



# Focus

## on NDCA

### What's Inside

Presidential News	NDCDA Update	Updates from DPI and CTE
Counselor Strong: 2022 Conference	NBCC Government Affairs Update	NDACES
2023 Conference: Wintering	North Dakota Mental Health Counseling Association	NDCA Awards Recipients
A Letter From the Past President	NDSCA President Update	

## Presidential News

During the 2022 NDCA Conference, I discussed the current draft of the NDCA Bylaws. I wanted to take some time today to discuss the reason for the update.

As a branch of the American Counseling Association (ACA), our bylaws are reviewed every 10 years and anytime a change can be made. Back in 2017, we voted on changes to the bylaws that required a review by ACA. During that review, it was noted by the ACA Bylaws Committee that we were out compliance with the ACA requirements.

Some of the areas that we were out of compliance include the Nomination & Elections section, our meetings both general membership and board meetings, committees, and parliamentary authority. In other words, our bylaws need an overhaul to best set the association up for success.

Through working with the Executive Committee and Governing Council, we have a working draft (emphasis on the working part of that statement). I have asked Jenise Wilson to include a copy in this Focus so we can start to receive feedback from our membership.

Again, there are a lot of changes that were necessary for ACA to approve. Much of the language was borrowed from our South Dakota neighbors (SDCA). They have a very similar sized association that does a ton of work each year and has a strong presence. They were more than happy to assist us in updating our bylaws by sharing their document. \*Please see the final pages of the FOCUS for the draft of the new NDCA Bylaws. \*

As an Executive Committee, we hope to have this finalized by the Governing Board this summer/fall and ready for a vote at the 2023 NDCA Conference. Again, we WANT and NEED your feedback on this working draft. Please either reach out to me at [bmeidinger88@gmail.com](mailto:bmeidinger88@gmail.com) or Jenise Wilson at [ndcajenise@gmail.com](mailto:ndcajenise@gmail.com) to give feedback and thoughts. I know that reading bylaws is super exciting (sarcasm), but it is the backbone of our association.

*Becky Meidinger*  
NDCA President

## Counselor Strong: 2022 Conference

COUNSELOR  
STRONG

Thank you to everyone who attended our in-person conference in February at the Radisson Hotel in Bismarck. We are continuing the conference with a virtual component through the end of May 2022. Registration is still open, with attendees able to access online content (on our website [ndcounseling.org](https://ndcounseling.org)). This year we were able to offer approximately 55 content sessions altogether (in-person and online). This year's theme is "Counselor Strong", which encourages us to strengthen our practices, relationships, and plans for the future.

Amy Geinert  
NDCA President-Elect

## 2023 Conference: Wintering

As I was driving through the great state of North Dakota to my son's hockey game in January (in a Blizzard Warning, I should add) I saw a lone tree in a field off the interstate. The cold wind was swirling all around it, the branches were covered in ice and snow, and it was just so beautiful. That tree, standing firm in the bitter cold stayed with me and I think of it often.

There is so much beauty here in the winter, so much to learn about leaning into the cold and embracing it.

Often in the dark months of winter, I hear people say, "Why do we live here?!", wondering why we keep subjecting ourselves to the weather, year after year. Enduring the dark months in North Dakota is a very real thing. Again, I think of that lone tree. This lays some context as to why I'd like to call the **NDCA Midwinter Conference 2023 Wintering.**

I've since picked up a book of the same name by Katherine May. Of winter, May (2020) stated, *Once we stop wishing it were summer, winter can be a glorious season in which the world takes on a sparse*

*beauty and even the pavements sparkle. It's a time for reflection and recuperation, for slow replenishment, for putting your house in order (p. 14).*

Counselors walk through many winters personally and professionally, literally and metaphorically. The beauty of the first snowfall, the frustration with the eleventh blizzard. Birth and death. Health and sickness. Success and failure. May calls winter the crucible of the life cycle, a requirement for something new. I can't think of a better way to spend our time together at conference than digging into our Winter.

As we thank Amy for this year's wonderful conference, *Counselor Strong*, I look forward to *Wintering* with you next year.

Chasity Odden-Heide  
NDCA President-Elect-Elect



May, K. (2020). *Wintering: The power of rest and retreat in difficult times.*

## Letter From the Past President

As my time in the NDCA Leadership comes to a close, I can't help reflecting on all of the things I have learned during my 7 years in leadership... (President of ND Mental Health division for 3 years and NDCA Executive board for 4 years). I was given the opportunity to gain knowledge about all areas of leadership, by actively being involved in advocacy, supervision, lobbying, trainings, and collaboration with other states.

- \* I learned how to be my best self and how to better serve my profession.
- \* I gained lifelong friends and colleagues.
- \* I had the honor of being trained and mentored by some of the most amazing, strong, and intelligent leaders in America.
- \* I feel honored and proud to have served my state and accomplished what I could in the time I had.

As I pass the torch to the next leaders, I wish them all the strength and wisdom to move our state to the next level. I will never forget it all. I leave you with one of my favorite quotes, by Dr. Seuss....” **Don't cry because it is over, smile because it happened**”. Thank you for everything, North Dakota.

*\*\* As my last article in FOCUS, I would like to say it has been an honor and pleasure to actively serve the members of NDCA.*

*Jada Hofland  
NDCA Past President*

---

## NDCDA Update

The ND Career Development Association held its annual spring business meeting during the ND Counseling Association Mid-Winter Conference at the Radisson Hotel on February 14. 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.

During the business meeting, the NDCDA board congratulated Kelly Pierce, Career Development & Career Advisor Supervisor, on receiving the Glenn Dolan Award during the conference! Congratulations again! The meeting also highlighted the upcoming NDCDA member book study available for credit this summer through UND. The book chosen for this year's study is "The Collapse of Parenting" by Leonard Sax. Registration details and dates of the book study will be forthcoming. A number of board positions openings for the fall were also discussed. These include vice president, NDACTE representative, and NDCA representative. If you or someone you know would like to be considered for one of those positions, please let us know by emailing [kellie.meyer@minot.k12.nd.us](mailto:kellie.meyer@minot.k12.nd.us). The next NDCDA meeting will be taking place at ND CTE PDC in Bismarck in August.

*Kellie Meyer  
NDCDA President*

## NBCC Government Affairs Update

In his first State of the Union on March 1, President Joe Biden outlined a unity agenda consisting of policy where there has historically been support from both Republicans and Democrats. He called on Congress to send bills to his desk to deliver progress for the American people. As part of this unity agenda, he announced a strategy to address our nation's mental health crisis.

Here are five key things to know about President Biden's mental health legislative plan:

1. **Bolstering the mental health workforce.** The budget will call for \$700 million to fund training, scholarships, and loan repayment programs for mental health providers committed to working in rural and underserved communities. Biden also proposed additional funds to develop provider capacity and support mental health transformation. The White House will ask Congress to make the Certified Community Behavioral Health Clinics program permanent and to extend funding for Community Mental Health Centers. Later this year, the Health and Human Services Department (HHS) will distribute more than \$225 million for training programs to build the workforce.
2. **Renewed commitment to mental health parity.** Biden's fiscal 2023 budget will strengthen insurance network adequacy standards to enhance access to behavioral health professionals and require health insurers to cover three visits a year without cost-sharing. This will build on the administration's ongoing efforts, including pending regulations stemming from existing mental health parity laws and stepped-up enforcement against health insurance companies not complying with the mental health parity statutes.
3. **Better integration of behavioral and physical health.** Biden will propose doubling the budget for programs that link primary care and behavioral health. HHS will test behavioral health integration payment models and authorize Medicaid to pay for inter-professional consultations so primary care providers can coordinate with mental health specialists on patient care.
4. **Increased telehealth accessibility.** Biden will request legislation to promote health insurance coverage of remote behavioral health services, including allowing providers to virtually practice across state lines. The Office of Personnel Management will encourage insurance carriers covering federal employees to boost reimbursements and reduce out-of-pocket costs for telehealth visits with behavioral health professionals.
5. **Continued focus on youth mental health.** The administration plans a series of initiatives to improve children's mental health, including removing barriers for providers to receive Medicaid reimbursement. The 2023 budget will recommend \$1 billion to help schools hire more mental health personnel, propose more than \$70 million for infant and early childhood mental health programs, and call for more funding for schools that provide wrap-around services, including mental health support, to families. Biden will also request that Congress ban excessive data collection on and targeted online advertising for children.

For more information about President Biden's mental health legislative and policy initiatives, [please visit the White House Fact Sheet released on March 1.](#)

NBCC will continue to advocate for mental health initiatives to be funded at levels that help to achieve health equity and bring mental health services to traditionally underserved communities. It is our goal to see counselors recognized and included in national mental health policies and programs.

\*Information in this article was gathered from an email from NBCC:

<https://nbcc.informz.net/informzdataservice/onlineversion/ind/bWFpbGluZ2luc3RhbmNlaWQ9ODY2ODIxNyZzdWJzY3JpYmVyaWQ9OTUzNDM4MDMx>

## North Dakota Mental Health Counselors Association

Hello everyone!!! NDMHCA has great plans for the upcoming year.

Our NDMHCA scholarship deadline was March 1st. We are in the process of choosing one LAPC and one Mental Health Counseling Graduate Student who will be sent to the American Mental Health Counseling Association (AMHCA) Conference in June in Las Vegas, NV. We will also send our current president-elect to the AMHCA conference and to the Leadership Training preconference. We have found that to be a very helpful way to get new leaders training prior to taking over as President of NDMHCA.

NDMHCA is planning to have an Emotional Support Animal (ESA) Training in the early summer. 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. Our training will go through those things and very clearly explain why mental health counselors should not write ESA letters. More to come on that training!

We will have another Fall Conference. We have not chosen a topic yet, but we will make sure it is something that is related clinically to mental health

counselors and their practice. If anyone has any ideas or suggestions for a one day training that they think would be beneficial, please email [contactndmhca@gmail.com](mailto:contactndmhca@gmail.com)

We had our annual meeting during the NDCA conference in February. During that meeting, we had some elections for new board positions. I am happy to announce the following new/updated board members:



**Kelsey Carter:** President-Elect

**Heidi Selby:** Graduate Student Representative

**Drew Rohrich:** Legislative Chair

**Brittany Goter:** Will take over as membership chair in July 2022 when our officers change in July

**Rebecca McConnachie:** Treasurer

We are looking forward to a great year!!!

*Lory Hellman*  
NDMHCA President

## NDSCA President Update

NDSCA had a successful pre-conference. We hosted Dr. Leonard Sax who shared with us about the Medicalization of Misbehavior and Dealing with Difficult Parents. There were lots of positive comments on the presentations and it seemed everyone was so glad to be back together in-person!

A couple of big things happening with NDSCA currently is that we have put together a Legislative sub-committee to work on some timely concerns for school counseling. We are trying to identify the reasons for counselors leaving the profession early as well as the reduction in enrollment numbers in our ND School Counseling Programs. There is a similar discussion going on



statewide and nationwide, not only for school counselors but for education in general. So, hopefully with the focus shifting to solving this crisis we have found ourselves in in the world of education, some change will happen!

We are also looking at refocusing on a mentorship program for school counselors new to the profession and hope to get something moving on this in the months ahead. We feel this too will be helpful as many new counselors take jobs on a provisional basis to help fill positions created by the new legislation for elementary school counselors. If anyone is interested in helping out as a mentor or would like to be involved in the discussion on the mentorship program or the legislative efforts taking place, please reach out to us! We would LOVE to have you join us!

*April Foth*  
NDSCA President

## Updates from DPI and CTE

### **North Dakota Academic and Career and Technical Education Scholarship Application**

The applications for the North Dakota Academic, Career and Technical Education (CTE) and North Dakota Scholarships is now open, and will remain open until Friday, June 3. Current seniors can apply for the scholarship [online](#). Students will have the option on the application to select Academic, CTE, or new North Dakota Scholarship aligned to Choice Ready. (Be sure that students only select the option for ND Scholarship if they are using the new [North Dakota Scholarship](#) requirements, which are aligned to Choice Ready.) Please contact [Jim Upgren](#) at 701-328-2244 with questions.

### **ASVAB Information for North Dakota Scholarship**

The NDDPI has received feedback that the ASVAB score of 85 for the Military Ready component of the new [North Dakota Scholarship](#) requirements is too high, and would eliminate most students who would qualify for the current CTE Scholarship through receiving a passing score on the WorkKeys test.

Because there is a three-year overlap before the current Academic and CTE Scholarships are fully retired, we are currently in an information-gathering process regarding ASVAB scores as they relate to the new scholarship requirements. We have received communication from many schools regarding the numbers or percentages of students scoring above 85 on the ASVAB, and that information is very much appreciated.

As you may know, students need to meet the Essential Skills plus the requirements of two of the three components (Post-Secondary Ready, Workforce Ready, and Military Ready) to qualify for the new North Dakota Scholarship. Any student not earning a 24 on the ACT will not have a chance to meet the Post-Secondary Ready Component. This means the student will need to pass the WorkKeys to have a chance at being Workforce Ready and the ASVAB to have a chance to be Military Ready. Again, the biggest concern we have heard is that the ASVAB score of 85 will eliminate most students who would qualify for the current CTE Scholarship through receiving a passing score on the WorkKeys test.

With that in mind, we ask schools that are willing to please submit the following data to NDDPI:

1. The number of students from the Class of 2021 who qualified for the CTE Scholarship by receiving a passing score on the WorkKeys exam (meaning they had an ACT score below 24 but received the CTE Scholarship via passing the WorkKeys).
2. The number of those specific students who qualified for the CTE Scholarship in 2021 by passing the WorkKeys and had an ASVAB score of 85 or above.

Having this specific data will show the impact the ASVAB score requirement of 85 in the new requirements would have on the number of scholarships awarded once the new requirements are the only option starting in 2025.

Please contact [Jim Upgren](#) at 701-328-2244 with any questions regarding the Academic, CTE, or North Dakota Scholarships.

---

## NDACES

NDACES had a successful Supervision Pre-Conference with great presenters and engaged participants. Jenna stepped down from NDACES in March 2022 due to maternity leave. New board members have been elected, with the exception of President. Steps are being taken by the board and members to fill the President vacancy.

*Jenna Hershberger, PhD  
NDACES Past-President*

# NDCA Awards Recipients

Congratulations to our exemplary individuals honored at the 2022 NDCA Conference Awards Ceremony! The presentations were heartwarming and wonderful! We had one video nominator presentation and, at least one award winner was surprised. Thank you to all those who submitted nominations and nomination for the to honor their colleagues' exceptional work. These awards would not be possible without you!

Thank you also to Ashley Michael and Jill Vollmers, the NDCA Awards Committee members who reviewed the NDCA nominations and helped choose the winners! If any NDCA member has interest in serving on the Awards Committee, feel free to email Rebecca Ringham at [rebecca.ringham@minotstateu.edu](mailto:rebecca.ringham@minotstateu.edu).

## NDCA Graduate Scholarship Awards

Anna Hammerlik – Clinical Mental Health Counseling – North Dakota State University  
*\$1000 Scholarship Recipient*

Reid Segal – Clinical Mental Health Counseling – Minnesota State University-Moorhead  
*Silent Auction Recipient*



## NDSCA High School Essay Award

Keyahna Musland from Edgeley High School



## NDMHCA Outstanding Mental Health Counselor Award

Jenise Wilson – Soul Survivor Counseling Services – Bismarck, ND

## NDACES Robert C. Nielsen Supervisor of the Year Award

Jenise Wilson – University of Mary Director of Counseling Internship Program – Bismarck, ND

## NDCA Innovations Award

Dr. Brynn Luger – UND Center for Family Medicine – Bismarck, ND

## NDCA Glenn Dolan Award

Kelly Pierce – North Dakota Department of Career and Technical Education – Bismarck, ND



*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 Committee and established by the Governing Board.

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 Board, 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 Board 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 Committee.
- 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 unexpired term of the resigned or deceased President.
- g. The term of office of any elected officer of the Association shall begin on July 1 and the officer 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 officer 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 Board. The President shall perform the duties customary to that office and such additional duties as directed by the Governing Board.
- b. The President-Elect shall perform the duties of the President in the absence or incapacity of the President as determined by the Governing Board.
- 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 Board.
- 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 Board. 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 Committee and Governing Board.

### 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 Board 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 Board.

### 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 Board members then in office to remove them from the Officer position, whenever the Governing Board members' judgment the best interest of the Association would be served thereby, provided that all the Governing Board members have at least ten days' notice of the proposed removal and the Officer at issue has an opportunity personally to address the Governing Board 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 Board, 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 Board**

### Section 1. Composition

- a. The Governing Board 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 Board

- a. The Governing Board 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 Committee, 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 Board

- a. The Board 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 Board.
- b. In order to conduct an official meeting the Governing Board must have a quorum present consisting of a majority of the voting members of the Governing Board. 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 Board 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 Committee

- a. The Executive Committee of the Governing Board 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 Committee shall act for the Governing Board during the interim between meetings of the Governing Board but within the limits of such written policies as may be established by the Governing Board. Its duties shall include:

- i. The Executive Committee shall act for the Governing Board within policies as may be established by the Governing Board. The Executive Committee 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 Committee shall be communicated to the Governing Board through minutes which are sent electronically within ten working days of an Executive Committee meeting. The actions Governing Board at the next meeting.
- ii. The Executive Committee 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 Board. 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 Board 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 Board, by the Executive Committee, 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 Board. The Executive Director shall transmit to the Governing Board for its consideration all such proposed Bylaws amendments, at least 30 days prior to the Board meeting.
  - ii. Proposed Bylaws amendments may be originated at a meeting of the Governing Board. Such amendments shall be submitted in writing not less than 45 days

following its origination by the Governing Board for a vote by electronic ballot to the Governing Board or at the next scheduled Board 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 Board. A majority vote is required to adopt any proposed amendment.
- b. Any proposed amendment may be referred by the Governing Board 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 Board 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