



Focus

on NDCA

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Presidential News

We completed our first annual strategic planning session in early June. We appreciate incoming President-Elect Chasity Odden Heide leading the process for us!

With our strategic plan in place soon, we will be able to focus the efforts of the Executive and Governing Councils to better serve all of our members and counseling professionals across the state. We will be sending out requests for members to serve on committees throughout the coming months - ***we encourage everyone to consider serving on a committee.***

****Previous experience or service on a board is not required****

Committee work will cover many areas - from membership (recruitment and retention), professional development opportunities, Midwinter Conference planning, and more!

*Amy Geinert
 NDCA President*



NDCA

North Dakota Counseling Association

Mission | What We Do

North Dakota Counseling Association will provide quality professional development opportunities, facilitate networking, advocate for the counseling profession, and promote leadership activities and encourage active involvement in the organization.

Vision | Our Impact

We envision the thriving of all counselors by supporting their personal and professional growth.

Strategic Planning

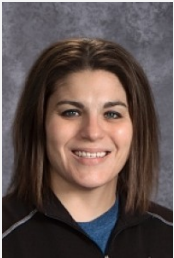
The NDCA Executive Council and Governing Council engaged in strategic planning this summer, setting this year's course for NDCA. Using a strategic planning process, we were able to consider our strengths, discuss our opportunities for growth, and identify external and internal factors that influence our association. This work led to the development of a vision statement and strategic drivers, solidifying a strategic plan. Simply put, our mission statement serves as the foundation, with a vision statement that forward casts to the future of the association. Strategic drivers and their initiatives will help us to realize that vision. This plan will provide NDCA with a roadmap to ensure our work aligns with the goals of the association and builds in accountability to measure our effectiveness.

With the vision of supporting all counselors in their personal and professional growth, NDCA will focus on the four components of our mission statement as strategic drivers for the upcoming year: (1) Professional Development, (2) Networking, (3) Advocacy, and (4) Leadership and Active Involvement.

Please look for further communication about the finalized strategic plan and its initiatives, as well as ways in which you can get involved, in upcoming FOCUS issues and NDCA'S webpage. We look forward to partnering with our members to realize this strong vision for NDCA!

*Chasity Odden-Heide
NDCA President-Elect*

Welcome to Danielle Luebke!



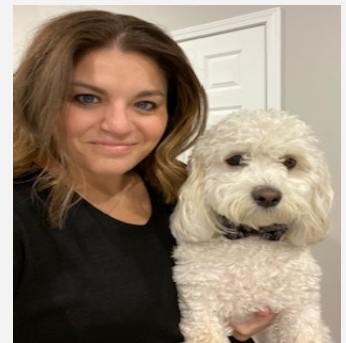
Hello Fellow counselors across North Dakota,

I am Danielle Luebke and I am your new president elect-elect. I am very excited to start this new journey in leadership and look forward to serving as your president. I have my Masters of Education in Counseling. I am a licensed school counselor, along with being a Licensed Professional Counselor in North Dakota. This past year was my 10th year working for the Southeast Region Career and Technology Center, serving as the K-12 Career Development counselor in Hankinson, ND. I also do contract work for the online platform TalkSpace.

In the past, I have held a variety of leadership positions including, North Dakota Career Development Representative on the North Dakota Association for Career and Technical Education Board. Throughout my time on this board I have served and continue to serve as the awards chair. I also served a term as the President of the North Dakota Career Development Association. Most recently I served as the NDCDA representative on the

NDCA board. In 2018, I had the opportunity to participate in a leadership fellowship through ACTE. Throughout my fellowship I had the opportunity to learn about advocacy, policy and most of all leadership. I am active in professional organizations including: ACTE, NDACTE, NDCDA, ASCA, NDSCA, ACA, NDCA, NDMHCA.

I currently live in Wahpeton with my 2 year old Cockapoo named Ian. I enjoy being outside in the summer, camping, riding bike and going for walks with my dog. Winter is a little harder to do those things but I also like to read and once in awhile binge on Netflix! I am honored to have been nominated and elected to be your president elect-elect and look forward to this next step in my leadership journey!



*Danielle Luebke
NDCA President-Elect-Elect*

Bylaws

During our last Focus, I shared the Draft of the proposed Bylaws. Attached (at the end of the FOCUS) you will find an updated version of the draft. The only changes that have occurred are changing the names of the Executive Committee to Executive Council and the Governing Board to Governing Council. The Executive Council recommended this change to align with the language utilized by the American Counseling Association for similar groups of individuals.

I know some of you might be wondering why our Bylaws have been talked about so much lately. In 2017, as an association, we voted on some language updates that passed at our Annual Conference. Since we are a branch of the American Counseling Association (ACA), we must have our Bylaws reviewed by ACA every ten years and when we have changed the Bylaws. The updated Bylaws were sent to ACA and reviewed in late 2019. ACA has many areas that must be in place within our Bylaws per their Bylaws, Policies, and Procedures. There are nine compliance requirements; we only met three areas in the review.

Additionally, ten areas of standard articles need to be in place; we only had four sections present with all the outlined requirements. In other words, we were missing the mark in the ACA requirements for our Bylaws. As a branch of ACA, we must meet these requirements so we can continue to have the support of ACA and align ourselves with the larger association.

All of the recommendations from ACA were ways to protect our association, outline how our association runs, and, most of all, set the association up for continued growth and survival. Also, as an Executive Council and Governing Council, we want to increase transparency to our members through the Bylaws. All of this to say, we need these updates.

In coming up with the current draft, I reviewed the Bylaws of our southern neighbor, the South Dakota Counseling Association, since we have so many similarities in the communities that we serve and the rural feel of our areas. Additionally, South Dakota has been highly supportive of us as an association. Through the recommendations from ACA, the review of SDCA's Bylaws, and ACA's Bylaws, we ended up with the current draft you see here. Again, as members, I ask you to review the attached draft and reach out with questions, concerns, thoughts, and anything so that we have the best Bylaws for our association's future. Please reach out to me at bmeidinger88@gmail.com.

Finally, I will be looking for nominations for the President-Elect-Elect Election that will be taking place in February 2023 at the Annual Conference. If you have previously served for a year on the Governing Council, I challenge you to think about how you could serve the association as a part of the Executive Council. As I am in my last year on the Executive Council, I am so excited to see the fantastic things that Amy, Chasity, and Danielle have planned for the future. Whoever joins these exceptional leaders will have a beautiful time for growth in our association. So please reach out if you are interested in serving!

Becky Meidinger
NDCA Past President

NDCDA Update

The ND Career Development Association will be holding its annual fall business meeting during the ND Career & Technical Education Professional Development Conference in Bismarck August 8-10th. The North Dakota Career Development Association is composed of school counselors, career advisors, education, and industry leaders who are committed to helping students learn about themselves and find a career that aligns with their passion. The meeting will be held as part of a Bank of North Dakota Open House for School Counselors Event on Tuesday evening of the conference (August 9) from 5pm-7pm. BND will be providing important resources and information for counselors, providing a space for our NDCDA meeting, and also providing heavy appetizers and cash bar. The Bank is located an easy 1.5 miles to the west of the Event Center on Front Street. Multiple leadership positions will also be voted on at this meeting so please plan on attending!

The NDCDA member book study took place online through Google Classroom and was available for credit this summer through UND. The book chosen for this year's study was "The Collapse of Parenting" by Leonard Sax. While registration is closed for this summer's book study, this is a good reminder of one of the many perks of being a member of this association! If you are interested in becoming a member of the NDCDA please complete your membership here: ndcounseling.org/membership

Kellie Meyer
NDCDA President

Government Affairs Update

Medicare Reimbursement:

Passing the **Mental Health Access Improvement Act of 2021, S. 828/HR 432** that allows licensed professional counselors to be reimbursed by Medicare is one of the top priorities for ACA's Government Affairs team and AMCHA's policy agenda. This legislation has passed the House once and the Senate once in different years. The Medicare Mental Health Workforce Coalition is a group of national and state organizations collectively representing hundreds of thousands of mental health and addiction disorder providers, clients, patients, and other stakeholders committed to strengthening Medicare beneficiaries' access to mental and behavioral health care, building the provider workforce we need, and modernizing coordination of delivery and payment systems for that care. Their main goal is to pass Medicare reimbursement legislation.

On May 19, 2022, the U.S Senate Special Committee on Aging held a hearing titled, "Mental Health Care for Older Adults: Raising Awareness, Addressing Stigma, and Providing Support." During this hearing, Committee Chairman Bob Casey and Ranking Member Tim Scott highlighted the disparities among integrated mental health care in older Americans. The hearing highlighted increased social isolation and loneliness about older Americans during Covid-19; that in 2020 individuals 85 and older had the highest suicide rate of any age group and the health care challenges older Americans face. They highlighted how the Mental Health Access Improvement Act could help close these gaps by providing more services in rural and underserved areas.

No Surprises Act

This act took effect January 1, 2022, and mainly affected counselors in solo or private practices, however those in agency practice and graduate and clinical site supervisors are encouraged to consult local state laws to determine effects. The purpose of the act is to develop price transparency for clients who are self-pay to prevent them from receiving "surprise" bills. Therefore, the requirement is for them to receive a "good faith estimate" ("GFE") of the costs for a scheduled service or upon request before the service is provided. This would apply if they were uninsured or are out of network and are paying out of pocket. Following the link in the heading for a full description of this act.

The Counseling Compact

The Counseling Compact is an **interstate compact**, or a contract among states, allowing professional counselors licensed *and* residing in a compact member state to practice in other compact member states without need for multiple licenses. Colorado, Ohio and Louisiana were the three most recent states to authorize counselors to practice across state lines once enacted. This milestone marks fourteen states who have signed the Counseling Compact into law, allowing professional counselors licensed and residing in a compact member state to practice in other compact member states without the need for multiple licenses.

Funded and created by the American Counseling Association, the Counseling Compact was finalized in December 2020 and has now been passed by the legislatures in Georgia, Maryland, Alabama, Mississippi, West Virginia, Utah, Maine, Florida, Kentucky, Nebraska, Tennessee, Colorado, Louisiana and Ohio. Currently, the Counseling Compact has been introduced in 21 states this legislative session.

Compacts provide a pathway for counselors to move seamlessly from one state to another through an agreement between states to recognize each other's licenses. Previously, counselors have had difficulty transferring their licenses from one state/jurisdiction to another because of the independent nature of jurisdictional licensing rules and regulations. There was little consistency regarding the requirements for licensure and these varying requirements make it difficult to transfer one's license. The Counseling Compact enables professional counselors who meet uniform licensure requirements to quickly obtain a privilege to practice, which is equivalent to a license to practice counseling in another state.

*Becky McConnachie
Government Affairs Chair*

North Dakota Mental Health Counselors Association

Hello everyone!!!

NDMHCA sent our President Elect to the Leadership Training and AMHCA Annual Conference in Las Vegas. She is there right now as I am typing this article! She has reported back and is learning a lot about leadership and building membership for our organization. We also sent two scholarship recipients to the conference. One is an LAPC and one is a Graduate Student. We look forward to hearing about their time in Las Vegas! We will offer the scholarship again next year to one LAPC and one Graduate Student. Watch for news about the application deadline.

NDMHCA is having an Emotional Support Animal(ESA) Training. It is scheduled for September 2022. We will have a full day on Friday, and a half a day for landlords on Saturday. As a profession, we are consistently asked to write letters for people to get emotional support animals in their apartments. There are many ethical and legal considerations that many people are not aware of when deciding to write a letter for an emotional support animal. We are working on the brochure. Watch for it in the coming weeks!!

NDMHCA will be having a spring conference in

March 2023. We are unsure of the topic yet, but have some ideas. It will be something that is helpful and necessary for mental health professionals.

Our Summer Board Meeting will be held in August 2022. The new NDMHCA board members will be taking over starting July 1st! Here are the board members and their roles starting in July:

Torrina McConnachie: President

Kelsey Carter: President-Elect

Lory Hellman: Past President

Lisa Goetz: Secretary

Erin Klingenberg: Ethics Chair

Patty Teagle: Awards Chair

Jenny Gatzke: Social Media Chair

Heidi Selby: Graduate Student Representative

Drew Rohrich: Legislative Chair

Brittany Goter: Membership Chair

Rebecca McConnachie: Treasurer

Hope everyone has a great year!!!

*Lory Hellman
NDMHCA President*

NDSCA President Update

Hope everyone is having a great start to your summer break! Here are some NDSCA yearly updates:

The School Counselor Virtual Institute was a great success with 186 attendees registered. This was spearheaded by Robin Lang with DPI and several school counselors sat on the planning committee. Hatching Results presented on equity in school counseling services, MTSS and the school counseling model of MTMDSS, data use, the school counselor/administrator relationship, and much more! NDSCA provided a welcome, information on NDSCA and door prizes. Lunch and Learn Sessions (or perhaps they will be by some other name) will be available in the upcoming school year as an extension of the institute. Graduate credits are (and will be) available for these PD opportunities.

As President of NDSCA, I have continued to attend the K12 Education Coordination Council meetings. One of the big conversations at the last few meetings (as well as the Governor's Summit 2022 in Dickinson) is the Learn Everywhere initiative. The Governor believes ND can be a leader in education reform. Doing things different without losing the

expectations of rigor and excellence. He would like to see more school districts taking advantage of some of the initiatives that have already become available.

We are still in search of a new home for our pre-conference venue but have several possibilities to explore. We hope to have a venue nailed down by the end of the summer.

We were able to award a school counselor of the year in May. We had 37 nominations, 12 applicants and our 2022 school counselor of the year is Keira Oscarson from Northern Cass School!

We are working on increasing and improving our Facebook presence as well as evaluating our website to ensure it is user friendly. We are also continuously working on increasing membership and brainstorming ways in add value to being a member. We have a sub-committee currently working on getting some mentorship options up and running as well and will be working diligently on that this coming year!

*April Foth
NDSCA President*

Updates from DPI and CTE

Academic/CTE/North Dakota Scholarship Student and Parent Presentations

The North Dakota Department of Public Instruction will again be giving presentations in the fall to students and/or parents on the North Dakota Academic and CTE Scholarship upon request. Schools that are interested in setting up a presentation or have questions should contact [Jim Upgren](#) at 701-328-2244.

School Counselor Plan of Study Renewal

School counselors working on a plan of study need to complete five semester hours of coursework each year until all counseling coursework is complete. This needs to be completed by July 29. There is no renewal application that needs to be submitted, however, transcripts of coursework completed over the course of the last school year need to be submitted to DPI for review. Please contact [Jim Upgren](#) at 701-328-2244 with questions.

Be A Nominator!

Is there someone who is doing a great job or someone whose techniques, ideas, practices, capabilities, or approaches are stellar? Please nominate them for a NDCA award! We love honoring those who excel in their field!

You can submit your nomination at any time! The Awards Committee backed up the deadline to submit nominations to **December 30th** so there is more time to submit!

The criteria and guidelines for each award and the submission forms listed below are located on our webpage: www.ndcounseling.org under [Awards](#).

Glenn Dolan Award – An individual who has demonstrated able leadership, excellent rapport and service to the community, outstanding contributions to their organization

Innovations Award – An individual who has made innovative contributions in research or published articles in the field of counseling

Friend of Counseling Award – An individual who has demonstrated support for counseling in the state of North Dakota through his/her profession

Outstanding New Professional Award – An individual who has developed an outstanding program and demonstrates exceptional interpersonal skills

Member Emeritus Award – for NDCA members who have retired

Please submit award nominations by *December 30, 2022* to: Rebecca Ringham, Minot State University, Registrar's Office, 500 University Ave W, Minot, ND 58707 or Fax: 701-858-3386 or Email: rebecca.ringham@minotstateu.edu

If you are interested in helping select winners from the nominees submitted, please let us know! We are building the Awards Committee and would be delighted to include you as a member. If interested, email Rebecca Ringham – Awards Chair.

*Rebecca Ringham, M.S.
Awards Committee Chair*

North Dakota Counseling Association Bylaws

Article 1 - Name

The name of the Association shall be North Dakota Counseling Association. The Association is a branch of the American Counseling Association that shall comply with the ACA Article of Incorporation and Bylaws.

Article 2 - Mission

North Dakota Counseling Association will provide quality professional development opportunities, facilitate networking, advocate for the counseling profession, and promote leadership activities and encourage active involvement in the organization.

Article 3 - Members

Section 1. Membership in the State Branch shall be of one type – individual.

Section 2. Individual Membership shall be Professional, Affiliate, Student, or Retired

- a. Professional: Membership is available to any person that has earned a master's degree or higher in Professional Counseling or related profession, and who is actively engaged in counseling practice and/or education. All such persons shall become a Professional Member of the Association upon payment of dues and will end the last day of the calendar year. Professional Members shall be able to attend meetings and hold office in the Association.
- b. Affiliate: Membership is available to individuals whose interests, activities, and/or professional backgrounds are consistent with those of the Association, but do not hold or in the process of earning a graduate level degree in the field of Professional Counseling or related profession. All such persons shall become Affiliate Members of the Association upon payment of dues and will end the last day of the calendar year. Affiliate Members may not hold office in the Association.
- c. Student: Membership is available to any person who is currently enrolled in an approved program in Professional Counseling. All such persons shall become a Student Member of the Association, with the endorsement of the student's major advisor, upon the payment of dues, and will end the last day of the calendar year. Student Members shall be able to attend meetings and hold office in the Association.
- d. Retired: Membership is available to any person who is retired from the Counseling Program. All such persons shall become Retired Members of the Association upon the payment of dues and will end the last day of the calendar year. Retired Members shall be able to attend meetings and hold office in the Association.

Section 3. Dues

- a. Dues for members of the Association shall be recommended by the Executive Council and established by the Governing Council.

Section 4. Severance of Membership

- a. A member may be dropped from membership for any conduct that tends to injure the Association or to affect adversely, its reputation, or that is contrary to or destructive of its mission according to the ACA Bylaws and the ACA Code of Ethics. Any member charged with engaging in any such conduct shall be given notice of the precise nature of the charge, shall be given the opportunity to present evidence, through witnesses or

otherwise, shall be given the opportunity to confront witnesses and shall have the right to appeal to and have a hearing, limited to one hour in duration, before the Governing Council, whose decision shall be final.

- b. A member may be dropped from membership for the nonpayment of dues.

Article 4 – Officers of the Association

Section 1. Officers and Terms of Office

- a. The officers of the Association shall be the President, the President-Elect, the President-Elect-Elect, the immediate Past President, and the Executive Director.
- b. All officers of the Association, except the Executive Director, shall be elected at large from among the individual members of the Association and shall serve for one-year terms and until their successors are elected.
- c. The Executive Director shall be appointed by the Governing Council and shall serve at its pleasure.
- d. The President-Elect shall automatically become President of the Association one year after the commencement of the term of office as President-Elect, or upon the death or resignation of the President.
- e. The President-Elect-Elect shall automatically become President-Elect of the Association one year after the commencement of the term of office as President-Elect-Elect, or upon the death or resignation of the President or President-Elect. If a vacancy occurs within the President-Elect-Elect position, the position will be appointed by the President and approved by the Executive Council.
- f. An elected officer shall not be eligible to serve a second consecutive term, provided, however, that a President-Elect in succeeding to the office of the President by reason of death or resignation of the president shall serve a full one-year term as President in addition to serving the unexplored term of the resigned or deceased President.
- g. The term of office of any elected office of the Association shall begin on July 1 and the office selected shall serve for a period of one year and until a successor takes office.
- h. The elected officers for the Association shall be current members in good standing of the American Counseling Association and the Association.

Section 2. Duties of Officers

- a. The President shall be the chief elected office of the Association. The President shall be Chairperson of and preside at all meetings of the Association. The President shall serve as an ex-officio member on all committees. The President shall appoint special committees when deemed necessary. The President shall represent the Association at regional and national meetings or shall designate an Association member to represent the Association. The President shall delegate tasks to the Executive Director of the Association as directed by the Governing Council. The President shall perform the duties customary to that office and such additional duties as directed by the Governing Council.
- b. The President-Elect shall perform the duties of the President in the absence or incapacity of the President as determined by the Governing Council.
- c. The President-Elect-Elect shall perform the duties of the President in the absence or incapacity of the President and President-Elect as determined by the Governing Council.
- d. The Executive Director shall serve as the executive officer of the Association. The Executive Director shall serve as the Treasurer and Secretary of the Association. The Executive Director shall perform the duties customary to the offices of Treasurer and Secretary and such duties as may be directed by the Governing Council. The Executive Director shall be responsible to transact the Association's day-to-day business activities and operations. The Executive Director shall be an ex-officio member of the Executive Council and Governing Council.

Section 3. Nominations and Elections of Officers

- a. The Immediate Past-President shall serve as the Nominations and Election Committee Chair. The Nominations and Election Committee shall conduct the election of officers, according to the Policies and Procedures Manual, by ballot provided to the voting members of the Association via mail and internet.

Section 4. Compensation and Expenses of Officers

- a. None of the elected officers of the Association shall receive any compensation for services as such to the Association. The necessary expenses of the elected and appointed officers of the Association may be paid from the funds of the Association under the policies of the Governing Council established for such payments.
- b. The Executive Director shall be paid such compensation from the funds of the Association as may be fixed in the annual budget by the Governing Council.

Section 5. Removal of Officers

- a. Any elected Officer may be removed from office, with or without cause, upon a vote of a majority of the Governing Council members then in office to remove them from the Officer position, whenever the Governing Council members' judgment the best interest of the Association would be served thereby, provided that all the Governing Council members have at least ten days' notice of the proposed removal and the Officer at issue has an opportunity personally to address the Governing Council prior to the removal vote. Any officer appointed by the President may be removed with or without cause by the President

Article 5 - Meetings and Actions of the Membership

Section 1. Calling of Membership Meetings

- a. The Association shall hold membership meetings at a time and place fixed by the Governing Council, which shall give written notice thereof to the membership not less than three months prior to the time so fixed.

Section 2. Manner of Acting and Decision-Making

- a. A majority of the votes cast on a matter where a quorum is present shall be necessary for the adoption thereof unless a greater proportion is required by law or these Bylaws. If so arranged by the President or Executive Director with respect to any matters that may be voted on by voting members, including the election of the officers, such members may vote by postal mail or electronic ballot.
- b. If so arranged by the President or Executive Director, voting members may participate in a meeting where members are voting by means of a conference telephone or other telecommunication device that allows all persons participating in the meeting to hear each other and to have their views heard. Such participation in a meeting shall be deemed presence in person at such meeting.
- c. If and when the law is amended to so permit, this Bylaw shall empower the voting members to conduct and participate in meetings by electronic communications in which words are transmitted to all participants.
- d. Those voting members who have at least one-tenth of the votes entitled to be cast represented in person or by proxy shall constitute a quorum.

Article 6 – Governing Council

Section 1. Composition

- a. The Governing Council of the Association shall consist of:

- i. The officers of the Association.
- ii. The representatives of the Association Divisions according to the Policies and Procedures Manual.
- iii. The chairs of committees.
- iv. Each member shall have one vote except the Executive Director and any ex-officio members who shall serve without vote.

Section 2. Powers and Functions of Governing Council

- a. The Governing Council of the Association shall:
 - i. Establish policies to govern the affairs of the Association.
 - ii. Formulate operational policies appropriate for executive action and direct the execution thereof.
 - iii. Grant, deny, and revoke Division charters.
 - iv. Develop, promote, and execute plans that have the approval of the Association for promoting cooperation and affiliation with the other organizations having interests similar to those of the Association while remaining autonomous.
 - v. Act upon the reports of the Executive Council, Standing Committees, and such special committees as are responsible to it.
 - vi. Establish the duties of and hire an Executive Director.
 - vii. Adopt and amend By-Laws.
 - viii. Act upon the annual budget proposed by the President.
 - ix. Approve appointments of the chairpersons of the standing committees as submitted by the President.
 - x. Exercise such other powers and functions as may be necessary or desirable in the best interest of the Association, not in conflict with the Bylaws.

Section 3. Meetings of the Governing Council

- a. The Council of Directors shall meet a minimum of two times annually, once at the Association Conference and once as arranged by the President. Meetings may also be called by a majority of the Governing Council.
- b. In order to conduct an official meeting the Governing Council must have a quorum present consisting of a majority of the voting members of the Governing Council. Votes upon changes to the Bylaws, approval of the annual budget, and dissolution of a Division must have a quorum present of at least two-thirds of the voting members.
- c. Alternates for Division representatives must identify themselves as official designees at the time the roll call is taken for Council Members present. No member may represent more than one Division. Representatives must be members in good standing of the Division which they represent. Officers of the Association may not serve as official designees of a Division.

Section 4. Executive Council

- a. The Executive Council of the Governing Council shall consist of the President, Immediate Past President, President-Elect, President-Elect-Elect, and Executive Director. The Executive Director shall serve without vote. The Executive Council shall act for the Governing Council during the interim between meetings of the Governing Council but within the limits of such written policies as may be established by the Governing Council. Its duties shall include:

- i. The Executive Council shall act for the Governing Council within policies as may be established by the Governing Council. The Executive Council shall function primarily to address those issues which are necessary for the efficient operations of the Association where the time requirements necessitate immediate action. All actions and activities of the Executive Council shall be communicated to the Governing Council through minutes which are sent electronically within ten working days of an Executive Council meeting. The actions Governing Council at the next meeting.
- ii. The Executive Council shall be responsible for conducting the evaluation of the Executive Director on an annual basis, for negotiating renewal of their contract, and for determining the recommended salary of the Executive Director which will be included in the annual budget of the Association.

Article 7 – Committees

Section 1. Committees.

- a. The standing committees of the Association shall be the Ethics Committee, Government Affairs Committee, Scholarship Committee, and Awards Committee.
- b. The Policies and Procedures Manual will include operational guidelines, oversight, purpose, lifespan, and procedures for review for all committees (standing and special).

Section 2: Committee Chairs and Members

- a. Committee Chairs are appointed by the President with approval by the Governing Council. Committee members are appointed by the committee chair with approval by the President.

Section 3. Reports.

- a. Each committee shall make an annual report of its activities and status to the Governing Council at the end of each fiscal year.

Article 8 - Parliamentary Authority

The current edition of Robert's Rules of Order, Newly Revised, (edited by Henry M. Robert III and William J. Evans and published by Perseus-HarperCollins) shall govern the proceedings of all bodies of the Association except where otherwise specified by these Bylaws.

Article 9 – Bylaws

Section 1. Amending the Bylaws.

- a. These Bylaws may be changed or amended by either of the following methods:
 - i. Proposed amendments to the Bylaws may be presented to the Governing Council, by the Executive Council, the executive body of an Association Division, or by an individual member, provided that in the case of an individual member the proposed amendment must be submitted in writing to the Executive Director at least 60 days prior to a meeting of the Governing Council. The Executive Director shall transmit to the Governing Council for its consideration all such proposed Bylaws amendments, at least 30 days prior to the Council meeting.
 - ii. Proposed Bylaws amendments may be originated at a meeting of the Governing Council. Such amendments shall be submitted in writing not less than 45 days

following its origination by the Governing Council for a vote by electronic ballot to the Governing Council or at the next scheduled Council Meeting.

- b. All amendments to the Bylaws are subject to the approval/acceptance of the American Counseling Association Governing Council.

Section 2. Procedures

- a. To vote upon amendments to the Bylaws, the meeting must have a quorum present of at least two thirds of the voting members of the Governing Council. A majority vote is required to adopt any proposed amendment.
- b. Any proposed amendment may be referred by the Governing Council to the general membership by referendum procedure.

Section 3. Policies and Procedures

- a. Supplementary policies and implementation guidelines for these Bylaws are found in the Policies and Procedures Manual that will be kept current by the Executive Director.

Article 10 – Statement of Indemnification

Section 1. The Association will indemnify the officers and Governing Council members to the extent permitted by state law.

Adopted: December 15, 1956

Amended: November 13, 1958

Amended and Name Change: February 15, 1985

Amended: February 15, 1985

Amended: February 14, 1989

Amended: February 11, 1992

Amended: April 30, 1995

Amended and Name Change: February 11, 1998

Amended: July 20, 1999

Amended: February 2002

Amended: February 2, 2004

Amended: February 7, 2012

Amended: February 14, 2017