ALCA entities). These opportunities will include job offerings, professional development workshops and conferences, professional publications, and institutional research.

Procedure. Requests shall be submitted in writing to the Executive Director stating the intended use of the information. Requestors shall sign an affidavit stating that the membership list/labels requested will be used only for the purpose stated it/they will not be released to any unauthorized source. Upon approval of the Executive Director and receipt of full payment in advance, the list/labels may be released.

Cost. Rates of access will be reasonable and shall be determined by the Executive Director.

IRS/Taxes

The Alabama Counseling Association's relationship with the Internal Revenue Service is a very interesting and sensitive one because of our status as a non-profit organization. The answers to the following commonly asked questions have been formulated for information and instruction:

We are defined as a 501(c)(3) organization by IRS. This classifies us as an association organized and operated exclusively for religious, charitable, scientific, literary or educational purpose...As a 501 (c)(3) organization we are required to :

be organized and operated for a tax exempt purpose

no part of the net earning of the organization can be used to the benefit of a private stock holder or individual and

no substantial part of the organization's activities are intended to influence legislation and the organization does not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; the organization operates as a common law charity.

As a 501(c)(3) we are able to count contributions to the association as contributions.

As long as we continue to file the IRS 990's Form, we will probably never have a problem with 501(c)(3), but it is important to know that associations have come under a great deal of scrutiny because of their political activities and there is the possibility that we could be called to question because clearly we have entered an area where we are doing lobbying activities.

The Alabama Counseling Association as a 501(c) organization is required to file form 990 since our gross receipts exceed \$50,000. This form is filed annually by the state ALCA.

None of the state chapters or divisions have a 501(c) status; therefore, none of them are required to or should they be filing a form 990 because having any of the chapters or divisions filing a form 990 individually presents a problem to the state association because there has been confusion with IRS over how those organizations fit into ALCA. No chapter or division is required to file unless they have income more than \$25,000 per year and in no case would they be required to file if they are covered under state ALCA's form 990. In our case they are.

The confusion and problems that we have had with IRS in the past apparently were caused because one or more of our divisions has been filing a 990 thinking they were doing the right thing when they were not. This became particularly confusing because

that particular division and apparently other chapters and divisions are using the tax exempt identification number assigned to the Alabama Counseling Association.

It is okay for chapters or divisions to use the state association's tax exempt organization number on their bank accounts, etc., as long as the chapters and divisions understand that it is the Association's number and that their financial transactions have to be reported as part of the Association's annual financial statement. Again, under no circumstances should the chapter and division file a separate form 990 with the Internal Revenue Service because everyone is using the same number.

The ALCA accountant has suggested that the Association should file filing a group tax return and cover all of our chapters and divisions. If we were to ask each chapter and division to file separately, each would have to apply for tax exemption rather than be covered under the group exemption. The exemption application is a rather onerous task. Needing the status would be true even if they do not pass the \$25,000 threshold.

The accountant has designed a standard form which is be sent to each of the chapters and divisions in May following the completion of the fiscal year and then each chapter and division would simply return that form to the state office and the accountant will then compile a group form. Since all of the chapters and divisions have treasurers this should be fairly simple to do. The accountant has indicated that, if we fail to get a report from a particular chapter or division, we would simply not include them in the total for the year.

The accountant has called to my attention that all 501(c) organizations (as we are) are restricted in using a substantial part of our activities and funds for lobbying purposes. We also are restricted from participating in any political campaign. Our accountant has cautioned that we must be very careful in the area of lobbying because even as a tax exempt organization there is the very real possibility that lobbying expenditures could become subject to taxation if they are substantial. It appears that the rule of thumb is that no more than 20% of the association's budget could be spent in this area. We do not appear to have a problem in this area.

The ALCA does not have an exemption from sales tax in Alabama. It would take an act of legislature to receive such status. This amount is not substantial.

Postal Service

One of the recurring questions asked in the Association is whether the chapters and divisions can use the state association's non profit mailing permit. The following information is intended to answer that and related questions:

The postal regulations specifically deny subordinate groups of an association the use of a permit granted to the parent organization. Postal Service Form #s623 states that no subordinate group may use the parent organization's postal permit.

"An authorization to mail at an additional mailing office will only be granted to the specific organization currently authorized to mail at the special rates at the original office. For example, an additional mailing authorization will not be granted to a local chapter of a national (parent) organization if the original was granted to the national (parent) organization."

If not chapter or division may use the parent organization's postal permit, the logical question is, "How do I go about getting a permit?" It seems logical and for each chapter and division to go to the post office and apply for a non-profit mailing permit. The problem with this is that the chapters and divisions individually do not have a tax exempt status. Therefore, they do not qualify for the permit without applying to the IRS and trying to obtain a separate tax exempt status for each chapter and division. This is an onerous, time consuming and probably expensive task because it would involve the work of an attorney and probably a CPA.

The bottom line from the Executive Director's office in conjunction with the Postal Service and the Association's accountant is that we have not been able to determine a way in which a chapter or division may use the Association's mailing permit to mail its newsletters, etc., or obtain one of its own easily.

We have even pursued the possibility of a sub-station mailing for some of the chapters and divisions but the postal service indicates that this status is intended only if the Association wishes to bulk mail Association material from a post office other than the home bulk mailing station. This would not allow a chapter or a division to mail because it is not mailing directly for the parent organization. This is confusing, but it has been researched thoroughly and it is correct.

The question always arises about whether the state office can mail items for a chapter or division and take advantage of the permit. This seems feasible but in order to do this the chapter or division newsletter, etc., has to be altered in such a way so that it gives the appearance that it is all being handled from the home office and being mailed from home, and most important, once the material is printed, it then has to be conveyed to the home post office to be mailed at the post office in Livingston, Alabama. By regulation it is not possible to use the Association's permit and have that information be mailed from anywhere other than the home post office, and then in accordance with bulk mailing regulations.

Once the chapter or division accepts the premise that it cannot use the Association permit, the next question is how do I go about mailing. The bottom line is that one either has to send whatever information, Newsletter, etc., out through the postal service at whatever postal rate applies (first class, third class, etc.) or try to prevail upon an organization in your chapter or division that might consider doing this for you simply as a service to the chapter or division. Many of the colleges, universities, school systems in the different areas of the state have done this with the Association over the years. This in essence means that, unless the organization is willing to pay first class mail, they are figuring out a method to mail the chapter/division materials while taking advantage of whatever permits that they might be entitled to. From a strict interpretation of the postal regulations that is definitely not proper to do, but many of the colleges, universities, school system do this and do not normally have a problem with the Postal Service.

The only exception occurs when you run into a postmaster who is a real stickler for details. Of course, at that point there is nothing else to do but accept his judgement because he is correct.

On occasion individuals within the Association cite names of chapters and divisions which were getting items mailed under a different permit so that we could point this out to the postmaster who was refusing to do it. As has been pointed out to those individuals, if you do that, all he is going to do is tell us, "I am sorry. I cannot worry about what other post masters do. I know what the regulations are and I am going to do the right thing". We in turn then run the risk that he may report other post offices for allowing the violation to occur.

It appears the best solution is to figure out the best method you can between paying first class postage or relying on the goodwill of organizations within your chapters and divisions to assist you.

This whole statement is not very good news to any of the chapters or divisions because all of them are concerned about expenses, but the information is correct and you need it so that you know what you are dealing with. This statement will be available in the future for us to pass on to new officers when they take over.

ALCA Listserv

The listserv is the ALCA's regularly updated electronic mail service designed to convey the latest in counseling relating developments. Inclusion is open to Active members. To be added, contact the ALCA at alca@alabamacounseling.org.

Listserv Disclaimer

PERFORMANCE DISCLAIMER: The ALCA listserv is intended simply as a service and convenience to our membership. Information is posted on the listserv at the request of members and others who have information that it appears would be of interest to our members. Inclusion on the listserv should not be viewed as an acknowledgement or endorsement of the accuracy of the information being provided. This is simply an information venue. ALCA assumes no liability resulting from the use of this service. Consumers are advised to screen information as they would as they would any other information source. ALCA reserves the right to determine which items will/will not go out on its listserv.

ALCA Website

The website is the ALCA internet home. Go to www.alabamacounseling.org for a comprehensive glimpse of ALCA and its activities.

Counselor Locator Service

Last fall ALCA initiated a new and valuable service called the Counselor Locator Service. This program is a listing on the ALCA website which offers the opportunity for clients to identify counselors by geographic area and practice when they are in need. This appears to be a good option for clients but also for practicing LPC's and others who may potential clients to know of their services. This service was developed with the cooperation and support of the Executive Council and was timed to coincide with the radio advertising campaign which the ALCA has conducted this year.

To date the number of counselors (especially LPC's) listing their credentials has been limited. This appears to be an excellent opportunity to promote one's availability for service to clients. We encourage you to email the ALCA office at chip@alabamacounseling.org your credentials, location, contact information, and type services you provide so that we may add you to the service.

NBCC Approval Guidelines for ALCA Chapter and Division Workshops

NBCC Approval Statement

The Alabama Counseling Association “ACEP #2001” is an NBCC-Approved Continuing Education Provider (ACEP) and may offer NBCC-approved clock hours for events that meet NBCC requirements. The ACEP solely is responsible for all aspects of the program.

NBCC Approval Guidelines for Alabama Counseling Association Chapter and Division Workshops

Introduction: The Alabama Counseling Association is an NBCC approved provider for professional development hours and may offer clock hours for programs, events, and workshops which meet the criteria for approval by the national board. NBCC guidelines must be followed in order for Chapters and Divisions to be approved to offer professional development workshops. ALCA is solely responsible for every aspect of programs, events, and workshops offered under the ALCA credentials.

The following information will outline specifically what guidelines must be followed in order to have Chapter/Division approved to award NBCC hours for programs or workshops. This information details how to plan and schedule events, apply for the NBCC approval, and ensure that attendees will be eligible to receive NBCC certificates following the event.

NBCC Pre-Approval Guidelines for Workshops and Seminars

1. The activity for which contact hours will be awarded must fall within one of the following NBCC core content areas:
 - a. Counseling Theory/Practice and the Counseling Relationship
 - b. Human Growth and Development
 - c. Social and Cultural Foundations
 - d. Group Dynamics and Counseling
 - e. Career Development and Counseling
 - f. Assessment
 - g. Research and Program Evaluation
 - h. Counselor Professional Identity and Practice Issues
 - i. Wellness and Prevention
2. The workshop or seminar must contain content appropriate for master’s level professionals within the discipline of counseling.

3. Presenters must have a graduate degree in counseling or closely related discipline and be identified using the categories below. If the presenters are not from the helping profession, but the focus is relevant to counseling, a counselor should be a participant or co-presenter in the workshop to relate the material to the counseling field.

Category 1	Category 2	Category 3
a. Presenter must hold a graduate degree in a mental health field from a regionally accredited educational institution b. Presenter must be qualified by appropriate education, experience, and/or training to present/author the subject matter or author the publication concerning the subject matter.	a. Presenter must hold a graduate degree from a regionally accredited educational institution directly related to the subject matter to be presented b. Presenter must be qualified by appropriate education, experience, and/or training to present/author the particular subject matter or author the publication concerning subject matter.	a. Presenter must be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning subject matter.

Additional Qualifying Information:

- Program presenters must qualify under NBCC policy to present/teach the particular content area covered within the workshop or session.
 - Presenters may not use honorary degrees in order to qualify as a presenter/author of a program offered for NBCC credit.
 - Individuals who have obtained academic degrees outside the United States may or may not be qualified to present programs for the NBCC credit. These individuals may be asked to provide the results of an international degree equivalency evaluation. NBCC will then determine if the individual qualifies as a presenter under the NBCC policy and guidelines.
4. If the activity presented is a self-help program in nature, the activity must include clear instructions for use application and relevance to the counseling process and helping profession.
 5. The program must be made available to all members of ALCA or the individual ALCA Chapter or Division.
 6. Only programs hosted by ALCA or ALCA Chapters/Divisions will be approved for NBCC hours. Programs must not be co-hosted or co-sponsored outside of ALCA and its chapters or divisions. Programs planned and conducted by private counselors or organizations will not be approved for NBCC hours.

7. Poster sessions are not eligible for continuing education hours.
8. In order to receive credit, sessions within a program or event must last for at least one full hour. It is the responsibility of the program coordinator to ensure that presenters understand this and plan accordingly.
9. Sessions which are less than one hour in length will not be eligible for NBCC hours.

Pre-Approval Procedures to Obtain NBCC Hours:

1. All materials must be submitted at least 30 days prior to the workshop or program. Advertising is prohibited until the pre-approval process has been completed and the program organizers have received their approval form. Please note all materials must be received for the application to be reviewed and there is a two-week review period.
2. A detailed program description must be written which includes the NBCC Hours Application form:
 - a. Program title
 - b. Goals of the program
 - c. Length of the program
 - d. Description or outline of the program
 - e. Date, place, and time of the program
 - f. Schedule of sessions and presenter(s) for each session
 - g. Identification of NBCC core content area(s) addressed
 - h. Evaluation procedure and copy of evaluation form
 - i. NBCC Application form to be given to attendees.
 - j. Advertising procedure and copy of all advertising forms. Must include the ALCA NBCC statement and NBCC logo. This logo and statement may be obtained from the coordinator or the state ALCA office.

The Alabama Counseling Association, ACEP #2001, is an NBCC-Approved Continuing Education Provider (ACEP) and may offer NBCC-approved clock hours for events that meet NBCC requirements. ALCA is solely responsible for all aspects of the program.

3. Presenter information for each presenting using the presenter information form:
 - a. Presenter's full name
 - b. Presenter's educational background
 - c. Presenter's credentials (if applicable)
 - d. Identification of NBCC presenter category
 - e. Presenter's job history
 - f. Short vita (1 – 3 pages) of the presenter
4. A letter or e-mail from the President of the chapter(s)/division(s) stating that the program/workshop is an official event of that Chapter/Division that has been voted upon by the Executive Committee of the organization when planning their

annual program. All co-sponsoring chapters/ divisions should be included in the application process.

5. Upon receipt of **all** materials, the NBCC Chapter/Division Coordinator or designee will review the submitted materials to determine if the program is in compliance with NBCC guidelines for offering NBCC hours. . Within two weeks or receiving **all** application materials, the NBCC Chapter/Division Coordinator or designee will notify the chapter/division representative regarding approval and the number of NBCC Hours to be awarded.

In order for ALCA Chapters and Divisions to be approved for continuing education, NBCC guidelines must be followed explicitly. The steps below outline the procedures necessary to offer certificates to attendees for NBCC hours. The documentation must be received within ten (10) days of the program completion. It is important to note that NBCC hours will only be awarded for the program portion of the session. Business meetings, registration, meals, and breaks are not eligible to receive hours. These activities must not be included in the program length submitted.

1. Attendance roster(s) signed by participants indicating time of arrival/departure; programs with both morning and afternoon sessions must have a sign-in sheet for both sessions. Attendance roster(s) must use the Program Attendance form that is appropriate for their program. NBCC credit may only be requested for programs/sessions attended in their entirety. Presenters may not receive credit for workshops or parts of workshops that they present.
2. A summary of the feedback received through the evaluation upon completion of the program
3. To apply for NBCC Hours certificate, chapter(s)/division(s) have two choices: (a) have attendees submit their applications individually OR (b) program organizer submits attendee applications with one composite check, applications, and attendance roster.
 - a. Attendees who want to apply for a NBCC Hour certificate should send their individual application for NBCC coordinator with a check made out to "ALCA." The fee for ALCA members is \$5.00; the fee for nonmembers of ALCA is \$20.00.
 - b. Chapter(s)/division(s) choosing to collect the fees from all attendees who want NBCC Hour certificates must submit one composite check, attendance roster, and fully completed NBCC Hour applications from those wanting certificates.
4. Attendees must be informed of the NBCC process, including deadlines and fees related to late application or replacement certificates. Certificate fees for applications submitted ALCA members more than 60 days after the date of the program are \$10.00. Late application fees for non-members are \$25.00.
5. The Chapter/Division Professional Development Coordinator will process and mail the NBCC certificates within four weeks after receiving the application and required documentation (attendance roster, summary of evaluations from the

Chapter/Division.

Important Notes:

1. Certificates of attendance are not a legitimate substitute for NBCC certificates with NBCC numbers.
2. One hour of NBCC hours equals .1 CEU. Note that the Administrative Code of the Alabama Board of Examiners in Counseling Section 255-X-.03 Continuing Education states that a minimum of forty (40) formal contact clock hours of relevant professional development and experience shall be required for renewal of LPC license (6 clock hours devoted to ethical concerns). THE CODE REQUIRES 20 AND 40 CONTACT HOURS OF PROFESSIONAL DEVELOPMENT EXPERIENCE.
3. The ALCA NBCC hour certificate with the ALCA NBCC provider number are accepted by the (a) Alabama Board of Examiners in Counseling, (b) Alabama Board of Examiners in Psychology, and (c) Alabama Board of Examiners in Marriage and Family Therapy.
4. Social work and rehabilitation counselor professional development hours require separate pre-approval. Chapters and divisions wishing to provide professional development for social workers or rehabilitation counselors should apply directly to the Alabama State Board of Social Work Examiners and Commission on Rehabilitation Counselor Certification.
5. Pre-approval for professional development hours for social workers is obtained for the Annual ALCA Conference from the Alabama State Board of Social Work Examiners. Preapproval is NOT obtained for rehabilitation counselors.

All materials should be sent to:

**Dr. Debbie Grant
ALCA Chapter and Division Professional Development Coordinator
2705 Royal Lane
Pelham, Alabama 35124
(205) 249-7134
dgrant@hoover.k12.al.us**

Please note: The following application documents and forms were created by Elizabeth Hancock. Special thanks for her assistance!

Continuing Education Application
Pre-Approval Application for all Programs, Events, and Workshops held by ALCA
Chapter/Divisions

Program Title: _____

Program Sponsor(s): _____

Program Organizer/Contact Person: _____

Contact Person Email & Phone Number: _____

How will CE certificates be offered: _____

Goals of the program: (*minimum of three*) _____

- 1
- 2
- 3
- 4

Length of the Program: _____

Description or Outline of the Program: _____

Date/Time(s) of the Program: _____

Location of the Program: _____

Schedule of sessions and presenters for each session: (*attach additional using the format below*)

Session 1:	Session 2: (<i>if applicable</i>)	Session 3: (<i>if applicable</i>)
NBCC core content area(s) addressed:	NBCC core content area(s) addressed:	NBCC core content area(s) addressed:
NBCC presenter category <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	NBCC presenter category <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	NBCC presenter category <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Session Goals (<i>Minimum of three</i>):	Session Goals (<i>Minimum of three</i>):	Session Goals (<i>Minimum of three</i>):
1	1	1
2	2	2
3	3	3
4	4	4
Session Description/Objective:	Session Description/Objective:	Session Description/Objective:

Signature of Applicant: _____ Date: _____

FOR NBCC COORDINATOR ONLY		
Date Application Received: _____		
<i>Materials Received:</i>		
<input type="checkbox"/> Pre-Approval Application	<input type="checkbox"/> Presenter(s) Information Form & Vita	
<input type="checkbox"/> Letter from Chapter/Division President	<input type="checkbox"/> Sample Evaluation Form	<input type="checkbox"/> Sample Advertising

**Continuing Education Application
Presenter Information Form for all Programs, Events, and Workshops held by ALCA
Chapter/Divisions**

Program Title: _____
 Program Sponsor(s): _____
 Program Organizer/Contact Person: _____
 Contact Person Email & Phone Number: _____
 Date/Time(s) of the Program: _____

Presenter Information (each presenter must be on separate forms)

Presenter Full Name: _____
 Presenter Email/Phone Number: _____

Presenter Education: _____ CACREP Accredited: Yes No

Presenter Education: _____ CACREP Accredited: Yes No

Presenter Licensure/Certifications: _____

Presenter Current Employer: _____ Position: _____ Dates Employed: _____

Presenter Past Employer: _____ Position: _____ Dates Employed: _____

Presenter Past Employer: _____ Position: _____ Dates Employed: _____

Education/Training/Experience Relevant to the Topic:

NBCC Presenter Category: 1 2 3

Category 1	Category 2	Category 3
a) Hold a graduate degree in a mental health field from a regionally accredited educational institution b) Be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter	a) Hold a graduate degree from a regionally accredited educational institution directly related to the subject matter presented b) Be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter	a) Be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter

Additional Presenter Requirements and Restrictions

- a) Each program presenter must qualify under NBCC Policy to teach the particular subject matter presented by that individual
- b) Honorary academic degrees must not be used to qualify a presenter to present or author programs offered for NBCC credit
- c) Individuals who have received academic degrees outside the United States may or may not be qualified to present programs for NBCC credit. Such foreign degreed individuals may be required to submit the results of an international degree equivalency evaluation. NBCC will determine whether the individual qualifies as a presenter under NBCC Policy.

A 1-3 page vita must be included for each presenter.

Sample Evaluation Form

Evaluation Form

Title of Workshop

Date

Chapter and/or Division

0 Not Applicable

1 Strongly Disagree

2 Disagree

3 Agree

4 Strongly Agree

1.	The presentations were relevant to my needs/interests.	0	1	2	3	4
2.	The purpose of the presentations was clear and concise.	0	1	2	3	4
3.	The presentations were well organized.	0	1	2	3	4
4.	There were sufficient examples, visuals, and materials to support the presentation.	0	1	2	3	4
5.	The handouts were useful.	0	1	2	3	4
6.	My knowledge has improved as a result of this presentation.	0	1	2	3	4
7.	The program was relevant to professional counselors	0	1	2	3	4
8.	The presenters had a good command of the subject.	0	1	2	3	4
9.	The presenters handled questions well.	0	1	2	3	4
10.	The presenters were prepared and managed their time well.	0	1	2	3	4
11.	The presenters were knowledgeable	0	1	2	3	4
12.	The meeting room facilities were comfortable or met my needs	0	1	2	3	4

Additional Comments or Feedback:

Evaluation Summary

Program Title: _____

Program Sponsor(s): _____

Program Organizer/Contact Person: _____

Contact Person Email & Phone Number: _____

Date/Time(s) of the Program: _____

0 Not Applicable 1 Strongly Disagree 2 Disagree 3 Agree 4 Strongly Agree
**Composite
Score**

1.	The presentations were relevant to my needs/interests.
2.	The purpose of the presentations was clear and concise.
3.	The presentations were well organized.
4.	There were sufficient examples, visuals, and materials to support the presentation.
5.	The handouts were useful.
6.	My knowledge has improved as a result of this presentation.
7.	The program was relevant to professional counselors
8.	The presenters had a good command of the subject.
9.	The presenters handled questions well.
10.	The presenters were prepared and managed their time well.
11.	The presenters were knowledgeable
12.	The meeting room facilities were comfortable or met my needs

Comments or Feedback:

Sign-In Sheet & Attendance Roster

Workshop Title

Chapter and/or Division

Date

Location

Session

(Provide separate sign in sheets for morning, afternoon and discrete sessions)

Name – Please Print	Signature	NBCC Hours?	ALCA Member	Time In/ Initials	Time Out/Initials
		<input type="checkbox"/> Yes <input type="checkbox"/> No Paid: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No Paid: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No Paid: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No Paid: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No Paid: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No Paid: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No Paid: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No Paid: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No Paid: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No Paid: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		

NBCC Certification Application Form
Workshop Title
Date
Chapter and/or Division
Number of Contact Hours
This Form Must Be Completed Fully, Please Print Neatly
Remember to make a copy for your records

Last Name	First Name	Middle Initial
Address: _____		
<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
Phone: _____	Email: _____	

- If multiple discrete sessions, list:
- Title of session and number of contact hours
 - Title of session and number of contact hours
 - Title of session and number of contact hours

I certify that the information on this NBCC Form is complete and accurate

Attendee Signature	Date
--------------------	------

Return this **completed** form
with a check made
out to ALCA to:

Dr. Debbie Grant
ALCA
2705 Royal Lane
Pelham, Alabama 35124
dgrant@hoover.k12.al.us

ALCA Membership Status	
<input type="checkbox"/>	Active Member
<input type="checkbox"/>	Non-Member

CE Application Fees	
\$5.00	NBCC Application fee for ALCA Member
\$20.00	NBCC Application fee for Non -Member
\$10.00	Replacement fees for members and nonmembers
\$10.00	Late fee for applications submitted after 60 days for ALCA Member
\$25.00	Late fee for applications submitted after 60 days for Non-Member

American Counseling Association (ACA)

The American Counseling Association, Alabama's parent organization, invites you to join the largest counseling organization in the world

"REACH beyond yourself"

ACA's Mission Statement

Assisting you in your efforts is ACA. As a counselor, you recognize that people need help dealing with personal, social, educational, and career concerns as part of their development. By focusing on the goals your clients and students want to achieve, you are able to assist people in making decisions, solving problems, adjusting to change, and empowering them to make positive decisions regarding their future.

By providing leadership training, continuing education opportunities, and advocacy services to nearly 45,000 members, ACA helps counseling professionals develop their skills and expand their knowledge base.

ACA has been instrumental in setting professional and ethical standards for the counseling profession. The association has made considerable strides in accreditation, licensure, and national certification. It also represents the interests of the profession before Congress and federal agencies.

"Within your grasp is the opportunity to join the largest counseling organization in the world. Dedicated to the growth and enhancement of counselors and the counseling profession for nearly 50 years, the American Counseling Association exists to assist you in achieving success towards your personal and professional goals.

Regardless of position or work setting, ACA caters to your specific needs and interests as a professional counselor. In fact, ACA is the only professional counseling association that provides you with the widest variety of resources tailored to the diversified needs of today's counselor."

ACA BENEFITS

Many valuable benefits and services are at your fingertips, often by simply calling our toll-free Member Service phone number (800/347-6647 x 222). Each product, service, and benefit is selected with the professional and personal improvement of our members in mind. As an ACA member you will benefit from:

Professional Development

You will receive valuable Continuing Education Contact Hours (CEU's) when you take advantage of the many professional development programs available-many at substantial savings just for ACA members! Enhance your academic training with home-

study programs that fit your schedule and professional development workshops and institutes presented by today's leading experts in the field.

Resources

ACA offers special discounts to members on the most up-to-date resources for the counseling professional. Videotapes, audiotapes, books, and journals are just some of the tools available to you at substantial savings as an ACA member.

Job Search Assistance

You can post a position wanted announcement to over 60,000 readers or search the classified job announcements in ACA's monthly newspaper, Counseling Today.

You can also use ACA's membership directory to assist in your networking efforts.

Liability Insurance

The ACA Insurance Trust offers a comprehensive package of benefits exclusively for ACA members, including professional liability insurance.

Representation and Advocacy

ACA is seen as the premier organization representing the interests of the counseling profession in the area of licensure, third party reimbursements, education and career development issues. Your interest are represented at the local, state, and national level.

Exchange Networks

You can grow professionally and personally by taking advantage of the opportunities for the lively exchange of ideas, experiences, and suggestions, between you and your colleagues at numerous ACA events and workshops.

Subscriptions

Included in your membership are subscriptions to both the monthly newspaper, Counseling Today, and the bi-monthly Journal of Counseling and Development.

ACA has teamed up with leading companies to offer you personal and professional services at greatly reduces rates. Kinkos, Sprint, Mastercard, and Adelman Travel are just some of the many companies working for ACA members.

[Call For More Information]

1-800-347-6647

ACA AFFILIATIONS

ACA Insurance Trust

The ACA Insurance Trust is an independent organization that provides ACA members with a choice of quality insurance programs which offer competitive rates, equitable claim processing, and underwriting. The largest and most popular program the Trust offers is professional liability insurance exclusively for ACA members.

Counseling and Human Development Foundation

CHDF was created to expand the scientific and educational opportunities within the profession. Although it is a separate not-for-profit organization, CHDF serves as a "Partner in Professionalism" with ACA. The Foundation offers financial support for scholarly research and other projects aimed at advancing the counseling profession.

Council for Accreditation of Counseling and Related Education Programs

CACREP is an independent agency created by ACA in 1981 to accredit counselor education programs at the graduate level. CACREP promotes the development and implementation of preparation standards and provides for objective and rigorous program review.

Legal Action Fund

LAF provides funding for legal cases that clearly discriminate against counselors or could have a significant effect on the counseling profession.

Human Concerns Fund

HCF alleviates human suffering by providing financial assistance to programs which address the needs of the least fortunate persons in our society.

MEMBERSHIP

ACA realizes the diverse needs of the counseling community. You have the opportunity to join various divisions which focus on specialty areas of the profession. Membership in at least in one division is required after the first year of ACA membership. In addition, there are three separate categories of membership within ACA.

PROFESSIONAL

Professional members hold a master's degree or doctorate in counseling or a closely related field from a college or university accredited by one of the regional accrediting

commissions that holds recognition from the Commission on Recognition Of Post secondary Accreditation (CORPA). Professional members must present proof of academic credentials upon request.

REGULAR

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

STUDENT

Student memberships are available to both undergraduate and graduate students enrolled at least half-time or more at the college level. Student members must present proof of academic credentials upon request.

DUES

Dues are required and set by General Council.

DIVISION DUES

ACA has 23 specialty divisions which provide you with information and resources specific to your needs and interests. Dues are required to join these.

ACA DIVISIONS

Customize your ACA membership! The increased sophistication of the counseling profession has resulted in the creation of ACA divisions which allow you to gain information and resources specific to your needs and interests.

Guidelines for Parliamentary Procedures

THE "WHY" OF PARLIAMENTARY LAW

Parliamentary law is simple in principle. It is based on mere common sense and courtesy. It seems technical because it has been necessary to develop a special vocabulary for discussing it. If one knows the vocabulary, the rules come easily. For this reason, a glossary of common terms has been included in this handout and should be referred to as often as necessary in considering the fundamental rules.

The Purpose of Parliamentary Law:

To enable an assembly to transact business with speed and efficiency.

To protect the rights of each individual.

To preserve a spirit of harmony within the group.

To achieve these purposes, always consider the five basic principles of parliamentary procedure:

Only on subject may claim the attention of the assembly at one time.

Each proposition presented for consideration is entitled to full and free debate.

Every member has rights equal to every other member.

The will of the majority must be carried out, and the right to the minority must be preserved.

The personality and desires of each member should be merged into the larger unit of the organization.

The Agenda or Order of Business

It is customary for every group to adopt a standard or order of business for meetings. When no rules have been adopted, the following is the order:

Call to Order:

"Will the meeting please come to order?"

Reading and approval of the minutes:

"Are there any correction to the minutes?"

"There being no corrections, the minutes will stand approved as read."

OR:

"Are there any further corrections to the Minutes?"

"There being no further corrections, the minutes will stand approved and corrected."

Reports of officers and standing committees:

Officers, boards, or standing committees should be called upon in which they are mentioned in the constitution or bylaws of the organization.

Reports of special committees:

Unfinished business:

"We come now to unfinished business. Is there any unfinished business to come before the meeting?"

New Business:

"Is there any new business to come before the meeting?"

Program:

Adjournment:

Unqualified forms: Proposer moves for adjournment; motion is seconded; chairman calls for a vote; action depends upon majority vote. This motion can not be discussed.

Quality forms: Proposer moves for an adjournment within a definite time or adjournment to meet again at a specified time; motion is seconded; chairman calls for a discussion; a vote is taken; action depends upon majority vote.

HOW SHOULD A MOTION PROGRESS?

A member rises and address the presiding officer.

The presiding officer should be addressed by title as "Mr. President." If the specific title is not known, it is correct to use the term "Mr. or (Madam) chairman.

The member is recognized by the presiding officer.

The chairman recognizes a member by his name, "Mr. Member" or by a nod to him. Having received formal recognition from the chairman, a member is said to "Have the floor" and is the only member entitled to present or discuss a motion.

The member proposes a motion.

A motion is always introduced in the form, "I move that" followed by the statement of the proposal. This is the only correct phraseology. Aside from the brief explanatory remarks, it is not permissible to discuss the merits of the motion either prior to, or immediately following, the formal proposal of the motion. The discussion must wait until after the chairman has stated the motion to the assembly and has called for discussion.

Another member seconds the motion.

Another member without rising or addressing the chairman, may say, "I second the motion." Seconding a motion is merely an indication that the member seconding it wishes the matter to become the assembly for consideration. If no one seconds the motion, the chairman may ask, "Is there a second to the motion?" If there is none, he may declare, "The motion is lost for want of a second."

The presiding officer states the motion to the assembly.

When a motion has been properly proposed and seconded, the chairman repeats the motion to the assembly, or "States the motion." After it has been formally stated to the assembly, it may be spoken of as a "question," a "proposition," or a "measure."

The assembly discusses or debates the motion.

After the motion has been formally stated by the chairman, any member has the right to discuss it. He must obtain the floor in the same manner as when presenting a motion. Normally the first person who has recognition is entitled to speak, but when several members wish to speak or present motions at the same time, certain guiding principles should determine the decision of the chairman:

The chairman should always show preference to the proposer of the motion.

A member who has not spoken has prior claim over one who has already discussed the question, or who has proposed another motion.

If the chairman knows the options of the various members regarding the measure before the house, he should alternate between those favoring the measure and those opposing it.

The chairman who seldom speaks in preference to one who frequently claims the attention of the assembly.

Discussion must be confined to the question that is "Before the House."
The presiding officer takes the vote on the motion.

When all members who desire to discuss the question as done so, the chairman "Put the motion to a vote." He may, before taking the vote, inquire, "Is there any further discussion?" Or "Are you ready for the question?" If no one rises, the chairman presumes discussion is closed. He will proceed to take the vote by announcing "All in favor of the motion (State the Motion) say 'Aye'." Following response from the assembly, the chairman then says "Those opposed say 'No'." If the chairman can not determine from the volume of voices which way the majority has voted, he says: "The chair is in doubt." Those in favor of the motion please rise." After counting, he says: "Be seated. Those opposed, rise. Be seated." Another alternative is to simply call for a show of hands. Certain motions may be voted on by ballot.

The preceding officer announces the results of the vote.

The chairman formally announces the result of the vote, saying: "The motion is carried; therefore (State the intent of the motion)." If a majority voted in the negative, "The motion is lost" as so the vote has been announced by the chairman, another motion is in order.

GLOSSARY OF STANDARD TERMS OF PARLIAMENTARY PROCEDURE

Amend:

To change a motion either by adding to it, taking from it, or by altering it in some other way. (See amendments)

Blanks, filling:

"Filling blanks" is a term used to indicate a method of decision regarding a matter where several different courses of action are possible. The term "Blank" is used because usually this method is applied in motion where an exact amount, a name, a date, or some other essential specific information is the blank.

Business, Order of:

The regular program of procedure of a society. (See agenda)

Chair:

The chairman. "Addressing the chair" means speaking to the chairman or president. This is done by rising to one's feet when no one else is speaking (with some exceptions) and saying, "Mr. Chairman." Being "recognized by the chair" means being given permission to speak further. (See progress of motions)

Power of Chair:

The chairman has the following authority:

- He may decide in what order speakers shall be recognized.
- He may refuse to recognize members offering dilatory, absurd or frivolous motions or motions intended, in his judgment, to obstruct business.
- He may restrain speakers within the limits of the rules.
- He may enforce good decorum.
- He may appoint committees.
- He may decide points of order.
- He may vote in cases where his vote may change the result; e.g., to make or break a tie.
- He should avoid influencing a vote by his own comment on a motion under consideration.
- Actions of the chairman are, of course, subject to appeal. (See Incidental Motion, "To appeal from decision of the Chair.")

Commit:

To refer to a committee.

Committee of the Whole:

Sometimes certain matters come up which can be properly studied and digested only as a committee would go into them, but which, because of their importance, should be considered by all members, and therefore should not be referred to a small committee. Then the meeting, on motion duly made, may "resolve itself into a committee of the whole." This means that the meeting officially is discontinued while everyone remains and becomes of a larger special committee including everyone present. The chairman of the regular meeting does not preside over a committee of the whole; a special chairman is appointed.

Consideration, informal:

When a member moves "informal consideration," and the motion is adopted, the meeting lays aside formal rules, allowing each person present to speak once on the subject under consideration.

Debate:

Discussion or argument over a motion.

Division:

"Division" In Parliamentary law means simply a vote whereby all who are in favor and all who are opposed to a motion stand separately in groups as the chairman call for "ayes" and "nays."

Floor:

The privilege of speaking before the assembly. Thus, when one "obtains the floor," he is granted an opportunity to speak.

Inquiry, Parliamentary:

An investigation or checking to determine the proper course of procedure.

Motion:

A formal proposal to a meeting that it take certain action. A motion is a "motion" when stated by its proponent and until repeated by the chairman when presented by him for acceptance or rejection, at which time it becomes a "question," a "proposition," or a "measure." (See Progress of Motions.)

Motion, Incidental:

An incidental motion is one growing out of another already under consideration, which secondary motion must be disposed of before the original motion may be proceeded with. (See Motions.)

Motion, Main:

A main motion is one which independently presents an idea for consideration. (See Motions.)

Motion, Privileged:

A privileged motion is one which is so vital in character that it takes precedence over all others. (See Motions.)

Motion, Subsidiary:

A subsidiary motion is one growing out of and applied to another already under consideration which is made use of "to enable the assembly to dispose of it in the most appropriate manner," but which need not necessarily be decided before the question out of which it has arisen. (See Motions.)

Order:

When this term is applied to an act of an assembly it means an expression of a will of the assembly in the form of a command. An "order" differs from a "resolution" in that the latter is not a command, but a declaration of fact or an expression of opinion or purpose.

Order, General:

"Making a general order" is setting a future time for the discussion of a special matter. Making a general order differs from making a special order in that the former does not involve the breaking of any rules.

Order of the Day:

Regular order or program of business. A motion "calling for the orders of the day" is a motion demanding that the present discussion be dropped and that the chairman announce the next matter to be taken up in accordance with the organization's customary and established business routine. The term "orders of the day" has more specific meaning when a certain time has been set aside for the consideration of a given matter. Then a demand for the "orders of the day" is a request that this specific thing be taken up at the time set for it.

Order, Special:

"Making a special order" is setting aside all rules for the consideration of some important question at a future time.

Postponement, Indefinite:

This term is clear in the ordinary meaning of the words included in it except that the object of indefinite postponement is not merely to postpone, but, in effect, to reject.

Privilege:

The term "privilege" in parliamentary law has a restricted meaning and refers specifically to the privileges or rights of the meeting or those attending chiefly in connection with matters of physical comfort; such as inability to hear a speaker, the heating, lighting and ventilation of the meeting room, noises and other disturbances, etc., and the ineligibility or misconduct of a member in a meeting at the time. These "questions of privilege" should not be confused with "privileged motions." Questions of privilege may be involved in motions, but privileged motions include other matters.

Question:

The question in Parliamentary law is the proposition or motion after it has been placed before the meeting for action by the chairman. To "move the previous question" is to demand that the chairman take a vote on a motion which is being discussed. A question, "when adopted becomes an "order," "resolution," or "vote."

Question, Division of:

To separate a motion so that different parts of it may be considered individually.

Refer:

To refer to a committee.

Resolution:

The act of an assembly, the purpose of which is to declare facts or express opinions or purposes, and not command. (See section in Order.)

Rules, Suspension of:

"When the assembly wishes to do something that cannot be done without violating its own rules, and yet is not in conflict with its constitution or by-laws, or with the fundamental principals of parliamentary law, it 'suspends the rules that interfere with' the proposed action."---Robert.

Second:

A motion in order to be considered by the meeting, must have a "second," i.e., a sponsor in the form of a second member who indicates that he will support the motion by saying "I second the motion." (See section on Motions)

Sine Die:

Latin meaning "without day." Meetings frequently adjourn "Sine die." This means that no date is set for a future meeting.

Table:

The "Table" in parliamentary law is literally the speaker's table, but to "lay on the table" or "to table" a motion means to delay action on it.

Questions and Change of Address

Anyone needing to make a change of address or anyone having questions about the Association or any of its programs/offerings/actions should contact:

Dr. Ervin L. Wood
Executive Director
Alabama Counseling Association
217 Daryle St.
Livingston, AL 35470

Telephone (205) 652-1712 • Fax (205) 652-1576
email alca@alabamacounseling.org