

ASSOCIATION FOR COUNSELOR EDUCATION AND SUPERVISION

ASSOCIATION HANDBOOK

Revised February, 2019

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**A Founding Division of the AMERICAN
COUNSELING ASSOCIATION**

5999 Stevenson Avenue, Alexandria, VA 22304

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ACES ASSOCIATION HANDBOOK

The purpose of the ACES Association Handbook is to provide state, regional and national leaders with a comprehensive document in which the history, structure, and policies of this Association are described.

The Association for Counselor Education and Supervision (ACES) is a dynamic organization; therefore, the material included in this handbook is subject to change. Viewed in this context, the Handbook will be reviewed and updated as the Association continues to progress and change.

It is hoped that this ACES Association Handbook will provide ACES leaders at all levels with a convenient resource guide to policies and procedures governing the Association. It is also hoped that those who use this handbook will contribute to its relevance by making pertinent suggestions for change.



Original	March 1981
First Revision	May 1983
Second Revision	September 1984
Third Revision	October 1986
Fourth Revision	March 1988
Fifth Revision	March 1989
Sixth Revision	March 1991
Seventh Revision	March 1992
Eighth Revision	February 1993
Ninth Revision	April 1994
Tenth Revision	April 1995
Eleventh Revision	April 1996
Twelfth Revision	May 1999
Thirteenth Revision	April 2001
Fourteenth Revision	March 2002
Fifteenth Revision	June 2002
Sixteenth Revision	April 2003
Seventeenth Revision	May 2006

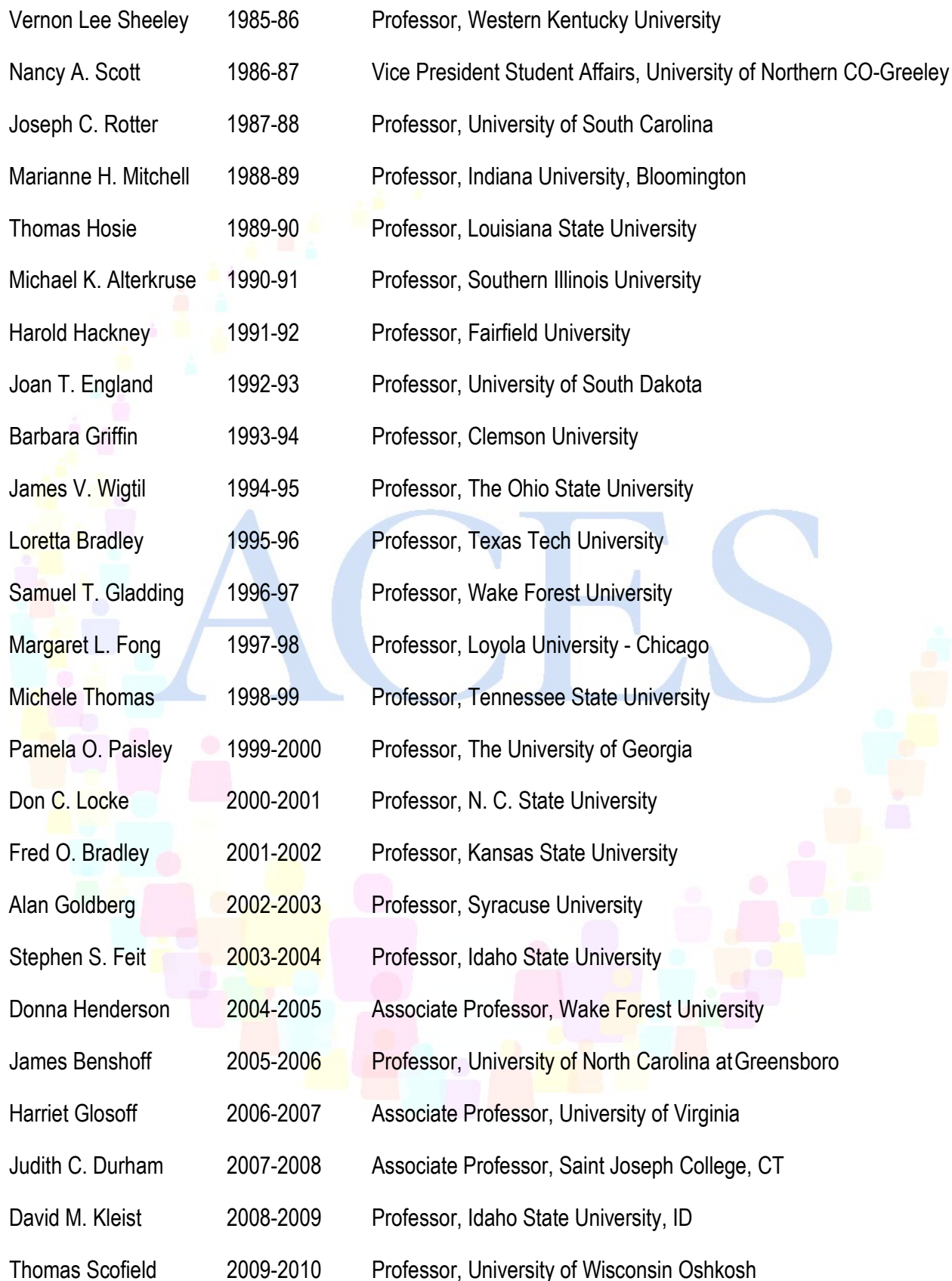
Eighteenth Revision	September 2006
Nineteenth Revision	February 2009
Twentieth Revision	June 2012
Twenty-First Revision	July 2015
Twenty-Second Revision	July 2016
Twenty-Third Revision	July 2018
Twenty-Fourth Revision	February 2019

LIST OF ACES PRESIDENTS

The following is a list of Presidents of the Association together with the positions held during the year of their presidency:

R. Floyd Cromwell	1940-42	Supervisor, Educational and Vocational Guidance, Maryland
Dana M. Cotton	1942-43	State Director of Guidance, Maine
George E. Hutcherson	1943-44	Chief, Bureau of Guidance State Education, Department, NY
Carl M. Horn	1944-46	Chief, Occupational Information and Guidance, Michigan
Dolph Camp	1946-48	State Supervisor of Occupational Information & Guidance, AK
Glen E. Smith	1948-50	Chief, Guidance Services Division, Michigan
George E. Mowrer	1950-52	State Director of Guidance Services, Missouri
Donald E. Kitch	1952-53	Chief, Bureau of Guidance, California
Roland G. Ross	1953-55	State Supervisor, Occupational Information, Iowa
Emery G. Kennedy	1956-57	Chief, Bureau of Guidance, New York
Charles G. Morehead	1957-58	Professor of Guidance, Arkansas Polytechnic College
H. Edgar Williams	1958-59	Director of Guidance Services, Colorado
Herman J. Peters	1959-60	Professor, Ohio State University

Donald D. Twiford	1960-61	Director, Division of Guidance, Nebraska
Willis E. Dugan	1961-62	Dir. of Counselor Ed. & Student Personnel Work, University of MN
Hubert W. Houghton	1962-63	Supervisor, Bureau of Guidance, New York
Lyle L. Miller	1963-64	Professor, University of Wyoming
Dean L. Hummel	1964-65	Professor, Ohio University
Robert O. Stripling	1965-66	Professor, University of Florida
Garry R. Walz	1966-67	Professor, University of Michigan
Paul F. Munger	1967-68	Professor, Indiana University
Gilbert D. Moore	1968-69	Professor, State University, New York, Buffalo
Anthony C. Riccio	1969-70	Professor, Ohio State University
Bruce Shertzer	1970-71	Professor, Purdue University
William L. Cash, Jr.	1971-72	Professor, University of Michigan
George M. Gazda	1972-73	Professor, University of Georgia
Roger F. Aubrey	1973-74	Director of Guidance and Health Education, Brookline, MA
Edwin L. Herr	1974-75	Professor, Pennsylvania State University
Neil C. Gunther	1975-76	Director of Pupil Personnel Services, Georgia
Thomas J. Sweeney	1976-77	Professor, Ohio University
Chris D. Kehas	1977-78	Professor, Boston University
Robert 'Pete' Havens	1978-79	Professor, University of Wisconsin, Oshkosh
James J. Muro	1979-80	Dean, College of Education, North Texas State University, Denton
Louise Thompson	1980-81	Asst. Superintendent for Curriculum & Instruction, Brookline, MA
William J. Erpenbach	1981-82	State Supv. - Counseling & Guidance, WI Dept. Public Instruction
Thomas M. Elmore	1982-83	Professor, Wake Forest University
Robert J. Nejedlo	1983-84	Professor, Northern Illinois University
James K. Winfrey	1984-85	Professor, San Francisco State University



Vernon Lee Sheeley	1985-86	Professor, Western Kentucky University
Nancy A. Scott	1986-87	Vice President Student Affairs, University of Northern CO-Greeley
Joseph C. Rotter	1987-88	Professor, University of South Carolina
Marianne H. Mitchell	1988-89	Professor, Indiana University, Bloomington
Thomas Hosie	1989-90	Professor, Louisiana State University
Michael K. Alterkruse	1990-91	Professor, Southern Illinois University
Harold Hackney	1991-92	Professor, Fairfield University
Joan T. England	1992-93	Professor, University of South Dakota
Barbara Griffin	1993-94	Professor, Clemson University
James V. Wigtil	1994-95	Professor, The Ohio State University
Loretta Bradley	1995-96	Professor, Texas Tech University
Samuel T. Gladding	1996-97	Professor, Wake Forest University
Margaret L. Fong	1997-98	Professor, Loyola University - Chicago
Michele Thomas	1998-99	Professor, Tennessee State University
Pamela O. Paisley	1999-2000	Professor, The University of Georgia
Don C. Locke	2000-2001	Professor, N. C. State University
Fred O. Bradley	2001-2002	Professor, Kansas State University
Alan Goldberg	2002-2003	Professor, Syracuse University
Stephen S. Feit	2003-2004	Professor, Idaho State University
Donna Henderson	2004-2005	Associate Professor, Wake Forest University
James Benshoff	2005-2006	Professor, University of North Carolina at Greensboro
Harriet Glossoff	2006-2007	Associate Professor, University of Virginia
Judith C. Durham	2007-2008	Associate Professor, Saint Joseph College, CT
David M. Kleist	2008-2009	Professor, Idaho State University, ID
Thomas Scofield	2009-2010	Professor, University of Wisconsin Oshkosh

Deryl F. Bailey	2010-2011	Associate Professor, University of Georgia
Gerard Lawson	2011-2012	Associate Professor, Virginia Tech
Nicole R. Hill	2012-2013	Professor, Idaho State University
Robin Lee	2013-2014	Professor, Middle Tennessee State University
Marty Jenicus	2014-2015	Associate Professor, Kent State University
Tarrell Portman	2015-2016	Dean, College of Education, Winona State University
Heather Trepal	2016-2017	Associate Professor, University of Texas, San Antonio
Summer Reiner	2017-2018	Associate Professor, College of Brockport, State University of NY
Melissa Luke	2018-2019	Dean's Professor, Syracuse University

VISION STATEMENT (ADOPTED JUNE 2016)

ACES advances professional counseling through counselor education and supervision.

ORGANIZATIONAL INFORMATION

The Association for Counselor Education and Supervision is a Division of the American Counseling Association. ACA, the umbrella organization, is a scientific, educational organization serving members and the public by fostering the advancement of counseling and human development in all settings. This mission is accomplished through the promotion of sound professional practice and high standards of professional conduct in addition to the sponsoring of professional development meetings, conferences and workshops. Such endeavors educate the profession and the public about the human development profession.

In its divisional status, the Association for Counselor Education and Supervision maintains a separate yet integrated governance structure consisting of elected officers, a General Assembly, regional committees, bylaws (see Appendix A), operating procedures, and representatives to the ACA Governing Council. The governance structure of both ACA and ACES are described in the organizational charts that follow.

ACA DIVISIONS

ACA has 20 national divisions and one organizational affiliate that are (charter dates are indicated in parenthesis):

Association for Counselor Education and Supervision (1952)

National Career Development Association (1952)

American College Personnel Association (1952) - disaffiliated (1992)

Counseling Association for Humanistic Education and Development (1952)

American School Counselor Association (1953) *NOTE: Separated in 2018*

American Rehabilitation Counseling Association (1958)

Association for Assessment in Counseling and Education (1965)

National Employment Counselors Association (1966)

Association for Multicultural Counseling and Development (1972)

Association for Specialists in Group Work (1973)

Association for Spiritual, Ethical, and Religious Values in Counseling (1974)

International Association for Addiction and Offender Counselors (1972)

American Mental Health Counselors Association (1978)

Association for Counselors and Educators in Government (1984)

Association for Adult Development and Aging (1986)

International Association of Marriage and Family Counseling (1989)

American College Counseling Association (1991)

Association for Gay, Lesbian and Bisexual Issues in Counseling (1997)

Counselors for Social Justice (2001)

Association for Creativity in Counseling (2004)

Association for Child and Adolescent Counseling (2013)

ACA BRANCHES

Branch organizations of ACA exist in each of the 50 states along with the following branches:

1. District of Columbia
2. European Branch
3. Latin America
4. Philippines
5. Puerto Rico
6. Virgin Islands

ACA REGIONS

NORTH ATLANTIC REGION (14 BRANCHES)

Connecticut	New Jersey
Delaware	New York
District of Columbia	Pennsylvania
European Branch	Puerto Rico
Maine	Rhode Island
Massachusetts	Vermont
New Hampshire	Virgin Islands

SOUTHERN REGION (15 BRANCHES)

Alabama	Mississippi	Louisiana
Arkansas	North Carolina	
Florida	South Carolina	
Georgia	Texas	
Tennessee	Virginia	
Kentucky	West Virginia	
Latin America	Maryland	

MID-WEST REGION (13 BRANCHES)

Illinois	Nebraska
Indiana	North Dakota
Iowa	Ohio
Kansas	Oklahoma
Michigan	South Dakota
Minnesota	Wisconsin
Missouri	

WESTERN REGION (14 BRANCHES)

Alaska	Nevada
Arizona	New Mexico
California	Oregon
Colorado	Philippines
Hawaii	Utah
Idaho	Washington
Montana	Wyoming

ACES ORGANIZATIONAL DEFINITIONS AND STRUCTURE

The Association for Counselor Education and Supervision is governed by and has major responsibility to its members. As such, the following governmental units have been established.

ACES GOVERNING COUNCIL/EXECUTIVE COMMITTEE

The **Governing Council** is the unit through which the general administrative and executive functions of the Association are carried out. It performs the responsibilities assigned to it by the Bylaws and conducts, manages, and controls the business of the Association between official meetings. It approves the hiring and

continuing contracts of an Executive Director, a Conference Coordinator, a Social Media/Web Manager, Treasurer for a term of three years, and a Treasurer-Designate for a term of one year (if applicable). It also appoints successors when elected officials cannot complete their terms. The Governing Council is composed of the President, Past-President, President-Elect, Treasurer, Secretary, five Regional Presidents, a Representative to the ACA Governing Council, and three Graduate Student Representatives. The Executive Director, Conference Coordinator, Social Media/Web manager are ex-officio, non-voting members of the Executive Council.

The **Executive Committee** of the Governing Council is composed of the President, President-Elect, Immediate Past-President, ACA Governing Council Representative, Graduate Student Representative, Secretary, Treasurer. The Executive Director, Conference Coordinator, Social Media/Web Manager are ex-officio, non voting members of the Executive Committee. The Governing Council may, by majority vote of its membership, empower its Executive Committee to carry out the Council's duties when time, distance or finances makes meetings of the Council impractical. Further information regarding the Governing Council/Executive Committee may be found in Article VI Sections 1, 2 and 3 of the revised Bylaws of the Association.

GENERAL ASSEMBLY

The **General Assembly** is composed of all members of the Association present and attending the Association's national meeting, or who open Association email containing business or ballots. The General Assembly shall take action on recommendations concerning the Association's tentative policies, budget, goals, State Division charters, and other powers and functions as may be necessary and required for the best interest of the Association that are not in conflict with the Association Bylaws. Further information regarding the General Assembly may be found in Article VIII, Sections 1, 2, and 3 of the revised Bylaws of the Association.

STANDING COMMITTEES

Some functions of the Association are carried out by **Standing Committees**. Committee members may not serve for more than three consecutive years, except by vote of the General Assembly or as otherwise specified in the revised Bylaws of the Association. Committee chairs serve for one year, but may be reappointed for two or three-year terms as specified in the revised Bylaws of the Association, Article XI, Section 6. Unless otherwise specified, all committees consist of a chair, at least one representative from each ACES region, and a graduate student. Committee chairs serve for one year but may be reappointed for two- or three-year terms as specified in the revised Bylaws of the Association, Article XI, Section 6. The Standing Committees of the Association are as follows:

AWARDS COMMITTEE:

The Awards Committee oversees and coordinates the invitation for, review of, and selection of the recipients for all awards given by the Association. This includes preparing announcements calling for nominations, monitoring of awards criteria, carrying out all responsibilities associated with the annual determination of awardees, and making periodic reports to the Governing Council and General Assembly with respect to new awards, amended criteria, and elimination of various awards.

The Awards Committee consists of a chair and at least one additional member appointed from each ACES Regional Association. The chair is appointed for a one-year term. Additional members are appointed for two-year, staggered terms (see ACES Awards Nomination Form and Nomination Guidelines in the Appendices). The Executive Director is an ex-officio member of the committee.

BUDGET AND FINANCE COMMITTEE:

The Budget and Finance Committee is responsible for preparation and presentation of the annual budget. The Committee will confer as needed regarding ACES finances and report findings and conclusions to the Governing Council. It also carries out other activities as assigned by the Governing Council or President. The President-Elect serves as committee chair.

BYLAWS AND RESOLUTIONS COMMITTEE:

The Bylaws and Resolutions Committee receives proposals for amending the Bylaws and all resolutions submitted by various components of the Association. The Committee presents proposed amendments, in accordance with Article XIV, to the Governing Council and resolutions to the General Assembly through the Governing Council for action. The Secretary-Elect chairs the committee.

ACA ANNUAL CONVENTION COMMITTEE:

The ACA Conference Committee is responsible for the review and determination of programs, (eg. Graduate student events, ACES Reception, Invited Presentations, etc.) and arrangements (e.g. ACES Suite, rooms for Interest Networks, Governing Council Meetings for the ACA National Conference). The Committee also is responsible for the development and monitoring of criteria for invited programs, as well as suggestions for programming innovations and format improvements.

GRADUATE STUDENT COMMITTEE:

The Graduate Student Committee is charged with encouraging graduate students in counselor education and counselor supervision to join and participate in ACES, assisting in the development of student organizations within the ACES regional structures, and communicating the concerns and needs of graduate students to the Governing Council and General Assembly. The Graduate Student Representative chairs the committee.

MEMBERSHIP COMMITTEE:

The Membership Committee actively promotes ACES membership. The Committee includes the chairs of ACES Regional Membership Committees in the maintenance of a national network.

NOMINATIONS AND ELECTIONS COMMITTEE:

The Nominations and Elections Committee is responsible for carrying out nominations and elections procedures in concert with the ACA nominations and elections procedures in concert with the ACA nominations and elections timetables and guidelines and timetables. The immediate Past-President serves as chair, and membership includes the immediate Past-Presidents of each Regional Association.

PRODUCT DEVELOPMENT COMMITTEE:

The Product Development Committee oversees and coordinates all publications and media projects of the Association with the approval of the Governing Council and General Assembly. Committee members should include regional diversity with an eye for talent in product development such as webinars, reports, briefs, etc.

STRATEGIC PLANNING COMMITTEE:

The Strategic Planning Committee evaluates progress made on Association goals as outlined in the ACES Strategic Plan. The committee requires yearly review of the strategic plan by Governing Council with a five-year focus. Members serve three-year terms with a rotation plan.

RESEARCH AWARDS COMMITTEE:

The Research Grant Awards Committee administers an annual research grant budget. The committee calls for proposals in summer, reviews proposals, and announces grant winners at either the ACES national conference or the regional conferences.

FINANCIAL INVESTMENT COMMITTEE:

The Financial Investment Committee is responsible for oversight of Association financial investments, as well as for researching and suggesting other investment strategies. The committee also advises the President and Treasurer on Association finances. The committee is composed of at least one member from each region. The Past-President the Executive Director are ex-officio members of the committee. Financial Investment Committee members carefully consider issues of social justice when choosing investment strategies.

SPECIAL COMMITTEES

Special Committees may be authorized by the General Assembly or by the Governing Council. Such Committees may continue for not more than two years, unless otherwise specified in the motions establishing such Committees or otherwise extended by actions of the Governing Council or General Assembly. Further information regarding these Committees may be found in Article XI, Section 3 of the revised Bylaws of the Association. The Special Committees of the Association are:

ACES NATIONAL CONFERENCE COMMITTEE:

The Conference Committee is chaired by the Conference Coordinator, a site coordinator, a program chair, and other designated positions. (See Conference Roles in Appendix E).

SOCIAL JUSTICE AND HUMAN RIGHTS COMMITTEE:

The ACES Governing Council has given this committee a semi-permanent structure; therefore, it will not retire in the usual two year time period allotted for Special Committees. Membership of this committee includes representatives from each region, in addition to a designated number of members at large. This committee is charged with advancing pedagogy, supervision, and research related to issues of social justice and human rights. Initial tasks for the Committee include:

Identifying entities with which it would be beneficial for ACES to collaborate on issues of social justice (in addition to CSJ);

- Examining what counselor educators are currently teaching in regard to issues of social justice and human rights;
- Exploring how terms related to social justice, multicultural counseling, and advocacy are being defined and taught;
- Reviewing what research has been published on issues of social justice and counseling in CES and other scholarly publications; and,
- Making suggestions to the Governing Council regarding the Association's plans including whether there should be separate Social Justice and Human Rights Committees or one combined Committee.
- Organizing social justice focused events, such summits at ACES national conferences.

Upon making recommendations to the Governing Council, the Committee will be charged with developing social justice and human rights training modules for faculty, supervisors and students, designed for integration throughout core graduate-level counseling courses.

INTEREST NETWORKS

Interest Networks consisting of stable groups of at least 15 ACES members provide a mechanism for members with common professional interests to share ideas, information, research, and to engage in project collaboration. The Governing Council or the General Assembly establishes Interest Networks. By May 1 of each year, the President-Elect appoints Interest Network chairpersons. Chairpersons assume responsibility for Interest Networks on July 1, develop goals and objectives, and submit them to the Executive Director by August 15 for approval by the ACES Governing Council and subsequent posting on the ACES website by September 1. By March 1, Interest Network chairpersons submit an annual report to the Executive Director. The report shall outline the ways the Interest Networks' activities have been tied to their purpose, goals, and objectives. Included in the report shall be an active roster of at least 15 Interest Network members (including contact information) and any requests for funding (including justification) for the subsequent fiscal year. The ACES Governing Council will review the annual reports at its summer business meeting and determine which Interest Networks remain in good standing for the next fiscal year (see "Dissolving Interest Networks" below).

The Executive Director will provide Interest Network chairpersons with the names of ACES members who wish to be affiliated with their network. Interest Network chairpersons shall contact prospective members and inform them of the activities of the group and its upcoming meetings and direct them to relevant resources, including discussion boards on the ACES website. Interest Network chairpersons may submit resources (pdf documents, images, podcasts, videos) to the Executive Director and/or the Social Media/Web Manager for posting to the resource area on the ACES website. Interest Networks may utilize electronic platforms in addition to the ACES website for distributing information, sharing documents, or conducting meetings or teleconferencing. Any materials published electronically or otherwise must state, "ACES has not endorsed this material," unless prior approval has been obtained from the ACES Governing Council. If Interest Networks develop independent websites or use social media outlets, these shall be linked to the ACES website.

ACES shall provide support to Interest Networks by assisting individuals in developing and applying for a new interest network status, by providing space at the ACA and ACES conferences for each interest network that requests such space, by providing discussion boards on the ACES website for each Interest Network, and by providing funding for projects approved by the ACES Governing Council.

The Executive Director and the Social Media/Web Manager shall function as liaisons between the Interest Networks and the ACES Governing Council.

Forming New Interest Networks:

Interest Networks for salient topics relevant to counseling practice, education, and supervision can be established based upon the needs and goals of ACES members. A member may request that the Executive Council establish a new Interest Network by submitting a petition containing the following:

1. The names and contact information of a minimum of 15 ACES members who have demonstrated interest in the proposed network.
2. A rationale.
3. A goal statement.
4. A statement by the proposed Interest Network chair(s) committing to the submission of an annual report and adherence to ACES governing policies and procedures for Interest Networks (see above).

To establish a new Interest Network, an ACES member can petition the Executive Council to develop the Interest Network based on the following criteria:

1. Demonstrated interest through petition of at least 15 ACES members.
2. A rationale for the Interest Network must be presented as part of the petition.
3. A goal statement must be included in the petition.
4. The Interest Network chair(s) commit to submitting an annual report and adhering to the policies and procedures stated above governing Interest Networks.

The ACES Executive Council will approve the establishment of the Interest Networks. The President will notify the petitioner and appoint the chair. Once the Interest Network is approved, the Executive Director will request the Interest Network be added to the website, providing discussion board space.

Dissolving Interest Networks:

Failure to meet the deadlines and Interest Network expectations described above will result in the deactivation of the Interest Network for the following fiscal year. Inactive Interest Networks are not eligible for ACES Funding. Interest Networks that are inactive for more than two successive fiscal years will be dissolved. An Interest Network can choose to disband by securing the signatures of its active members and submitting the signatures along with written notice of the intent to dissolve to the ACES President and Executive Director by March 1. The ACES Governing Council shall approve the intent to dissolve an Interest Network at its annual summer business meeting.

Further information regarding Interest Networks may be found in Article XII, Section I of the revised Bylaws of the Association. (A listing of current Interest Networks can be found in Appendix B.)

ACES ORGANIZATIONAL LIAISONS

ACES Liaisons serve as points of contact between ACES and the following organizations:

Chi Sigma Iota

Council for Accreditation for Counseling and Related Educational Programs (CACREP)

American Association for State Counseling Boards (AASCB) Liaison

National Board for Certified Counselors (NBCC) Liaison

The ACES President-elect will serve as the Organizational Liaison to the following four organizations: Chi Sigma Iota (CSI), Council for Accreditation for Counseling and Related Educational Programs (CACREP), American Association for State Counseling Boards (AASCB), and National Board for Certified Counselors (NBCC). The Organizational Liaison will receive all BaseCamp communications, attend the AASCB conference in January, and complete written reports submitted to the ACES Governing Council. Should a potential conflict of interest arise the ACES President will appoint a replacement Organizational Liaison from the current ACES Governing Council. In addition, the Executive Director will serve as an, ex-officio ACES Organizational Liaison.

More detailed information regarding the governance structure may be found in the ACES Bylaws.

REGIONAL ACES ASSOCIATIONS

The Regional Associations of ACES are as follows: (a) North Atlantic; (b) North Central; (c) Rocky Mountain; (d) Southern and (e) Western. Each Regional Association is autonomous in the conduct of its affairs consistent with the Bylaws of ACA and the Bylaws of ACES. Further information regarding Regional Associations may be found in Article III, Sections 1, 2 and 3 of the revised Bylaws of the Association. The following is a complete listing of the Regional Associations and their member states:

NORTH ATLANTIC (NARACES) - 13

Connecticut	New York
Delaware	Pennsylvania
District of Columbia	Puerto Rico
Maine	Rhode Island
Massachusetts	Vermont
New Hampshire	Virgin Islands
New Jersey	

NORTH CENTRAL (NCACES) -13

Illinois	North Dakota
Indiana	Nebraska
Iowa	Ohio
Kansas	Oklahoma
Michigan	South Dakota
Minnesota	Wisconsin
Missouri	

SOUTHERN (SACES) - 14

Alabama	Mississippi
Arkansas	North Carolina
Florida	South Carolina
Kentucky	Tennessee
Louisiana	Texas
Georgia	Virginia
Maryland	West Virginia

ROCKY MOUNTAIN (RMACES) - 6

Colorado	New Mexico
Idaho	Utah
Montana	Wyoming

ACES

WESTERN (WACES) - 7

Alaska Nevada Hawaii
Arizona Oregon
California Washington

ACES OFFICERS

The following information pertains to the elected and appointed officers of the Association. It is intended to provide Association leaders with information regarding:

- A. Duties and responsibilities of the particular office;
- B. Timeline information which includes activities, travel, and required reports and deadlines; and
- C. Personal considerations, including institutional support needed, to be assessed by those contemplating seeking the office.

The officers included in this section are:

1. President
2. President-Elect
3. Immediate Past-President
4. Secretary
5. Secretary-elect
5. Treasurer
7. Treasurer-Designate
8. ACA Governing Council Representative
9. Graduate Student Representatives

The ACES staff included in this section are:

1. Executive Director
2. Conference Coordinator

3. Social media and web content manager

PRESIDENT

Duties and Responsibilities:

The President is the chief executive officer of the Association and Chairperson of its Governing Council and General Assembly. Subject to policies approved by the Governing Council and General Assembly, the President appoints chairpersons and members of all committees unless otherwise specifically provided in the Bylaws or by the motion establishing such committees. The President also has the power to appoint substitute representatives for the Association to the Governing Council where said representatives are not able to be present.

The President is an officio member of all committees and serves as the official or at-large representative to people and groups outside of the Association. The President reports actions of the Governing Council annually to the Association.

The President works collaboratively with the Executive Director to plan ACES Governing Council meetings, ACES events at the ACA Conference, and to coordinate communications with the ACES Governing Council, ACES Conference Coordinator, ACES Social Media/Web Manager, and Association committees, interest networks, and members.

Activities:

Attendance at Meetings: The President is called on to attend each of the five Regional meetings of the Association during the Fall of ACES non-conference years. The President attends the ACA National Convention, the ACES Conference, ACA's Institute for Leadership Training (ILT) and other special meetings and conferences that have relevance to ACES.

Travel:

The President attends the following meetings for which his/her travel is paid by ACES:

1. All Governing Council meetings
2. The five Regional meetings
3. The ACES National Conference (in conference years)
4. The ACA Annual Convention
5. Institute for Leadership Training
6. Other meetings deemed important to ACES

Required Reports and Deadlines:

The President is called upon to prepare the following:

1. Oral and written reports at each of the Regional meetings attended

2. Oral and written reports to the General Assembly at the ACES National Conference
3. Ongoing written and electronic communications with Association members.
4. Ongoing written and electronic communications with other Association leaders and members.
5. Annual report to ACA

Personal Considerations:

Persons seeking the office of ACES President should consider carefully the related personal demands that may be made upon them. It is important that the person have institutional support for such activities. The person must have access to adequate clerical assistance, telephone support and be able to leave his/her job for extended periods of time. Potential ACES Presidents must be willing and able to: respond quickly to a variety of situations, supervise a diverse number of committees, skillfully administer a budget, and above all, delay personal goals (e.g. writing, research) to serve the Association.

PRESIDENT-ELECT

Duties and Responsibilities:

The President-Elect acts as President at all Association or Governing Council Meetings in the absence of the President. When possible, the President-Elect travels with the President to all Regional conferences. The President-Elect serves as Chairperson of the Budget and Finance Committee, and may represent the Association in the absence of the Governing Council Representative, when so authorized by the ACES Governing Council; serves as the official liaison to external ancillary groups, and succeeds to the Presidency at the expiration of term as President-Elect.

Activities:

The role of the President-Elect varies according to the wishes of the current President and the personal interests of the President as well as those of the President-Elect. This serves to give the President-Elect a specific duty, allows him/her to relate to the membership through this activity and decreases the number of appointments necessary to assume responsibility for the organization. The President-Elect works collaboratively with the Executive Director to become oriented regarding the recent history of the Association and to prepare to both continue existing in introduce new initiatives to the Association.

Travel:

The President-Elect attends the following meetings for which his/her travel is paid by ACES:

1. All Governing Council meetings.
2. May attend the five Regional meetings.
3. ACES National Conference (in Conference years)
4. ACA Annual Convention during the time when the President-Elect will begin the transition to the office of the President.
5. Institute for Leadership Training (ILT)
6. Other meetings as assigned by the President or Governing Council.

Required Reports and Deadlines:

The President-Elect is required to complete the following:

1. Oral and/or written reports at each of the Regional meetings attended.
 2. Presentation to the General Assembly at the National Conference.
 3. Written and electronic communications with Association members.
 4. Written and electronic communications with other Association officers.
 5. An annual report to the ACES Governing Council submitted to the Executive Director by March 1
- Personal Considerations:

It is important that the person seeking the office of President-Elect of ACES have a history with ACES at the state, regional, and/or national levels. It is particularly difficult to be elected to this office without knowledge of recent activities and the history of ACES. The person must be willing to devote a considerable amount of time to this position in preparation for becoming President and not assume that it is simply a waiting period for the Presidency. It is a working position.

It is crucial that the President and President-Elect establish and maintain very close communication with each other. The person must also have excellent management and problem-solving skills, competence in writing and public speaking, and some knowledge and empathy for the broad range of interests contained within ACES.

IMMEDIATE PAST-PRESIDENT

Duties and Responsibilities:

The Immediate Past-President serves as parliamentarian for the Governing Council, Chair of the Nominations and Elections Committee, and member of the Governing Council and Executive Committee. Other duties may be assigned by the President, Governing Council, Executive Committee, or the General Assembly (e.g., serving as liaison to ACA divisions or other associations, completing special projects begun in the previous term).

Activities:

Attendance at Meetings: The Immediate Past-President is called upon to attend National ACA conference; the national ACA and ACES conferences during the final year of presidency, and the ACES and ACA conferences the following year. The Immediate Past-President attends all meetings of the Governing Council, Executive Committee and the General Assembly during his/her tenure as Immediate Past-President.

Chairperson of the ACES Nominations and Elections Committee: The Immediate Past-President issues the call for nominations in the fall through electronic communications to Association members and Association officers, as well as to Regional and State officers. The Nominations and Elections Committee consists of the Immediate Past-Presidents of the five ACES Regional Associations. The Committee also selects the ACES nominee for the office of ACA President-Elect and presents this name to the ACES Governing

Council for endorsement by March 1. In January, the Committee prepares a slate of candidates for ACES offices (President-Elect, Secretary-Elect, ACES Representative to ACA Governing counciling if applicable.), contacts potential candidates to obtain permission to place their names on the ballots, and prepares the written nominations for submission to ACA and inclusion on the election ballot. The ballots are distributed by ACA and results are received and tabulated by the ACA Headquarters. A report of the nominations and election results is reported electronically by ACA and shared via email with Association members.

Liaison to the Graduate Student Committee: The Immediate Past-President serves as Liaison to the Graduate Student Committee and works with the Graduate Student Representative who chairs that committee to facilitate national and regional student participation in the activities of ACES.

Reviews and updates ACES Policy and Procedures Book: Following his/her term as president, the Immediate Past-President works with the Executive Director to update the ACES Policy and Procedures book with the changes made during his/her term as President.

Travel:

The Past-President attends the following meetings for which his/her travel and expenses are paid by ACES.

1. All Governing Council meetings.
2. The ACES National Conference when it occurs during his/her term of office.
3. The ACA Annual Convention during his/her year as Past-President.
4. Other meetings as assigned by the President.

Required Reports and Deadlines:

In addition to the reports and deadlines outlined under the Nominations and Elections Committee, the Past-President submits a report of activities to the Governing Council by March 1 each year and reports at General Assembly meetings at the annual ACA Annual Convention and at the ACES National Conference.

Personal Considerations:

A major consideration for a person seeking the top office of ACES is that serving as President of ACES is a three-year commitment.

SECRETARY

Duties and Responsibilities:

The Secretary keeps records of the current activities of the Association, the Governing Council, the Executive Committee and the General Assembly and performs such other duties as assigned by the President and the Governing Council.

The Secretary is elected approximately 18 months prior to taking office. During this time, the Secretary-Elect is expected to become familiar with the responsibilities of the office, to establish a working relationship with the President-Elect and current Secretary, and to be responsible for taking the minutes of any meeting of the Governing Council on which he/she will serve. The Secretary-Elect also serves as chair of the Bylaws and Resolutions Committee the year before taking office as Secretary.

Activities:

Record Keeping: The Secretary of the Association is responsible for taking minutes of all the Governing Council, Executive Committee and the General Assembly meetings and preparing these minutes for distribution to the Association.

The Secretary solicits and collects the names and addresses of state association representatives to the General Assembly annual meeting.

The Secretary is responsible for ensuring that full minutes of all Association meetings be maintained electronically and in hard copy in the ACES archives (housed at ACA Headquarters). Once the minutes have been approved, the Secretary is responsible for posting the full minutes on the ACES website.

Other Activities:

As assigned by the President and Governing Council.

Travel:

Travel is required to the summer Executive Committee/Governing Council Meeting in both the year of election and the year of service for which his/her travel is paid by ACES. In addition, the Secretary is expected to attend the ACA Annual Convention and ACES National Conferences during the year of his/her office if a Governing Council meeting and/or General Assembly are held, for which his/her travel is paid by ACES.

Required Reports and Deadlines:

In addition to the activities detailed above, the Secretary submits a report of activities to the Governing Council by March 1, and reports to the General Assembly at the ACA Annual Convention and/or ACES National Convention.

Personal Considerations:

It is important that the person seeking the office of Secretary for the Association consider the personal time it takes to complete the obligation of the office. The individual may also incur some personal financial obligations due to travel to the National Conference.

SECRETARY –ELECT

The Secretary-Elect serves for the year prior to assuming the role of Secretary. The Secretary elect attends the meetings of the ACES Executive Council, ACES Governing Council with voice and no vote.

Activities:

The Secretary-elect puts together an all-member newsletter 3 times/year,

Chairs the By-Laws/Handbook revision committee,

Works with the Executive Director and the web manager to be sure important documents are archived on the ACES website, and updates the information about ACES state branches as it is annually received from the regions.

Travel:

ACES pays for travel to ACA conference, ACES Conference, and the ACES annual summer meeting.

ACES will pay for one day's per diem for ACA conference and the ACES Conference and a per diem or group meals at the ACES annual summer meeting.

ACES will pay for ½ double room rate for one night at the ACA conference and the ACES conference at the official lodging site. For the ACES summer meeting ACES will pay for ½ double room rate at the official lodging site. If the individual requests a single room, this can be provided but the requester is responsible for any expense beyond the above limit. If an individual is willing to share, but for any reason a partner is not available the full official room rate will be reimbursed.

Required Reports and Deadlines:

In addition to the activities detailed above, the Secretary submits a report of activities to the Governing Council by March 1, and reports to the General Assembly at the ACA Annual Convention and/or ACES National Convention.

Personal Considerations:

It is important that the person seeking the office of Secretary for the Association consider the personal time it takes to complete the obligation of the office. The individual may also incur some personal financial obligations due to travel to the National Conference.

TREASURER

Duties and Responsibilities:

The Treasurer serves for a three-year term and the term can be extended with the approval of the Executive Committee.

The treasurer keeps all financial records of the Association and assists the President and Executive Director in the oversight of financial matters pertaining to the Association.

Activities:

The Treasurer maintains all financial records of the Association, liaisons with the ACA Accounting Office, works to prepare the annual budget, maintains ongoing financial disbursements according to the guidelines set down by the ACA Accounting Office, and provides an annual report of the finances of the Association.

Travel:

Travel is required to the summer Governing Council meeting, the ACA Annual Conventions, and the ACES National Conferences during the years of his/her office, for which his/her expenses are paid by ACES.

The Presidential appointment of Treasurer shall occur in the final year of the current Treasurer's term of office and the appointee shall serve one year as Treasurer-designate.

Required Reports and Deadlines:

The Treasurer must keep ongoing, prompt and accurate records of the financial transactions incurred by the Association. These include reimbursements approved by the President and Governing Council, financial reports required by the ACA Accounting Office, and annual reports to the Association. In addition to the activities detailed above, the Treasurer submits a report of activities to the Governing Council and General Assembly meetings at the ACA Annual Convention and/or ACES National Convention.

Personal Considerations:

The Treasurer should feel comfortable and competent with budgets, spreadsheets, and extensive record-keeping/accounting procedures. He/she must be prepared to make the personal commitment of time required to complete the obligations of this office.

TREASURER-DESIGNATE

Appointment, Duties and Responsibilities:

If the current treasurer resigns or is not re-appointed, the Nominations and Elections Committee receives names of applicants /nominees and recommends three names to the Governing Council. The Governing Council appoints the Treasurer-Designate from among these three candidates.

The Treasurer-Designate works with the outgoing Treasurer in all responsibilities associated with the position.

Travel:

The Treasurer-Designate is expected to attend all Governing Council meetings held during the year of his/her appointment, for which expenses will be paid by ACES.

ACA GOVERNING COUNCIL REPRESENTATIVE

Duties and Responsibilities:

The Association's ACA Governing Council Representative must be knowledgeable regarding ACES membership and leadership, and represent their views and interests while serving on the ACA Governing Council. This entails keeping abreast of materials, issues, financial concerns and other matters pertaining to both ACES and the broader context of ACA. The Representative is also responsible for conveying information to ACES leaders and members about ACA events and issues that are of importance to the Association.

Activities:

The Governing Council Representative for ACES meets with the ACA Governing Council. The representative is also expected to attend all meetings of the Governing Council and the General Assembly of ACES.

Travel:

Travel to the meetings mentioned in the category labeled *Activities* is required. This includes the ACES National Conference. Travel expenses are paid by ACA to attend ACA meetings, and by ACES to attend ACES meetings. At the ACA Annual Convention, ACA pays transportation and lodging/meals for the days of the Governing Council meetings. The ACES Governing Council Representative-Elect will be reimbursed for one day's lodging and meals at the ACA Conference in order to attend the Governing Council as an observer. ACES pays lodging/meals as needed for the representative to attend ACES Governing Council and General Assembly.

Required Reports and Deadlines:

An annual written report of the workings of the ACA Governing Council should be submitted to the ACES Governing Council 60 days prior to the ACA Annual Convention. A written report of ACES activities is also submitted and presented to the ACA Governing Council by March 1. This report is usually prepared in collaboration with the ACES President.

The ACA Governing Council Representative is to make a report at all ACES Governing Council Meetings, plus a report at the General Assembly meetings held during ACES national conference and/or ACA annual convention.

Personal Considerations:

It is important that a person seeking the position of ACA Governing Council Representative for ACES understand that it is a three-year commitment, and that institutional support will be necessary in terms of the amount of time spent away from the candidate's home institution. It is also important that the person have the desire to promote the welfare of ACES through the governance structure of ACA and to keep abreast continuously of matters germane to both ACES and ACA.

GRADUATE STUDENT REPRESENTATIVES

Criteria for Appointment

Graduate Student Representative (GSR) is a 3 year service position: designee, current, and past. The student nominee should be in the early stages of his/her counselor education doctoral program (first or second year) in order to be appointed to this position. A graduate student serving as a GSR must hold doctoral student/doctoral candidate status for at least 2 years of their service and only the final year could be served as a new faculty member or supervisor.

Application

Each applicant for the position of GSR-designee submits to their regional President-elect the following materials:

1. A cover letter providing a brief introduction, educational experiences, and previous and/or current experience with ACES
2. A current Curriculum Vitae
3. A statement addressing the following question: "Suppose you were selected for the GSR position, what would be different in a year service position that would show it was useful, that you were the right person to apply, and that ACES was right to have selected you?"
4. A 3 minute video in which applicants discuss their goals as the potential GSR.

Selection Process

A regional leadership nomination process will take place in the fall of each year. Regional President-Elects are responsible for coordinating the selection process before submitting the application materials to

Executive Director by January 1st. The Governing Council reviews applications for Graduate Student Representative Designee from a pool of five nominees, one from each region. At its meeting at the ACA Conference, The Governing Council recommends one applicant to the ACES President for appointment for a three-year term. In year one, the appointed graduate student serves as the Graduate Student Representative Designee (non-voting). In year two, the Graduate Student Representative is a voting member of the Governing Council and serves as Chair of the Graduate Student Committee. In year three, the individual serves as Immediate Past Graduate Student Representative (non-voting). The position descriptions for GSR, GSR-D, and GSR-P are modeled after the position descriptions for ACES President, President-Elect, and Past-President.

The GSR begins designee's duties begin in June at the ACES summer meeting.

GRADUATE STUDENT REPRESENTATIVE (GSR)

Duties and Responsibilities:

The GSR is responsible for envisioning, creating, and enacting graduate student activities; s/he leads the Graduate Student Representative Team (GSRT); and is the chairperson of the Graduate Student Committee. The GSR is responsible for envisioning, creating, and enacting graduate student activities; leading the Graduate Student Representative Team (GSRT); and chairing the Graduate Student Committee.

The GSR responds promptly to communication (e.g., email, phone, Skype, text), and is responsive to GSRT, Governing Council, and constituent requests. The GSR submits and presents GSRT reports at every ACES Governing Council Meeting. The GSR is a voting member of ACES Governing Council and confers with the GSRT about voting matters. The GSR consults the ACES Past-President when guidance is necessary and delegates responsibilities when appropriate. The GSR chairs and provides active stewardship to the ACES Graduate Student Committee. In the years when there is a regional meeting, the GSR is expected to attend her/his regional meeting. GSR activities include the following, and can also include other activities as determined by the GSRT:

- Overall Activities:
 - Listens to, solicits, and attends to constituent feedback.
 - Cultivates relationships with graduate students (e.g. events, media, conferences).
 - Creates vision for ACES graduate students, and elicits input from the GSRT, Governing Council, and constituents.
 - Schedules regular meetings with the GSRT (at least monthly).
 - Assigns tasks to the GSR-D/GSR-P that align with the current vision of the ACES Graduate Student Committee, and the GSR.
 - Authors a yearly budget and presents it to the Governing Council.

- Chairs the Graduate Student Committee.
- Initiates and maintains regular contact with regional graduate student representatives.
- Complies with reasonable requests to give presentations to graduate students about ACES.
- Mentors and assists the GSR-D with the graduate student newsletter (August and February).
- ACA:
 - Coordinates the ACES booth at ACA which includes, but is not limited to: securing and scheduling volunteers, including obtaining incentives for volunteers (e.g. ACES lunch tickets); ordering promotional materials; working with the Executive Director to ensure booth reservation, and other needed items (e.g. table covering, display books).
 - Coordinates the graduate student reception at conference. Works with AMCD graduate student representative to determine program, expectations, and menu. Works with the Executive Director to secure event space and menu with the ACA event coordinator.
 - Plans and chairs the graduate student committee meeting, and ensures regional representation with regional graduate student representatives.
 - Selects and coordinates ACES graduate student presentations, and appropriately delegates responsibilities.
 - Advertises graduate student events at ACA to graduate students.
- National ACES Conference Years:
 - Initiates and plans conference events with the GSRT. This includes:
 - A graduate student social event.
 - A graduate student networking event.
 - Works with ACES planning committee chair and ACES Executive Director to ensure event spaces, food orders, and other details related to graduate student events at the national conference.
 - Selects and coordinates ACES graduate student presentations, and appropriately delegates responsibilities.
- Regional ACES Conference years:
 - Works with regional graduate student representatives to ensure graduate students activities.
 - Motivates regional representatives to offer diverse events for graduate students.
 - Encourages regional representatives to inform graduate students of volunteer opportunities, as well as lower-cost housing, meals, and transportation options.
 - Explores advertising options with regional representatives (e.g. social media, QR codes, flyers at conferences, etc.).
 - Ensures regional conferences are advertised to graduate students.
 - Attends regional conferences (see *Travel* section for more information).

Travel:

The GSR attends the following meetings, for which ACES pays for travel:

1. All Governing Council meetings (e.g. ACA, summer meeting, ACES national meeting).
2. The ACES National Conference (in conference years).
3. The ACA Annual Convention.
4. On regional years, if funding allows, attends up to two regional meetings outside of her/his own region, one of which may be with GSR-P.

Required Reports and Deadlines:

The GSR is required to:

1. Submit written and oral reports for all Governing Council Meetings, and to comply with report deadlines as set forth by the ACES President. The GSR mentors the GSR-D in this process.
2. Make a written and oral report to the graduate student committee, and sets deadlines for regional Graduate Student Representative reports. The GSR mentors the GSR-D in this process.
3. Complies with reasonable requests to give reports at regional meetings, or other appropriate gatherings.

Personal Considerations:

Persons asked to accept the role of GSR should consider carefully the role, the three-year time commitment, her/his graduate student process at her/his university, and her/his personal responsibilities prior to accepting the position.

GRADUATE STUDENT REPRESENTATIVE: DESIGNATE (GSR-D)

Duties and Responsibilities:

The primary responsibilities of GSR-D is to get to know and understand ACES, the Governing Council, and the graduate student role. During this first year, the GSR-D becomes an integral part of the GSRT, and works closely and actively with the team as s/he offers ideas and support. The GSR-D builds relationships with graduate students and members of the Governing Council. The GSR-D actively attends all ACES Governing Council meetings. The main objective is for the GSR-D to learn how to serve as the GSR the following year.

Activities:

Some of the specific duties of the GSR-D are flexible, as defined by the GSR, and as agreed upon by the GSRT. The GSR-D responds promptly to communication (e.g. email, phone, Skype, text) and is responsive

to GSR requests. The GSR-D “shadows” the GSR and learns the graduate student role and responsibilities. The GSR-D will be mentored and will create and distribute the graduate student newsletter (August and February). In the absence of the GSR and GSR-P, the GSR-D is a voting member of the Governing Council. In years in which there is a regional meeting, the GSR-D is expected to attend her/his regional meeting.

Travel:

The GSR-D attends the following meetings, for which ACES pays for travel:

1. All Governing Council meetings (e.g. ACA, summer meeting, ACES national meeting).
2. The ACES National Conference (in conference years).
3. The ACA Annual Convention.
4. On regional years, if funding allows, attends a regional meeting outside of her/his own region with either the GSR or the GSR-P.

Required Reports and Deadlines:

The GSR-D is not required to give any formal, written reports. However, the GSR-D should be prepared to give oral reports upon request. The GSR-D may be asked to deliver graduate student representative reports in the absence of the GSR and GSR-P.

Personal Considerations:

Persons asked to accept the role of GSR should consider carefully the role, the three-year time commitment, her/his graduate student process at her/his university, and her/his personal responsibilities prior to accepting the position.

GRADUATE STUDENT REPRESENTATIVE: PAST (GSR-P)

Duties and Responsibilities:

The primary responsibilities of the GSR-P are to provide mentorship, continuity, and stability to the GSRT. The GSR-P is an integral part of the GSRT, and works closely and actively with the team as s/he offers support, mentorship, historical association knowledge, and positive regard for the GSR's vision. The GSR-P maintains relationships with graduate students and members of the Governing Council, and appropriately brokers relationships between the GSR/GSR-D and graduate students, Governing Council members, and other professionals. The GSR-P actively attends all ACES Governing Council meetings. The GSR-P is usually a graduate student, but may serve in this role up to one year post-graduation.

Activities:

Some of the specific duties of the GSR-P are flexible, as defined by the GSR, and as agreed upon by the GSRT. The GSR-P responds promptly to communication (e.g. email, phone, Skype, text), and is

responsive to GSR requests. The GSR-P consistently mentors the GSR and the GSR-D. In the absence of the GSR, the GSR-P is a voting member of the Governing Council. In years in which there is a regional meeting, the GSR-P is expected to attend her/his regional meeting.

Overall Activities:

The GSR-P listens to, solicits, and attends to constituent feedback and continues to cultivate relationships with graduate students (e.g. events, media, conferences).

The GSR-P responds to GSR requests, writes an article for each graduate student newsletter, informs GSR of upcoming duties (e.g. ACA responsibilities and deadlines), in conjunction with the Executive Director.

The GSR-P works with the web master to maintain the ACES job posting website, and assists the president-elect with nominations from each region for the incoming GSR-D.

Travel:

The GSR-P attends the following meetings, for which ACES pays for travel:

1. All Governing Council meetings (e.g. ACA, summer meeting, ACES national meeting).
2. The ACES National Conference (in conference years).
3. The ACA Annual Convention.
4. On regional years, if funding allows, attends up to two regional meeting outside of her/his own region, one of which may be with GSR-P.

Required Reports and Deadlines:

The GSR-P is not required to give any formal, written reports. However, the GSR-P should be prepared to give oral reports upon request. The GSR-P may be asked to deliver graduate student representative reports in the absence of the GSR.

Personal Considerations:

Persons asked to accept the role of GSR should consider carefully the role, the three-year time commitment, her/his graduate student process at her/his university, and her/his personal responsibilities prior to accepting the position.

EXECUTIVE DIRECTOR

The following job description was approved by the Governing Council June 2011 and revised June 2012.

The Executive Director is hired for a three-year term by the Governing Council and serves at the pleasure of the Governing Council. The contract is renewable, and can be discontinued by either party with 60 days' notice for any reason or immediately for cause. The Executive Director is responsible for the day-to-day

operations of the association, for monitoring the initiation and performance of contracts (including those with ACA, publishers, hotels, etc.), for monitoring the performance of committees and task forces, and for assisting with the continuity of information and operations within the association. The Executive Director is responsible to the ACES Governing Council and reports directly to the President of the Association. The Executive Director attends all Governing Council and General Assembly meetings as a non-voting participant. The Executive Director is paid a contractually specified salary, is allocated travel and meeting expenses as well as reasonable financial support for office supplies and services needed to conduct these responsibilities. The request for the anticipated expenses should be presented to the President of the Association as part of the budget planning process.

Accountability

- Prepares a time and task report for Governing Council annually.

Fiscal

- Provides consultation and financial information to the Treasurer, President and Governing Council members as requested.

Support

- Attends and assists with arrangements for all ACES Governing Council meetings
- Provides copies of job descriptions to new officers and council members.
- Tracks deadlines and reminds officers re: ACES Handbook responsibilities (e.g., arranging ancillary activities at ACA Conference).
- Writes business-related news articles for *Counseling Today*.
- Tracks ACES committee chairs' action plans, budget requests and follow through on plans as instructed by the ACES president.
- Consults with ACES officers, Governing Council members, committee chairs, and regional officers to provide support and information.
- Collects and files archival material (official minutes, contracts) with ACA.
- Maintains and updates the regional Financial/Tax Handbook as needed.
- In conjunction with the Past-President, reviews Bylaws and Handbook and updates annually to reflect actions taken by the Governing Council and the ACES General Assembly.
- Assists the President in preparing support/informational documents necessary for conducting Association business.
- Serves on various task forces as appointed by ACES President
- Arranges orientation and sends materials to new ACES Governing Council members
- Works with President-elect to organize and coordinate the annual June business meeting
- Responds to "Get Involved" inquiries and refer to appropriate ACES leaders
- Assists President and President elect in preparing agendas for meetings
- Participates in the ad hoc Legacy Awards Committee

Membership Services

- Assists the Membership Chair with recruitment and renewal of memberships by helping with developing brochures, and purchasing mailing lists of potential members.
- Reviews membership brochure annually and recommends needed changes.
- Reviews website for accuracy, completeness, and currency. Provides new information as needed, including content on elections and national conference. Makes changes/updates approved/requested by officers and Governing Council.
- Produces and sends membership certificates monthly to members who request them

Business Administration

- Negotiates contracts for products with authors and publishers and with the editor of *Counselor Education and Supervision*.
- Follows through with authors on submission of manuscripts, maintenance of deadlines, manuscript reviews, and presentation to Governing Council for approval.
- Develops and arranges for advertising of ACES products (if budget is provided).
- Monitors scheduling of regional fall conferences to ensure adherence to planned sequence of dates.
- Arranges with regions to display ACES products at their fall conferences.
- Reviews and updates ACES product information in the ACA online catalog.
- Follows through on requests for product reprints and authors' copies.
- Reviews ACA's performance on MSA.

Conference

- Consults as needed with Conference Coordinator and ACES Governing Council representative to develop conference budget that is submitted to ACES Governing Council for approval.
- Consults with Conference Coordinator, Treasurer, and Conference Planning Company to reserve facilities for designated dates.
- Collaborates with the conference coordinator and president-elect on conference format.
- Consults with Conference Coordinator and Treasurer regarding maintenance of statistical records of conference attendance, hotel utilization, exhibit hall sales and actual expense and income
- Submits reports to NBCC for renewal of Continuing Education approved provider status.

Liaison

- Works with ACA's database manager on membership issues and reports
- Works with ACA's meeting planners regarding ACES ancillary events at ACA
- Works with Conference Planning Company regarding contracts and other ACES Conference issues
- Works with ACES appointed Liaison to NBCC, CSI, CACREP and AASCB
- Supervision
- Supervises ACES Social Media/Web Manager

CONFERENCE COORDINATOR

ACES National Conference Duties

General

- Plan and manage the conference (in consultation the ACES President, Treasurer and Governing Council)
- Communicate frequently with the ACES leadership, providing regular updates including written reports for all business meetings.
- Function as an ex-officio member of the ACES Governing Council and make reports at all official ACES Governing Council meetings.
- Select conference committee members to oversee specific functions and coordinate their work
- Coordinate the work of all committee chairs including the Program Coordinator and the On-Site Coordinator
- Conduct Conference Committee meetings and communicate with all committee members to insure that plans are made and implemented for the success of the conference.
- Trouble-shoot and seek accountability from all persons assigned to assist in the conference.
- Communicate with the host-region's leadership to gather names for potential On-Site coordinator and make a recommendation to the ACES Governing Council for approval.
- Report to ACES President and Executive Committee.
- Secure ACES Governing Council approval for decisions with fiscal impact on ACES

Site Selection/On Site-Coordination

- Work with Conference Direct to negotiate, monitor and renegotiate the hotel contract, as needed.
- Negotiate the contract for management of the exhibit hall
- Conduct a site visit after the conference site is selected.
- Coordinate with the On-Site Coordinator in working with the hotel.
- With assistance from the On-Site Coordinator plan all social activates including ordering the food and beverage services for the conference
- In coordination with the On-site Registration Coordinator, arrange for registrations to be paid for by credit cards on-site.

Program

- Assist the Executive Director and Treasurer with the paperwork regarding the Keynote speaker for the conference
- Work with the Program Chair to advertise the upcoming national conference at the fall regional conferences. The Call for Proposals should be ready and open for submissions on December 1st.
- Oversee development of conference program book in coordination with the Program Publication Coordinator and the President Elect

- In coordination with President, On-site Coordinator, and Program Publication Coordinator, prepare a master schedule for the conference organize all general and ancillary sessions during the conference. Help in planning the sequence of events and time frames. This will include the business meeting/general session, awards luncheon, and any other general and ancillary sessions that occur.
- Provide for the Program Publication Coordinator the number of rooms available.
- Develop and implement Career Link services through coordination with the Career Link Coordinator.
- In coordination with the Program Coordinator, develop programs (handout) for business meeting and awards luncheon
- Provide details of general and ancillary sessions for the conference program book.
- Print fliers for general sessions to be given to audience members at the general sessions. Arrange for them to be handed out at the door.

Registration

- Set the registration and professional development institute fees.
- Manage or oversee pre-registration and on-site registration (coordinating with the Registration Coordinator).

Financial

- Work with the ACES Treasurer (and ACES President-Elect) to approve a conference budget and track all conference expenses to ensure compliance with the budget. Have conference budget approved by the ACES Governing Council.
- Determine who among conference committee members and student volunteers will receive conference fee waivers or reductions (if any) and the amount of such waivers
- With the ACES Treasurer, secure conference event insurance
- Work with Conference Direct and ACES treasurer to address large expenses such as AV, Internet services in meeting and guest rooms

Exhibit Hall

- Select an Exhibitor Coordinator and consult with him/her to solicit exhibitors, set exhibitor fees, and provide the exhibit area

CEs

- Coordinate with the CE Coordinator arrange for continuing education credit from NBCC.
- Serve as the contact person for NBCC regarding CE status and work with the Executive Director and Treasurer to maintain ACEP status
- Assist the CE Coordinator in the creation of an individual session evaluation form, an overall conference evaluation form, and a CE tracking form to be included in the registration packet.

Publicity

- Assist the Publicity Coordinator to develop and implement publicity for the conference
- Hire a graphic designer to oversee the creation of a conference logo and the conference program (in coordination with the President-Elect)
- Select an official airline (if possible).
- In coordination with the Publicity Coordinator, develop the conference advertisement flyer. Publish flyer, including publication in ACA's magazine Counseling Today (should be done in January and February of conference year), member email blasts, and social media posts

Hotel/Lodging

- Assign the suites and complimentary rooms provided by the hotel

Regional Conference-Related Duties

- Mentor regional President-Elects through the process of regional conference planning
- Guide the regions in acquiring and maintaining CE Provider status through NBCC and maintain consultation with the regional CE Coordinator
- Work with Conference Direct and regional leadership to select a conference site
- Provide the regional leadership a timeline for major conference planning tasks
- Maintain and share template forms for commonly used conference documents
- Conduct regular planning conference calls with regional President Elects
- Serve as a consultant for conference planning issues and questions
- Assist in finding vendors or providers needed for conference services
- Consulting on food and beverage orders
- Consulting on conference social event planning
- Consulting with exhibitor/sponsorship coordinator
- Consulting on hiring a graphic designer to do create conference program
- Consulting with the treasurer on the budget
- Attend regional conferences. ACES pays for transportation. Work out travel and attendance details by the end of the summer business meeting

Other Related Duties

- Assist ACES Executive Director with ACES activities at ACA annual conferences.

SOCIAL MEDIA SPECIALIST/WEB CONTENT MANAGER

Tasks:

- Manages membership of social media sites and ensures smooth operation and a good user experience (eliminates spam and private vendors)

- Manages and posts on behalf of ACES to their Facebook page
- Manages and posts on behalf of ACES to their Twitter account
- Manages and posts on behalf of ACES to their Linked-In page
- Manages and posts on behalf of ACES to their Facebook page
- Manages live-streaming options and ACES YouTube channel
- In collaboration with the Executive Director, connects social media to important events and documents on the ACES Website
- Manages website content in collaboration with Executive Director
- Clocks all hours and time spent on projects as a way to establish a minimum baseline of work
- Photographs major association events, collects photos provided by members, and maintains a photo database for use in social media and promotional material

Anticipated Weekly hours:

10 hours - To be clocked by employee the first year for potential revision

Reports to:

Executive Director (with consultation from the Executive Council when necessary)

Travel:

- ACES pays for travel to ACA Conference, ACES Conference and the ACES annual summer business meeting.
- ACES pays for a single room at the ACA Conference, ACES Conference and the ACES annual summer business meeting.
- ACES pays for either group meals or a per diem for meals at the ACA conference, ACES Conference and ACES annual summer business meeting.

ORGANIZATIONAL PROCEDURES

Specific aspects of the operation of the Association and the procedures inherent in these aspects are presented in this section. The operational aspects include:

- A. Bylaws Revisions
- B. Committee Operation
- C. ACA Conference Planning
- D. Dues Increase
- E. Budget Submission
- F. Fiscal Year
- G. Annual Rebate of ACES Dues to Regions
- H. Meeting Schedule
- I. Rebate of National Conference Proceeds to Regions
- J. Membership
- K. Nominations and Elections
- L. Financial Support for ACES President
- M. Financial support (Honorarium) for ACES Treasurer
- N. Financial support (Honorarium) for ACES Executive Director
- O. Product Development
- P. Guidelines for ACES Awards and Recognition
- Q. Historian/Archivist
- R. Travel Policy and Procedures
- S. Reimbursement Schedule for Governing Council
- T. Expense Reports
- U. Financial Investment Policy & Philosophy
- V. Access to Reserve Funds in ACES Annual Budget Planning
- W. Endorsement Policy

Procedural steps for each of these are presented on the following pages.

A. BYLAWS REVISIONS

The Bylaws of the Association may be amended in the following manner:

1. The Governing Council may propose amendments.
2. The Executive body of any Regional Association or State Division, or upon a petition signed by at least 25 voting members of the Association, may submit proposed Bylaws revisions. These are submitted to the Governing Council and the General Assembly through the Association President at least 90 days prior to the meeting of the General Assembly at which such amendment is to be discussed.

3. At least 30 days prior to the meeting of the General Assembly, the proposed amendment and the Governing Council's recommendation shall be made available to all members of the Association.
4. Action on proposed amendments will be handled in the following manner
 - 4.1. By the affirmative vote of at least two-thirds of the General Assembly present at a scheduled meeting following proper notice
 - 4.2. By the affirmative vote of at least two-thirds of the members voting in a mail or email ballot pursuant to conditions set forth in the Bylaws.
5. Proposed amendments, not supported by the Governing Council, may be submitted for consideration based upon action of the General Assembly at its scheduled meeting as set forth in the Bylaws.

B. COMMITTEE OPERATION

The operation of both Standing and Special Committee is set forth under '**ORGANIZATIONAL DEFINITIONS AND STRUCTURE**' then '**Standing Committees.**' It should be noted, however, that Committee Chairpersons may be expected to submit a 'Plan of Action' for their respective Committees to the President of the Association by March 1.

C. ACA ANNUAL CONFERENCE

The ACES conference planning for the ACA National Conference is handled in the following manner:

1. The ACES Executive Director will function as the ACA Annual Convention Coordinator for Meals and Social Functions and a Program Coordinator.
2. In conjunction with the ACES president, the ACES Executive Director makes arrangements for the President's Reception, the ACES Executive Committee meeting, and other Association and social activities held during the Convention.
3. The ACES Executive Director works closely with the ACA convention staff to develop ACES conference events.

D. DUES INCREASE

The dues of the Association may only be increased in the following manner:

1. The Governing Council establishes an increase in Association dues and such action is ratified by the majority of the members voting in an email ballot or majority vote at a scheduled meeting of the General Assembly.

2. Such action is predicated on the premise that the General Assembly members have been notified of such action at least 30 days in advance.
3. Any dues increases shall take place on July 1, the beginning of the fiscal year.

E. BUDGET SUBMISSION

A budget shall be prepared and submitted in accordance with the Bylaws of the organization. ACES builds its annual budget in a systematic way as follows:

1. ACES will prepare a balanced budget for each year, in which planned expenses are realistically in line with anticipated revenue. Reserve funds are not added to the budget solely to accommodate planned over-expenditure.
2. The income portion of the budget may include a draw from reserve funds, using an approved formula.
3. Within the balanced budget, some room for contingencies/emergencies will be allowed.
4. The ACES National Conference will be planned to pay for its own expenses and yield a profit to ACES. ACES Conference income/outgo will not be included as items in planning an annual operating budget.

F. FISCAL YEAR

The Fiscal Year of the Association corresponds to that of ACA and begins July 1 and ends June 30 of each year.

G. POLICY ON ANNUAL REBATE OF ACES DUES TO REGIONS

In a non-Conference year, no rebates will be sent to the regions (approved June, 2017)

- Starting in Fiscal Year 17' reduce the amount of support to the ACEs regions from 30% to 25% and then in fiscal year 20' reduce the amount to 20%
- Reduce the cost of membership rebate cost to ACES Regions from fifteen (15) dollars to ten (10) dollars (approved June, 2017)

H. MEETING SCHEDULE

- When scheduling dates of conferences, it is important to consider major holidays. This includes religious / spiritual holidays (e.g., holidays typically occurring in the fall/winter: Christmas, Eid-al-Fitr, Ramadan, Rosh Hashanah, Yom Kippur).
- When scheduling dates of conferences, dates surrounding Halloween should be avoided.

The meeting schedules of the governmental units of the Association are as follows:

National Conference: National conferences will be held in odd-numbered years and will be hosted by regional associations on a rotating basis. The Governing Council has final approval of the site selection for the national conference and should do so within a minimum of two years prior to the date of the conference. The schedule until the year 2031 is as follows:



Rocky Mountain	2013
North Atlantic	2015
North Central	2017
Western	2019
Southern	2021
Rocky Mountain	2023
North Atlantic	2025
North Central	2027
Western	2029
Southern	2031

Regional Association: September/October/November of each year as follows:

Last weekend in September:	NARACES
First Weekend of October:	RMACES
*Second Weekend of October:	SACES

Third Weekend of October: NCACES

*Fourth Weekend of October: SACES

First or Second Weekend of November: WACES

*SACES can consider either weekend to avoid scheduling dates on conference holidays.

Before leaders in any region change the scheduled dates of their conference, they should check with all other regions to be sure that there are no conflicts so that the ACES President and President-Elect may attend all five regional conferences. Other scheduling considerations include holidays (as noted under "National Conference") and the dates of ACA Regional Conferences. When possible, it is important to avoid a conflict between the dates of a regional ACES conference and that of an ACA regional conference in the same region (e.g., do not schedule WACES for when the ACA Western Region is but can schedule RMACES for that time).

State Divisions: Determined at the State level but periodically throughout the professional year.

General Assembly: Meets during the ACA Annual Convention generally in March or April and at the ACES National Conference in odd numbered years in the fall. Additional meetings may be called by majority vote or petition of the majority or by the Governing Council.

Governing Council: Meets during the ACA Annual Convention and over the 2nd weekend of June in the summer.

Summer Governing Council Meeting: The summer Governing Council meeting includes the incoming presidents of regions. While non-voting members, regional president-elects are required to attend. All regions must have representation at the Governing Council meetings. In accordance with the expectations of leadership, all regional presidents must attend the summer meeting, except in the case of an emergency. If current regional presidents do not attend and have not designated to the President and the Executive Director a member who can vote by proxy, then the Governing Council may: (a) investigate the current effectiveness of the regional leadership structure and consider removal of persons from elected positions; (b) elect to withhold a portion of the regional rebate; or (c) revoke a region's voting privileges. The Executive Committee may convene a day prior to the summer Governing Council meetings at the President's discretion.

I. REBATE OF NATIONAL CONFERENCE PROCEEDS TO REGIONS (ENACTED MARCH 2, 2002)

The ACES National Conference will be planned to pay for its own expenses, and yield a profit to ACES. ACES Conference income/disbursement will not be included as items in planning an annual operating

budget. After paying rebates to regions, net conference income will be held in reserve and expenditures made with the approval of the Governing Council.

If there are proceeds available from a national ACES conference after all expenses have been paid, they will be distributed as follows:

To national ACES	75%
To the host region	5%
To the other four regions	5% each

Beginning in 2019, the following distributions of net proceeds will be made:

To national ACES	80%
To each of the five regions	4%

J. MEMBERSHIP

Membership in the Association shall consist of four types: Professional, new professional, student, and retired. Special memberships may be established by vote of the General Assembly upon recommendation of the Governing Council. The following categories have full voting rights.

1. *Professional:* Must be on the faculty of or affiliated with a college or university and be regularly engaged in the professional preparation of professional counselors or student personnel workers; or be regularly engaged in performing the duties of a local, state or national supervisor of guidance, counseling or student personnel services, or in performing the duties of professional assistant to such supervisors; or be otherwise regularly engaged in the professional leadership, direction, coordination or supervision of state qualified counselors or other qualified professional guidance or student personnel workers. In addition to these requirements, a person must be a recipient of a graduate degree conferred by a graduate school of recognized standing based in part upon course work providing preparation for performing the duties previously outlined.
2. *New Professional:* This status is applicable only to current student members who have graduated in the past 12 months. The status is good for one year.
3. *Student:* A person who is eligible for student membership in ACA and is actively in a graduate program leading to a graduate degree in one or more of the areas prescribed for regular members. Student members have all rights and privileges of professional members.
4. *Retired:* Those retired members who elect to pay reduced annual dues as determined by the Association. Retired members have all rights and privileges of professional members.

To be eligible for membership in ACES, a person must be a member of ACA. All members of ACES shall be automatically members of the regions in which they reside.

Failure to pay dues as prescribed by the ACES and by ACA shall be interpreted as withdrawal from membership in ACES and the respective region. Reinstatement shall be by renewed application. Any member may be expelled by two-thirds vote of the membership present at any regularly scheduled meeting of the General Assembly for the following reason:

Conduct that tends to injure the Association or to affect adversely its reputation or that is contrary to or destructive according to the Bylaws and Code of Ethics of ACA.

Before such a vote can be taken, severance of membership must be recommended by the Governing Council after a review of the case by this Council. This review will include giving the person an opportunity to appear before the Council to answer the charges against him/her. The person may also appeal to the General Assembly at the meeting at which the report of the Council is under consideration.

Life Members

During 2001-2002, and in an attempt to increase revenue within the organization, ACES sponsored a drive whereby for \$500 a person could become a Lifetime Member in ACES. A list of lifetime members (as of March 2015) can be found in Appendix F.

K. NOMINATIONS AND ELECTIONS

The procedures utilized in the nominating and election process of ACES are as follows:

1. The Immediate Past-President of the Association serves as Chair of the Nominations and Elections Committee of ACES.
2. The following eligibility criteria have been established for the office of ACES President, ACES Secretary and ACES Representative to the ACA Governing Council:

ACES President

- a. Demonstration of leadership skills as evidenced by active service to ACES, ACES regions, and/or other professional counseling associations
- b. Demonstration of commitment to ACES as evidenced by all of the following:
 - i. Service to ACES via at least one of the following positions: elected ACES officer, elected regional ACES officer, chair of ACES committee or interest network, or former graduate student representative
 - ii. Professional Member in good standing for at least 7 years (at time of nomination)
 - iii. Bi-annual Conference Attendance and/or present or publish on the topic of counselor education
- c. During the period in which the individual is a candidate for elected or appointed office in ACA, ACA regions or branches, ACA divisions, ACES regions or branches, CSI,

NBCC, AACSB, or CACREP. They may not hold offices in any of these organizations during their whole term of service as ACES President

- d. Demonstrated commitment to diversity and inclusion (with supporting evidence, such as any and all examples below)
 - i. Publication record related to diversity and inclusion
 - ii. Teaching philosophy and/or supervision model
 - iii. Community engagement
 - iv. Awards or recognitions related to diversity and inclusion
- e. Can attend ACA's annual Institute of Leadership Training (ILT) (typically mid to late July) every face to face ACES business meeting and the annual summer business meeting (typically held on the second weekend of June, Wednesday-Sunday)
- f. Attend all region conferences in the ACES non-conference year as either President or President elect

ACES Secretary

- a. Demonstration of leadership skills as evidenced by engagement on ACES committees or interest networks
- b. Demonstration of commitment to ACES
 - i. Service to ACES via membership or chair of committees or interest networks, regional ACES officers
 - ii. Professional Member in good standing for at least 3 years (at time of nomination)
 - iii. Bi-annual Conference Attendance and/or present or publish on the topic of counselor education
- c. During the period in which the individual is a candidate (or will hold a position) they cannot be nominated for any other elected office that would interfere with their elected position as ACES Secretary and can attend every face to face ACES business meeting and the annual summer business meeting (typically held on the second weekend of June, Wednesday-Sunday)
- d. Demonstrated commitment to diversity and inclusion (with supporting evidence of at least 1 of the following)
 - i. Publications/presentations related to diversity and inclusion
 - ii. Teaching philosophy and/or supervision model
 - iii. Community engagement
 - iv. Awards or recognitions related to diversity and inclusion

ACES Representative to ACA Governing Council:

- A. Demonstration of leadership skills as evidenced by active service to ACES as ACES past president, ACES past secretary, or ACES regional past president
- E. Demonstration of commitment to ACES as evidenced by the stated positions above

- i. Professional Member in good standing for at least 7 years (at time of nomination)
 - ii. Bi-annual Conference Attendance and/or present or publish on the topic of counselor education
- F. During the period in which the individual is a candidate for ACES representative to Governing Council, they may not be a candidate for any other elected or appointed office in ACA, ACA regions or branches, ACA divisions, ACES regions or branches, CSI, NBCC, AASCB, or CACREP. They may not hold offices in any of these organizations during their whole term of service as ACES President
- G. Demonstrated commitment to diversity and inclusion (with supporting evidence)
 - 1. Publication record related to diversity and inclusion
 - 2. Teaching philosophy and/or supervision model
 - 3. Community engagement
 - 4. Awards or recognitions related to diversity and inclusion
- H. Can attend every ACA Governing Council meeting, ACA's summer Institute for Leadership Training (ILT) (typically in mid to late July) ACES business meetings and the annual summer business meeting (typically held on the second weekend of June, Wednesday-Sunday).
 - 1. In the fall of each year, the Nominations and Elections Committee sends out a call for nominations for the following offices: 1) President-Elect; and 2) Secretary-Elect. The Governing Council nominates two (2) eligible and willing persons whose names are placed on the final ballot for Representative to the ACA Governing Council whenever an incumbent Representative's term expires. The call for nominations is conducted through the electronic communication with members, and through communications with Association officers as well as Regional and State officers.
 - 2. Each Regional Association has the right to submit the name of not more than one (1) candidate each to be placed on the ballot for President-Elect and Secretary-Elect annually. The candidates must review the job descriptions associated with their desired positions, meet the eligibility criteria described above, be willing to serve, and submit a statement to the Chair of Nominations and Elections addressing the following items:

How the candidate how meets the eligibility criteria listed above (one page)

 - a. Why the candidate wishes to serve as President, Secretary, or Governing Council representative
 - b. What the candidate's contribution would be to ACES?
 - c. How the candidate would address the existing strategic plan
 - d. A description of the candidate's commitment to diversity and inclusion
 - e. A description of the candidate's leadership style
 - f. A description of the candidate's experience and skills that would prepare the candidate to be ACES president, secretary, or ACA governing council representative

- g. Submit to the Nominations and Elections committee a letter of support from your institution (dean or direct supervisor) indicating they understand the commitment involved in being ACES President, Secretary, ACA Governing Council Representative and indicating how s/he would be able to support you financially in this role (e.g. course release, Grad Assistant, Research Assistant, work study student, stipend)
 - h. Attach a current curriculum vitae
3. Nominations shall be submitted to the ACES Past-President, in writing by the Regional Association President or Principal Circulator of a Petition to the Committee Chairperson prior to the ACA Annual Conference each year to meet all deadlines of the election process. The Chair of the Nominations and Elections committee will acknowledge all nominations prior to distributing the ballot. The past-president, as Chair of the Nominations Committee, will be responsible for notifying the regions of the deadlines each year. Regions may submit nomination via e-mail in order to meet the deadlines.
 4. Upon receipt of nominations, the Nominations and Elections Committee prepares the slate of persons whose names will be placed on the ACES election ballot. The Committee includes on the nominating ballot the names of any member presented to it and supported by a petition carrying the signature of at least fifty (50) voting members, providing that the candidate is eligible and willing to serve. The Committee has the power to place on the primary ballot the names of eligible and willing candidates as may be possible of the several Regional Associations and employment categories listed in Article II, Section 3(c) of the Bylaws. All persons whose names have been selected are contacted to receive written permission for the inclusion of their names on the final ballot. The voting members of the ACES Governing Council will conduct the primary vote at their annual summer business meeting. They will select two candidates for the office of President-elect and secretary-elect. The ACES Governing Council may submit to ACA one name as a candidate for the office of President-Elect of ACA.
 5. The ACES candidate for ACA President-Elect is submitted to the Nominations and Elections Committee of ACA and the balloting and election process is handled under the auspices of ACA.
 6. ACES election results are announced to the membership through the ACES website, electronic communication with members, and/or printed by ACA in *Counseling Today*.

L. FINANCIAL SUPPORT TO THE ACES PRESIDENT (APPROVED BY GOVERNING COUNCIL JUNE 11, 2006. (REVISED MARCH 26, 2007; REVISED JUNE, 2018)

1. The functions of the presidency of the ACES constitute a distinguished professional activity engaged in with no remuneration to the elected individual.
2. The fact that one of its employees has been elected to serve as ACES President brings pride, recognition, and benefits to the employing institution
3. The presidency is a time-consuming, energy-driven, and complex responsibility, requiring far more than “spare time” commitment. The presidency requires no less than a half-time release from normal duties. This has been recognized and implemented by many institutions from which ACES presidents have come over the years.
4. ACES intends and expects that pride and a supportive spirit will prompt the institution to grant necessary release time to the employee, in order for him/her to fulfill the demands of the office in a credible and praiseworthy manner on behalf of the Association, and in a way that reflects strongly and positively on his/her institution. Such release may be in the form of waiver of duties and/or financial support.
5. ACES applauds the commitment of its president and by this policy also provides financial assistance as noted below (see number 6) toward release from normal duties, so that he/she can carry out the mandates and expectations of the presidential role effectively. Before agreeing to run for the office of President, candidates are expected to provide the appropriate administrators in the institution a framework for the requirements of the office.
6. For the full calendar year of the ACES president’s term of office, starting July 1 and ending the following June 30, he/she shall have available the following financial and logistical support:
 - a. The total commitment by ACES for direct services will not exceed \$15,000.
 - b. The institution also is encouraged to provide waiver of expenses for some or all administrative services, e.g., office supplies, internet access including email, postage, fax and telephone, and copy services.

The understandings should be affirmed in writing by the appropriate institutional agent and the current president of ACES at the time the potential President elect submits materials for nomination.



M. FINANCIAL SUPPORT TO THE ACES TREASURER (APPROVED BY GOVERNING COUNCIL MARCH, 2016).

The honorarium for this position is \$12,500 annually, plus expenses appropriate to the position, and reimbursement as designated in the travel policy.

N. PRODUCT DEVELOPMENT

The Product Development Committee, with approval of the Governing Council, oversees and coordinates all publications and non-print resources of the Association. ACES policies and procedures governing Association publications are found in the *ACES Product Development Committee Guide* (April 1995). The material below highlights a few policies found in the Guide as well as policies that have been adopted by the Governing Council since the Guide was last revised.

1. Counselor Education and Supervision

The official journal of ACES is *Counselor Education and Supervision (CES)*. Procedures regarding this publication are as follows:

1.1. The nature and content of *CES* is determined by the purposes of this Association as given in the Bylaws.

1.2. The President of the Association, with the approval of the Governing Council, appoints an Editor-Elect of the journal one year in advance of assuming responsibilities as Editor. After the one year transition period the Editor-Elect assumes a three-year term as Editor. Also, the President, with approval of the Governing Council, may appoint an Assistant Editor and such other staff as may be deemed necessary to carry out the provisions as stated in the Bylaws.

1.3 The Journal Editor will receive an honorarium and secretarial and other necessary expenses included in budget requests approved by the Governing Council

1.4 Individuals recommended for appointment to the journal Editorial Board by the journal Editor must be active members of ACES.

1.5 The journal Editor is a member of the ACA Board of Journal Editors.

1.6. The Governing Council from time to time determines the frequency of issuance and the size and format of *CES*.

1.7 The Governing Council may authorize from time to time such other publications as may be deemed desirable.

1.8 Selection of Editorial Board Members:

1.8.a. Governing Council grants the Editor of *CES* authority to select 36 editorial review board members on staggered three-year appointments, subject to approval of the Governing Council.

1.8.b. The selection of the editorial review board members be left to the discretion of the Editor, so long as the names are presented to and approved by the Governing Council.

1.8.c. Editorial review board members be current members of ACES, and they must sign and return a form that lists the expectations of being a board member.

1.8.d. If a board member resigns or is dismissed, the Editor be able to make an emergency replacement appointment that can be approved by the current ACES president, president-elect, and past president.

1.8.e. If an Editor finds that an editorial review board member is not carrying out her or his responsibilities satisfactorily, the Editor will contact the reviewer, express concerns, and give the reviewer 60 days to rectify the situation. If after 60 days, the editor still finds the reviewer's performance to be unsatisfactory, the Editor can notify the reviewer that her or his membership on the board is terminated. In the event that a reviewer is dismissed, the Editor can make an emergency appointment approved by the current ACES president, president-elect, and past president.

2. Guidelines for Product Proposal Submission to the ACES Product Development Committee

The Association for Counselor Education and Supervision (ACES) is interested in reviewing product proposals to publish materials in the areas of counselor education and supervision. ACES wishes to consider proposals for product with significant potential which first of all are timely and appropriate for our membership, and secondly which may not be available via commercial outlets. Examples of professional products are books, videos, CDs, DVDs, and online courses that are developed with the ACES membership in mind as the target audience. The following guidelines are provided to expedite the submission process.

Proposal Process

In order to facilitate the evaluation process, a detailed proposal should be submitted, which includes the following items:

1. A cover letter that explains the content of the product and why this product will be of interest to Counselor Educators. In addition, the cover letter should address the following questions:
 - a. Does the product have a purpose that fits the ACES mission and vision?
 - b. Will the product contribute to the ACES mission and vision?
 - c. Why is such a product timely and appropriate for publication and distribution by ACES?
 - d. How does the proposal address the target audience of the ACES membership?
 - e. How will the product address issues of diversity (e. g., ethnicity, culture, sexual orientation, gender, disability)?
2. The rationale and need for such a product: its purpose; a table of contents; an outline or chapter-by-chapter description, which describes in detail the material contained in each

- chapter; intended target audience(s); competing publications in the field; and an estimate of page length or time duration and date of completion.
3. For book or monograph proposals, please provide a sample of your recently published writing (e.g., journal articles or book chapters, preferably publications for which you were sole or first author).
 4. A current curriculum vitae for each author that outlines the qualifications of the author(s) to undertake and successfully complete such a project.
 5. Other pertinent information or material you feel would be helpful for the committee to consider in the evaluation of this proposal.
 6. Proposals will be submitted to the Product Development Committee chair and reviewed by the committee.

Review Process and Procedures

Each proposal received by the ACES Product Development Committee goes through a review process. This process is outlined below.

Product proposals should be sent to the Executive Director who reviews them and forwards them to the Product Development Committee. The Executive Director will send an acknowledgment of receipt of a proposal within two weeks. All product proposals are reviewed and evaluated by the Product Development Committee. The committee evaluates the proposal on the basis of specific criteria and then submits a recommendation to the ACES Executive Committee. Be advised that within this recommendation to the Executive Committee, there may be a request for further information from the author to allow for a more comprehensive evaluation. Should the Governing Council view your proposal as not being appropriate for the ACES mission, vision, and/or membership, it may be rejected at this stage.

1. If a product proposal is under consideration by another publisher, or includes material previously published in whole or part, please inform the chair of the Product Development Committee in writing at the time of submission.
2. Upon the approval of the Executive Committee, a contract is negotiated with the author(s). In conjunction with the Governing Council (or its designee), the author(s) will then determine specified dates for first and final drafts.
3. The author will use preliminary reviews to refine the product and prepare the final draft.
4. The contract will include information on peer review of final draft, plan for reproduction of the product, royalty agreement if any, and other pertinent understandings.

Manuscript Writing and Style Guidelines

For all manuscript proposals, the guidelines listed below must be followed if your manuscript is accepted for publication.

1. The manuscript must be typed, double spaced, including references. An electronic copy of the manuscript must accompany a hard copy.
2. All material must adhere to American Psychological Association 6th edition style of writing. This includes references, abbreviations, and guidelines for language bias.
3. Check and review all references for completeness. All publications cited within the text must appear on the reference list and, conversely, all references must be cited in text. Adequate information should be given to allow the reader to retrieve the referenced material from the source.
4. Lengthy quotations (approximately 500 cumulative words or more from one source) require written permission from the copyright holder (usually the publisher) for reproduction. Adaptation of tables and figures also requires reproduction approval from the copyrighted source. It is the author's responsibility to secure such permission and pay any related fees. Written permission for all manuscript material must be provided with the final draft.
5. The author bears responsibility for the accuracy of references, quotations, tables, and figures.
6. The author/ developer of all technological and media related professional product should be prepared to follow the same guidelines for all written portions of said product. In addition, the author/ developer should expect to assume responsibility for the oversight of production throughout the development process as outlined in the written contract.

Royalty Policy

In the final contract for a product between ACES and author(s), compensation may or may not be provided to the author(s) depending on the outcome of negotiations. If compensation is provided, it may be one of two types:

1. As a royalty, author(s) may be paid up to 15% of net revenue (i.e., after all expenses have been paid).
2. In lieu of royalty, author(s) may elect to be provided a receipt for the Association's acceptance of the work. The receipt will establish a dollar amount as the author's contribution to the Association, using fair market value as the criterion. This receipt for a contribution may then be used by the author(s) as an income tax deduction.

Following IRS rules, such a receipt must be given and deducted all in the same tax year.

ACES will provide authors with the option to receive (a) royalties on a net of 15% after expenses, or (b) a notice of receipt of a tax-deductible contribution based on fair market value of their product. Contracts will be written accordingly.

O. GUIDELINES AND CRITERIA FOR ACES AWARDS AND RECOGNITION

As a matter of official policy, ACES has adopted Guidelines and Procedures for regularly recognizing and honoring contributions to the Association and to the counseling profession. Decisions for the granting of awards will be determined by the ACES Awards Committee.

A notice will be sent via electronic communication with Association members to request nominations for an award, or to suggest a person for a certificate of appreciation, or to submit the name of a retiree or deceased person to be recognized. A cover letter from the person making an awards nomination, plus at least two additional letters of recommendation, should accompany the nomination form. Nominations should be forwarded immediately to the Awards Chairperson. The awards/recognition form is included in this Handbook with Association Report Forms.

ACES Awards (both regular Awards and Research Grants) will be made in the Fall, by the ACES President and/or the appropriate committee chairs either at the ACES National Conference or at the Regional ACES meetings.

All nominators and nominees for ACES Awards must be members in good standing of ACES by May 31 of the award year.

The following Awards have been approved by the Governing Council:

1. Distinguished Professional Service Award - (two awards)

To honor outstanding service by a counselor educator or counselor supervisor for service of national significance to ACES and/or to the cause of counselor education and supervision. The service may be in such areas as:

- Education and supervisory innovation and program development
- Standards implementation and credentialing
- Pre-service or in-service supervisory practices
- The continuing education and professional development of counselors
- Advancement of the cause of counseling in society at large through such means as public media or political action

2. Professional Leadership Award

To honor excellence in leadership of an officer, committee person or other leader or major contributor to ACES professional association at a national, regional or state level. Such leadership, which is relevant to the advancement of an ACES organization or to the profession of counseling as a whole, should be manifested in:

- Administrative and leadership skill
- Program development

- Management practice
- Programming excellence in workshop and conference organization and implementation
- Conceptual, innovative or creative competence
- Influence, communication and public relations within society concerning the counseling profession

3. Research in Counselor Education and Supervision Award

To honor significant research specialty concerning the education and supervision of counselors. This may include pre-service and in-service research relative to such matters as:

- Counselor characteristics and effectiveness in counseling
- Characteristics of clients; implications for counselor selection, education, counseling skills and supervision
- Practicum and internship: practices, methods of supervision and assessment
- Effectiveness of teaching methods and learning approaches
- Development and assessment of counselor knowledge, awareness and competence

4. Publication in Counselor Education and Supervision Award

To honor a significant publishing effort of an ACES member concerning the education and supervision of counselors. Examples include:

- Books, articles or compendia concerning the history, philosophy, theory and models, practice, specialty areas, issues and problems, instruments and research and evaluation.
- Training materials, modules and resources

5. The Locke/Paisley Distinguished Mentor Award

Named in honor of Dr. Don Locke and Dr. Pam Paisley, this award is designed to honor an individual who has been a significant mentor to graduate students, emerging professionals, educators and/or supervisors and is regarded as:

- The optimal model of a caring person and professional whose knowledge, skills and talents are valued by protégés.
- A guide, sponsor and/or teacher who would support and facilitate the realization of the "Dream."
- A catalyst in the development of protégés as evidenced by personal interest, support, trust, and confidence, while at the same time allowing protégés to move in their own directions.

6. Robert Frank Outstanding Program Award

To honor innovative program development concerning the education and supervision of counselors. There shall be an award for a Master's level program and a Doctoral level program. This includes pre-service and in-service programs and might include such areas as:

- Counselor and technology
- Career development
- Counselor supervision
- Practicum and internship
- Evaluation and training methods
- Counseling exceptional populations

7. Outstanding Graduate Student Scholarship Award

To honor a student who has provided outstanding leadership or service to the profession or ACES. Involvement may have been state, regional or national, but must be directly relevant to the advancement of the profession or ACES. Contributions are to be evaluated by criteria parallel to that of the Distinguished Professional Service and Professional Leadership Awards. This award includes a paid registration for the ACA Conference and a ticket to the ACES luncheon.

8. Robert Stripling Excellence in Standards Award

To honor excellence in the formation and implementation of professional standards in counseling, counselor education, and supervision. This award, in memory of Dr. Robert O. Stripling, is given to a person who has shown particular leadership in the advancement of credentialing, program approval, and supervision standards.

9. Counseling Vision and Innovation Award

To honor a person who has shown exemplary vision, imagination, creativity, future thinking, or innovative practice which has had significant impact on the profession of counselor preparation and supervision. This could include transformational leadership, visionary writing or publications, contemporary and futuristic service, or trend-setting practice.

10. Outstanding Dissertation Award

To honor a graduate student who is a member of ACES at the time of nomination or was a member for the year preceding nomination and whose dissertation was completed during the past academic year (September through August). The nomination is to be submitted by the graduate's doctoral committee chair or major professor with a copy of the dissertation abstract/summary. The research must be in publishable form and/or approved as meeting the requirements for a Masters thesis or Doctoral dissertation. This award includes a complementary ticket to the ACES luncheon.

11. Lifetime Achievement Award

To be given for outstanding service to ACES and the field of Counselor Education and Supervision as demonstrated by:

- Extraordinary Teaching and Academic excellence (demonstrated through program development, student and peer evaluations, academic and administrative responsibilities to CACREP, NBCC, etc.)
- Significant publication and/or research history
- Manifest commitment and service to ACES as evidenced by committee membership, offices held, task force involvement, advocacy and volunteerism within the organization
- Outstanding commitment to the advancement of Counselor Education and Supervision through the education, supervision and mentoring of students and/or new professional counselors.

Award recipients need to be ACES members, as well as counselor educators and/or supervisors for a minimum of 15 years to be eligible for this award.

12. ACES Supervision Award

The ACES Supervision Award honors a counseling supervisor or supervision researcher who exemplifies excellence, innovation, and impact in clinical supervision. Candidates for this award may include counselor educators, counseling students, or practitioners who merit recognition as a clinical supervisor or supervision researcher. If the nomination is for supervision research, the nomination also should include samples of the research (e.g., dissertation, article, outcomes, or presentation). In describing the nominee's achievements, attention should be given to:

1. Innovation in clinical supervision or supervision research
2. Leadership in the advancement of supervision knowledge techniques, and theory
3. Impact of the nominee's work

13. Recognition of Retirees and Deceased

The provision by ACES of resolutions, certificates or other appropriate recognition to ACES member who died or retired within the past year. Members should submit names to the Awards Committee Chairperson.

P. TRAVEL POLICIES AND PROCEDURES

These policies and procedures pertain to ACES officers in all their official business, and to persons authorized to attend Governing Council meetings.

Travel expenses are covered by reimbursement only. ACES does not have its own travel agent. Please attempt to find the lowest rates for travel to all meetings (Internet discounts, special fares, advance reservation, etc.).

1. Travel by public transportation

Travel by air, train, or bus will be covered. The amount reimbursed will not exceed one round-trip advance-reservation coach airfare from the individual's city of residence or point of departure. If the chosen mode of travel involves more than one day, meals in excess of one day and all overnight accommodations are the responsibility of the individual. An exception to the dollar limit may be made if weather or other external circumstances cause a travel delay.

2. Travel by private auto.

Travel by auto to the site of a meeting will be reimbursed at the standard IRS business rate (varies, e.g., \$0.53 per mile for 2017; (<https://www.irs.gov/newsroom/2017-standard-mileage-rates-for-business-and-medical-and-moving-announced>), not to exceed one round-trip advance-reservation coach airfare from the individual's city of residence or point of departure.

Travel by auto from the individual's city of residence or point of departure to and from a public transportation facility (airport, train or bus station) is reimbursed at the standard IRS business rate (\$0.53 per mile for 2017).

3. Automobile rental

Auto rental may be reimbursed if the ACES President specifically authorizes it and if there is no other transportation available at lesser cost.

4. Ground transportation

Ground transportation between public transportation facility and hotel or meeting site is reimbursed. Use of shared vehicles or hotel courtesy van is encouraged (if available).

5. Intra-city taxicab fare

Taxi fare within a city is allowed when official business requires such travel.

6. Lodging

Reimbursement for attendance at Governing Council meetings is at one-half the double room rate at the official lodging site. If an individual requests a single room this can be provided but the requester is responsible for any expense beyond the above limit. If an individual is willing to share but for any reason a partner is not available, the full official room rate will be reimbursed.

The ACES President, Past President, President-Elect, Executive Director, Conference Coordinator, Treasurer, Social Media/Webmaster, ACA Governing Council Representative may each be reimbursed for a single room while attending the ACA Annual Convention, the ACES Conference, and annual conferences of the ACES regions.

7. Per Diem Meals

Federal per diem rates will be used to reimburse meals. (<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>) Reimbursement will be given for each day of official business including the day (if required) for travel en route to and from a meeting. In the event the traveler is provided meals during transportation, these are not claimable. Reimbursement for meals that are provided in the course of business may not be claimed for the particular meal, regardless of whether the individual partakes. Eligible meal allowances will be calculated on the basis of federal travel regulations for a given year and city. Public transportation fare to and from restaurants is considered part of the cost of a meal and is not separately reimbursable. Receipts are not required when the per diem rate is used. Note that no reimbursement is permitted for alcoholic beverages.

8. Conference Expenses

When a meeting is held in conjunction with an official ACES or ACA activity (such as a Conference), registration fees are not reimbursable. However, the current President, Conference Chair, and Executive Director will be provided complimentary registration for the ACES national conference at which they serve. Official meals and provided meals are not reimbursable. For an ACES National Conference at which no Governing Council meeting or General Assembly is held, the ACES President, President-Elect, Past-President, Executive Director, Secretary, Treasurer, and Graduate Student Representative are reimbursed for transportation, lodging, and meals for the duration of the formal Conference. No other persons are covered.

The ACES Governing Council Representative-elect will be reimbursed for one day's lodging and meals at the ACA Conference, in order to attend the Governing Council meeting as an observer.

Regional representatives are expected to have financial support from their respective organizations for attendance at ACES and ACA Conferences.

The following section (S) provides specific reimbursement information.

Q. REIMBURSEMENT SCHEDULE FOR ACES GOVERNING COUNCIL:

1. Stand-alone Governing Council Meetings (not in connection with ACES conference or ACA Conference):

Transportation, lodging and meals at travel policy rates for the days or parts of days required to attend the meeting are reimbursed for the following (N = 23):

President

President-Elect

Past-President

Secretary

Secretary Elect

Treasurer

Graduate Student Representatives

ACA Governing Council Representative

Regional Presidents

Executive Director

Conference Coordinator

Social Media/Web Manager

Lodging and meals at travel policy rates for the days or parts of days required to attend the meeting are reimbursed for Regional Presidents-Elect (N=5).

In the year a Treasurer-designate and/or Grad student rep-designate is serving, transportation, lodging and meals are reimbursed for the days or parts of days required to attend the meeting, at travel policy rates.

Single rooms are provided for the President, President-elect, Past-President, Secretary, Secretary-elect, Treasurer, ACA Governing Council Representative, Executive Director, Conference Coordinator, and

Social Media/Web Manager. Other attendees must share a room or pay ½ of the room rate for a single room, depending on availability at the hotel.

2. Governing Council Meeting at ACA Conference

Transportation, lodging, and meals at travel policy rates for the duration of the formal Conference are reimbursed for the following (N=23):

President

President-Elect

Past-President

Secretary

Secretary-elect

Treasurer

Graduate Student Representatives

Regional Presidents

Regional President-elects

Executive Director

Conference Coordinator

Social Media/Webmaster

ACES President, President-Elect, and Executive Director may be reimbursed for up to two (2) extra days in conjunction with their ACA conference duties.

Governing Council Representative: Lodging and meals not covered by ACA. (ACA has typically paid for transportation and 3 days while Governing Council meets.) ACES pays for as many additional days as needed until the end of its Governing Council meeting or General Assembly, whichever occurs last, at travel policy rates.

Transportation, one day's lodging and meals at travel policy rates is reimbursed for the following (N=10):

Regional Presidents

Regional President-Elect

In the year a Treasurer-designate or Grad student representative-designate is serving, transportation, lodging and meals are reimbursed for the day(s) required to attend the Governing Council meeting, at travel policy rates.

There is no coverage for regional President elect elects who will be memers of next year's Executive Council.

3. Governing Council Meeting at ACES Conference

Transportation, lodging and meals at travel policy rates for the duration of the formal Conference/conference are reimbursed for the following (N=10):

President

President-Elect

Past-President

Secretary

Secretary elect

Treasurer

Graduate Student Representatives

ACA Governing Council Representative

Executive Director

Conference Coordinator

Social Media/Webmaster

ACES President, President-Elect, and Executive Director may be reimbursed for up to two (2) days in conjunction with their ACES conference duties.

Transportation, one day's lodging and meals at travel policy rates are reimbursed for (N=10):

Regional Presidents

Regional President-Elects

In the year a Treasurer-Designate or Graduate Student Representative-Designate is serving, transportation, lodging and meals are reimbursed for the days or parts of days required to attend the meeting, at travel policy rates.

R. EXPENSE REPORTS

Expense Reports are utilized by Association officers and committee persons to receive reimbursement for moneys expended in carrying out the functions of the office or committee. Expense Reports may be obtained from and are submitted to the ACES Treasurer for processing. The following procedures are utilized:

1. ACES has its own checking account and holds other investments. ACA collects membership dues and provides accounting and other services.
2. To initiate a transaction, use a Check Request or a Travel Reimbursement Form. (See Appendix for form.) Once prepared, this form must be approved by the ACES Treasurer, and in certain cases, also by the ACES President. All of these forms must go to the ACES Treasurer before they go to ACA headquarters. For his/her own records, the requester makes a copy of the form and its accompanying receipts before sending it to the Treasurer.
3. A report is generally prepared after completion of specified tasks associated with the office held and/or the committee activity. The report is prepared by the representative, officer or committee chair, and is sent to the ACES Treasurer.
4. When financial obligations are incurred, they must be within the amount authorized for the function in question. If there is a need to exceed the amount budgeted for any reason, this action must be cleared with the ACES President in advance. If the amount is large, the President will confer with the Budget and Finance Committee and the Executive Director and notify the petitioner and the Treasurer of the result.
5. The Treasurer receives and reviews the completed Expense Report, checking to make sure the expenditures are within the approved budget, and supported by the required

- documentation, such as receipts, bills, statements or invoices. The Treasurer charges the form to the proper accounts and function, signs the form, then forwards the request to ACA Headquarters for payment. No requests are paid without the signature of the Treasurer. It normally takes two to three weeks for reimbursement.
6. To deposit funds, simply forward them to the ACES Treasurer with a note explaining what they are for and who they are from. The Treasurer will deposit them and see that they are credited to the proper accounts(s).
 7. See Appendix C for instructions for check requests and travel reimbursement.

S. FINANCIAL INVESTMENT PHILOSOPHY AND POLICIES

Normally ACES has considerable reserves, which should always exceed at least one year's operating budget (excluding national ACES conference revenue). This statement of Investment Philosophy and Policy is intended to make clear the investment goals of the organization with respect to its investment portfolio, identify the types of investments to be used, set parameters for these investments, and identify the persons authorized to act on behalf of ACES in regard to management of assets. This statement does not include the non-interest-bearing funds held in any ACES checking account. Such an account shall be kept large enough to pay current expenses.

1. Objectives

In general, the objectives of the investment portfolio shall be the following:

- 1.a. Safety. Although it is recognized that a portion of any investment portfolio will need to take on some risk in order to achieve greater return, the emphasis in all investing shall be on safety.
- 1.b. Income. It is expected that a portion of the investment portfolio will generate income to supplement other sources of revenue to the Association. Further, if the revenue so generated is not needed at the time it is earned, then such income may be reinvested, thereby adding to the investment portfolio assets.
- 1.c. Liquidity. Financial emergencies and exigencies can occur from time to time, and therefore a goal of the organization is to maintain a certain level of liquidity in the investment portfolio. This level is to be recommended by the ACES Financial Investment Committee to the Governing Council.
- 1.d. Growth. The organization has a subordinate goal of increasing its portfolio in order that the total value of its investments may grow over time.

2. Types of Investments.

In light of these objectives, ACES establishes the following types of investment as acceptable with the clear understanding that this statement of Philosophy and Policies may be modified by future Financial

Investment Committee recommendation to the Governing Council for action as investment alternatives develop and as the needs of the Association change.

2.a. Acceptable fixed income investments shall include:

- Debt issues of the U.S. Treasury and agencies of the U.S. Government as well as mutual funds of such issues.
- Corporate debt rated investment grade by either Standard & Poors or Moody, as well as mutual funds of such issues.
- Municipal bonds rated investment grade by either Standard & Poors or Moody, as well as mutual funds of such issues. (It is not expected that ACES would use municipal bonds since it is a corporation exempt from income tax, but this policy would permit such investments.)
- Certificates of deposit in amounts of \$5,000 less than the maximum insured limit. CDs offered by banks, savings & loans, or credit unions are included under this policy.
- Money Market funds and savings accounts offered by banks, savings & loans, credit unions, trust departments and brokerage houses.
- Collateralized mortgage obligations which are AAA rated by Standard & Poors or Moody, or mortgage pools such as GNMA's or mutual funds of such mortgage pools. In no case shall the investments include a single mortgage to a corporation or individual.

2.b. Acceptable growth investments shall include:

- Corporate stocks of companies rated investment grade for financial strength by Standard & Poors or Moody, or mutual funds of such stocks.
- American Depository Receipts (ADRs) for foreign companies whose rating is deemed to be equivalent to investment grade by Standard and Poors or Moody.
- Mutual funds of such stocks are also acceptable.

2.c. Combinations of the above may also be made. For example, some mutual funds use asset allocation strategies to distribute investments across stocks, bonds, and money market investments.

3. Limits on Investment Types.

In view of the emphasis on safety and preservation of capital, the policy shall be that:

3.a. The fixed income portion of the investment portfolio shall never be less than 60% of the portfolio nor more than 80% of the total except in the most unusual of circumstances.

3.b. The growth portion of the portfolio shall never be more than 40% of the portfolio, but it may be as small as 0% of the portfolio

3.c. These stipulations permit the following ratios:

<u>Fixed</u>	<u>Growth</u>
60%	40%
70%	30%
80%	20%
100%	0% in unusual circumstances

4. Amendments to Financial Statement of Philosophy and Policies.

The ACES Financial Investment Committee may recommend changes in these policies to the ACES Governing Council which may, by a simple majority vote, adopt such changes.

T. ACCESS TO RESERVE FUNDS IN ACES ANNUAL BUDGET PLANNING

(Policy enacted 10/30/99, amended 4/04). The formula for access to reserve funds is as follows:

1. Calculate the average total return on investments over the last five (5) complete calendar years.
2. Deduct from that sum the average change in the Producer Price Index (PPI) over the last five calendar years.
3. The remainder will be accessible in any of the following ways:
 - (a) added to the operating budget
 - (b) used for product development or other product-related expenses, or
 - (c) simply left in investment.
4. In the event of unanticipated income shortfall (e.g., sudden drastic reduction in due income), reserves may be tapped on a one-time basis, with no precedent being set for future budgets.

U. ENDORSEMENTS/SPONSORSHIPS/PERMISSIONS POLICY (REVISED JULY 6, 2007)

Definitions.

- **Sponsorship:** ACES pays for and/or plans and carries out a project or activity solely or jointly.
- **Endorsement:** ACES supports a project or activity, but without financial commitment or obligation to participate in its planning and conduct.
- **Permission:** ACES grants approval for a project or activity which asks to use an ACES product or document in some way. Financial consideration may be involved.

Policy.



- At the core, supported activities must be in accord with the purpose of ACES as stated in its bylaws. This purpose is elaborated by vision/mission statements in effect at the time.
- Limit sponsorships to those activities that specifically relate to counselor education and supervision.
- In order to support and preserve our Association's focus, ACES should act conservatively on any proposed sponsorship/endorsement/permission.
- Consider support when the activity is broadly related to counseling (i.e., not specifically related to education and supervision of counselors), but only if the ACES membership is consulted and a majority of those responding approves.
- In the event that a proposal may elicit divergent viewpoints within the ACES membership, consult the ACES membership for opinion and comment. After gathering such feedback, the Governing Council should adopt a test of reasonability in acting on the proposal. That is, can it be defended in light of the purpose of the Association and does it have substantial member support?
- If a proposed action is more appropriately handled by another ACES procedure (e.g., a request for research funds, which should be handled by the ACES Research Grants Committee), referral is in order.

Proposed Criteria for Approval.

- **Value-Added Content:** Does the proposed activity contribute to the improvement of either the knowledge base or skill/application of the ACES membership (i.e., does it have an educational component)?
- **Focus:** Is the content significantly related to counselor education and/or supervision?
- **Qualifications:** Are the qualifications of the organization, agency, or person appropriate to the purpose and mission of ACES?

- **Finances:** If the event or proposing organization will gain financially from having ACES support, does ACES also benefit financially?
- **Downside:** Does the proposed activity raise concern for the public image of ACES, financial loss, legal liability, or insurance claims?

Procedures.

- Requests for endorsement/sponsorship/permission will be presented to the ACES president and Executive Director.
- The Executive Committee reviews and pre-screens all requests.
- The Executive Committee will decline to support all proposals that do not meet the criteria for approval.
- The Executive Committee acts independently regarding permissions (e.g., use of a membership list, reprinting of selections from ACES copyrighted products).
- All proposals for endorsement or sponsorship that the Executive Committee agrees meet the criteria will be referred to the Governing Council for action.
- If the ACES membership is to be consulted on a likely controversial issue, use the ACES website and electronic communication to offer the membership the opportunity for a limited period of time to comment and express opinion. The Governing Council then takes final action.

Illustrations of Action:

1. **Event:** The event must be directly related to ACES mission.
2. Publication or Other Product:
 - a. Request to list ACES as endorser on the title page of a publication or other product that was not directly produced by ACES. This would depend on whether the product could reasonably be perceived as related to the “counselor education/supervision” purpose of ACES.
3. Website:
 - a. Request for a link to our website to list a job vacancy in counselor education. The substance is appropriate. This is consistent with the purpose of ACES, and would be treated as a “permission” by the Executive Committee. Since it comes from an outside organization, an appropriate fee *might* be charged.
 - b. Request to place an article or ad *on the website* about other divisions’ activities (e.g., ASGW’s call for awards nominees). This would be treated as a “permission” by the Executive Committee. Since it does not relate directly to the purpose of ACES, a conservative action would be to deny. A generous action would give permission, but would charge an appropriate fee to cover at least the cost of production.
4. Broadening Distribution for ACES Product:

a. Request by an ACES author to market and distribute an ACES product more broadly than our own marketing provides. This is consistent with ACES purpose. Since there is likely a financial advantage, an appropriate fee or royalty to ACES would be arranged.

5. Research Funds:

a. Request for funds to support a research project related to counselor education, but apart from our Research Grants Program, by an ACES member, by an ACES committee or interest group, or by an outside entity. Each of these would be referred to the Research Grants Committee for consideration in its annual program.

6. Contributions:

a. Request for a dollar contribution from our own treasury with no clear connection to the purpose of ACES (e.g., Hurricane Katrina relief). This is treated as “sponsorship,” and would go to the ACES membership. If a majority of those responding were favorable to it as a “do good” project, it might receive approval.

b. Request for individual donations such as the “Empty Plate” project. This is treated as a “permission” since no ACES funds are directly involved. It is not directly connected with our purpose and is loosely related to the social justice theme in our vision statement. A conservative action would be to deny. A generous action would be to permit.

c. Request to directly support licensure efforts (as with California and Nevada in 2007). This is seen as tangential to the purpose of ACES, though consistent with our vision statement to promote the unified identity of the counseling profession. It is treated as a “sponsorship.” It would be referred to the ACES membership for opinion, and if a majority of those responding approved the funds might be appropriated.

V. ACCESS TO ACES MEMBERSHIP DATABASE:

When an ACES member requests material from our membership database (such as email address, institutional affiliation) for use in a doctoral dissertation related to our purpose, this request is treated as a permission. Because the majority of ACES members engage in research, and because ACES members have not granted ACES permission to release their contact information, database information is not shared, rented, or sold, to avoid inundating members with research requests.

W. ACES HIRING PROCEDURE:

1. A hiring subcommittee of the ACES Governing Council will develop and prioritize the key requirements needed from the position and the special qualifications, traits, characteristics, and experience desired in a candidate. (These will assist in writing the ad).

2. The hiring subcommittee will develop the job description for the position and submit it and the key requirements to the ACES Governing Council for approval.
3. After consulting with the ACES Treasurer, the ACES Governing Council will determine the salary range for the position.
4. The hiring subcommittee will develop a set of phone screening and interview questions. The ACES President will assign interview topics and questions to ACES Governing Council members who will conduct the interviews. These questions should be behaviorally-based. [We can write scenarios, or brief role plays, and ask the candidates to tell how they would solve a particular problem, resolve a common work situation, or improve a work process. Ideally, each interviewer will assess a different area of the potential employee's qualifications: cultural fit, technical capabilities, experience, ability to communicate, interpersonal effectiveness]
5. The Executive Director will send an e-blast to ACES members with the position announcement and job description.
6. ACES Governing Council members will spread word-of-mouth information about the position availability to each GC member's network of friends and associates.
7. The ACES Executive Director will post jobs on online social media sites such as Facebook, Twitter and LinkedIn. Ask ACES GC members to network and publicize the position.
8. ACES Governing Council members will brainstorm other potential ways to locate a well-qualified pool of candidates for each position.
9. The Executive Director will receive resumes/job applications and will send emails to each applicant to acknowledge receipt of the resume. (State that if the candidate appears to be a good match for the position, relative to the other applicants, we will contact them to schedule an interview.)
10. Once there are a number of applicants for the position, the Executive Committee will screen resumes and/or applications against the prioritized qualifications and criteria established. (Note that resume cover letters matter for this screening).
11. Secretary will send the names and resumes of phone screening candidates to the ACES GC for feedback and approval to proceed with phone screening.
12. The Executive Committee members will phone screen the candidates whose credentials look like a good fit with the position, asking if the candidate's institution permits him/her to hold a second paying position and discussing salary for position. Inform the candidates that the committee will be checking references and credentials prior to an interview.
13. The Executive Committee will check the finalists' (people to whom we are considering offering the position) credentials, references and other qualifying documents and statements.
14. The Executive Director will schedule qualified candidates for an interview (that may be electronic) with the Executive Committee. In all cases, tell the candidates the timeline we anticipate the interview process will take.
15. The ACES Executive Committee makes hiring recommendations to the ACES Governing Council.
16. The ACES Governing Council will make the final hiring decision either in a regular face to face meeting or via the electronic business meeting process and designate ACES Executive Director to make the offer.

17. ACES Executive Director makes the offer verbally and in writing to the candidate.

18. The candidate signs the offer to accept the job or declines the position.

The Executive Director and the ACES President will orient the new hire to the position, ACES leadership, and role expectations such as required attendance at meetings (e.g. ACES GC meeting at ACES Conference, ACA, and summer meeting 2nd weekend in June)

X. ACES SOCIAL MEDIA POLICY

General Social Media Policy

ACES participates in several social media platforms, including Facebook, LinkedIn, and Twitter. Social media is a powerful means of communication that can be a great resource to stay connected. As social media continues to develop and change, ACES plans to change with it. As such, this policy may be revised regularly to accommodate the ever-shifting landscape of social media. When engaging in social media moderated by ACES, the following policies will be enforced across platforms:

- a) Posts must adhere to the ACA Code of Ethics.
- b) You must be at least 18 years old to post any content on any ACES social media site.
- c) Social media may not be used as a platform to provide any type of clinical services.
- d) Any discussion that is deemed to be discriminating based on race, color, national origin, gender identity, sexual orientation, disability, age, marital status, income, or other demographic will not be tolerated.
- e) Posts should not contain any personal, confidential, or other HIPAA/FERPA protected information.
- f) Posts must respect copyright, trademark, privacy, financial disclosure, and other laws.
- g) Posts are considered public. Privacy cannot be expected or granted. By posting any content, you are granting the right to reproduce, distribute, publish, and display your content as seen fit by ACES.
- h) Any violation of the above policies will be grounds for immediate removal from the ACES moderated platform and deletion of posted content.
- i) ACES reserves the right to monitor, prohibit, restrict, block, suspend, terminate, delete, or discontinue your access to any ACES social media site at any time, without notice, and for any reason at its sole discretion.
- j) ACES disclaims any responsibility or liability for errors, omissions, loss or damages claimed or incurred to due to any postings or activities undertaken.
- k) ACES reserves the right to revise and modify these policies at any time.

Questions regarding the ACES General Social Media Policy should be directed to the social media/web manager (socialmedia@acesonline.net), ACES Social Media Coordinator or the ACES Executive Director.

ACES Social Media Guidelines

Here are a few guidelines to help you when participating in social media.

Protect Information

As counselors, counselor educators and mental health professionals, we have access to a great deal of private information. Be sure to protect it and refrain from posting anything that could pose a risk or threat to you or those you serve.

Follow the Law

Any violation of law is immediate grounds for removal from the social media platform and could prompt legal action. Be careful to safeguard against sharing anything that cannot or should not be shared.

Be Responsible

A lot of good can come from engaging in social media but it is not without its risks. Be responsible in deciding what to share, the connections you make, and how you go about conducting yourself. Once posts are up, they can be searched and archived for years, if not indefinitely, even if you delete a post. Post only what you would be comfortable sharing with everyone (peers, potential or current employers, etc.). If you are passionate or angry, wait to post until you are calm and clear headed. If you make a mistake, admit it and be quick with your correction.

Be Kind, Have Fun, and Connect!

Social media is about connecting! The best way to do this is to be kind and courteous. If you are new to social media, brush up on your “netiquette” and do more reading than posting before you get started. You are free to discuss topics and disagree with one another, but remember to be respectful and thoughtful about how you engage.

LinkedIn Group Policy

Welcome to the Association for Counselor Education and Supervision (ACES) Group!

The LinkedIn ACES Group is a Members-Only group, designated for ACES members to engage in topical, profession-related discussions and connect with peers. The LinkedIn platform is used in combination with other social media platforms managed by ACES and is subject to the ACES General Social Media Policy.

All posts submitted as discussions may be moderated and any posts deemed unrelated to the group, considered “digital marketing,” or determined to be spam will be deleted. ACES reserves the right to submit free promotional content from time to time as the owner and moderator of the group. Other promotional content and solicitation is not permitted beyond that which is deemed acceptable by the ACES moderator(s). Sharing job postings is permitted but must be done so under the “Jobs” tab.

Discussions must be courteous, respectful, and in line with the ACA Code of Ethics. Any discussion that is deemed to be discriminating based on race, color, national origin, gender identity, sexual orientation, disability, age, marital status, income, or other demographic will not be tolerated. No profanity is permitted. Violation of these rules is grounds for permanent removal from the group.

We look forward to providing a great space for discussion and connection in the ACES network! If you have any questions regarding the group, you may contact Eric Perry (socialmedia@acesonline.net), ACES Social Media Coordinator or Marsha Wiggins (execaces@gmail.com), ACES Executive Director.

ACES Twitter Policy

The ACES Twitter Account (@ACESonlinenet) is designed to engage members and prospective members of the ACES community by sharing information, commentary, current events, and other messages in real-time. The Twitter platform is used in combination with other social media platforms managed by ACES and is subject to the ACES General Social Media Policy.

Tweets must be courteous, respectful, and in line with the ACA Code of Ethics. Any discussion that is deemed to be discriminating based on race, color, national origin, gender identity, sexual orientation, disability, age, marital status, income, or other demographic will not be tolerated. No profanity is permitted. Violation of these rules is grounds to be blocked from the @ACESonlinenet Twitter feed.

All tweets submitted will be moderated and any tweets considered “digital marketing,” or determined to be spam will be deleted. ACES reserves the right to submit free promotional content from time to time as the owner and moderator of the group. Other promotional content and solicitation is not permitted beyond that which is deemed acceptable by the ACES moderator(s).

We look forward to providing a great space for discussion and connection in the ACES network! If you have any questions regarding ACES Twitter, you may contact Eric Perry (socialmedia@acesonline.net), ACES Social Media Coordinator or Marsha Wiggins (execaces@gmail.com), ACES Executive Director.

ACES Facebook Policy

The ACES Facebook Page is designed to engage members and prospective members of the ACES community by sharing information, commentary, current events, and other messages. The Facebook platform is used in combination with other social media platforms managed by ACES and is subject to the ACES General Social Media Policy.

Posts must be courteous, respectful, and in line with the ACA Code of Ethics. Any discussion that is deemed to be discriminating based on race, color, national origin, gender identity, sexual orientation, disability, age, marital status, income, or other demographic will not be tolerated. No profanity is permitted. Violation of these rules is grounds to be blocked from the ACES Facebook page.

All posts submitted as discussions may be moderated and any posts deemed unrelated to the group, considered “digital marketing,” or determined to be spam will be deleted. ACES reserves the right to submit free promotional content from time to time as the owner and moderator of the group. Other promotional content and solicitation is not permitted beyond that which is deemed acceptable by the ACES moderator(s).

We look forward to providing a great space for discussion and connection in the ACES network! If you have any questions regarding the group, you may contact Eric Perry (socialmedia@acesonline.net), ACES Social Media Coordinator or Marsha Wiggins (execaces@gmail.com), ACES Executive Director.

XI. ACES OFFICIAL MOTION FORMATTING STYLE (2019)

YEAR.MONTH DOCUMENTTITLE

Sample: 2019.4 SecretaryReport

For drafts/revisions:

YEAR.MONTH DOCUMENTTITLEREVISIONNUMBER

Sample: 2019.4 SecretaryReportR2

ACES



APPENDIX A: BYLAWS

SEE SEPARATE DOCUMENT ON ACES WEBSITE ENTITLED, "ACES BY-LAWS"



APPENDIX B: ACES INTEREST NETWORKS

ACES INTEREST NETWORKS

Following is a list of ACES interest networks that were active as of June, 2017.

Advocacy

Bi-Lingual

Clinic Director/Placement Coordinator

Clinical Mental Health

College Student Affairs

Community Counseling

Department Chairs

Doctoral Programs

Ethical and Professional Issues

International Counseling

International Faculty and Students

Mental Health Counseling

Multicultural Interests

Neuroscience

New Faculty

Qualitative Research

Rural Counselors

School Counselors

Supervision

Teaching

Technology

Women's Interest and Mentoring

APPENDIX C: INSTRUCTIONS FOR CHECK REQUEST FORM AND TRAVEL REIMBURSEMENT FORM

INSTRUCTIONS FOR CHECK REQUEST FORM AND TRAVEL REIMBURSEMENT FORM

Check Request (for expenses not related to travel)

1. Organizational Information: Leave blank.
2. Vendor/Payee Detail: Give complete name and address of person or company to be paid.
3. Total Amount: Fill in.
4. Tax ID or SS Number: Needed only if an honorarium or other payment for individual services (e.g., entertainer, group facilitator). Not needed for business invoices or for reimbursements.
5. Account Number, Dept, Unit: Leave blank.
6. Description: A word or two to identify the type of expense. Use separate lines for different items (e.g., postage, telephone). List only those expenses for which payment or reimbursement is claimed.
7. Amount: Fill in for each line.
8. Total Disbursement: Fill in the same dollars as for total amount above.
9. Instructions: Leave blank unless you have a special request, such as to send the check to you even though it is made payable to some other entity.
10. Business Purpose: Give brief description of the reason for the expense (e.g., ACES Budget Committee, Park City UT, 10/02).
11. Requested By: Print requester's name; be sure to sign and show the date you submit the form.
12. Authorized By: Leave blank.
13. Enclose receipts/invoices: Be sure we can see which item descriptions belong to which receipts. Receipts or invoices are required for all claimed expenses.
14. Make a copy of the form and receipts for yourself. (On rare occasions materials disappear en route.)

TRAVEL EXPENSE REIMBURSEMENT FORM

Organizational Information: Leave blank.

Requester Information: Give your complete name and address.

Business Purpose: Brief description of the nature of the travel (e.g., Secretary at ACES Governing Council June 21-23, 2001).

Account Allocation/Description: List only those items for which reimbursement is claimed. Itemize lodging, meals, air fare, parking, taxi, etc. as appropriate on separate lines and on separate days. Air fare can be claimed all at once on the first day. If claiming mileage, indicate the number of miles and departure/destination cities. Receipts not needed if you use per diem meal rate. Business expenses during

travel (e.g., phone, copying) can also be included; use separate lines. Leave room for code numbers to be added to these spaces along with your item description.

Requester: Sign and show the date you submit this form.

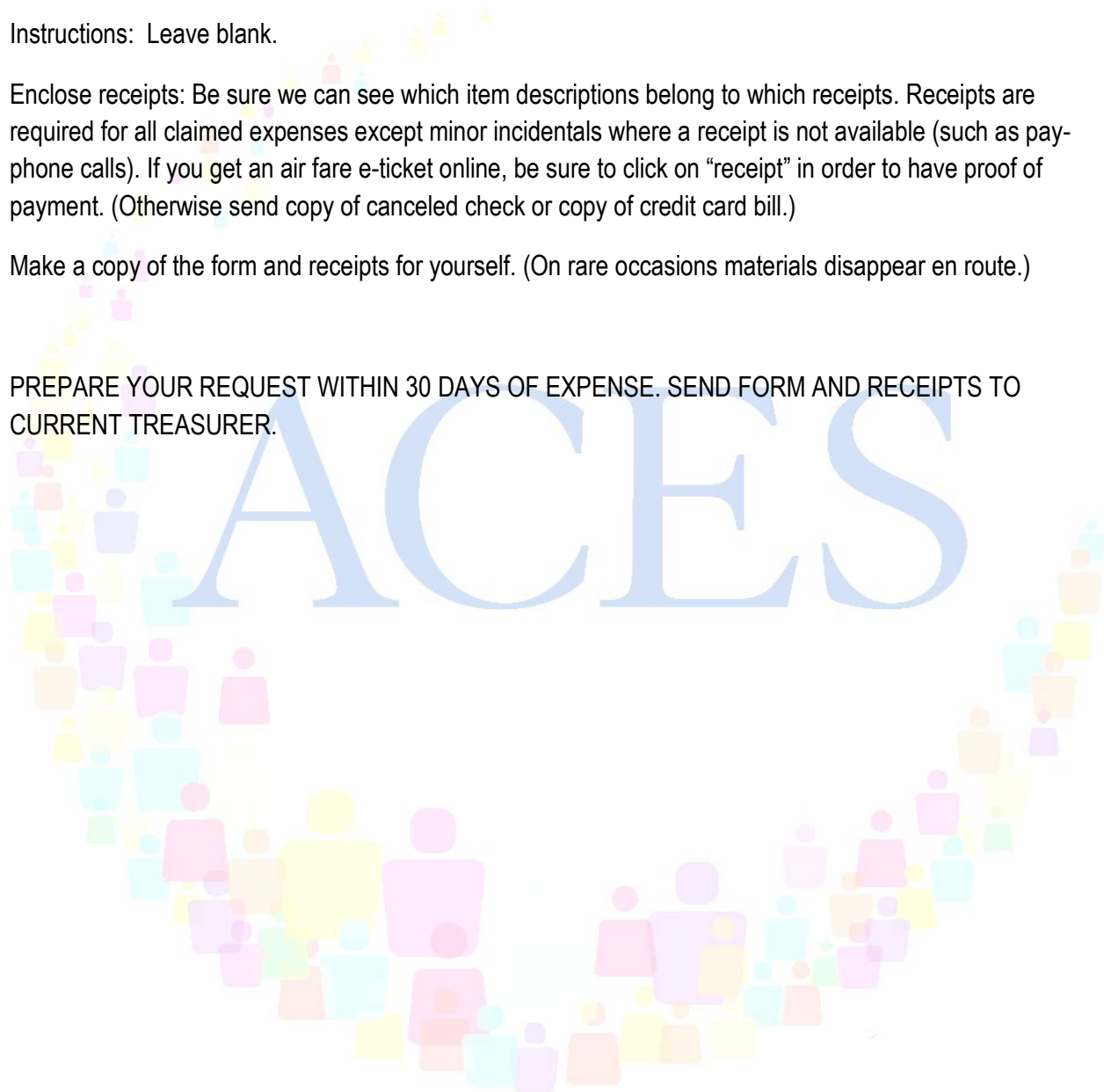
Authorized by: Leave blank.

Instructions: Leave blank.

Enclose receipts: Be sure we can see which item descriptions belong to which receipts. Receipts are required for all claimed expenses except minor incidentals where a receipt is not available (such as pay-phone calls). If you get an air fare e-ticket online, be sure to click on "receipt" in order to have proof of payment. (Otherwise send copy of canceled check or copy of credit card bill.)

Make a copy of the form and receipts for yourself. (On rare occasions materials disappear en route.)

PREPARE YOUR REQUEST WITHIN 30 DAYS OF EXPENSE. SEND FORM AND RECEIPTS TO CURRENT TREASURER.



APPENDIX D: CONFERENCE ROLES

ACES NATIONAL CONFERENCE

Responsibilities of Committees

President-Elect (Conference President)

1. Function as a liaison between the ACES Executive Council and the Conference Coordinator.
2. Secure conference budget approved by the ACES President, Treasurer, and Executive Council.
3. Develop conference theme and logo.
4. Prepare for the Conference Coordinator a list of the ACES meetings and Ancillary sessions required at the conference.
5. Decide on keynote speaker and other special sessions, based on conference theme.
6. Develop the agenda for the ACES Business Meeting and Awards Luncheon
7. Participate in the planning of the Presidential Reception
8. Consult with the Conference Coordinator, as needed.

Conference Coordinator

General

1. Plan and manage the conference (in consultation the ACES President, Treasurer and Governing Council)
2. Communicate frequently with the ACES leadership, providing regular updates including written reports for all business meetings.
3. Function as an ex-officio member of the ACES Governing Council and make reports at all official ACES Governing Council meetings.
4. Select conference committee members to oversee specific functions and coordinate their work
5. Coordinate the work of all committee chairs including the Program Coordinator and the On-Site Coordinator
6. Conduct Conference Committee meetings and communicate with all committee members to insure that plans are made and implemented for the success of the conference.
7. Trouble-shoot and seek accountability from all persons assigned to assist in the conference.
8. Communicate with the host region's leadership to gather names for potential On-Site coordinator and make a recommendation to the ACES Governing Council for approval.
9. Report to ACES President and Executive Committee.
10. Secure ACES Governing Council approval for decisions with fiscal impact on ACES

Site Selection/On Site-Coordination

11. Work with Conference Direct to negotiate, monitor and renegotiate the hotel contract, as needed.
12. Negotiate the contract for management of the exhibit hall
13. Conduct a site visit after the conference site is selected.
14. Coordinate with the On-Site Coordinator in working with the hotel.
15. With assistance from the On—Site Coordinator plan all social activates including ordering the food and beverage services for the conference
16. In coordination with the On-site Registration Chair, arrange for registrations to be paid for by credit cards on-site.

Program

17. Assist the President Elect and Treasurer with the paperwork regarding the Keynote speaker for the conference
18. Work with the Program Chair to advertise the upcoming national conference at the fall regional conferences. The Call for Proposals should be ready and open for submissions on December 1st.
19. Oversee development of conference program book in coordination with the Program Publication Chair and the President Elect
20. In coordination with President, On-site Chair, and Program Publication Chair, prepare a master schedule for the conference organize all general and ancillary sessions during the conference. Help in planning the sequence of events and time frames. This will include the business meeting/general session, awards luncheon, and any other general and ancillary sessions that occur.
21. Provide for the Program Publication Chair the number of rooms available.
22. Develop and implement Career Link services through coordination with the Career Link Chair.
23. In coordination with the Program Chair, develop programs (handout) for business meeting and awards luncheon
24. Provide details of general and ancillary sessions for the conference program boots.
25. Print fliers for general sessions to be given to audience members at the general sessions. Arrange for them to be handed out at the door.

Registration

26. Set the registration and professional development institute fees.
27. Manage or oversee pre-registration and on-site registration (coordinating with the Registration Chair).

Financial

28. Work with the ACES Treasurer (and ACES President — Elect) to approve a conference budget and tracts all conference expenses to ensure compliance with the budget. Have conference budget approved by the ACES Governing Council.

29. Determine who among conference committee members and student volunteers will receive conference fee waivers or reductions (if any) and the amount of such waivers
30. With the ACES Treasurer, secure conference event insurance
31. Work with Conference Direct and ACES treasurer to address large expenses such as AV, Internet services in meeting and guest rooms

Exhibit Hall

32. Select an Exhibitor/Sponsors Chair and consult with him/her to solicit exhibitors, set exhibitor fees, and provide the exhibit area.

CE's

33. Coordinate with the CE Chair arrange for continuing education credit from NBCC.
34. Serving as the contact person for NBCC regarding CE status and work with the Executive Director and Treasurer to maintain ACEP status.
35. Assist the CE Coordination in the creation of an individual session evaluation form, an overall conference evaluation form, and a CE tracking form to be included in the registration packet.

Publicity

36. Assist the Publicity Chair to develop and implement publicity for the conference
37. Hire a graphic designer to oversee the creation of a conference logo and the conference program (in coordination with the President- Elect)
38. Select an official airline (if possible).
39. In coordination with the Publicity Chair, develop the conference advertisement flyer. Publish flyer, including publication in ACA's magazine Counseling Today (should be done in January and February of conference year), member email blasts, and social media posts.

On-Site Coordinator

1. Design and order the conference bags and lanyards
2. Assist in locating and then be the liaison for the Empty Plate Project
3. Locate and select the local band/entertainment as requested by the President for the reception. Work with ACES Treasurer to secure a contract and payment. Coordinate their onsite set up.
4. Secure a local printer for the programs. Work with the Program Chair and Conference Coordinator to get the programs printed and delivered on time for registration
5. Oversee the writing of the 'things to do' section of the monthly email blasts to members. Work with the publicity chair to ensure timeliness
6. Coordinate the volunteers for the conference. This includes:
 - Recruit volunteer applications
 - Coordinate the review of applications and selection of volunteers
 - Work with registration, Career Link, and any other chairpersons that need volunteers in order to create a volunteer schedule

- Order and distribute volunteer T shirts
- Facilitate volunteer training for on-site roles. Assist on-site with volunteer reassignments due to no – shows or shifting needs at the conference, as necessary.

Program Chair

1. Handle conference content programming and pre-Conference workshops or institutes (in coordination with Conference Coordinator and President-Elect).
2. Develop call for programs and widely distribute the call in a timely manner.
3. Develop a blind review for programs, select program review team members, and select programs in light of theme, diversity of presentations, and number of rooms available.
4. Notify prospective presenters of receipt of proposals and of acceptance or rejection in a timely manner.
5. Select pre-conference workshops and, in consultation with the Conference Coordinator and President-Elect, develop a pre-conference workshop budget, recommend the pre-conference workshop fee, and set reimbursement to workshop presenters.
6. Develop an evaluation form for each session.
7. Coordinate proposals included in the conference program (with Conference Coordinator and President-Elect).
8. Other related tasks as deemed essential.

Conference Treasurer (will be ACES Treasurer)

1. With Conference Coordinator and President-Elect, develop a proposed Conference budget.
2. Submit the proposed budget to the Conference Coordinator and ACES Treasurer.
3. Operate within the Conference budget, once the ACES Treasurer has approved it.
4. Secure start-up funds from the ACES Treasurer.
5. Open a conference checking account in a local bank, following procedures required by the ACES Treasurer and ACA to ensure ACA auditing requirements is met.
6. Deposit all Conference income and issue checks for Conference expenses. Keep a written accounting.
7. Establish dates (approved by Conference Coordinator) and provide financial summaries on those dates to the Conference Coordinator and ACES Treasurer.
8. Secure prior approval from the Conference Coordinator and ACES Treasurer for any expenditures outside the approved Conference budget.
9. Receive Conference advertising fees, deposit checks, approve accuracy of advertising fee payment, and pass approved advertising forms to the Exhibit Chair.
10. Other related tasks as deemed essential.

Conference Registration Chair

1. In consultation with the Program Chair, Conference Coordinator, Conference On Site Coordinator, Exhibit Chair, Career/Placement Chair, Women's Retreat Chair, and Men's Retreat Chair, prepare and publish the Conference registration form.
2. Develop conference registration form (hardcopy).
3. Develop conference registration site (via conference registration management system).
4. Publish the registration form in the ACES website and other media venues.
5. Send the registration form information to CESNET and other listservs. Consider sending information to a faculty representative for counseling programs nationwide.
6. When conference registration forms are received, add to conference registration management system.
7. Develop rosters of attendees, numbers of persons registered for pre-conference workshops (including retreats), and numbers of persons registered for the luncheons and receptions. Notify Conference Coordinator and On-Site Coordinator of numbers for events on a continuing basis.
8. Prepare envelopes for each registrant with pre-Conference workshop, luncheon, and reception tickets. Conduct on-site registration at the "booth" in one location to be announced in a registration letter.
9. Receive conference registration forms, approve accuracy of registration forms, and pass approved registration forms.
10. During on-site registration, arrange to receive credit card, check, and cash payments. Deposit payments during on-site registration.
11. During on-site registration, develop an addendum to the attendee roster to be published and distributed at the end of the conference.
12. During on-site registration, continue to keep numbers of persons registered for pre-conference workshops and numbers of persons registered for the luncheons and receptions.
13. Other tasks as deemed appropriate.

On-Site Registration Chair (can be conference registration chair)

1. Coordinate the on-site registration desk using volunteers and graduate assistants.
2. Solicit favors from local businesses (with assistance from Conference Coordinator and On Site Coordinator) to be put in packets.
3. Secure program books from the Conference Coordinator. .
4. Secure local restaurant and tour information from the Conference On Site Coordinator.
5. Secure ticket envelopes from the Conference Registration Chair.
6. Stuff packets before on-site registration begins.
7. Ensure that attendees are given a packet and a ticket envelope.
8. Work with the Conference Treasurer and Conference Registration Chair to ensure that attendees who pay on-site complete the registration process efficiently.
9. Other tasks as deemed appropriate.

Conference Publicity/ Promotion Chair (will be ACES Social Media chair)

1. Send press releases regarding the Conference and giving registration information to all non-ACES and non-counselor education program sources (ACA newsletter, other ACA division newsletters, related association newsletters, etc.).
2. Ensure that ACES dignitaries are provided with the information they need to promote the Conference during their travels until it begins.
3. Secure conference registration forms from the Conference Registration Chair and mail forms to mailing lists with a high likelihood of positive response.
4. Ensure the conference is listed in the local calendar of events venues.
5. Send press releases to local media and national media (*Chronicle of Higher Education*, etc.) regarding the Conference.
6. Arrange for the mayor of the City (or his designee) to welcome participants. Host the dignitary who appears.
7. Try to get local media to interview the ACES president regarding counselor education and supervision during the Conference.
8. Other tasks as deemed appropriate.

Exhibitors/Sponsors Chair

1. Develop a number of ways entities may advertise at the Conference (for example, exhibit booths, ads in the Conference program, sponsoring a reception or luncheon, giving registrants favors, tote bag, etc.).
2. Prepare a packet to be sent to potential advertisers and for inclusion on the conference website. Secure packets from ACA, ASCA, and AMHCA and use their packets as a model.
3. Ensure that all exhibitor information is shared with the contracted company for exhibit hall set up in order for the company to contact exhibitors to determine set up needs
4. Secure lists of advertisers from other similar associations (such as ACA, ASCA, AMHCA, APA, etc.).
5. Set prices for advertising through the various methods listed above and in consultation with Conference Coordinator.
6. Email advertising solicitations to mailing list.
7. Make personal contacts with previous exhibitors and advertisers with high potential.
8. Have advertising orders sent to the Conference Treasurer via an invoice
9. Pass information received to proper persons. Exhibit booth information and reception or luncheon sponsorship goes to the Conference Coordinator; program ad information goes to the Program Publication Chair; and registrant favor information goes to the On Site Registration Chair.

10. Assign exhibitors to an exhibit space in consultation with Conference Coordinator, hotels, and contracted company for exhibit hall set up.
11. Communicate with exhibitors to ensure they know where they will be located and details regarding the Conference.
12. Communicate the specific and general needs of all exhibitors to the Conference Coordinator.
13. Work with the Conference Coordinator in preparing the exhibit area and ordering signage for sponsors
14. Be the host for exhibitors, ensuring they get information needed regarding hotel reservations, that they are greeted well, and that any problems they have during the Conference are resolved. Plan to arrive at the conference to be present for the exhibit hall set up and move in.
15. Other tasks as deemed appropriate.

Career/Placement Chair ("Career Link")

1. Publicize Career Link through ACES electronic communication. Use ACES Career Link logo on all materials.
2. Develop a placement process whereby job applicants are given the opportunity to meet with employers who currently have jobs or who anticipate having jobs in the next few years.
3. Require participants to pre-register for the placement activity. In addition, have applicants and employers bring information with them and then provide a meeting place or matching service on-site.
4. Arrange to have information about placement included in the conference registration materials.
5. Coordinate activities requiring space accommodations and advertisement through the Conference Coordinator.
6. Coordinate and oversee placement activities during the Conference.
7. Other tasks as deemed appropriate.

Program Publication Coordinator

1. Assign the rooms for presentations and auxiliary events
2. Work with the graphic designer to compile the conference program
3. Collect information from Program Chair, Conference Coordinator, On-site Coordinator, and all other conference chairs as needed to publish the program book.
4. Get approval of the copy for the program book from the Conference Coordinator, On-Site Coordinator, and Program Chair, before the book is published.
5. Arrange for the program book to be published.
6. Ensure delivery of the program book to the On-Site Registration Coordinator in time for packets to be stuffed.
7. Prepare program addendum as needed.
8. Select and utilize a local printer in consultation with the On-Site Coordinator.

9. Other tasks as deemed appropriate.

Graduate Student Activities (will be ACES Graduate Representative)

1. Work with On-Site Coordinator to recruit and supervise conference volunteers and graduate assistants for on-site support of activities and programs.
2. Plan appropriate activities for graduate students who attend the Conference. Avoid complicated activities or activities that require pre-registration or a fee.
3. Publicize the planned activities in the Conference registration materials and through the ACES newsletter.
4. Check on lower rate housing in the area and determine methods of notifying graduate students of such housing options.
5. Other tasks as deemed appropriate.

Technology Chair

1. Develop an ACES Conference Web-site through coordination with the Conference Coordinator
2. Create web access to the "Call for Programs" and Registration forms.
3. In consultation with Conference Coordinator, create a Conference Committee communication system through e-mail or other electronic means.
4. Create relevant links associate with Conference site, travel agencies, hotels, recreation, attractions, etc.
5. Coordinate the use of technology with all Conference committee coordinators.
6. Upload conference program into mobile applications, as needed
7. Develop conference social media formats
8. Other tasks as deemed appropriate.

Continuing Education (CE) Chair

1. In conjunction with the Conference Coordinator, be a liaison to NBCC and understand the CE policy required for awarding CEs at the conference
2. Work with the Program Chair to review the Call for Proposals before it is disseminated to assure all needed CE information is collected
3. Work with the Program Chair and Publication Chair to identify any accepted proposals that are not eligible for CEs and have them noted in the conference program
4. Work with the Program Chair and Publication Chair to assure that all needed information is collected from presenters to ensure their status as an appropriate presenter and have that information included in the program to ensure CE eligibility status
5. Develop a CE tracking form as required by NBCC. Ensure the form is available on the conference website and in the conference program

6. Develop and administer an overall conference evaluation form and individual session evaluation forms
7. Process all CE certificate forms for conference attendees

Conference-related Events

ACES INFORM (ACES INFORM Committee)

1. Develop announcement to be disseminated by conference chair
2. Develop proposal form to be placed in ACES program proposal form
3. Develop review teams for INFORM (2 to 5 people in past)
4. Communicate with conference chair about logistics number of rooms/presentations, lunch, presentation times
5. Select INFORM programs
6. Invite keynote speaker(s)
7. Send all accepted proposals to conference chair for inclusion in conference program
8. Introduce keynote and orient attendees on the day of INFORM
9. Assist with logistics/troubleshooting on the day of INFORM.

Emerging Leaders Workshop Chair

1. Communicate with regional ACES Presidents for names of up to 8 Emerging Leaders and the ACES President, Past-President, and President-Elect for 1 name each (43 nominations total, firm number due to financial and space limitations). Emerging Leaders are funded primarily from ACES, with some contributions from regions. Regions are responsible for their nomination process, and names should be provided to the EL Chair no later than July 1.
2. Compile a spreadsheet with EL information, including their region, email address, institutional affiliation, and nominator. The final spreadsheet should be provided to the individual in charge of the conference program as well as the ACES Treasurer. (The ACES Treasurer will collect SSNs from them for payment purposes.)
3. Work with the Conference Coordinator to schedule a time and room for the Emerging Leaders programming
4. Develop an agenda for the workshop and facilitate the agenda the day of the work shop
5. Arrange for certificates to be given to Emerging Leader participants
6. Send a congratulatory email to Emerging Leaders. It is important they RSVP to you by early Fall. Here is a sample email:

“Greetings!

I would like to congratulate you for being selected a 20xx ACES Emerging Leaders Fellow! Your nomination for this program recognizes the leadership that you have already demonstrated and the potential that others see through your commitment to the profession.

To participate in the program, we ask that you attend a leadership workshop at the ACES 20xx Conference. Please contact xxxxx, ACES Conference Coordinator, for additional information about the workshop (email). In exchange for your participation, you will receive a stipend of \$200 and an opportunity to meet informally with the ACES leadership. Please let me know if you will or will not be attending the conference no later than xxxxx.

If you are able to attend, please register for the conference and make your travel arrangements normally. You will receive the stipend check at the conference. If you have any questions, please feel free to contact me.

Thank you for your present (and future) service to ACES, and we look forward to seeing you in xxxxx!”

Women’s Retreat Chair

1. Plan place, registration process, and format of retreat. Communicate with the Conference Coordinator and Program Chair to ensure coordination with other Conference activities.
2. Communicate information to Registration Chair, Program Chair, and Conference Coordinator.
3. Communicate directly with participants.
4. Chair the retreat.

Men’s Retreat Chair (if interested person to chair)

1. Plan place, registration process, and format of retreat. Communicate with the Conference Coordinator and Program Chair to ensure coordination with other Conference activities.
2. Communicate information to Registration Chair, Program Chair, and Conference Coordinator.
3. Communicate directly with participants.
4. Chair the retreat

Conference Policies:

ACES does not permit solicitation/recruitment of research participants at its biennial conference. ACES does not permit solicitation, promotion, or endorsement of products or services outside the approved exhibit space.

APPENDIX E: LIFETIME MEMBERS

ACES LIFETIME MEMBERS (MARCH 2015)

Annette C. Albrecht

R Duane Andrews

Dugald S. Arbuckle

Linda L. Black

Betty J. Bosdell

Loretta J. Bradley

Leah Michelle Brew

Stanley W Caplan

David Capuzzi

Brooke B. Collison

James William Costar

Doris R. Coy

Earl C. Davis

Bradley T. Erford

Mirlen D. Federer

James R. Fredrick

George M. Gazda

Gerald A. Gladstein

Robert E. Glennen

Gilda M. Greenberg

Edward O. Hascall



ACES

June E. Holmes

Harold E. Husa

N. I. Kagan

Bernard A. Kaplan

Charles I. Kent

Tracy Lara

Arthur O. Linskey

Don C. Locke

Sandy Magnuson

Ralph A. Meyering

John A. Mierzwa

Marianne H. Mitchell

Cheryl Moore-Thomas

Jane E. Myers

Walter S. Nosal

Jane S. O'Hern

B. Gale Oleson

Dale E. Pehrsson

Philip A. Perrone

Mark Pope

Glenn E Reeling

Robert E. Ripley

Robert H. Saylor

Dorothy D. Sebald

Helen G. Stern

The word "ACES" is written in a large, light blue, serif font. It is centered on the page. Surrounding the text is a decorative border composed of numerous small, colorful icons of human figures in various colors (yellow, pink, blue, green, orange, purple). These icons are arranged in a semi-circular pattern, with some overlapping, creating a sense of a diverse group of people. The background is white.

ACES

Norman R. Stewart

Robert J. Swan

Thomas J. Sweeney

David Carl Van Doren

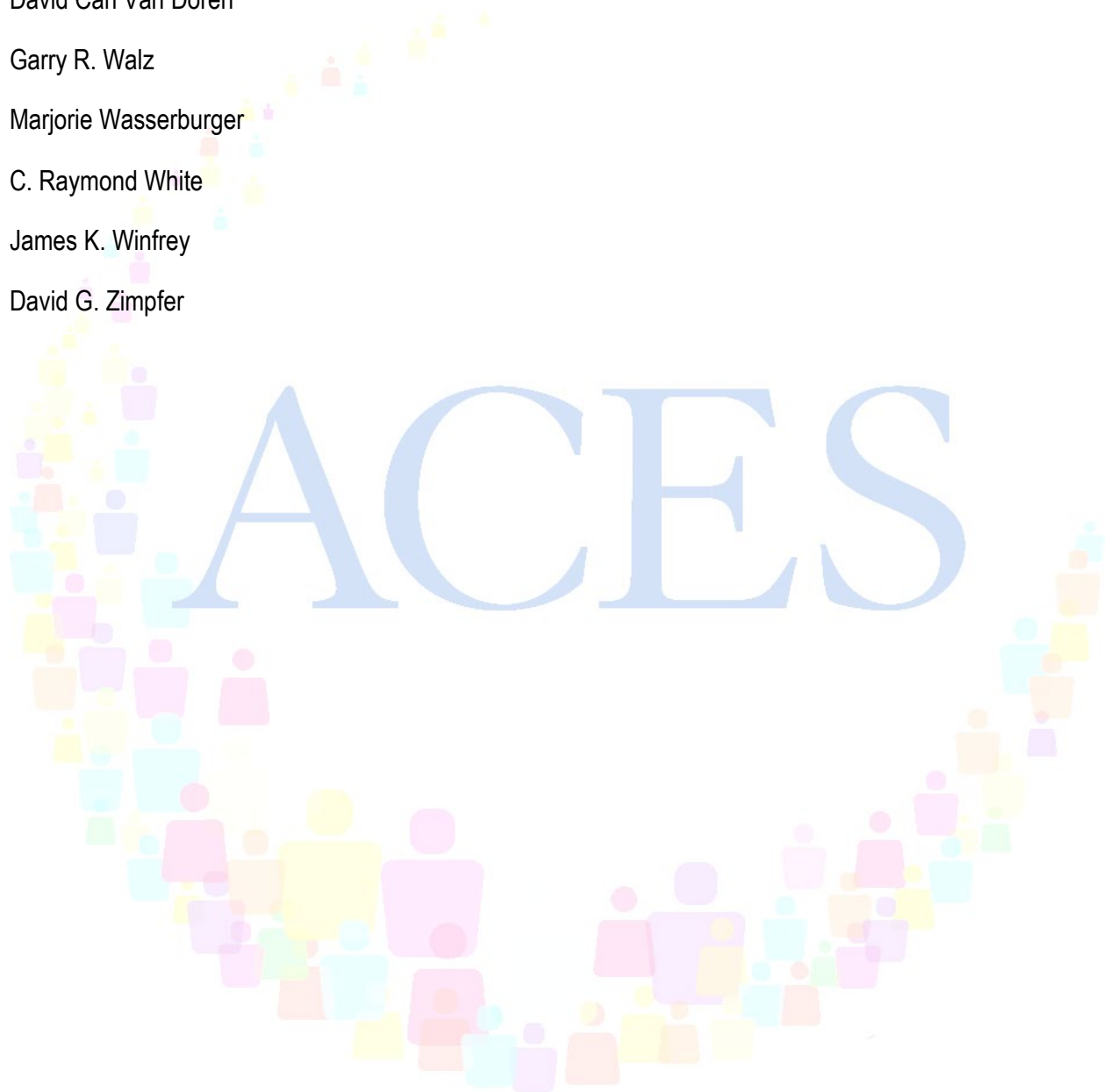
Garry R. Walz

Marjorie Wasserburger

C. Raymond White

James K. Winfrey

David G. Zimpfer



APPENDIX F: AWARD NOMINATION INFORMATION AND FORMS

ACES AWARDS GUIDELINES AND NOMINATION PROCEDURES

Nomination packets are to include:

- Completed nomination form (available on website)
- A cover letter from the person making an award nomination that describes the achievement(s) or merit(s) of the person or organization being nominated
- Supporting data
- At least TWO (2) additional letters of recommendation, unless otherwise noted.

The nominator is solely responsible for making the nomination, gathering support material, and emailing the nomination packets. The Awards Committee reserves the right to refuse to grant any award based on the selection criteria even though one or more nominations may have been made in a particular category. All materials submitted become the property of the Awards Committee.

In order to represent the range of diversity and experience in ACES membership, the Awards Committee encourages members to participate in one role per year: either nominator or nominee. Please note that Awards Committee members and members of the ACES Executive Council may not be involved in the nomination process or write letters of recommendation for nominees.

All nominators and nominees must be ACES members by May 31 of the award year.

The following will **NOT** be accepted: DVDs or videos, individual or separated letters, incomplete packets, and faxed materials.

WHAT IS DUE AND WHEN: The nomination packet (e.g., completed nomination form, cover letter from nominator, supporting data, and letters of recommendation) must be received by **June 15**. Please send the **entire nomination packet** in one file (PDF or Word) and the **completed nomination form** via email attachment to: acesawards@gmail.com. Nominations are welcome for the following 12 award categories.

1. Distinguished Professional Service Award (2 awards)
2. Professional Leadership Award
3. Research in Counselor Education and Supervision Award
4. Publication in Counselor Education and Supervision Award
5. Locke-Paisley Outstanding Mentor Award
6. Robert Frank Outstanding Counselor Education Program Award
7. Outstanding Graduate Student Leadership Award
8. Outstanding Dissertation Award
9. Robert O. Stripling Award for Excellence in Standards
10. Counseling Vision and Innovation Award
11. Lifetime Achievement Award
12. Outstanding Teaching Award

DESCRIPTIONS OF THE ACES AWARDS

1. DISTINGUISHED PROFESSIONAL SERVICE AWARD:

(One award to a counselor educator and one award to a counselor supervisor.)

To honor outstanding service by a counselor educator and a counselor supervisor. Service should be to ACES and/or the cause of counselor education and supervision, which is of national importance to the profession. The service may be in the following areas:

- Education and supervisory innovation and program development
- Standards implementation and credentialing
- Pre-service or in-service supervisory practices
- Continuing education and professional development of counselors
- Advancement of the cause of counseling in society at large through such means as public media or political action

2. PROFESSIONAL LEADERSHIP AWARD

The Professional Leadership Award honors excellence in leadership by an officer, committee person, or other leader or major contributor to ACES at the state, regional, or national levels.

Leadership involves:

- Scholarship such as: innovative research, publication activities, or professional presentations directly related to counselor education and counseling
- Program development in university or counseling work settings
- Involvement in professional organizations (e.g., ACES, state licensure boards, CACREP team member assignments)
- Role modeling leadership for current and future ACES members for the sake of developing future leaders in ACES
- Influence, communication and public relations within society concerning counselor education

3. RESEARCH IN COUNSELOR EDUCATION & SUPERVISION AWARD

The Research in Counselor Education & Supervision Award honors a significant research project by a member (or members) of ACES within the past five (5) years that specifically addresses issues concerning the education and supervision of counselors. Research must be in publishable form and nominations must include an abstract (approximately 800 words in length) outlining the rationale, procedures (e.g., participant recruitment and selection, description of participants, instrumentation), selected research methodology and data analyses (e.g., ethnographic inquiry, Q methodology, multivariate analyses, etc.) results, and implications for further research and practice within counselor education. Examples of issues addressed in the research project are:

- Counselor and supervisee characteristics and effectiveness in the practice of counseling
- Appropriate and/or “effective” methods for counselor preparation, supervision, and continuing education
- Specific instructional and/or supervisory practices that facilitate counselor competencies and professional counselor/counselor educator identity development
- Counselor educator/faculty and supervisor characteristics and effectiveness in the practice of teaching, mentoring, and supervising

4. PUBLICATION IN COUNSELOR EDUCATION AND SUPERVISION AWARD

The Publication in Counselor Education and Supervision Award honors a significant publishing effort by an ACES member focusing on the education and supervision of counselors within the last two (2) years. A publication is conceptualized to mean book, journal article, video, CD-ROM, or DVD that specifically contributes to the body of knowledge in counselor education, counseling supervision and/or counseling. Priority will be given to those works whose intended audience is comprised primarily of counselor educators, counseling supervisors, and counselors (e.g., publication in American Counseling Association sponsored journals). Examples of publications are:

- A book or journal article conceptualizing trends in the history of the profession of counselor education
- A video relating to any aspect of counselor education and/or supervision
- ACD-ROM or DVD interactively teaching counseling or supervision skills

5. LOCKE-PAISLEY OUTSTANDING MENTOR AWARD

The Outstanding Mentor Award has been named in honor of Don C. Locke and Pam Paisley to recognize their contributions to mentoring emerging leaders within ACES. The Award honors an individual who has been a significant mentor to graduate counseling students, emerging counseling educators, supervisors and counselors. Such a person assumes the role of coach, confidant, role model, and resource. Such a person exemplifies:

- Caring as a person: genuine and sincere, empathic, accessible, and culturally sensitive
- Possessing and sharing knowledge, skills, and talents valued by protégés
- The ability to facilitate and support the realization of personal and career goals of those mentored
- Committed to the profession of counselor education and counseling and advocating a strong professional counselor educator/counselor identity
- Active member of ACES for at least three (3) years
- Self-nominations will not be considered
- Supporting letters from at least three other professionals (not including the nominator) in the field are required

6. ROBERT FRANK OUTSTANDING COUNSELOR EDUCATION PROGRAM AWARD

The Robert Frank Outstanding Counselor Education Program Award honors a counselor education program that exemplifies the importance of excellence through standards (which was the essence of

Robert Frank's career as a counselor educator) and innovation. An award for a Master's level program and a Doctoral Level program will be given. Program excellence is shown through:

- Faculty members' commitment and contributions to ACES and the counseling profession
- Program commitment not only to standards but also to their improvement and development
- Faculty members' mentoring a clear and strong counselor and/or counselor educator identity
- The program's influence and relationship not only to students, but also to the university and surrounding community
- Unique and innovative ways to provide education and supervision of counselors and/or counselor educators

7. OUTSTANDING GRADUATE STUDENT LEADERSHIP AWARD

The Outstanding Graduate Student Leadership Award honors a graduate student who is a member of ACA and ACES and has provided outstanding leadership to counselor education and ACES and the counseling profession. Such leadership activities are as follows:

- State, regional or national level activities that are directly relevant to the advancement of counselor education and ACES and the counseling profession
- Assuming leadership positions in university organizations related to counselor education and counseling
- Scholarship such as: innovative research, publication activities, or professional presentations directly related to counselor education
- Involvement in professional organizations (e.g., ACES, Chi Sigma Iota, ACA)
- Role modeling leadership for current and future ACES members for the sake of developing future leaders in ACES and the counseling profession
- Influence, communication and public relations within society concerning counselor education

8. OUTSTANDING DISSERTATION AWARD

The Outstanding Dissertation Award honors a counseling graduate student who is a member of ACES at the time of the nomination or was a member for the year preceding nomination, and whose dissertation was successfully defended during the past academic year. The nomination is to be submitted by the nominee's doctoral committee chair or major professor with a copy of the dissertation abstract/summary (approximately 275 words) and a minimum of three (3) and maximum of five (5) letters of support. As a separate attachment to the nomination packet, please include a PDF of the completed dissertation. In describing the research attention should be given to the rationale, research question, procedures (e.g., participant recruitment and selection, description of participants, instrumentation), research methodology and data analyses (e.g., ethnographic inquiry, Q methodology, multivariate analyses), results and implications for further research and practice within the profession of counselor education and counseling. The research must be in publishable form and/or approved as having met the requirements for a doctoral dissertation from a counselor preparation program.

9. ROBERT O. STRIPLING AWARD FOR EXCELLENCE IN STANDARDS

Dr. Robert O. Stripling was recognized by the Association for Counselor Education and Supervision (ACES) as one of two individuals who has been the greatest influence in developing counselor education programs at universities throughout the United States during the 50 year period from 1940-1990. This award, in memory of Dr. Stripling, is given to a person who has shown commitment to:

- Leadership in the advancement of standards for counselor education and supervision
- Program development and counselor preparation
- The enhancement of the profession through competency-based credentialing
- Establishing a history of excellence in the formation and implementation of professional standards in counseling, counselor education and supervision

10. COUNSELING VISION AND INNOVATION AWARD

The preparation of counselors, counselor educators, and counseling supervisors for the coming generations requires both historical foundation and forward thinking. To do as we've always done relegates us to a repetition of the past; to venture beyond comfort, to risk, to dare to be different are required of the stewards for professional preparation. This award honors the individual who has:

- Shown exemplary commitment, vision, creativity, and future thinking
- Tolerated ambiguity and fear during innovations in preparation and practice
- Championed transformational leadership
- Defended visionary writing or publication
- Promoted trend-setting practice
- Advocated for change in contemporary and futuristic service

11. LIFETIME ACHIEVEMENT AWARD

Award recipients need to be ACES members, as well as counselor educators and supervisors for a minimum of 15 years to be eligible for this award. To be given for outstanding service to ACES and the field of Counselor Education and Supervision as demonstrated by:

- Extraordinary Teaching and Academic excellence (Demonstrated through program development, student and peer evaluations, academic and administrative responsibilities to CACREP, NBCC, etc.)
- Significant publication and/or research history
- Manifest commitment and service to ACES as evidenced by committee membership, offices held, task force involvement, advocacy and volunteerism within the organization
- Outstanding commitment to the advancement of Counselor Education and Supervision through the education, supervision and mentoring of students and/or new professional counselors

12. OUTSTANDING TEACHING AWARD

The Outstanding Teaching Award honors a counselor educator who exemplifies excellence and innovation as an instructor in the classroom. The nomination is to be submitted by a current or former student and include a minimum of three (3) and maximum of five (5) letters of support and

the nominee's updated vita (indicating courses taught). In describing the nominee's achievements, attention should be given to: innovative teaching techniques and dedication to encouraging critical and independent thinking.



ACES AWARDS NOMINATION FORM

Award Category: _____

Name of Nominator: _____

Title and University/Agency/Organization: _____ Preferred Mailing
Address: _____

Nominator's Work Phone: _____ Home Phone: _____

Email: _____

* * * * *

Nominee (person or organization): _____

Title/Present Position of Nominee (if applicable) and University/Agency/Organization:

Preferred Mailing Address: _____

Nominee's Work Phone: _____ Home Phone: _____

Email: _____

Educational Background (for individual nominees): _____

Professional Memberships and Affiliations (of individual nominees): _____

A cover letter from the nominator describing the achievement(s) or merit(s) of those nominated, plus supporting data and additional letters of recommendation should accompany this nomination form.

DEADLINE: Materials must be **received by June 15**. Email the entire nomination packet in one file (PDF or Word) and the completed nomination form to: <mailto:acesawards@gmail.com>

APPENDIX G: PRIVACY POLICY

The Association for Counselor Education and Supervision (ACES), a division of the American Counseling Association (ACA), respects the privacy of its members and other visitors to its Web sites (the “Sites”) or use our mobile applications (each an “App”). The Sites and Apps are collectively the “Services.” ACES strongly believes that if electronic commerce and online activities are to flourish, consumers must be assured that information provided online is used responsibly and appropriately. To protect online privacy, ACES has implemented the following policy.

ACES is located in the United States and these are U.S.-based websites. By using these Sites or the Services, you agree to the data collection, use, disclosure and storage practices described in this privacy policy. This policy has been developed to mirror that of the American Counseling Association (ACA) in good-faith.

POLICY CHANGES

If there are material changes to our privacy policies, we will notify you by posting the updated policy on our sites, and for registered users, by sending an email. We reserve the right to modify this privacy policy at any time, so please review this page frequently for any changes. Amendments to this privacy policy will be effective when posted. You will be deemed to have been made aware of, will be subject to, and will be deemed to have accepted, the changes to any amended or revised privacy policy by your continued use of our services or the sites.

WHAT INFORMATION DOES ACES COLLECT?

In some countries, including in the European Economic Area, this information may be considered personal data under applicable data protection laws:

Most data ACES collects is used only to help us better serve our members. It is our general policy to collect and store only personal information that our members and visitors knowingly provide.

Data is collected in aggregate using Google Analytics. This data is used to monitor the performance of the website and make necessary changes aimed at improving user experience.

We collect information from you when you choose to provide it to us. This may include when you submit a membership application or otherwise join ACES, request information from us, register for a conference or other event, purchase a product, create an account with us, sign up for newsletters or our email lists, use our Services, submit a rating or review, participate in a survey or promotion, or otherwise contact us.

The information we collect may include your name, address, email address, telephone number, mobile telephone number, geolocation information, photos or videos, user name and, if you are an ACES customer or member, credit/debit card number or other financial information. If you use a third party service to login, link to us, or communicate with us (such as a social network or third party video chat), we may receive certain information about you from the third party based on your registration and privacy settings on those third party services

From General Users. ACES does not automatically collect any personal information from users browsing its websites. Only aggregate data -- such as the number of hits per page -- are collected. Aggregate data are only used for internal and marketing purposes and do not provide any personally identifying information.

From ACES's Members, Conference Registrants, and Other Customers. To gain access to members-only resources and personalization features on acesonline.net, members and other users are asked to register and provide some limited information. ACES and its partners may collect IP address and other specific non-personally identifying information for targeted or interest-based communications. This information is submitted voluntarily. ACES asks users to provide their name, organization name, business phone, and email. Similar information may be submitted to ACES through membership applications, conference or seminar registration, publication orders, subscriptions, and contest registrations. Additionally, for some e-mails sent in HTML format by ACES to its members through its communities (ACES Connect) and electronic newsletters, ACES, or our authorized service providers, will collect specific information regarding what the recipient does with that email. For those emails, ACES will monitor whether a recipient subsequently clicks through to links provided in the message. Other information collected through this tracking feature includes: email address of a user, the date and time of the user's "click," a message number, name of the list from which the message was sent, tracking URL number, and destination page. ACES only uses this information to enhance its products and distribution of those products to its members.

What About Information About Children? Protecting children's privacy is important to us. We do not direct the Services to, nor do we knowingly collect any personal information from, children under the age of thirteen.

HOW DOES ACES USE DATA COLLECTED?

ACES uses information voluntarily submitted by members and other customers in the following ways:

ACES Member Services and Products. Generally, ACES and its regions use data collected to improve its own web content; to respond to visitors' interests, needs and preferences; and to develop new products and services.

Disclosures to Third Parties. ACES also makes member contact information available through the ACES Connect Membership Directory to other members using its websites and to those who register for its conferences. On occasion, ACES may also provide limited data to third parties that offer products and

services. These limited data include names, job titles, companies, business addresses, and email addresses, but do not include business phone or fax numbers. Users may contact ACES at socialmedia@acesonline.net to express their preferences if they determine later that they do not wish to have the information shared. Please include “Web Privacy Policy Question or Comment” in the subject line.

Credit Card Account Information. When members and customers choose to pay using their credit cards, ACES submits the information needed to obtain payment to the appropriate third-party payment vendors for the limited purpose of processing your payment. ACES does not otherwise disclose your credit card information.

Compliance with Law. We may provide access to your information, including personal information, when legally required to do so, to cooperate with legal proceedings, to protect against misuse or unauthorized use of our websites, to limit our legal liability and protect our rights or to protect the rights, property or safety of visitors of these websites or the public.

DATA STORAGE AND RETENTION

Your personal information is stored on servers in the United States. You understand and agree that ACES may collect, use, disclose, and otherwise process the information you provide as described in this Privacy Policy even if you are from an area outside the United States. Your personal information may be disclosed in response to inquiries or requests from government authorities or to respond to judicial process in the United States. We will retain your personal information for as long as it is needed to provide you with the Services, or to fulfill any legal or contractual obligations we may have.

If you are a resident of the EEA: Your personal information will be transferred to and processed in the United States, which has data protection laws that are different than those in your country and may not be as protective. For more information on where and how long your personal data is stored, and for more information on your rights of erasure and portability, please contact ACES’s data protection officer at socialmedia@acesonline.net.

HOW DOES ACES USE COOKIES AND PIXEL TAGS?

Cookies. Cookies are files that contain information created by a web server that can be stored on a user’s hard disk for use either during a particular session (“per-session” cookie) or for future use (“persistent” cookie). ACES and its partners may use cookies to facilitate automated activity, assist you with storing and tracking your passwords, determine appropriate solicitations, and review navigation patterns. Cookies are not used to disseminate personally identifiable information about Users over the Internet or to analyze any information that Users have knowingly or unknowingly provided. Users may instruct their Internet browsers to opt out of accepting a “persistent” cookie and rather accept only a “per-session” cookie, but will need to login each time they visit the sites to enjoy the full benefits. If the user declines the attachment of any

cookie, the user may not have access to the full benefits of the websites. Registration enables the sites to better determine users' interest areas and provide the most relevant information.

Pixel Tags. We also use "pixel tags" (sometimes called "Internet tags," "web beacons," or "clear GIFS"), which are tiny graphic images, on our websites. Pixel tags help us analyze our visitors' online behavior and measure the effectiveness of our websites and our advertising. We work with service providers that help us track, collect, and analyze this information. Pixel tags on our websites may be used to collect information about your visit, including the pages you view, the features you use, the links you click, and other actions you take in connection with the websites. This information may include your IP address, your browser type, your operating system, date and time information, and other technical information about your computer or device.

Pixel tags and cookies in our emails may be used to track your interactions with those messages, such as when you receive, open, or click a link in an email message from us.

We also work with business partners that use tracking technologies to deliver advertisements on our behalf across the Internet. These companies may collect information about your visits to our websites, and your interaction with our advertising and other communications.

WHAT PRIVACY ISSUES ARISE WITH LINKS TO OTHER SITES?

These websites contains links to other websites. ACES has no control over and is not responsible for the privacy policies or content of such sites. In addition, our privacy practices may differ from those of these other sites. If you provide personal information at one of those sites, you are subject to the privacy policy of the operator of that site, not the ACES's privacy policy. Please make sure you understand the other site's privacy policy before providing personal information.

YOUR CALIFORNIA PRIVACY RIGHTS

Under California Civil Code, California residents are entitled to ask us for a notice describing what categories of personal information we share with third parties or corporate affiliates for those third parties', or corporate affiliates' direct marketing purposes. That notice will identify the categories of information shared and will include a list of the third parties and affiliates with which it was shared, along with their names and addresses. If you are a California resident and would like a copy of this notice, please submit a written request by email to socialmedia@acseonline.net with the subject line "Request for California Privacy Information." Please allow 30 days for a response.

YOUR RIGHTS AS A VISITOR FROM THE EUROPEAN ECONOMIC AREA (EEA)

If you are a European resident, our legal basis for collecting and using your personal data or information is to do so with your consent; where we need the personal data or information for performance of a contract, or where the collection and use is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect the personal information in question. If we collected your personal data or information with your consent, you may withdraw your consent at any time.

You also have the right to:

Access your personal data or information;

Delete, or request deletion of, your personal data or information;

Object to or restrict processing of your personal information;

Request portability of your personal information;

Complain to your local data protection authority at any time;

Object to automated decision making; and

Update your personal data or information.

To withdraw consent or exercise these rights, please:

Contact: socialmedia@acesonline.net

Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.

If we ask you to provide personal data to us to comply with a legal requirement or enter into a contract, we will inform you of this and let you know whether providing us with your personal data is required and if not, the consequences of not sharing your personal data with us.

Similarly, if we collect and use your personal information in reliance on our or a third party's legitimate interests and those interests are not already listed above (see "Information Use" section), we will let you know what those legitimate interests are.

WHAT MEANS OF REDRESS ARE AVAILABLE?

If any user suspects ACES has handled its personal information in a manner that does not comply with this privacy statement, please contact us by e-mailing socialmedia@acesonline.net. Please include “Web Privacy Policy Question or Comment” in the subject line.

For residents of the EEA, with questions, concerns or requests relating to your personal information, you may contact us by email at socialmedia@acesonline.net.

APPENDIX I:

GRADUATE STUDENT REPRESENTATIVE CANDIDATE EVALUATION FORM

Applicant Name:	Region:
-----------------	---------

Please use this form as a guide to evaluate the applicant’s qualifications for the GSR position. Check the appropriate numeric value corresponding to the applicant’s level of qualification and provide appropriate comments in the space below.

Rating Scale:	5. Exceeding Expectations	2. Emerging Expectations
	4. Meeting Expectations	1. Not Evident
	3. Developing Expectations	

	Rating
--	---------------

	5	4	3	2	1
--	---	---	---	---	---

Quality of Presentation (Video): Overall evaluation of candidate's presentation/facilitation skills.					
Understanding of the Role (Written / Video): Candidate demonstrates knowledge of the position requirements.					
CV: Candidate demonstrates relevant professional experience.					
Cover Letter: Candidate identifies salient points of CV and experience that are relevant to the position, specifically discussing ACES and/or regional involvement.					
Intentionality (Written / Video): Candidate communicates goals as it relates to the position.					
Interpersonal/Communication Skills: Assess ability to express ideas, thoughts and advocacy clearly.					
Overall Evaluation: Please add appropriate comments below:					___/30

Comments (Please summarize your perceptions of the candidate's strengths and any concerns that should be considered:



Recommendation:

Elect

Possible
Interest

Reject

ACES

