OPERATIONS MANUAL

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Introduction

ALCA Operations Manual
The Alabama Counseling Association (ALCA) Operations Manual (formerly Policies and Procedure Manual) was developed over time by the three ALCA Executive Directors. The purpose was to record common procedures and best means learned throughout its history to assist in following the ALCA bylaws [website].

Alabama Counseling Association (ALCA)
The Alabama Counseling Association (ALCA) is a state branch of the American Counseling Association (ACA) organized by ACA as a part of its Southern Region (ACA-SR). 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 over 2000 professionals.

The ALCA Executive Office

Location

Alabama Counseling Association
P.O. Box 131425
Birmingham, AL 35213-1425
Phone: 205-423-5989
Fax: 205-423-5947
Email alca@alabamacounseling.org
Website: www.alabamacounseling.org

Purpose
The office functions as the primary center 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 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 Secretary and the office was moved to Livingston. In 2000, the title of Executive Secretary was changed to Executive Director. Under Dr. Woods' guidance, the association flourished as he fostered growth in membership, activities, and financial status. Lin Wood was added as administrative staff.

Dr. Nancy Fox was named to replace Chip and Lin Wood upon their retirement in 2017. She is the Association's first female Executive Director. Dr. Fox began work on January 1, 2018 and

the office was relocated to its present location in Birmingham. On December 31, 2021, Dr. Fox retired from the Executive Director position.

Mrs. Emily L. Rich became the new Executive Director on January 1, 2022.

Philosophy
The Executive Director‘s office is the central office for the Association serving as the main facilitator of the Association’s activities, primarily run through the contributing efforts of individuals. The central office staff are part-time and are committed to the counseling profession serving to help ALCA be effective and viable.

The Executive Director believes the strength of the organization is its members. She organizes, coordinates, & maintains continuity for counselors to have a viable presence statewide.

The Association's central office is highly organized resulting in effectiveness and efficiency. Personnel and resources are limited. Staff are members of the Association who serve to care about people and the Association.

Office Staff
The Executive Office includes the Executive Director and a bookkeeper/administrative assistant. The Executive Director is the conscience and stabilizing influence of ALCA with experience in education, counseling, and ALCA procedures, protocol, and issues.

Executive Director
The office of the Executive Secretary was created by the Association on 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 (UWA) campus in Livingston at that time. In 2000, the title of the position was changed to Executive Director. The office was also moved from the UWA campus, but remained in Livingston.

In January, 2018, the office moved to Birmingham, Alabama when Dr. Nancy J. Fox became the Executive Director. The Executive Director’s position is part-time and the success ALCA has is through hard work and diligence.

The Executive Director is the one constant element in the Association. The role is to provide consistency within our framework of professional volunteers. The Executive Director is a facilitator to help Association members carry out the work of the Association. The Executive Director facilitates the work of the Association, its officers, and it members.

The Executive Director shall:

- attend all meetings of the ALCA Executive Council and Annual Conference Committee
- arrange for revision, printing and distribution of ALCA materials, including membership forms, Annual Conference registration and pre-registration forms, election ballots, and publications
- receive and process all applications submitted to ALCA
- coordinate pre-registration and on-site registration for Annual Conference and provide reports on such activity to the Executive Council and membership
- respond to approved requests from ALCA Divisions, Chapters and members
- maintain, process and distribute as required all pertinent ALCA membership materials
- receive from the Historian and maintain all historical and archival materials
- contribute information to the Journal and other public media as appropriate
- maintain the ALCA calendar and function as a clearinghouse for membership regarding meeting dates and events
- handle correspondence as needed under the direction of the President and Executive Council
- provide quarterly reports to Executive Council on membership, Executive Director activities, and other pertinent information
- hire and manage ALCA office personnel
- attend as requested meetings of Chapters and Divisions
- serve as site selection chair for the Annual Conference
- maintain, under the Treasurer's direction and supervision, the financial affairs of the Association
- perform other such duties as may be assigned by the President or Executive Council
- maintain the ALCA listserv and website
- supervise the ALCA legal counsel and maintain the "Legalese" service
- maintain the Archives

Bookkeeper/Administrative Assistant

The Administrative Assistant shall carry out responsibilities for the Association assigned by the Executive Director.

Funding

The central office operates on a total budget of approximately $95,000 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. ALCA is able to hold administrative costs to a minimum. [Appendix N] [Appendix O]

Operation

The ALCA office generally operates from 8:00 a.m. until 3:30 p.m. each day. The office is equipped with voice mail, email, fax machine, computer support, and other standard office equipment required to facilitate Association operation.

ALCA Information

ALCA History
ALCA has a long and valued history beginning in 1954 with just a few local counselors. The first annual conference was held in 1966, on the journey to the present-day Association. For more about ALCA's history, click here.

ALCA Bylaws
The ALCA Bylaws are a separate document and can be found on the following here.

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

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

Common Values

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

Facts

- 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 United States and in 50 foreign countries through the ACA
- Provides continuing educational opportunities, advocacy services, and leadership training for its members
- Provides chapters (areas of state) and divisions (types of counseling groups) to best serve members

Membership Benefits
The Alabama Counseling Association offers opportunities for professional growth which include:

- Annual Conference [website]
- Workshop Trainings
- Opportunities for CEU credits
- ALCA Journal [website] [Appendix C]
- Chapter and Division Websites
- Affiliation with ACA [Appendix L]
- Liability and Personal Insurance [Appendix I]
- Legislative Monitoring [Appendix F]
- Government/Professional Relations and Counseling Issues Advocacy [Appendix G]
- ALCA office services
- Counselor Locator Service [Appendix J]
- Liaison with Licensure Board [Appendix M]
- Administrative Advice from Executive Director
- ALCA Legalese, a free legal consultant service [Appendix H]
- ALCA Listserv announcement system [Appendix D]
- Research Grant Opportunities [Appendix E]

Annual Conference

- The ALCA Annual Conference will be held the week prior to Thanksgiving in November.
- The ALCA Executive Director will secure dates, time, place, and present to the Executive Council.
- Conference location site should be secured 2-3 years prior to the conference dates.
- The ALCA Annual Budget will address the budget categories for the Annual Conference as presented by the Finance Committee Chair to the Executive Council for approval

Organization

Chapters, Divisions, and Affiliates

The Alabama Counseling Association is composed of nine chapters (zones across the state), eleven divisions, and two affiliates (types of counseling groups).

Chapter, Divisions, and Affiliates websites, bylaws, and other information may be found here.

Chapters

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

Chapter II: Blount, Jackson, Madison, Marshall (chartered 1969)

Chapter III: Fayette, Green, Hale, Lamar, Marion, Pickens, Sumter, Tuscaloosa, Walker (chartered 1973)

Chapter IV: Jefferson, Shelby (chartered 1968)

Chapter V: Calhoun, Cherokee, Cleburn, Dekalb, Etowah, St. Clair, Talladega (chartered 1976)

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

Chapter VII: Bullock, Chambers, Clay, Coosa, Elmore, Lee, Macon, Montgomery, Randolph, Russell, Tallaposa (chartered 1973)

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

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

Divisions

ALCCA - Alabama College Counseling Association: serves professionals who are fostering and promoting student development in post-secondary education (chartered 1992).

ALACES - Alabama Association for Counselor Education and Supervision: emphasizes the need for quality education and supervision of counselors in all work settings (chartered 1970).

(ALAHEAD is currently inactive)

ALAMCD - Alabama Association for Multi-cultural Counseling and Development: develops programs specifically to improve ethnic and racial empathy and understanding (chartered 1979).

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 (chartered 1974).

ALGBTICAL- 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 (chartered 2005).

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 (chartered 1980).

ALASERVIC - Alabama Association for Spiritual, Ethical and Religious Values Issues in Counseling: seeks to examine the roles of values, theological, philosophical, and ethical principles in counseling and personnel practices (chartered 1984).

ALDARCA - Alabama Division of the American Rehabilitation Counseling Association: promotes the welfare of people with disabilities through rehabilitation counseling research, education and practice (chartered 1987).

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 (chartered 1992).

ALAAOC - Alabama Association for Addictions and Offender Counselors: strives to support and enhance the practice of addictions and offender counseling (chartered 1997).

ALAADA- 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 (chartered 2005).

Affiliates

ALSCA - Alabama School Counselor Association: provides a common framework for all professionals engaged in school counseling (chartered as a division in 1969 and moved to affiliate status in 2018)

ALMHCA - Alabama Mental Health Counselors Association: maintains and improves the quality of mental health services nationwide and promotes prevention practices (chartered as a division in 1979 and moved to affiliate status in 2019)

Interest Section/Division Formation
The Bylaws require that a petition be submitted to the Executive Council for approval for the formation of an interest section (interest section should form prior to the development of a division). This petition must contain the names and signatures of at least fifty professional members who express an interest in being a member of the proposed group. For more information please refer to Appendix B.

Student Chapters

Auburn University Student Chapter (chartered 1971)

University of Alabama Student Chapter (chartered 1971)

Elected Officers

ALCA State Officers

Attendance and Voting Power
Each ALCA State Officer (elected) is given the right to be a member of the ALCA Executive Council with primary responsibilities. The ALCA State Officers are all voting members of the ALCA Executive Council and are expected to attend all ALCA Executive Council Meetings.

President

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
- preside at all business meetings of the Association and serve as chairperson of the Executive Council
- be an ex-officio member of all standing and special committees
- 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.
- choose Annual Conference keynote speakers
- appoint a Past President to serve on the Nominations and Elections Committee
- be the official primary delegate to ACA (along with the President-Elect)
- attend national and regional meetings (expenses paid by the Association)
- serve on the financial committee
- assume the office of Past-President at the completion of the one-year term as President

President-Elect

The President-Elect shall:

- be elected from among the individual members of the Association and shall serve one year, beginning May 1 and ending April 30
- serve as chairperson of the Program Committee and act as the President in the absence or incapacity of the President as determined by the Executive Council
- be responsible for Annual Conference content sessions and preparation of the conference program book
- appoint the chairperson and committee members of the Ethics Committee, subject to confirmation by the Executive Council
- be the official secondary delegate to ACA (along with the President)
- in conjunction with the Executive Director, be responsible for organizing the Spring Planning Retreat
- attend national and regional meetings (expenses paid by the Association)
- serve on the financial committee
- assume the office of President at the completion of the one-year term as President-Elect

Past-President (Immediate)

The Immediate Past-President shall:

- be a voting member of the Executive Council
- be a member of the Budget and Finance Committee.
- serve on the financial committee
- serve as chairperson of these committees:
  - Nominations and Elections
  - Publications
  - Strategic Planning

Treasurer

The Treasurer shall:

- be elected from among the individual members of the Association and shall serve for two years
- 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
- hold an honesty bond
- serve as the Chairperson of the Budget and Finance Committee
- assist with the registration process at Spring Retreat
- supervise the financial process (see Financial Procedures section)
- serve as the second alternate delegate to ACA, if necessary
- serve on the financial committee for three years

Secretary

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
- work with the parliamentarian to determine the status of a quorum for each meeting
- keep accurate minutes of all proceedings of the Association and the Executive Council
- serve as the first alternate delegate to ACA, if necessary
- receive all motions made at the Executive Council meetings in written form
- support and coordinate, with the Executive Director, conference pre-registration. The Executive Director will inform the Association's secretary of specific responsibilities as these may vary

Historian

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
- serve as Chairperson of the Publicity Committee
- collect the following:
  - official minutes of each Executive Council meeting (should be bound volumes)
  - written reports from each committee, task force, chapter, and division
  - verbal reports, if no written report is submitted

- a copy of the Treasurer's report, all official publications, and Bylaws, when amended
- the budget, when appropriate
- all materials which are to be submitted to the Executive Director for the archives by June 1 of each year
- designated materials from each Executive Council member
- remainder of any historically significant material from each officer or chairperson by May 15
- official minutes of every business session of ALCA prepared, signed and submitted by the Secretary
- membership rosters
- all issues of the ALCA Journal
- other publications sanctioned by the Executive Council and/or distributed to the membership by a committee or task force
- copy of Bylaws when amended (bound in front in each volume)
- index of all significant actions of Executive Council

Chapter, Division, Affiliate Officers

Each Chapter, Division, and Affiliate of ALCA elects a slate of officers. These usually consist of the following:

- President
- President-Elect
- Past President
- Treasurer
- Secretary
- Historian

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

ALCA Chapter, Division, and Affiliate Representatives

Chapter, Division, Affiliate President

Each Chapter/Division/Affiliate President is requested to serve or name a contact person who will work with the Chapter/Division/Affiliate Coordinator to give general assistance to ALCA and represent their respective organizations in the ALCA Executive Council Meetings.

Each Chapter/Division/Affiliate President or his/her representative should attend all ALCA Executive Council Meetings.

Chapter, Division, Affiliate President-Elect

Chapter/Division/Affiliate Presidents-Elect shall:

- attend the Winter Executive Council meeting as an observer

Attendance and Voting Power
Each Chapter/Division/Affiliate is given the right to be a member of the ALCA Executive Council with voting privileges, for the President or his/her designee.

Responsibilities of Chapters, Divisions, and Affiliates
Each Chapter, Division, and Affiliate President shall:

- participate in State Leadership Workshops
- hold business and special interest meetings
- publish a website/Facebook page, etc. for membership
- review other chapters/divisions/affiliates website/Facebook page, etc.
- join with other related organizations to sponsor speakers for symposiums, workshops, planning sessions, etc.
- keep state leaders informed of needs and desires of members
- ensure ALCA is responsive to needs of membership

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

Chapter/Division/Affiliate President
Chapter/Division/Affiliate President shall:

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

ALCA Executive Council Appointed Positions

The ALCA incoming president appoints the executive board positions annually. [website]

Parliamentarian

The Parliamentarian shall:

- be appointed by the President and serve as Chairperson of the Bylaws Committee
- serve as a liaison between other standing committees, divisions and chapters and the general membership to insure that the Bylaws are current and functional
- process any changes to the Bylaws
- present changes of the bylaws 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.
- assist the President in insuring that all business meetings are conducted appropriately
- advise the President of the various mechanisms which might be used in expediting a decision by the Executive Council
- assist the Secretary in maintaining accurate information regarding actions proposed in business meetings [Appendix R]

Standing Committees

Standing Committees are appointed by the incoming president annually. Some Standing Committee Chairs have voting rights and others do not. Please refer to the ALCA Executive Council Annual Roster for clarification of voting rights. [website]

Awards and Resolutions

The Awards and Resolutions Committee shall:

- facilitate the services of the Association to its membership by reviewing for possible continuation previous awards
- solicit and consider new awards
- prepare and revise guidelines for each award
- submit information to the Executive Council for action
- be composed of one representative from each state Chapter and Division; chairperson to be appointed by the President with approval of the Executive Council

For more specific information regarding Awards and Resolutions, please see the Awards and Resolutions Handbook and Timeline found on the following links [handbook] [timeline]:

Bylaws

The Bylaws Committee (chaired by the Parliamentarian) shall:

- be comprised of chapter presidents representing geographic zones across the state
- keep the membership supplied with accurate copies of the Bylaws
- propose amendments of Bylaws to membership when deemed appropriate
- meet as needed

Click here to view the ALCA bylaws.

Budget and Finance

The Budget and Finance Committee shall:

- maintain financial records of the Association
- recommend to the Executive Council a proposed budget for the annual operation of the Association
- be composed of the President, President-Elect, immediate Past-President, Executive Director, the Past-Treasurer, and the Treasurer, who shall serve as the Chairperson
- propose amendments of Bylaws to membership when deemed appropriate

Government and Professional Relations

The Government and Professional Relations Committee shall:

- serve as the official liaison between the Association and national, state, and local officials, and other agencies
- actively pursue appropriate liaisons and support legislation which reflects the aims and goals 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 ALCA elected officers, Executive Director, ALCA lobbyist, and Chapter/Division/Affiliate Leadership Chair shall serve as advisors to this committee.
- cooperate with ALCA committees and task forces in accomplishing their goals relative to government and professional areas
- be responsible for organizing ALCA members when lobbying efforts are needed
- keep the membership informed about issues effecting the counseling profession

The following link may be used to access the Alabama Legislature Website. [website]
The following link may be used to access National Legislative concerns. [website]:

Appendix F is a resource for Chapter, Division, and Affiliate Leaders entitled "Criteria for Determinging ALCA Response to Requests for Legislative Support"

Ethics

Ethical Guidelines

ALCA adopts the ethical codes/principles of:

- American Counseling Association [website]
- American School Counselor Association Ethical Standards for School Counselors [website]
- Alabama State Department of Education [website]
- Alabama Board of Examiners in Counseling [website]
- other appropriate professional and regulatory agencies

ALCA expects its members to:

- adhere to the ACA Code of Ethics
- 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

Committee Composition

- members appointed by the ALCA incumbent Past-President subject to confirmation by the ALCA Executive Council (either 2 or 3 members are appointed each year based on the number rotating off the committee from their appointed term)
- a chair, a member of the Executive Council, appointed by the incumbent President- Elect subject to confirmation by the ALCA Executive Council (may serve one additional two year term as reappointed)

- alternate chair appointed by committee chair in consultation with incoming Past-President

- seven (7) appointed members, including:
    - Chair & Alternate Chair (appointed by incoming President-Elect)
    - Members representing:
        - school counselors
        - college/university professionals
        - private practice practitioners
        - agency counselors
        - one (1) member appointed at large

        *Members are appointed by the incoming Past-President for two-year terms

The Chair &Alternate Chair shall:

- submit annual planning document to the President of ALCA
- call and chair meetings of the Ethics Committee to determine adequacy of current policies and procedures
- act as liaison with the Alabama Board of Examiners in Counseling as needed 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
- attend the Executive Council meeting and is a voting member
- submit an annual budget, accepting tasks as assigned by the President
- submit articles to the ALCA Journal
- organize and present content programs on ethics at the annual ALCA Annual Conference
- conduct meetings to hear disputes between ALCA members

Duties of the Committee

- committee members will make program presentations to promote ethical behavior through educational efforts
- articles will be written in publications of the Alabama Counseling Association
- committee members will respond to questions from ALCA members
- educate the membership as to the Association's ethical standards
- monitor and periodically upgrade the documents and procedures pertinent to the ethical standards
- exhibit conscious sensitivity to their role on the committee
- be aware that their decisions involve the rights of many individuals, the reputation of the professional school and mental health counseling community, and the careers of the members
- have an obligation to act in an unbiased manner
- work to safeguard the confidentiality of the committee's activities
- follow procedures that protect the rights of all individuals involved
- be responsible for educating the membership as to the Association's ethical standards
- keep the membership informed of any changes in ethical standards
- monitor and periodically upgrade the documents and procedures pertinent to ethical standards

Ethics Meeting Request Process:

1. ALCA member, not satisfied with the ALCA's suggested resolution, may contact the Ethics Chair to request a hearing by completing the **Meeting Request form.**
2. Ethics Chair will review the individual's information on the Meeting Request form and consult with the Executive Director.
3. Ethics Chair and Alternate Ethics Chair will determine the makeup of the three committee members to comprise an Ethics Panel to hear the member's concern, including whether the Ethics Chair or the Alternate Ethics Chair will preside. This will be based on variables such as nature of hearing focus, individual's area of counseling practice, ethics committee members who are least familiar with the individual, and variable specifics related to the concern, as well as any other parameters the Ethics Chair/Alternate Ethics Chair deem related.
4. Hearing will be chaired by either the Ethics Chair or the Alternate Ethics Chair.
5. Ethics Chair/Alternate Ethics Chair will contact ethics committee panel members and determine the three panel members for the hearing.
6. Ethics Chair or Alternate Ethics Chair will contact the member to provide date/time for the hearing.
7. Hearing will convene either physically or via electronic means (to be determined collaboratively by the three person Ethics Panel and member).
8. Three person Ethics Panel will hear the member and review all pertinent information and provide a decision related to the concern within seven days of the hearing.
9. Ethics Chair/Alternate Ethics Chair will notify the member of the outcome.
10. The outcome determined by the three person Ethics Panel will be a final finding with ALCA.

Membership

The Membership Committee shall:

- promote interest in membership in this Association among all eligible persons in this state
- be responsible for the coordination of membership activities of the Association
- assist the Executive Director with membership activities when requested
- report membership data to the Executive Council four times a year
- assist with registration at each Fall Workshop to promote membership recruitment
- assist the Executive Director with revisions of the membership application and brochure
- continue the expansion of membership through contacts with agencies within the state
- identify prospects and lost members
- complete other duties as assigned by the President and /or Executive Council

The Chairperson shall:

- be a member of the Executive Council appointed by the President with the approval of the Executive Council [Membership Application] [Appendix P]

Program

The Program Committee shall:

- plan all official programs of the Association
- have the President-Elect serve as Chair
- be responsible for the selection, formulation and implementation of the ALCA Annual Conference Program. This program formulation is conducted in conjunction with the Executive Council and the Annual Conference Planning Committee, but it is the specific responsibility of the program chair to direct the efforts of soliciting and selecting the content sessions and scheduling them for presentation
- be responsible for the publication of the Annual Conference program book

The Chair 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 and conduct the program selection meeting
- notify all content session applicants of acceptance or rejection
- compile the Annual Conference program book
- assign the content session participants to appropriate facilities

Publications

The Publications Committee shall:

- establish publications policy
- 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
    - ALCA Journal [website]
    - ALCA Facebook Page [website]
- be composed of the three (3) most recent past presidents and the Journal and Facebook Editors with the Immediate Past-President serving as Chair
- communicate as needed with the ALCA Executive Director regarding the ALCA Listserv publication available for ALCA membership

Publication Committee Information and Guidelines are found in Appendix C.

Nominations and Elections

The Nominations and Elections Committee shall:

- conduct the nominations and elections of the Association
- include officers (members) to serve for one (1) year, may not serve consecutive terms, nor be a candidate for elective office of the state Association while a member of the Nominations and Elections Committee
- review and recommend procedures for carrying out the annual election in accordance with the nominations and elections policies as adopted by the Executive Council

- consist of six (6) members including the Chairperson
- be chaired by the immediate Past-President of the Association

Other Committee Members shall:

- be a past-president of the Association appointed by the President subject to confirmation by the Executive Council
- be two (2) Chapter members elected by the Chapter representatives of the Executive Council at the first meeting of the Executive Council in that fiscal year
- be two (2) Division representatives elected by the Division representatives to the Executive Board at the first meeting of the Executive Council in that fiscal year
- serve for one 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

This committee shall carry out the Association's nominations and elections procedures in accordance with Article III, Section 2 of the bylaws found on pp. 3-4. [website]

Officers and Terms of Office

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
- be elected from among the individual members of the Association
- serve for one year, beginning May 1 and ending April 30 – Treasurer serves 2 years

Offices to be elected:

- President-Elect – assumes the office of President at the completion of the one-year term
- Secretary
- Treasurer
- Historian

Guidelines for the Nominations and Elections Committee

General guidelines:

- Nominations made by Chapter/Division/Affiliate presidents
- Each Chapter, Division, or Affiliate President shall have the right to submit to the Nominations and Elections Committee the name of one candidate to be placed on the ballot for each office.
- The deadline for receipt of nominations for ALCA offices, in writing, shall be ten days prior to the Annual Conference Nominations and Elections Committee meeting
- Consent of nominees, in all cases, shall be required
- Nominations and Elections Committee shall meet prior to each Annual Conference Business Session, and shall recommend two (2) candidates for each office. Divisional and geographic representation, work settings, ethnic groups, and gender shall be important considerations in the selection process. Statewide representation will be given consideration.

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

Candidates shall:

- have been a member for a minimum of two years of the Chapter, Division, Affiliate, and/or State, and National organization
- have been a member for a minimum of two years of the Chapter, Division, Affiliate, and State organization
- submit a resume/vita to the Nominations and Elections committee Chair

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

Election

The election shall be conducted by electronic ballot by logging in to MemberClicks membership data base during the voting period each year from January 1st – January 31st. The voting ballots will be retrieved from MemberClicks for active members. Confidential counting will be tallied by MemberClicks membership database. On midnight, January 31st, the electronic voting will close.

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

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

Election results will be announced via ALCA Listserv Announcement after February 15th.

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 Candidate Profiles posted 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 further evidence of a candidate's qualifications, the following guidelines will regulate these endeavors:

- the Association, its Chapters/Divisions/Affiliates, 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/Affiliates, 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
- Candidate Profiles posted with the ballots will be the only ALCA medium through which the nominees can offer their qualifications and present their position on professional issues. Chapters/Divisions/Affiliates may not promote the nominees through their newsletters, journals, emails, mail outs, or other campaign literature, or by budgeting or appropriating organizational funds.
- No campaign literature shall be distributed prior to the time that an individual has been nominated, selected, and announced as a candidate
- 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 Executive Council committee shall:

- consider all charges made over the signatures of five members in good standing
- have the power to determine whether the charges are true
- have the power to disqualify the nominee/candidate and cancel his/her eligibility as a candidate in the election in question if charges are found to be true. The nominee/candidate has the right to appeal to the Executive Council any final decision of the Nominations and Elections Committee.

Petition Recount

- a written request for a recount must be submitted by the candidate
- request must be received by the ALCA President no later than fifteen days after the notification of results sent via *ALCA Listserv*
- a petition recount will be at the expense of the candidate(s) requesting it. Said candidate(s) may appeal to a Chapter/Division/Affiliate for funding and they 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 of recount shall be the final result – no further count taken

Professional Standards

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

- represent the Association's views regarding certification and licensure of professional counselors within the State, which 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. With the approval of the Executive Council the 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
    - two (2) at-large members appointed by the President of the Alabama Counseling Association. 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.
    - chair(s) appointed by the President of ALCA
- ensure the avoidance of conflict of interest in the selection or recommendation on nominees including 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 Chair shall:

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

ABEC Nomination Process

- 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

- nominees' applications must include a vita or resume which includes educational and professional qualifications
- nominations will be reviewed by the Professional Standards Committee with final recommendations submitted to the ALCA Executive Council at the summer meeting
- Professional Standards Committee will submit a list of nominees that includes two individuals and a summary of qualifications for each vacant position
- Chair must also submit a listing of all individuals who submitted nomination materials
- ALCA Executive Council reserves the right to accept or reject any or all of these nominees

Timeline

- the ALCA Executive Council, through the ALCA President, must submit to the Governor at least two nominees per position no later than October 1st 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 begins January 1st

Composition of the Alabama Board of Examiners in Counseling

- **Counselor (3 positions):** 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 (3 positions):** includes Counselor Educators who are licensed by ABEC. Only one faculty or staff member of a university or college in Alabama at a time may serve on ABEC.
- **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.

The latest ABEC Nomination Information can be found here.

Publicity

The Publicity Committee shall:

- publicize the activities of the Association through the news media
- keep records/electronic records, and other material of historical significance to the Association
- be chaired by the Historian

Special Committees

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

CE Coordinator(s)

The State Annual Conference and Workshop CE Coordinators shall:

- be appointed by the State ALCA President
- develop the procedure for earning CE's
- distribute this information to all concerned coordinators (Chapters, Divisions, Affiliates)
- establish and maintain a file of all applicants and issuing of CE's
- develop and process the forms for applying for the CE's
- coordinate the State annual conference CE process - both applications and information for the registration packets to the state executive director and the procedure during the annual conference itself, including workers to man the CE booth, advertising of same, and all forms necessary to successfully carry out the responsibility
- assume responsibility for issuing all certificates promptly and timely to applicants who have earned CE's
- maintain contact with the state president
- keep accurate records of all ordering of supplies, and payment of same
- keep records on all activities of CE's
- assume responsibility of turning records over to the "new" person who follows in the position
- print all documents, certificates, and mail outs
- help "train" a new person in the responsibilities of the position
- provide information about CE's to State ALCA president, all Chapter, Divisions, and Affiliates upon request, and keep file of same

NBCC Guidelines [website]:

Chapter, Division, Affiliate Leadership Chair

The Chapter, Division, Affiliate Leadership Chair shall:

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

Chapter, Division, Affiliate Training
The Chapter, Division, Affiliate, Leadership Chair will conduct the training of all Chapter, Division, Affiliate Presidents and/or President-Elects. The training is intensive in nature and takes place at the Annual Spring Retreat.

Training Highlights

Responsibilities of Chapters, Divisions, and Affiliates
Each Chapter, Division, and Affiliate shall:

- participate in State Leadership Workshops
- hold business and special interest meetings
- publish a website/Facebook page, etc. for membership
- review other chapters/divisions/affiliates website/Facebook page, etc.
- join with other related organizations to sponsor speakers for symposiums, workshops, planning sessions, etc.
- keep state leaders informed of needs and desires of members
- ensure ALCA is responsive to needs of membership

Contact Person
Each Chapter/Division/Affiliate President is requested to serve or name a contact person who will work with the Chapter/Division/Affiliate Leadership Chair to give general assistance.

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

Responsibilities of Chapter/Division/Affiliate President
Chapter/Division/Affiliate President shall:

- preside at business meetings
- serve as spokesperson for the Chapter/Division/Affiliate
- attend ALCA Executive Council meetings
- make committee appointments
- serve as the liaison between ALCA Executive Council and Chapter/Division/Affiliate and/or officers and committee chairpersons
- submit appropriate reports as requested to the Coordinator of Chapters/Divisions/Affiliates
- provide opportunities for developing leaders
- plan, with other officers, the programs and activities of the Chapter/Division/Affiliate
- submit news to the Chapter/Division/Affiliate website/Facebook page, etc.
- generate Chapter/Division/Affiliate member engagement

Chapter/Division/Affiliate Presidents Elect

Chapter/Division/Affiliate Presidents-Elect shall:

- attend the ALCA Winter Executive Council meeting as an observer

Tools for Effective Chapter/Division/Affiliate Leadership

- ALCA Resources
- Strategic Plan
- Bylaws
- Calendar of Events/Deadlines
- Committee Opportunities/Requests
- Journal
- Parliamentary Resources
- Roberts' Rules of Order
- Simplified version of parliamentary procedures
- Chapter/Division/Affiliate Resources
- Reports from previous year(s)
- Annual Report
- Financial Report
- Membership Report
- Calendar of Events
- Programs Reports
- Plan of Action
- Plans for current year
- Budget
- Calendar of Events
- Plan of Action
- Minutes of Business Meetings
- Reading of the Minutes
- Structure/Organization Chart
- Responsibilities of Officers
- Responsibilities of Committees
- Directory of Officers and Committee Chairpersons
- Chapter/Division/Affiliate Meeting
- Agenda
- Call to Order
- Minutes of Business Meetings
    - reading of the Minutes
    - if minutes have been emailed to the membership, you may ask for corrections to the minutes "as emailed"
    - following any corrections to the minutes, say:
    - "The minutes will be filed as corrected (if any corrections) or filed as
    - emailed/as read."

- Treasurer's Report (copies should be available for members)
    - 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 Chair Reports (Standing first, Special second)
- Unfinished Business
- New Business
- Programs can be presented before or after the business meeting
  [Leadership Handbook]

Endowment Fund

Committee Membership

- committee chair appointed by current ALCA President (3 year term; may renew for additional terms)
- ALCA President
- ALCA Treasurer
- three ALCA Past Presidents to be appointed by the ALCA President as vacancies occur
- one chapter representative appointed by the current ALCA President (one year term)*
- one division/affiliate representative appointed by the current ALCA President (one year term)*
- ALCA Past President (3 year term, with option for one additional consecutive three year term)* in case of vacancy, first consideration should be given to immediate ALCA past president
- Executive Director (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.
  *may be reappointed for up to three consecutive years

Endowment Fund Operations

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, the interest from this fund will then 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 the stability of the fund increases, it is possible that individuals will wish to endow scholarships in the name of a particular individual (example: Miles Seymour).

Graduate Student
The Graduate Student Committee oversees graduate student membership and coordinates the Graduate Student Poster session at the Annual Conference

The Chair shall:

- be a graduate student or faculty member in Counselor Education
- be a member of the Association
- report to the President of the Association
- conduct meetings of the Graduate Student Committee
- encourage graduate student membership in the Association
- represent graduate students at meetings of the Executive Council

Hospitality
The Hospitality Committee shall:

- be responsible for providing hospitality considerations for Executive Council functions at the direction of the president
- include members to serve for one year

Current Issues
The Current Issues Committee shall:

- be responsible for keeping abreast of new issues in counseling
- devise strategies for educating counselors on current issues

Leadership Development/Emerging Leader Program

Members of the ALCA Executive Council, particularly Chapter, Division, and Affiliate officers, 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 foster potential leaders and develop competent leaders to advance the goals of the association through the following:

- identify the potential leaders
- assure leadership reflects the composition of the total membership of the association
- encourage these persons to seek offices at the Chapter/Division/Affiliate levels
- provide training for potential leaders, including training on the day-to-day business of the Association, historical perspective of ALCA, organization, mission, and purpose of ALCA and chapters/divisions/affiliates, and specific leadership training
- assess the competency of these leaders for potential election to statewide offices at the end of each year
- select and nominate persons from chapter/division/affiliate leadership to run for election as state officers
- rally chapter/division/affiliate 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

Nominations for ALCA Emerging Leader

The purpose of the Emerging Leader Program is to recognize those who have the potential to provide future leadership for our organization. Leaders are the lifeline and essential to the counseling profession. Many past Emerging Leaders have gone on to head our state association as chapter and division presidents, executive council committee members, and president of ALCA. Our leaders have provided the foundation and are the catalysts to making Alabama recognized, through national awards, as one of the top state branches of the American Counseling Association. The Emerging Leader Program aims to cultivate new leaders to continue the tradition of promoting the success of our association through advocacy of our profession.

If selected, the ALCA Emerging Leader will participate in the following:

- serve as a non-voting member of the ALCA Executive Council
- present a content session at the ALCA Fall Conference

Submission of Nominee

Only Chapter and Division Presidents may submit a nomination for the Emerging Leader to the Leadership Development Committee and should include the name, address, phone number, and email address of the nominee.

Strategic Planning

Committee Composition:

- immediate Past-President (Chair)
- an experienced primary group of 5 ALCA past-presidents, 4 of whom should follow current Past President, if possible
    - should any of the above listed be unable to serve, current President may appoint a Past President in his/her place
    - committee membership should be staggered with one past president rotating off each year as the Immediate Past President assumes the duties of committee chair
- 2 Division or Affiliate Representatives
- 1 Chapter Representative
- current President, ex-officio
- President-elect, ex-officio
- Executive Director, ex officio

Purpose
To maintain a current, updated Three-year Strategic Plan for the Association. Changes to be presented to the Executive Council for approval at spring planning meeting

The Chair shall:

- accept the responsibility of chair of the committee when the invitation is extended by the ALCA President
- 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
- form the committee and get permission of people to serve on the committee
- develop a Plan of Action for the year or approve previous plan to continue
- 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 including a status report and recommendations to revitalize the Five-Year Plan

The ALCA Strategic Plan can be found here.

Research and Evaluation

The Research and Evaluation committee shall:

- meet to evaluate proposals
- decide how to award budgeted money
- include ALCA members

The Chair shall:

- administer the ALCA research grant programs
- announce the grant and call for proposals according to the policy for submission of research grant proposals
- be a non-voting member of Executive Council
- be a member of the Annual Conference Committee
- be responsible for evaluation of the Annual Conference including:
    - pre-convention workshops
    - content sessions
    - over-all evaluation
- oversee Process

    - design and produce the various evaluation forms
    - delegate assistance to committee members
    - collect the forms
    - analyze the resulting data and report to the Executive Council at its Winter meeting

Research Grant Guidelines [Appendix E]

Professional Development

The Professional Development Committee shall:

- recommend suggestions and innovated activities for the Annual Conference
- make recommendations for fostering positive professional growth and development for counselors
- make progress reports, through the chair, at the Spring, Summer, Fall, and Winter Executive Council meetings
- promote dialogue between practicing counselors and counselor educators to increase awareness of needs in the field
- promote the retraining of school counselors

The Chair shall:

- report to the President, Executive Director, and the Executive Council
- be appointed for one year by ALCA President
- promote professional activities for the membership
- promote improved public relations awareness of diversity membership and communicate this diversity
- promote achievement of excellence in attainment of professional standards
- promote influence of ALCA with legislative and decision-making bodies

Annual Conference Planning

The committee should include:

- Annual Conference Coordinator, Chair
- ALCA President
- ALCA President-Elect
- Executive Director
- Ad/Exhibits Chair

The committee shall:

- correspond with speakers regarding travel schedule, facility and personal needs, book sales, etc.
- develop a brochure regarding the workshop to disseminate to selected individuals or groups
- identify other professional organizations whose membership would be interested in the workshop
- develop press release information and forward to professional organizations as well as other identified interested groups
- seek Continuing Education (CE) credit through appropriate channels, i.e., National Board of Certified Counselors (NBCC), National Board of Social Workers (NBSW), Alabama Nursing Association, etc.
- consult with the ALCA president to identify keynote speakers and an individual to introduce each speaker at conference
- secure individuals to assist with registration, book sales, etc., during the conference
- respond to the needs of the speaker during the conference i.e., travel to and from airport, meals, informal meetings, etc.

Annual Conference Chair(s) shall:

- coordinate all conference arrangements, including preparing the conference budget in consultation with officers, Executive Director, and Executive Council
- collaborate with the Executive Director to act as ALCA primary contact persons for the Conference Hotel/Convention Center site
- work collaboratively with the ALCA President along with consultation with the Executive Director to determine the annual conference committee members
- obtain overall orientation from Conference Hotel and Convention Center staff
- coordinate with the Program Committee Chair to reserve rooms as needed for conference content session breakouts
- determine that there are sufficient chairs for each meeting room; contact official of hotel to provide overflow chairs
- coordinate with the ALCA President and Program Committee Chair on date, time of arrival, and time of departure of guest speakers
- reserve rooms in hotel for keynote speakers
- make arrangements for platform for general sessions, including chairs, microphones, other technology needs, etc.

- provide floral or other decorations for keynote speakers' platform for general sessions
- make room arrangements for all meetings, content sessions, luncheons, and breakfasts
- work within the budget and make certain all committee members adhere to budget
- approve all expenditures in connection with the Annual Conference (confer with Executive Director as needed)
- work with the Executive Director to implement signed contracts with city civic and/or convention center and participating hotels
- set up all rooms according to requests and requirements
- communicate with and encourage Chapters, Divisions, and Affiliates to participate in the conference with meetings/socials/receptions
- email each chapter/division president requesting time and specific arrangements and details for socials/receptions/luncheons/meetings
- email Chapter, Division, and Affiliate leaders to provide tables in the pre-function area, request support for conference breaks, etc.
- communicate the wishes of the ALCA president to the appropriate Committee member(s)
- arrange for ALCA Historian to take pictures throughout the conference

CEU Chair Shall:

- be appointed by the president after consultation with ALACES leadership
- obtain a space at registration for CE's
- send all requirements for CE registration to the executive secretary to be included in the registration brochure

Ads/Exhibits Chair shall:

- be appointed by the President
- work with the Conference Coordinator to determine:
    - space available
    - what facilities hotel will furnish
    - what hotel charges for exhibit space
    - make arrangements for setting up booths
    - determining times for exhibits to be set up and dismantled
- select from lists of previous exhibitors/ads to be contacted
- choose new exhibitors/ads which would be appropriate
- contact prospective exhibitors in early summer outlining the following:
    - date and location of Conference
    - location, date, and time exhibits can be set up and taken down
    - amount of space to be allowed, size of tables, etc.
    - times of coffee hours, meetings, general sessions
    - schedule of exhibits during the workshop
- indicate the approximate number of exhibitors expected to attend
- check exhibitors general backgrounds
- explain rental booth fees, used to help defray cost of workshop and general operation of ALCA
- receive payment from the exhibitors/advertisers and forward to the Executive Director

- communicate with the Executive Director regarding exhibit commitments, payments, ads, etc.

After exhibit commitments are in:

- plan area of exhibits - commercial firms and service or non-profit organizations should be mixed
- arrange with hotel/civic center for needed equipment and services
- arrange for publicity in printed program to include a list of exhibitors and names of representatives, if possible
- organize name tags and free registration for exhibitors with person in charge of registration
- compile and present to the Program Chair the advertisement copy provided by the advertiser
- compile a list of exhibitors and assign exhibit space
- receive payment from the exhibitors/advertisers and forward to Executive Director
- work with the hotel/civic center contact person to arrange for exhibit area set-up
- be available to greet and answer questions for exhibitors during arrival and set-up
- arrange, with ALCA conference chair, coffee for exhibitors

Public Relations Chair shall:

Be 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 and provide to those introducing speakers
- schedule newspaper reporters for main speaker
- arrange for coverage by radio and television if possible
- arrange for photographer to take pictures throughout the workshop

Additional Co-Chairs (conference responsibilities)

Additional co-chairs are appointed by the ALCA President as members of the Executive Council and have duties during or before the Annual Conference.

Their duties are outlined in the Leadership Handbook:

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

Chapters and Divisions Special Functions during Annual Conference

Special functions are often planned such as luncheons, breakfasts, or coffee hour, during the Annual Conference

Suggested Guidelines for Chapters and Divisions planning functions during Annual Conference:

- seek approval for special activity through the Conference Committee Chair
- request room for activity through on-site coordinator
- Specific services needed:
    - number of people expected
    - speaker
    - table arrangements
    - podium
    - microphones
    - other services as needed
- work with catering office of Conference hotel to plan menu
- provide catering office with maximum estimate of numbers
- notify catering office of guaranteed number in compliance with hotel requirements
    - obtain reservations for event from members prior to the Conference
    - payment for the guaranteed number is required even if actual number of participants is less
- request Program Committee Chair place your activity in Workshop program
- advertise your special activity via ALCA listserv

Annual Conference Social Events

ALCA Executive Director and Annual Conference Primary Chair shall create a letter to communicate hosting social event opportunities at the Annual Conference to be sent to the following:

- institutions who have previously hosted an ALCA social event (determined by ALCA Archives)
- all Alabama colleges, universities, and technical schools (determined by the Alabama State Department of Education Directory)
- others deemed appropriate by the Executive Director and Annual Conference Primary Chair

Letter of information may include:

- an ALCA membership profile
- type of conference
- description of potential attendees
- dates conference is to be held
- estimated attendance

Priority will be determined in accordance with:

- location of Annual Conference
- appropriateness of social event
- frequency of hosted social events
- other determining factors

Annual Conference Program Selection

The ALCA Program Committee shall be composed of:

- ALCA program chair
- ALCA annual conference chair
- a representative from each division appointed by the division president

Conference "Program" Planning Committee Chair

Chair 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.,
- arrange for printing program

Sponsorship of each content session shall be noted in the program book. Registrants should indicate primary division affiliation on registration form.

ALCA Program Selection Procedure

Content program proposal forms request those submitting proposals should indicate the intended sponsor for the program.

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.
Twenty percent (20%) of the available content program slots shall be assigned to ALCA recognizing common interests for the development of ALCA membership identity.

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

The total number of slots assigned to divisions multiplied by the percnt of the total ALCA membership for that division equals the number of programs selected for that division. Any program slots not used by the division are reassigned to the ALCA allotment.

The Program Selection Committee selects content sessions at a meeting convened by the ALCA Program Chair (President-Elect). A quorum is comprised of members present at the meeting. The Program Selection Committee is composed of the ALCA Program Chair, the ALCA Annual Conference Chair(s), and each division president (or his/her designee).

Pre-Registration and On-Site Registration

The Executive Director:

- coordinates pre-registration and on-site registration for the Annual Conference
- provides reports of registration to the Executive Council and ALCA membership
- serves on and attends the meetings of the Annual Conference Committee
- sets advance and on-site registration fees, deadlines for material to be received, and target dates for releasing advance registration material
- arranges for revision, printing, and emailing/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
- deposits all checks and money for conference
- prepares registration packets (information) for each advance registrant
- requests on-site posters, signs, etc., relating to registration from the Annual Conference art and decorations chair
- responds to telephone and written inquires about the Annual Conference
- works with ALCA membership chairs, ALCA treasurer, Annual Conference Chair, and ALCA secretary to coordinate:
    - workers at the Annual Conference
    - process new and renewal memberships
    - distribute advance registration information 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
- provides reports of advance and on-site registration figures to the Executive Council

Special Functions

Alabama Board of Examiners in Counseling (ABEC) Liaison
The Alabama Board of Examiners in Counseling (ABEC) is a regulatory agency that is appointed by the Governor and is comprised of Licensed Professional Counselors and the public. ALCA has a longstanding relationship with ABEC and served some of its duties prior to the establishment of ABEC. ABEC's Executive Director holds a special function position on the ALCA Executive Council. Please refer to Appendix M for more information or review the information found on the ABEC website.

State Department of Education Liaison
ALCA has a longstanding relationship with the Alabama State Department of Education (ALSDE) and includes representation from that department in the form of a special function liaison on the ALCA Executive Council.

The liaison:

- serves as the connecting link between the Alabama Counseling Association (ALCA) and the Alabama State Department of Education (ASDE)
- is appointed annually by the president of the ALCA
- 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
- should be a member of the ALCA
- should attend all of the board meetings of the ALCA
- reports latest developments related to counseling in the SDE and the liaison activities to the Board of the ALCA
- serves on the Annual Planning Committee to assist and provide coordination with school counselor training

Journal Editor

The Journal of the Alabama Counseling Association (JoACA) and its national sister publication enjoy a rich history of publishing issues devoted to topics of concern to the counseling profession. The Publications Committee serves as its Editorial Board. The Journal Editor serves as Chair.

The publication:

- represents the interests of the entire membership of the association
- is based on manuscript submissions that are evaluated by the editor and members of the editorial board.

For more information about the *JoACA,* please refer to Appendix C. Journal Archives link.

Chi Sigma Iota Liaison

- coordinate relations and activities between CSI and the Association

ACA Liaison(s)

- serve as the Association's link to the American Counseling Association

Circle of Presidents Liaison

- ALCA Immediate Past President shall chair this special function. Immediate ALCA Past-President shall be inducted into the circle and announced at the Spring Retreat
- purpose is to unite former ALCA Presidents as a resource body for the organization
- organizes ALCA Past Presidents for the following potential activities:
    - serve as advisory body to any ALCA officer or committee upon request
    - assist with hospitality functions at the ALCA Annual Conference or other Association functions
    - attend ALCA Executive Council in ex-officio, non-voting capacity
- meet annually at the ALCA Annual Conference to participate in reserved seating at the Annual Conference opening sessions, breakfasts and to attend the Past Presidents' Reception
- encourage ALCA Past President participation in special events and projects

Retired Counselor Liaison(s)
The Retired Counselors Liaisons shall:

- coordinate activities of the retired counselors interest group
- coordinate social and professional activities
- help to develop content sessions applicable to counselors

Adaptive Needs Liaison
The Adaptive Needs Liaison shall:

- work collaboratively with the ALCA Executive Director to meet the special needs of the members attending ALCA Annual Conference
- provide Chapter, Division, and Affiliate Presidents information regarding ways to meet the American Disability Act (ADA)
- https://adata.org/learn-about-ada

Emerging Leader
The Emerging Leader shall:

- be selected annually by the Leadership Development/Emerging Leader Program Committee
- serve as a non-voting member of the ALCA Executive Council
- work with the Chi Sigma Iota Chair to plan the Graduate Student Reception at the ALCA Annual Conference
- work with the Graduate Student Chair to plan the First-Timers Reception at the ALCA Annual Conference
- manage requests from the ALCA President

Ads/Exhibits/Sponsorship Chair(s)
The Ads, Exhibits, and Sponsorships Chair(s) shall:

- foster businesses, universities, agencies, etc to contribute an ad, rent an exhibit booth or sponsor an event at the ALCA Annual Conference
- fulfill the description found under the ALCA Annual Conference section in this document

APPENDICES

APPENDIX A: Systematic Collection and Maintenance of Archive Materials

ALCA materials of historical significance will be preserved primarily via website and secondarily through storage.
General Guidelines:

- All materials generated will be dated
- Election results will be announced on Listserv
- ALCA's archives will consist of items of historical significance

The following guidelines will provide a systematic framework for archived information:

- The ALCA Executive Office Annual Archives will consist of the following:
    - Annual Conference Book
    - Executive Council Meeting Minutes & Officer Reports
    - End of the Year Membership Report
    - End of the Year Financial Report

Other items included in the storage of archives include but are not limited to the following:

- Historic Quarterly (no longer a publication) issues should be preserved
- Journal issues are archived online on the website and in storage
- Additional Historic Archival Material
- Materials currently held which do not fit the guidelines above will be reviewed by President, current Historian, Past-President, and President-Elect to determine if they should be kept for the Archives

APPENDIX B: 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 reason 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 find the availability of startup grants. Such funding would insure financial resources until membership dues begin coming in.

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

APPENDIX C: Publications

Publications Committee shall:

- receive applications for the position of Editor of the ALCA Journal
- make recommendations for position of Editor to President and Executive Council, who then take actions of the recommendations
- establish publications and leadership policy
- nominate person at the appropriate time to serve as Editor of the publication of the Association and to serve on the Editorial Board of this publication
- be composed of the editor and the three past presidents, with the immediate Past-President serving as Chair
- meet once a year
- host an open meeting at the Annual Conference open to all interested parties but will specifically include:
    - Current President
    - Executive Director
    - Editorial Board

PUBLICATIONS GUIDELINES

The ALCA Journal is the official publication of the Association published annually 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.

Purpose of ALCA Journal

- 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
- to strengthen the common bond among counselors
- to help maintain a mutual awareness of the roles, problems, and progress of the counseling profession

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.

Editor of the ALCA Journal

Applications for position of Editor of the ALCA Journal 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 of the recommendations. 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.

Responsibilities of Editor:

- solicit, receive, and evaluate the articles proposed for publication
- solicit authors for manuscripts of unique, contemporary interest to ALCA Journal readership
- respond to all correspondence addressed to the publication
- be a member of the Association
- be a non-voting member of the Executive Council
- serve for one 3-year term, which may be renewable one time. Appointments to the position of Editor shall be made one year before the term in which the Editor is to serve.
- assume responsibilities for the details of production, art work, layout, and final proofreading and editing of content
- complete and submit official vouchers to the ALCA Treasurer for reimbursements and/or payment of bills
- submit an annual written report
- present an oral report to the ALCA Executive Council at spring planning meeting
- works with outside source to make arrangements for graphic art, cover designs, and photographs
- be responsible for accomplishing the task and adhering to the policies as outlined in the Association's Publications Guidelines, with the assistance of the Editorial Board
- attend meetings of the Publications Committee
- 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.
- interface, when necessary, with representatives from other ACA publications at state, regional and national levels
- report to the Executive Council and the Chairperson of the Publications Committee pertinent information regarding publication and distribution of the ALCA Journal
- 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.
- 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
- follow/observe all by-laws adopted by ALCA regarding the management, publication, and distribution of the ALCA Journal

- 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

Editor Designee

The editor designee shall:

- serve during the final year of an editor's term
- support the editor in the accomplishment of duties
- maintain an awareness of editorial functions and current activities related to the production of the publication
- function as an apprentice to the editor

The Editorial Board

The Publications Committee accepts and reviews applications for the editorial boards of the Journal. The editorial board of the Journal shall consist of one member form each of the Divisions of ALCA; the editorial board of 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 will seek candidates from each of the Divisions/Chapters/Affiliates 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.

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 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 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.

APPENDIX D: ALCA Listserv

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

Listserv Disclaimer

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

APPENDIX E: Research Grants

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

APPENDIX F: Chapters/Divisions/Affiliates Legislative Support Requests

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:
  - membership in ALCA of the sponsoring/requesting Division shall be ascertained
  - percentage of the Division's budget being allocated to support Divisional issues will be reviewed
  - current status of the operation budget and the reserve account of ALCA shall be considered

APPENDIX G: Government 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:

- stay informed about current trends and issues which affect our profession
- know his/her state and federal legislators
- be known to his/her state and federal legislators
- 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. Know their names and be able to recognize them should you see them in or around your community. Your goal is to provide a support network so the member of the legislature knows who 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.

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.

APPENDIX H: 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.

APPENDIX I: Insurance

The ALCA holds comprehensive Insurance coverage including:

- Officers and Directors coverage--protects officers and directors in the functions of their duties; coverage also available to the chapters and divisions
- General Coverage-- protects ALCA in the event of an accident, e.g., an injury at the Annual Conference
- Property Coverage--protects the property of the Association located in Birmingham
- Honesty Bond--protects ALCA in the event of misuse of Association funds should occur
- Event Insurance—protects ALCA in case of financial loss from conference (ALCA's general coverage is provided by Harper and Associates of Mobile, AL)

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.

APPENDIX J: Counselor Locator Service

A listing on the ALCA website which offers the opportunity for clients to identify counselors by geographic area and practice. 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.

Email the ALCA office at nancy@alabamacounseling.org your credentials, location, contact information, and type services you provide so that we may add you to the service.

APPENDIX K: Postal Service

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 a chapter or division wishes to obtain a postal permit, they must apply for a non-profit mailing permit. 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 obtaining a separate tax exempt status for each chapter and division.

The Executive Director’s office in conjunction with the Postal Service and the Association's accountant follow the policy that Chapters or Divisions may not use the Association's mailing permit to mail its newsletters, etc.

Chapters and Divisions must send mail through the postal service at current postal rates.

APPENDIX L: American Counseling Association (ACA)

The American Counseling Association, Alabama's parent organization
https://www.counseling.org

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

Benefits and services can be found by calling the 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.

Benefits of an ACA member:

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.
Discounts.

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 mater'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.

APPENDIX M: Alabama Board of Examiners in Counseling

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 on 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.

APPENDIX N: 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 that 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 consolation 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
- ALCA Executive /ALCA Office will be managed by the Executive Director within the boundaries of the approved budget
- 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 events.

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 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.

APPENDIX O: 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 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.

APPENDIX P: Membership Information Access

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.

APPENDIX Q: 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/Affiliate Awards Chairs from the Presidents by June 1 or soon thereafter. If no Chapter/Division/Affiliate Awards Chair is named by June 30, the Chapter/Division/Affiliate President shall assume responsibility for the Chapter/Division/Affiliate awards process. These Chapter/Division/Affiliate 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/Affiliate during the ALCA Spring Retreat or via email no later than July 15th.

Chapter/Division/Affiliate 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/Affiliates may cooperate to submit a joint nomination for an award. Chapters/Divisions/Affiliates 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/Affiliates 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
- 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
- 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 has 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 [website]

Deadline #1: 1st Friday in September

- postmark deadline for submission of nomination material
- send ONE copy of nomination packet (including the supporting documentation)
- electronic submission is encouraged
- follow 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
- mail all nomination packets to the ALCA Awards Co-Chair

Deadline #2: 4th Friday in September

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

Deadline #3: 1st Friday in October

- Postmark deadline for Award rating sheets sent to ALCA Awards Co-Chair
- Mail/email completed rating sheets only to the ALCA Awards Chair

Deadline #4: 3rd Friday in October

- 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: 4th Friday in October

- ALCA Awards Chair will order certificates and plaques.

ALCA Awards Breakfast: 3rd Wednesday in November

- All nominees and award winners will be recognized at the ALCA Annual Awards breakfast at Fall Conference

APPENDIX R: Basic Parliamentary Procedures

The "Why" Of Parliamentary Law

Parliamentary is based on common sense and courtesy. A glossary of common terms follows.

Purpose

- 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

Basic principles of parliamentary procedure:

- only one 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; the right to the minority must be preserved
- personality and desire 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 are called upon in the order 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
- motion cannot 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
- vote is taken
- action depends upon majority vote

How Should A Motion Progress?

A member rises addressing 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) chair.

The member is recognized by the presiding officer.

Chair recognizes a member by his name, "Mr. Member" or by a nod to him. Upon receiving formal recognition from the chair, 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.

Introduced in the form, "I move that" followed by the statement of the proposal. 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 chair, may say, "I second the motion" meaning this member wishes the matter to become before the assembly for consideration. If no one seconds the motion, the chair 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 chair repeats the motion to the assembly, or "states the motion." After formally stating a motion 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 chair, any member has the right to discuss it. He must obtain the floor in the same manner as when presenting a motion. The first person who has recognition is entitled to speak, but when several members wish to speak or present motions simultaneously, certain guiding principles should determine the decision of the chair.

The chair 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 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)

Chair
The chairperson

Addressing the Chair
Speaking to the chairman or president. This is done by standing up and when no one else is speaking, say, "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 authority to:

- decide in what order speakers will be recognized
- refuse to recognize members offering dilatory, absurd, or frivolous motions or motions intended to obstruct business
- restrain speakers within the limits of the rules
- enforce good decorum
- appoint committees
- decide points of order
- vote in cases where it may change the result (ex: to make or break a tie)

Actions of the chairman are subject to appeal (see Incidental Motion, "To appeal from decision of the Chair")

Commit
To refer to a committee

Committee of the Whole
Matters arising, because of their importance, that should be properly studied as a whole committee (rather than a small one). Then the meeting, on motion duty made, may "resolve itself into a committee of the whole" meaning the meeting is officially discontinued while everyone present remains and becomes part of a larger special committee. A special chair is appointed to preside over a committee of the whole.

Consideration, informal
When a member moves "informal consideration," and the motion is adopted, the formal rules are set aside, allowing each person present to speak once on the subject under consideration.

Debate
Discussion or argument over a motion.

Division
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."

Filling Blanks
A term used to indicate a method of decision regarding a matter where several different courses of action are possible. "Blank" is applied in a motion where an exact amount, name, date, or other essential information fills in the blank.

Floor
The privilege of speaking before the assembly. 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 to take a 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
A motion growing out of another already under consideration. A secondary motion must be disposed of before the original motion may be proceeded with. (see Motions.)

Motion, Main
A motion which independently presents an idea for consideration. (see Motions.)

Motion, Privileged
A motion which is so vital in character that it takes precedence over all others. (see Motions.)

Motion, Subsidiary
A motion 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
Term applied to an act of an assembly as 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
Setting a future time for the discussion of a special matter. This differs from “special order” as it does not involve breaking any rules.

Order of Business
The regular program of procedure of a society. (see agenda)

Order of the Day
Regular order or program of business. A motion "calling for the orders of the day" demands the present discussion be dropped and chair announce the next matter to be discussed in accordance with the organization’s customary and established business routine. This term has more specific meaning when a certain time has been set aside for the consideration of a given matter. A demand for the "orders of the day is a specific request that a specific matter be discussed at a specific time.

Order, Special
Setting aside all rules for the consideration of an important question at a future time.

Postponement, Indefinite
Not merely to postpone, but, in effect, to reject.

Privilege
Refers specifically to the privileges or rights of those attending meeting and may include:

- matters of physical comfort
- inability to hear a speaker
- heating, lighting, or ventilation of meeting room
- noises and other disturbances
- ineligibility or misconduct of a member during the meeting.

"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 proposition or motion after it has been placed before the meeting for action by the chair. To "move the previous question" is to demand that the chair take a vote on a motion 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 being to declare facts or express opinions or purposes, and not command. (See 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."

Second
A motion, in order to be considered by the meeting, must have a "second," i.e., a response “I second the motion” from a second member who indicates that he will support the motion. (see Motions)

Sine Die
Latin term meaning "without day." When meetings adjourn "Sine die", no date is set for a future meeting.

Table
The speaker’s table. To “lay on the table” and “to table” are motions to delay action.

Questions and Contact Information

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