ASSOCIATION FOR COUNSELOR EDUCATION AND SUPERVISION



ASSOCIATION HANDBOOK

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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. The ACES Handbook is annually reviewed and updated as the Association continues to progress and change.

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. Horm	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 0. 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 Glosoff	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
Kristopher Goodrich	2019-2020	Professor, University of New Mexico
Heather Ambrose	2020-2021	Core Faculty, Walden University
Casey Barrio-Minton	2021-2022	Professor, University of TN-Knoxville (75th)
Natoya Haskins	2022-2023	Associate Professor, University of Virginia
Margaret Lamar	2023-2024	Associate Professor, Palo Alto University
Cassie Storlie	2024-2025	Professor, Kent State University
Spencer Niles	2025-2026	Professor, College of William and Mary
Maddie Clark	2026-2027	Professor, University of Nevada – Las Vegas

VISION STATEMENT

ACES advances professional counseling through counselor education and supervision. (adopted 2016)

MISSION

The mission of ACES is to enhance the practice of professional counseling through the promotion of culturally relevant and effective counselor education and supervision.

VALUES

The contributions of ACES, the largest Division of ACA, is based on a set of values that permeates the Association, its vision, and its mission. Integrity, professional growth and education, collaboration, advocacy, diversity, legacy, networking, professional identity, fiscal responsibility, and addressing membership concerns are the principles that guide the efforts of its Governing Council, its regional structure, and the members who comprise each of the five Regions (North Atlantic, North Central, Rocky Mountain, Southern and Western)

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 Amended and Restated 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. 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 Advisory Council, three Member-at-Large for DEI Representatives, and the Graduate Student Representatives.

Non-voting members on the Governing Council are composed of the Secretary-Elect, the Treasurer-Elect, the five regional Presidents-Elect, the Graduate Student Representative-Elect, the Immediate-Past Graduate Student Representative, and the Executive Director.

The Executive Committee of the Governing Council is composed of the President, President-Elect, Past-President, ACA Advisory Council Representative, Graduate Student Representative, MAL-DEI Representative, Secretary, and Treasurer. The Executive Director serves as a nonvoting member. 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 Amended and Restated 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. Further information regarding the General Assembly may be found in Article VIII, Sections 1, 2, and 3 of the Amended and Restated 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 unless by special appointment by the President. Committee chairs serve for one year, but may be reappointed for an additional year, if provided special appointment by the President. Unless otherwise specified, all committees consist of a chair (or co-chairs), and should strive for one representative from each ACES region, and graduate student representation.

The ACES President strives to appoint diverse individuals to standing committees. Each standing committee is charged with identifying and reporting how diversity, equity, inclusion, and antiracism are considered throughout their work on behalf of the ACES organization.

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 National 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 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.

Interest Networks and other ACES Committees may want to recognize individual members for their service to their respective IN or committee. This recognition may be organized and selected

within the ACES IN or ACES committee but is not considered a National ACES Award, nor does it involve the ACES Awards 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. The 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. It also carries out other activities as assigned by the Governing Council or President. The President-Elect serves as committee chair.

The Budget and Finance Committee may also generate recommendations for the ACES Biannual Conference budget. The Executive Director is an ex-officio member of the committee.

BYLAWS AND RESOLUTIONS COMMITTEE:

The Bylaws and Resolutions Committee receives proposals for amending the Bylaws and all resolutions submitted by Association members. The Committee presents proposed amendments, in accordance with Article XIV, to the Governing Council for action. The Secretary chairs the committee.

COUNSELING ADVISORY COMMITTEE:

The Counseling Advisory Committee monitors and reports on contemporary counseling issues and best practices, legislative developments that directly impact counseling practice, and overall trends in counseling services to inform ACES programming and member services consistent with the ACES strategic plan, mission, and vision. The committee may be charged with special tasks or initiatives related to counseling practice at the request of the President or Governing Council.

GOVERNMENT RELATIONS/PUBLIC POLICY COMMITTEE

The Government Relations and Public Policy Committee serves to strengthen the counselor education profession's voice in policy decisions at all levels of government by working collaboratively on critical issues affecting counselor education, supervision, and practice. The Government Relations and Public Policy Committee may partner with professional counseling organizations to inform local, state, regional, national, and international policy impacting counseling practice. This includes, but is not limited to, advocacy for government recognition of counseling credentials, increased funding from payer sources, and legislative bills that go against the values of ACES and its members.

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.

HUMAN RIGHTS AND SOCIAL JUSTICE COMMITTEE:

The Human Rights & Social Justice Committee shall be responsible for advancing pedagogy, supervision, and research related to issues of social justice and human rights on behalf of the Association. The committee identifies entities with which it would be beneficial for ACES to collaborate with on issues of social justice as it relates to teaching, research, counseling, supervision, leadership and advocacy. The committee provides recommendations to the Governing Council and organizes social justice focused events.

LEADERSHIP AND ADVOCACY COMMITTEE:

The Leadership and Advocacy Committee envisions and implements leadership and advocacy related programming and member services consistent with the ACES strategic plan, mission, and vision. The committee may be charged with special tasks or initiatives related to leadership and advocacy at the request of the President or Governing Council.

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 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 reviews the website on a regular basis and makes suggestions for updates to best reflect the organization and the needs of members. This committee reviews any publications created on behalf of ACES and provides a recommendation to the ACES Governing Council regarding approval of new resources and publications.

Committee members should include regional diversity with an eye for talent in product development such as webinars, reports, briefs, etc.

A subcommittee of Publication is the Webinars Committee.

Duties:

- ACES and PDC will keep a master calendar/schedule of Webinars it offers during the year. Access to the schedule is given to the PDC chair and the Webinar subcommittee. There will be. a maximum of six webinars offered each year. Twice a year the PDC will meet to discuss potential webinar topics based on the recommendations of the strategic plan and the guidance of the Governing Council.
- Final decisions on the line-up for the webinars will be made by the Webinar subcommittee of the PDC based on the following factors:
- Strategic plan initiatives
- Anticipated member interest
- Cultural responsiveness of the topic
- Provision of continuing education to members
- Solicitation and scheduling
- The Webinar subcommittee will solicit webinar presenters semi-annually based on decided topics decided in the topic selection process
- The Webinar subcommittee will set the calendar and the presenters and determine who from the subcommittee will host, monitor, and manage the webinar.
- The webinar subcommittee will work with the Executive Director to establish necessary linkages for continuing education and necessary media announcements
- Managing the Webinar
- The Webinar subcommittee will be responsible for assigning the host for the webinar.
- The assigned host will be the primary contact for the presenters.
- The host will greet the attendees on behalf of ACES and introduce the presenters.
- The host will close the webinar by providing information about CEs and how to complete the evaluation
- Evaluation and reporting

  The Webinar Subcommittee will aggregate evaluations from each webinar and provide a summary of responses to the PDC. At the end of the fiscal year the Webinar subcommittee with provide synopsis of evaluation data from all webinars

RESEARCH COMMITTEE:

The Research Committee envisions and implements research-related programming and member services consistent with the ACES strategic plan, mission, and vision. The committee may be charged with special tasks or initiatives related to research in counselor education and supervision at the request of the President.

RESEARCH GRANTS COMMITTEE (A SUBCOMMITEE OF THE RESEARCH COMMITTEE):

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

STRATEGIC PLANNING COMMITTEE:

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

SUPERVISION COMMITTEE:

The Supervision Committee envisions and implements supervision-related programming and member services consistent with the ACES strategic plan, mission, and vision. The committee may be charged with special tasks or initiatives related to supervision at the request of the President.

TEACHING COMMITTEE:

The Teaching Committee envisions and implements teaching-related programming and member services consistent with the ACES strategic plan, mission, and vision. The committee may be charged with special tasks or initiatives related to teaching at the request of the President.

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 Amended and Restated Bylaws of the Association. The Special Committees of the Association are: Government Relations/Public Policy Committee (est. 2024).

INTEREST NETWORK

Interest Networks (IN), for salient topics relevant to counseling practice, education, and supervision, may be established based upon the needs and goals of ACES members.

Purpose

Provide a mechanism for ACES members with common professional interests to share ideas, information, research, and to engage in project collaboration with other interest network members.

Forming

The ACES Governing Council (GC) or the General Assembly establishes Interest Networks (INs). To establish a new IN, an ACES member can petition the GC. The Petition must formally state:

1. Demonstrated interest through a list of at least 15 ACES members willing to join the Interest Network.
2. A rationale for the Interest Network.
3. A goal statement.
4. A stated acknowledgement that the chairperson is required to submit an Annual Report.
5. A stated acknowledgement that the IN members will adhere at all times to the policies and procedures in the ACES Handbook and Amended and Restated Bylaws.

The ACES Executive Council will vote on the petition within 60 days of the Executive Director receiving the petition. The ACES President will notify the petitioner, and if approved, will appoint a chairperson.

Leadership

Each Interest Network will have a chairperson, who is appointed annually by the President-Elect in preparation for their term as President.

Chairperson's Responsibilities:

- Assume responsibility for Interest Networks on July 1
- Provide a Proposed Annual Plan (goals, objectives, and plans for the new fiscal year) to the Executive Director by September 1 for ACES GC approval.
- Submit a Mid-Year Interest Network Report to the Executive Director by December 1.
- Submit an Annual Report to the Executive Director by May 1.
- Contact prospective IN members within 30 days of the Executive Director informing the chairperson of interested prospective IN members on:
    - The purpose and current goals and objectives
    - The activities of the group o Upcoming meetings
    - Relevant resources
- Submit resources (e.g., pdf documents, images, podcasts, videos) to post materials in the IN resource area on the ACES website to the Executive Director for GC approval.

- Recruit diverse individuals to engage and be a member of each interest network. Each interest network is charged with identifying and reporting how diversity, equity, inclusion, and antiracism were considered throughout their work on behalf of the ACES organization Compliance

- All IN members must be ACES members in good standing.
- IN Proposed Annual Plan must be received and approved by the GC.
- IN Annual Report must be received by the Executive Director on time.
- If INs develop independent websites or use social media outlets, these shall be linked to the ACES website.
- INs seeking to develop products (e.g., books, journals, white papers) or to conduct research must seek written permission from the ACES GC prior to beginning work on such products. Finalized IN products must be:

    - Shared with the ACES President and Executive Director o Reviewed by the ACES Publications Committee
    - Voted on by the ACES GC for permission to release the products (prior to circulation outside of the IN).
    - Any materials published electronically, or otherwise, must clearly state the action of the GC regarding your finalized product:
        "ACES reviewed, but has <u>not endorsed</u> this material"
        "ACES reviewed and endorsed this material"
- INs wishing to collaborate with other organizations must receive explicit permission of the ACES GC.
    - Chairpersons will complete an Interest Network Collaboration Request Form and submit it to the Executive Director and President in advance of establishing a collaborative relationship.
    - In the event that a group seeking to collaborate approaches an IN, the chairperson must immediately inform the ACES President and Executive Director (regardless if the Interest Network is interested in such collaboration).
    - Interest Networks, who are actively involved in approved collaborations, must include all collaboration plans and outcomes in their reports for the entirety of the collaborative process.
    - Contact information for the collaborating group must be provided to the Executive Director.

Deadlines

May 1	Annual Report Due to Executive Director
May 1	Deadline for any IN requesting to dissolve
May 1	IN should indicate next year's chairperson(s) to ACES President Elect
June 1	President-Elect appoints IN chairpersons for the following year

July 1	IN Chairpersons assume their roles
September 15	Proposed Annual Plan Due to Executive Director
December 1	Mid-Year Report Due to Executive Director

ORGANIZATION AFFILIATES

The ACES President-Elect and Executive Director serve as the Organizational Liaisons to American Association for State Counseling Boards (AASCB). The Organizational Liaisons will attend the AASCB conference, and complete written and/or verbal reports submitted to the ACES Governing Council. Should a potential conflict of interest arise or preference for an individual to represent ACES, the ACES President will appoint an Organizational Liaison from the current ACES Executive Committee.

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 Amended and Restated 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	

ROCKY MOUNTAIN (RMACES) - 6

Colorado	New Mexico
Idaho	Utah
Montana	Wyoming

SOUTHERN (SACES) - 14

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

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. Past-President

4. Secretary

5. Secretary-Elect 5. Treasurer

7. Treasurer-Elect

8. ACA Governing Council Representative

9. Graduate Student Representatives

10. Members-at-Large: Diversity, Equity, and Inclusion

The ACES staff included in this section are:

1. Executive Director
2. Web Master
3. Membership Services Coordinator
4. Continuing Education/Webinar Coordinator

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 Amended and Restated 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 Webmaster, and Association committees, interest networks, and members.

Activities:

Attendance at Meetings: The President or the President-Elect (at the president's discretion) is called on to attend each of the five Region meetings of the Association during the Fall of ACES non-conference years.

The President attends the ACA National Convention, the ACES Conference, and other special meetings and conferences that have relevance to ACES.

Required Reports and Deadlines:

The President is called upon to prepare the following:

1. Oral and written reports at each of the Region meetings attended
2. Ongoing written and electronic communications with Association members.
3. Ongoing written and electronic communications with other Association leaders and members.
4. 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. 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 travel for association business. The nature of the office may require employer flexibility and redistributed workload (e.g., teaching and scholarship expectations) to create time 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. 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 President; serves as the official liaison to external ancillary groups, and succeeds to the Presidency at the expiration of term as President-Elect.

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 them 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 and Past President to become oriented regarding the recent history of the Association and to prepare to both continue existing in introduce new initiatives to the Association.

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 May 1

Personal Considerations:

It is important that the person seeking the office of President-Elect of ACES have a history with ACES. 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. 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 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).

Attendance at Meetings: The Immediate Past-President attends all meetings of the Governing Council, Executive Committee, and the General Assembly during their 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. In the spring, the Committee prepares a slate of candidates for ACES offices (President-Elect, Secretary-Elect, ACES Representative to ACA Governing counseling 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 their 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 their term as President.

Required Reports and Deadlines:

The Past President is required to complete the following:

1. Written and electronic communications with Association members.
2. Written and electronic communications with other Association officers.
3. An annual report to the ACES Governing Council submitted to the Executive Director by May 1 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. This is a two-year term.

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

The Secretary serves as chair of the Bylaws and Resolutions Committee.

The Secretary is responsible for ensuring that full minutes of all Association meetings be maintained electronically.

Other Activities:

As assigned by the President and Governing Council.

Required Reports and Deadlines:

In addition to the activities detailed above, the Secretary submits a report of activities to the Governing Council by May 1.

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. They will serve three years (one year as Secretary-Elect followed by a two-year term).

SECRETARY–ELECT

Duties and Responsibilities:

The Secretary-Elect serves for the year prior to assuming the role of Secretary. The Secretary-Elect is a non-voting member of the ACES Governing Council and Executive Committee. The Secretary-Elect supports the Secretary in taking back-up minutes during meetings. The Secretary-Elect serves on the Bylaws and Resolutions Committee.

Required Reports and Deadlines:

In addition to the activities detailed above, the Secretary-Elect submits a report of activities to the Governing Council by May 1.

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. They will serve three years (one year as Secretary-Elect followed by a two-year term).

TREASURER

Duties and Responsibilities:

The Treasurer is elected for a three-year term. The treasurer assists in the oversight of financial matters pertaining to the Association via monthly collaboration with the Executive Director and service as an active member on the Budget & Finance Committee. The Treasurer, in conjunction with the Executive Director, presents the financial reports at each Governing Council meeting.

Required Reports and Deadlines:

The Treasurer presents a financial report at each Governing Council meeting and assists in development of the budget. They serve as an advisor to the Region Treasurers.

Personal Considerations:

The Treasurer should feel comfortable and competent with budgets, spreadsheets, and recordkeeping/accounting procedures. They must be prepared to make the personal commitment of time required to complete the obligations of this office. This is a four-year commitment (three years as treasurer with one year as treasurer-elect).

TREASURER-ELECT

Duties and Responsibilities:

The Treasurer-Elect works with the outgoing Treasurer to orient to the position and prepare for the term. The Treasurer-Elect may serve in absence of the Treasurer. They serve as a member of the Budget & Finance Committee.

Personal Considerations:

The Treasurer should feel comfortable and competent with budgets, spreadsheets, and recordkeeping/accounting procedures. They must be prepared to make the personal commitment of time required to complete the obligations of this office.

ACA GOVERNING COUNCIL REPRESENTATIVE

Duties and Responsibilities:

The Governing Council Representative for ACES serves on the ACA Governing Council. The representative also attends all meetings of the ACES Governing Council, Executive Committee, and General Assembly.

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.:

Required Reports and Deadlines:

The representative submits a report at each ACES Governing Council and Executive Committee meeting.

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 may be necessary in terms of the amount of time spent away from the candidate's home institution to attend meetings of both ACES and ACA. 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. The governance structure for ACA is expected to change in Summer 2026, which will result in changes to this position.

GRADUATE STUDENT REPRESENTATIVES

Duties and Responsibilities:

Graduate Student Representative (GSR) is a 2-year service position: GSR-Elect and Graduate Student Representative. In year one, the appointed graduate student serves as the Graduate Student Representative Elect (non-voting). In year two, the Graduate Student Representative is a voting member of the Governing Council and Executive Committee and serves as Chair of the Graduate Student Committee.

GRADUATE STUDENT REPRESENTATIVE (GSR)

Duties and Responsibilities:

The GSR is responsible for envisioning, creating, and enacting graduate student activities; they lead the GSR Trio and chair the Graduate Student Committee. They give voice to issues impacting graduate students on the Governing Council. The GSR is a voting member of ACES Governing Council and confers with the GSRs about voting matters. The GSR consults the ACES Past-President when guidance is necessary and delegates responsibilities when appropriate. GSR activities include the following, and can also include other activities as determined by the GSR Trio with approval of the Governing Council:

- Listens to, solicits, and attends to constituent feedback. o Cultivates relationships with graduate students (e.g., events, media, conferences).

- Creates vision for ACES graduate students, and elicits input from the GSR Trio, Governing Council, and constituents.
- Schedules regular meetings with the GSR Trio (at least monthly).
- Assigns tasks to the GSR-E/GSR-P that align with the current vision of the ACES Graduate Student Committee, and the GSR. o Chairs the Graduate Student Committee.
- Initiates and maintains regular contact with regional graduate student representatives. o Complies with reasonable requests to give presentations to graduate students about ACES.

- National ACES Conference Years:
  - o Initiates and plans conference events with the GSR Trio. This includes:
    - A graduate student social event.
    - A graduate student networking event.

- Regional ACES Conference years:
  - o 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.
  - On request, may represent ACES at other regional conferences.

Required Reports and Deadlines:

1. Reports at all Governing Council Meetings. The GSR mentors the GSR-E in this process.
2. Coordinates the graduate student committee, and sets deadlines for regional Graduate Student Representative reports. The GSR mentors the GSR-E in this process.
3. Complies with reasonable requests to give reports at regional meetings or other gatherings.

Personal Considerations:

Persons interested in the role of GSR should carefully consider the role, the three-year time commitment, their graduate student process, and their personal responsibilities prior to accepting

the position. The GSR is ideally engaged in graduate student study and not a new faculty member during their "current" year of the position, which they sit on the ACES Executive Committee.

GRADUATE STUDENT REPRESENTATIVE-ELECT

Duties and Responsibilities:

The primary responsibilities of GSR-Elect are to get to know and understand ACES, the Governing Council, and the graduate student role in preparation for service as GSR. During this first year, the GSR-E becomes an integral part of the GSR Trio, and works closely and actively with the team as they offer ideas and support. The GSR-E builds relationships with graduate students and members of the Governing Council. The GSR-E actively attends all ACES Governing Council meetings and serves as a member of the Graduate Student Committee.

Some of the specific duties of the GSR-E are flexible, as defined by the GSR, and as agreed upon by the GSR Trio and Governing Council. The GSR-E "shadows" the GSR and learns the graduate student role and responsibilities. In the absence of the GSR and GSR-P, the GSR-E is a voting member of the Governing Council. In years in which there is a regional meeting, the GSR-E is expected to attend their regional meeting.

Required Reports and Deadlines:

The GSR-E should be prepared to share reports upon request. The GSR-E may be asked to deliver graduate student representative reports in the absence of the GSR and GSR-P.

Personal Considerations:

Persons interested in the role of GSR should carefully consider the role, the three-year time commitment, their graduate student process, and their personal responsibilities prior to accepting the position.

MEMBER-AT-LARGE: DIVERSITY, EQUITY, AND INCLUSION REPRESENTATIVES99

Together, the MAL-DEIA-Elect, MAL-DEIA, and Past-MAL-DEIA form the DEIA Trio. The DEIA Trio collaborates with members of the GC and EC to provide a perspective and voice related to diversity in all association matters. All members of the DEIA Trio will actively engage in ACES leadership and initiatives to support attention to DEIA across core areas of the strategic plan (i.e., Counseling, Teaching, Supervision, Research, and Leadership & Advocacy).

Each year, the DEIA Trio and ACES President will decide collaboratively on specific roles and responsibilities for each member of the DEIA Trio responsive to ACES current context.

Examples of specific tasks determined annually may include, but are not limited to:

- Assist the GC, EC, and ACES Staff in taking multiple perspectives, especially those of its diverse members, during discussions and decision-making.
- Recommend policy and procedure changes to enhance attention to DEIA within ACES
- Consult with President on leadership appointments and committee charges to ensure appropriate integration of DEIA across ACES functions
- Consult with Executive Director regarding DEIA considerations in staffing
- Advise Conference Committee regarding DEIA considerations in conference planning and execution
- Decide as a MAL-DEIA Trio which members will serve on standing and special committees to ensure attention to DEIA within their process and work product (e.g., Nominations & Election9s, Awards, Teaching, Supervision, Leadership & Advocacy, Social Justice and Human Rights) ● Serve as a liaison to Interest Networks and committees regarding DEIA engagements.
- Consult with Interest Networks and Committees on request
- Offer quarterly DEIA mentorship meetings for regional leadership
- Consult with regional leadership regarding DEIA engagements
- Serve as a liaison to other professional counseling associations committed to DEIA and/or engaging in DEIA initiatives (e.g., AMCD, CSJ, SAIGE)
- Serve as a point of contact for ACES members who would like to share experiences related to DEIA within the organization
- Serve as a point of contact and support for ACES Emerging Leaders
- Facilitate DEIA conversations, workshops, and or reflections at GC meetings

ACES STAFF

EXECUTIVE DIRECTOR

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-Elect of the Association as part of the budget planning process.

Key Responsibilities:

Membership: Work with the Governing Council to coordinate and initiate projects to foster membership in ACES and enhance membership experiences.

- Collaborates with the Membership Chair to coordinate any membership initiatives.
- Gather information to assist with ACES Governing Council's (GC) annual review of the ACA Management Service Agreement.
- Answer questions emailed from members and refer members to the appropriate responsible persons or entities for assistance.
- Provide onboarding training for new members of the GC.

Financial: Support the fiscal management operations of ACES.

- Collect and archive financial documents including budget requests, completed budgets, and projected budgets.
- Handle the day-to-day financial operations of ACES including check requests, bill payment, and maintenance of accounts.
- Serve as the ACES liaison to the ACA Accounting Staff.
- Prepare monthly and quarterly financial statements for ACES and the Regions.
- Work with Region treasurers in approval of Region check requests and payment of invoices.
- Work with the Treasurer to set dates for receipt of regional, conference and operating budgets.
- Ex-officio member of the Budget & Finance Committee

Documentation: Under the direction of the Executive Committee, ensure compliance and good governance by coordinating documentation efforts for ACES business.

- Organize, archive, and update (as directed by the ACES President and ACES GC) significant ACES documents including, but not limited to, bylaws, handbooks, committee and interest network reports, budgets/financials, leadership lists, task calendars, and motions as acted upon by ACES.
- Generate, maintain, and distribute minutes supporting the work of the Executive Committee and the Governing Council.

Liaison Activities: Coordinate efforts to promote collaboration between ACES and other organizations.

- Act as the liaison between ACES and other professional counseling organizations such as ACA, ACA Divisions, CACREP, NBCC, AASCB, and CSI.

Advocacy: Work with the GC and committee chairs to coordinate initiatives and projects to advocate for counselors, counselor educators, and clinical supervisors.

- Strategically promote ACES as the leader of counselor education and supervision, and counselors, counselor educators, and clinical supervisors, nationally and internationally.
- Engage in training, speaking, and presenting the ACES agenda through education, meetings, and social media.

ACES Internal Communication: Facilitate communication among and between the different entities associated with the organization.

- Provides coordination and support for the staff members as they execute their duties.
- Coordinate the communication and planning with regard to ACES GC meetings.
- Coordinate communication between ACES Interest Networks and governance needs.
- Provide necessary policy statements for ACES nominations and elections to ACES Nominations and Elections Committee and nominees.
- Communicate with ACES officers and other ACES Committees, Interest Networks, and Task Forces about meetings and reports on an ongoing basis throughout the year.
- Provide consultation, through electronic communication or meetings for ACES task forces, committees, collaborating organizations, etc.
- Provide an annual report to be presented to the GC at the annual summer meeting. NBCC Provider Audit
- Complete the biennial comprehensive audit for ACES CE provider status.
- Report any new issues or problems regarding CE provider status to the ACES GC.

Newsletter

- Solicit content for and prepare the ACES newsletters.
- Ensure distribution of newsletters to members and posting on the ACES website.

Conference Planning

- Coordinate meetings for the Region Conference planners and assist as needed.
- Work with contracted Event Planning entity to coordinate plans for the biannual ACES Conference.
- Oversee conference committees as needed. Other Duties as Assigned

WEB CONTENT MANAGER

Tasks:

- Maintains ACES website
- Manages website content in collaboration with Executive Director
- Creation of the biennial conference exhibitor/advertiser prospectus and conference logo.
  - Other tasks or services as assigned

Reports to: Executive Director

MEMBERSHIP SERVICES COORDINATOR

Tasks:

- Maintains the ACES membership system.
- Responds to inquiries from members regarding their membership status.
- Records the daily membership receipts and sends those reports to the Executive Director.
- Sends monthly membership lists to Regions and Interest Networks.

CONTINUING EDUCATION/WEBINAR COORDINATOR

Key responsibilities will include:

Live Webinar Support:

- Assist the Webinar Committee with the production and delivery of live webinars.

- Provide technical support and expertise for ACES committees in creating and hosting training webinars.
- The support of these webinars is to create the webinar, create the registration link. Send link to the ACES Executive Director to advertise. On the day of the live webinar, this position will produce the webinar and support the panelist and moderator. This position will disseminate the evaluation link and validate attendance after ten working days. Using Autocrat this position will send verified attendees a certificate, ancillary files and webinar recording.

On-Demand Content Development:

- Utilize best practices in instructional design to develop on-demand home-study content for the ACES Learning Management System (LMS).
    - o After ten days of a live webinar, this position will process the video for home study. Home study course content will me build in the ACES learning management system and published.

Platform Administration:

- Manage the Zoom Webinar platform to ensure seamless delivery of live events.

- Administer the ACES LMS, ensuring content is accessible and user-friendly for ACES members.

- This position will support ACES member with the current ACES learning management system.

Archiving and Access:

- Archive all past webinars in an organized manner to provide ongoing access for ACES members.

- Maintain the records of and distribute all CE certificates for members

ACES NBCC Program Coordinator

- Ensure ACES is meeting all NBCC requirements as it relates to any continuing education offered to members for CE credit. This includes online content and programming related to the ACES biannual conference.

- Complete the NBCC audit when due

- Maintain a calendar of all ACES CE offerings and coordinate with the ACES webmaster to have these posted on the ACES website.

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 for ACES Executive Director
N. Product Development
O. Guidelines for ACES Awards and Recognition
P. Historian/Archivist
Q. Travel Policy and Procedures
R. Reimbursement Schedule for Governing Council
S. Expense Reports
T. Financial Investment Policy & Philosophy
U. Access to Reserve Funds in ACES Annual Budget Planning
V. Endorsement Policy

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

BYLAWS REVISIONS

The ACES Bylaws may be amended or revised by either:

1. A two-thirds majority vote of the voting members of the Governing Council, or
2. A majority vote of the full membership, after submission of the proposed amendment through one of the following methods:

Submission Process

1. An amendment or revision shall be presented to the ACES Governing Council at least 30 days prior to any meeting of the Governing Council by the ACES Bylaws Committee. Amendments/revisions may be proposed by:
   a. Committee members in writing,
   b. The Governing Council submitting proposals to the Bylaws Committee, or
   c. A petition signed by at least 50 members in good standing.

2. The Bylaws Committee will compile all recommendations and draft a set of recommended changes/revisions to be accepted by the Governing Council under the above timeline for review by the full membership.

Membership Review and Finalization

1. Copies of proposed amendments or revisions will be made available to members for review, accompanied by the Current Bylaws and a rationale for changes.

2. All members will have 15 days to submit feedback. The Bylaws Committee will incorporate feedback and finalize the recommended changes.
3. The final proposed changes will be submitted to the Governing Council at least 15 days prior to a regularly scheduled Governing Council meeting for a vote.

Approval and Notification

The Governing Council will review, approve, and enact amendments or revisions at a regularly scheduled meeting, notify the membership of the changes, notify ACA as prescribed in the ACA Bylaws.

The approved changes will be publicized through:

1. The organization's website
2. Email notification to members, and
3. Inclusion in the association newsletter within 30 days of final adoption.

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 procedure outlined in the ACES Bylaws.
2. Such action is predicated on the premise that the ACES Membership have been notified of such action as outlined in the ACES Bylaws.
3. Any dues increases shall take place on July 1, the beginning of the fiscal year.
4. REGIONAL DUES: Because regional dues are bundled in with ACES dues, all five regions must all agree on the amount of any increase in regional dues. It is recommended that regions make a motion on this at the Summer GC meeting so that, if approved, dues can be increased by the following fiscal year (e.g., regions request $5 increase to dues at Summer 2027 meeting, dues increase goes into effect July 1, 2028)

BUDGET SUBMISSION

A budget shall be prepared and submitted in accordance with the Amended and Restated 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 for special initiatives endorsed by the Governing Council.

3. The income portion of the budget shall include revenues from the ACES Annual Conference (during conference years) and reserve funds (to allow use of previous conference revenue to balance budget in non-conference years)

4. Within the balanced budget, some room for contingencies/emergencies will be allowed.

Regions shall prepare and submit to ACES an annual operations budget and a bi-annual Region Conference budget. These budgets are submitted to the ACES Executive Director and Treasurer for oversight by May 1 for feedback. The Region budgets are approved by the ACES Governing Council prior to the beginning of the new fiscal year.

In Region Conference years, the Region Treasurer will submit a monthly transfer of funds along with a deposit form with reconciliation report to the ACES Executive Director and Treasurer.

The Regions' executive boards and staff members assume all fiducial responsibility for their Region including gains and losses. To that end, the Regions are responsible for knowing their account balances, managing their budgets, and making conservative spending decisions consistent with their budgets and account balances. Regions are encouraged to review their bylaws and policies to ensure their language is aligned with ACES policies.

The ACES Executive Director, on behalf of the association, will sign all contracts associated with the planning and executive of Regional Conferences. The Region's executive boards and conference planners will work with the ACES designated site solicitation company to secure competitive bids and the most fiscal responsible contracts for venue spaces, hotel rooms, food and beverage, insurance and other contract services. The Regions assume the final responsibility for all their conference planning decisions.

FISCAL YEAR

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

DISTRIBUTION OF ACES DUES AND CONFERENCE REVENUES TO REGIONS

ACES collects $10 per member as part of the unified national and regional dues structure. This money is transmitted to the respective Region.

If there are proceeds available from a national ACES conference after all expenses have been paid, they will be distributed as follows: 80% to national ACES, 4% to each of the five regions.

CONFERENCE 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-alFitr, 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 four years prior to the date of the conference.

The schedule until the year 2039 is as follows:

North Atlantic	2025	Philadelphia, PA	October 8-12, 2025
North Central	2027	Milwaukee, WI	October 6-10, 2027
Western	2029	Anaheim, CA	October 24-28., 2029
Southern	2031	Baltimore, MA	
Rocky Mountain	2033		
North Atlantic	2035		
North Central	2037		
Western	2039		

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

Last weekend in September:	NARACES
First Weekend of October:	RMACES
Second Weekend of October:	WACES
Third Weekend of October:	NCACES
*Fourth Weekend of October:	SACES
*First or Second Weekend of November:	SACES

*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, President-

Elect and Executive Director may attend all five regional conferences. Other scheduling considerations include holidays (as noted under "National Conference") and the dates of ACA Regional Conferences.

ACES will share the dates of the ACES National Conference and Regional Conferences with our various affiliates annually. Each ACES Region will share the dates of their bi-annual conference with the state ACES divisions and ACA state branches within their region as a courtesy.

General Assembly: Meets 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: The ACES Governing Council typically has meetings quarterly. The summer meeting is typically the 2nd weekend in June. Other meetings tend to be held in October (at conference or electronic), December (electronic), and March (electronic). Additional meeting may be called and held via electronic format.

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. Should the Regional President be unable to attend, then the Regional President elect can vote by proxy at the Summer GC meeting.

If authorized by the Governing Council and subject to any guidelines and procedures adopted by the Governing Council, members and proxies of members not physically present at a meeting of members may participate in the meeting by means of remote communication. If members and proxies of members participate in a meeting of members by means of remote communication, the participating members and proxies of members are deemed to be present in person and to vote at the meeting of members, whether the meeting is held at a designated place or solely by means of remote communication or at a designated place and by remote communication, if:

(1) ACES has implemented reasonable measures to verify that each person deemed present and permitted to vote at the meeting by means of remote communication is a member or proxy of a member; and

(2) ACES has implemented reasonable measures to provide members and proxies of members a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to communicate and to read or hear that proceedings of the meeting concurrently with the proceedings.

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 ACES 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.

All members of ACES shall be automatically members of the regions in which they reside.

Failure to pay dues as prescribed by ACES 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 Amended and Restated 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 them. The person may also appeal to the General Assembly at the meeting at which the report of the Council is under consideration.

NOMINATIONS AND ELECTIONS

ACES endorses and utilizes ACA's Election and Nomination Policy. 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, AASCB, 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. Must attend every face-to-face ACES business meeting and the annual summer business meeting (typically held on the second weekend of June, Friday and
Saturday)

f. Must adhere to the ACA Code of Ethics and not have any ethical violations in their professional history.

ACES Secretary

A. Demonstration of leadership skills and commitment to ACES as evidenced by all of the following:

1. Service to ACES via at least one of the following: ACES Committee Chair, Interest Network Chair, or regional ACES officer.
2. Professional Member in good standing for at least 3 years (at time of nomination)
3. Bi-annual Conference Attendance and/or present or publish on the topic of counselor education

B. During the period in which the individual is a candidate for Secretary-Elect (or serves as Secretary-Elect) they cannot be nominated (or serve) for any other elected office that would interfere with their elected position as ACES Secretary (e.g. officer in ACA, ACA regions or branches, ACA divisions, ACES regions or branches, CSI, NBCC, AASCB, or CACREP).

C. Demonstrated commitment to diversity and inclusion (with supporting evidence of at least 1 of the following)

1. Publications/presentations related to diversity and inclusion
2. Teaching philosophy and/or supervision model
3. Community engagement
4. Awards or recognitions related to diversity and inclusion

D. The individual must also attend every face-to-face ACES business meeting and the annual summer business meeting (typically held on the second weekend of June, Friday and Saturday)

E. Must adhere to the ACA Code of Ethics and not have any ethical violations in their professional history.

ACES Treasurer:

A. Demonstration of leadership skills as evidenced by engagement to ACES or ACES regions

B. Demonstration of commitment to ACES as evidenced by all of the following

1. Service to ACES via at least one of the following: ACES Committee Chair or Member, Interest Network Chair, regional ACES officer
2. Professional Member in good standing for at least 3 years (at time of nomination)
3. 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 Treasurer.

D. Demonstrated commitment to diversity and inclusion (with supporting evidence of at least 1 of the following)

a. Publications/presentations related to diversity and inclusion

b. Teaching philosophy and/or supervision model
c. Community engagement
d. Awards or recognitions related to diversity and inclusion

E. 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)

F. Preferred: Had previous experience as a Treasurer in a professional organization (i.e., at regional or national level) or previous financial work experience.

G. Must adhere to the ACA Code of Ethics and not have any ethical violations in their professional history.

ACES Representative to ACA Advisory Council:

A. Demonstration of leadership skills as evidenced by active service to ACES as professional member on the ACES Governing Council.

B. Demonstration of commitment to ACES as evidenced by the stated positions above

1. Professional Member in good standing for at least 7 years (at time of nomination)
2. 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 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

D. 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

D. Can attend every ACES business meetings and the annual summer business meeting (typically held on the second weekend of June.

E. Must adhere to the ACA Code of Ethics and not have any ethical violations in their professional history.

Nominations and Elections Procedures

1) In April of each year, the Nominations and Elections Committee sends out a call for nominations for the following offices: 1) President-Elect; 2) Secretary-Elect; 3) Graduate Student Representative-Elect. A call for nominations for Treasurer-Elect and representative to the ACA Governing Council is handled every third year. The ACES Governing Council nominates two (2) eligible and willing persons whose names are placed on the final ballot for all ACES national offices. 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, Secretary-Elect, and Graduate Student Representative-Elect annually and ACES Representative to the ACA Governing Council and Treasurer-Elect every third year. 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 500-word statement to the Chair of Nominations and Elections addressing the following items:

All candidates shall submit to the Nominations and Elections Committee Chair the following:

A Candidate Statement answering the following:

a. Why does the candidate wish to serve in this elected office?
b. What would the candidate's contribution be to ACES?

c. How will the candidate address the existing strategic plan?
d. A description of the candidate's leadership style.
e. A description of the candidate's experience and skills that would prepare the candidate for the role

A separate Candidate Statement including a 500-word description of the candidate's commitment to and experience in diversity, equity, and inclusion. Candidates must adhere to the ACA Code of Ethics and not have any ethical violations in their professional history.

A Letter of Support from the institution (dean or direct supervisor) indicating they understand the commitment involved in the position and indicating their plan to support the candidate in this role (e.g., course release, Grad Assistant, Research Assistant, work study student, stipend).

A current Curriculum Vitae

Provide the year in which the candidate became a Professional Member and the candidate's ACA/ACES Member Number.

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 ACES
Summer Meeting each year to meet all deadlines of the election process. The Chair of the Nominations and Elections committee will acknowledge all nominations and verify ACES
Professional Membership status and years. 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 to the Executive Director in order to meet the deadlines.

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 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 Amended and Restated 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, Secretary-elect and Graduate Student Representative (annually) and Treasurer-Elect and ACA Governing Council Rep (in 3rd year).

The balloting and election process is handled under the auspices of ACES utilizing their membership website.

ACES election results are announced to the membership through the ACES website and electronic communication with members.

Campaigning

- No formal campaigning in any form is permitted, including special conference activities, communications, solicitations for support, etc. Candidates may continue normal professional activities if longstanding and not primarily for campaign exposure.

- Candidates appear together in the ACES election newsletter to share background, qualifications and goals. Campaigning restrictions do not apply there.

- Use of personal campaign funds is prohibited.

- ACES funds cannot be used except as defined in election rules.

- ACES entities cannot publish informal endorsement articles regarding candidates.
- Oral campaigning is limited to informal individual discussions with members, not broadcasts.

Ballot

- Membership status of all candidates is verified by the ACES Executive Director
- An electronic ballot is sent to all current members

FINANCIAL SUPPORT TO THE ACES PRESIDENT

The functions of the presidency of the ACES constitute a distinguished professional activity engaged in with no remuneration to the elected individual.

1. The fact that one of its employees has been elected to serve as ACES President brings pride, recognition, and benefits to the employing institution
2. 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.
3. 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 them 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 their institution. Such release may be in the form of waiver of duties and/or financial support.
4. ACES applauds the commitment of its president and by this policy also provides financial assistance as noted below toward release from normal duties, so that they 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.
5. 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 is encouraged to utilize these funds toward course buy outs, reductions to teaching load or administrative responsibilities, or for payment toward a graduate assistant to help the ACES President.

c. The institution also is encouraged to provide waiver of expenses for some or all administrative services (e.g., office supplies, internet access).

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.

COUNSELOR EDUCATION AND SUPERVISION JOURNAL

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

1. The nature and content of CES is determined by the purposes of this Association as given in the Amended and Restated Bylaws.
2. The President of the Association, with the approval of the Governing Council, appoints an EditorElect 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 Associate Editor and such other staff as may be deemed necessary to carry out the provisions as stated in the Amended and Restated Bylaws.
3. The Journal Editor is a member of the ACA Board of Journal Editors.
4. The Journal Editor will receive an honorarium and other necessary expenses included in budget requests approved by the Governing Council
5. The Associate and Assistant Journal Editors will receive an honorarium included in budget requests approved by the Governing Council
6. At the discretion of the Editor, they may hire an Editorial Assistant who will receive an honorarium included in budget requests approved by the Governing Council
7. The Governing Council from time to time determines the frequency of issuance and the size and format of CES.
8. The Governing Council may authorize from time to time such other publications as may be deemed desirable.

Selection of Editorial Board Members:

1. Governing Council grants the Editor of CES authority to select editorial review board members on staggered three-year appointments, subject to approval of candidates by the Governing Council.
2. Individuals recommended for appointment to the journal Editorial Board by the journal Editor must be current members of ACES.
3. Editorial review board members must sign and return a form that lists the expectations of being a board member.

4. 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.
5. If an Editor finds that an editorial review board member is not carrying out their 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 their 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.

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

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 Master's 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. ACES Excellence in DEIJ in Counselor Education Award

The ACES Excellence in DEIJ in Counselor Education Award represents a commitment by ACES to recognize members' efforts that have shaped counselor education and supervision. This award will be presented to an ACES member for outstanding contributions to research, supervision, teaching, advocacy and/or policy, and whose work informs and advances the understanding of diversity, equity, inclusive, and justice excellence in counselor education and supervision. Nominees should be considered trailblazers with a proven sustainability record and progressive change in areas of inclusive excellence in diversity. The nominee is required to be a current member in good standing of ACES.

14. Conference Diversity Scholarships

The Association of Counselor Education and Supervision offers scholarships to current professionals and counselor education students who might not otherwise be able to attend the ACES Conference and regional ACES Conferences. Awards are based on the appropriateness of the educational opportunity related to the applicant's job, financial need, contributions of the applicant to their community and to ACES/Regional ACES. Scholarships in the amount specified in the current fiscal year's budget may be awarded to cover the cost of attending the ACES Conference/Regional ACES Conference. Scholarship recipients MUST be current ACES members. Scholarships will be awarded based on availability of funds and may vary each year.

15. 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.

TRAVEL POLICIES AND PROCEDURES

The following explains ACES reimbursement policies. Any expenses not listed are the individual's responsibility. All travel reimbursement requests must be sent by email to the ACES Executive Director within 30 days of travel, accompanied by receipts and the completed reimbursement form. Requests received after the 30-day deadline, will not be processed and reimbursement will not be available.

ACES Conference:

- Lodging for the days of the conference (single room)

- Meals Per Diem – excluding those included in conference registration
- Transportation - Airfare/train fare/mileage; transportation to/from airport/ station and home, transportation to/from airport/station and meeting site (using most economical means of transportation available)
- Complimentary conference registration

ACES Summer Meetings

- Transportation – Airfare//mileage; transportation to/from airport/station and home, transportation to/from airport/station and meeting site
- Lodging o Meals

Regional Conferences

The President, President-Elect, and Executive Director may attend Regional Conferences upon invitation from the Region. Regions are asked to consider how they might utilize those invited and how they may contribute to the Region Conference (e.g., keynotes, presentations, assisting with Emerging Leader programming

Regions should extend invitations by April 1 the spring prior to their scheduled fall conference in order to allow ACES to budget for travel expenses. ACES reserves discretion in making final decisions based on budget implementations.

- ACES will pay travel expenses including airfare, mileage, lodging, and incidental meals.
- Regions will be expected to provide complimentary registration and any meals provided as part of the conference.

The ACES Graduate Student Representatives should meet to decide upon coverage of the five Region Conferences. One GSR should be present at each Region Conference. Regions are encouraged to actively utilize the GSR onsite (e.g., presenting, opportunities to mentor and participate with graduate students)

- ACES will pay travel expenses including airfare, mileage, lodging and for incidental meals.
- Regions will be expected to provide complimentary registration and any meals provided as part of the conference.

Affiliate Meetings

The ACES President, President-Elect, and Executive Director serve as the ACES representatives to several affiliate groups. If an individual is asked to represent ACES at an

Affiliate Meeting/Conference, that individual's expenses will be paid by ACES, inclusive of conference registration fees. Decisions regarding attendance should be determined by April 1 of each year so that the expenses can be included in the annual ACES Budget for the coming fiscal year.

Overall ACES will use reimbursement guidelines consistent with ACES travel limits, including the following:

- Mileage will be reimbursed at current IRS rate.
- Airfare must be purchased at lowest available coach fare rate.
- Meals will be reimbursed using the current government established rate by city.
- Anything not listed above is not covered under the reimbursement policy.

Note: Regional Officers may be reimbursed/supplemented for their travel in accordance with their Region Travel Policies.

Details of Travel Reimbursement Policies:

- Flights: To have flights reimbursed individuals must be booked at least one month prior to the ACES event (e.g., conference, GC meeting). Failure to book a flight may lead to reimbursement of no greater than average flight cost for the GC.
- Flights: All purchased flights must be main cabin/ standard economy (lowest available fare) to ensure equitable and responsible use of funds. If you require flight adjustments for accessibility, health, or other individual needs, please note these at the time of booking for consideration. You may upgrade flight class at your own cost (e.g., miles/status/personal funds)
- Baggage: To support equitable and consistent travel practices while maintaining responsible use of funds, baggage fees are generally not covered for events less than or equal to 3 days (e.g., GC meeting). However, reasonable exceptions may be reimbursed when baggage fees are necessary due to accessibility, medical, caregiving, or similar needs.If on a budget airline and carry-on baggage is not included, please purchase that upgrade with your ticket for reimbursement.
- Parking: Economy parking must be used in the case of all ACES meetings (GC, conference, etc.); hourly and premium parking will not be reimbursed. In the case where parking + mileage exceeds the average flight cost, GC members will be reimbursed up to the average flight cost.
- Car service: In the case of using a car service (e.g., Uber/Lyft, etc.) individuals may only utilize this as a reimbursement option when it is cheaper than mileage + parking at their point of departure (airport/train).
- Return of funds: If ACES GC members do not participate in and/or travel to meetings for which they have sought prior reimbursement, they will be required to return funds to ACES. Failure to do so may result in further action by the GC (such as sending

owed funds to collections). ACES encourages all travelers to purchase their own travel insurance; some options include: Allianz Travel. While ACES encourages travelers to consider purchasing travel insurance, we recognize that financial circumstances and access to such options vary.

* this includes any graduate student grants/travel

- Ride shares/public transit: When available, GC members are highly encouraged to use the most economical transit option (e.g., metro systems, ride shares with other GC members). Rideshares selected should be those with the most economical rates and not be upgraded options. We recognize that this is not feasible in all locations, or due to different departure/arrival schedules. If transportation fees are excessive and well beyond other members, ACES reserves the right to limit reimbursement to the average cost of the GC ride share/public transit. If sharing a ride share with non-GC member, a rideshare split is strongly encouraged.

- All travelers must submit for reimbursement within 30 days of the travel unless specified otherwise by the executive director and treasurer. Failure to do so, could result in travel not being covered.
- All travel receipts must have the following information visible:
  - Flight date and time, passenger name, location of travel, and what type of flight booked. You may not submit just the price paid.
  - All ride-share receipts need to contain the date and time, as well as location of pick up and drop off.

**accommodations on the basis of ability/medical needs or specific personal circumstances that might need additional support can be made available; please consult with ACES ED and treasurer in advance of all bookings/ACES events to discuss and make those arrangements. Failure to have prior authorization for increased costs may lead to an inability to reimburse

***failure to follow these policies may result in any accrued expenses to be paid by the GC member's personal funds. In some extenuating cases, adjustments to policy may be available and are at the discretion of the ED/treasurer/presidential trio with appropriate evidence provided by the GC member seeking reimbursement. The pre-authorization of expenses outside these policies is required.

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. All expenditures must be within the fiscal year budget parameters. Expense Reports may be obtained from and are submitted to the ACES Executive Director for processing.

Expenses incurred at the Region level must be in line with the Region's fiscal year budget. Processing of all reimbursements is initiated in conjunction with the Region Treasurer.

FINANCIAL INVESTMENT PHILOSOPHY AND POLICIES

Our Mission

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.

Our Goal

The overriding objective of the Association for Counselor Education & Supervision is to maintain purchasing power while also investing in a socially and environmentally responsible manner. That is, net of fees, the objective is to grow the aggregate portfolio value at the average rate of inflation, around +3%.

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.

Purpose of This Investment Policy Statement

This statement of investment policy is set forth by the ACES Governing Council and the Financial Investment Committee (FIC) in order to:

1. Define and assign the responsibilities of all involved parties.
2. Establish a clear understanding for all involved parties of the investment goals and objectives for ACES assets.
3. Offer guidance and limitations to all Investment Managers regarding the investment of ACES assets.
4. Establish a basis for evaluating investment results.
5. Manage plan assets according to prudent standards as like-minded individuals with like-minded goals would do.

Delegation of Authority

The Investment Committee of ACES is a fiduciary, and is responsible for advising and monitoring the investment management of ACES assets. As such, the Investment Committee is

authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to:

1. Investment Consultant. The consultant may assist the Investment Committee in: establishing investment policy, objectives, and guidelines; selecting investment managers; negotiating management fees, reviewing such managers over time; measuring and evaluating investment performance; and other tasks as deemed appropriate.

2. Investment Manager. The investment manager has discretion to purchase, sell, or hold the specific securities that will be used to meet the Association's investment objectives.

3. Custodian. The custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Foundation, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Foundation accounts.

If such experts employed are also deemed to be fiduciaries. All expenses for such experts must be customary and reasonable, and will be borne by the Association as deemed appropriate and necessary.

The Investment Committee will not reserve any control over investment decisions, with the exception of specific limitations described in these statements. Managers will be held responsible and accountable to achieve the objectives herein stated.

Definition of Risk

The Investment Committee realizes there are many ways to define risk. It believes that any person or organization involved in the process of managing the ACES's assets understands how it defines risk so that the assets are managed in a manner consistent with the Association's objectives and investment strategy as designed in this statement of investment policy.

The Investment Committee defines risk as: The probability of not maintaining purchasing power over time.

Assignment of Responsibility

The Investment Committee shall discharge its duties solely in the interest of the ACES, with the care, skill, prudence and diligence under the circumstances then prevailing, that a prudent man, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character with like aims. Specific responsibilities relating to the investment management of ACES's Investment Fund include:

RESPONSIBILITY OF THE ACES EXECUTIVE DIRECTOR

1. Receive and review the monthly statements from Investment accounts and forward to the Investment Committee chair and Region Treasurers.
2. Make transfers of funds. At least, once a year after July 1 and no later than sept. 1st, ACES and regional checking accounts will be reallocated to predetermined operating min and max fund levels.
   (note: Regions will communicate in at the time of annual budget submissions reallocation directives.)
3. Ensure all seats of Investment Committee are filled.

RESPONSIBILITY OF INVESTMENT CONSULTANT(s)

1. Providing due diligence, or research, on the Investment Manager(s).

2. Monitoring the performance of the Investment Manager(s) to provide the Investment Committee with the ability to determine the progress toward the investment objectives.

3. Communicating matters of policy, manager research, and manager performance to the Investment Committee.

4. Reviewing Plan investment history, historical capital markets performance and the contents of this investment policy statement to any newly appointed members of the Investment Committee.

5. Negotiating fees on behalf of ACES, a division of ACA.

6. Suggest changes where appropriate to investment Policy, Invest Management and Investment Allocation.

RESPONSIBILITIES OF INVESTMENT MANAGER(s)

Each Investment Manager will have full discretion to make all investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in this statement. Specific responsibilities of the Investment Manager(s) include:

1. Discretionary investment management including decisions to buy, sell, or hold individual securities, and to alter asset allocation within the guidelines established in this statement.
2. Reporting, on a timely basis, quarterly investment performance results against agreed upon benchmarks.
3. Communicating any major changes to economic outlook, investment strategy, or any other factors which affect implementation of investment process, or the investment objective progress of the Foundation's investment management.
4. Informing the Investment Committee regarding any qualitative change to investment management organization on a timely basis. Examples include changes in portfolio management personnel, ownership structure and investment philosophy.
5. Vote proxies on behalf of ACES.

INVESTMENT MANAGER PERFORMANCE REVIEW AND EVALUATION

Performance reports generated by the Investment Consultant shall be compiled at least quarterly and communicated to the Investment Committee for review within 45 days of the quarter end. The investment performance of total portfolios, as well as asset class components, will be measured against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals, and guidelines as set forth in this statement. The Investment Committee intends to evaluate the portfolio(s) quarterly, annually and on rolling three- and five-year periods. The investment committee in its entirety reserves the right to terminate a manager for any reason.

ASSET ALLOCATION

The committee has determined that there will be three investment buckets for the Association: Shortterm (less than 2-year time horizon), Mid-term (3-5 year time horizon), Long-term (greater than 5 year time horizon). The asset allocation for each bucket will reflect the different time horizon and risk tolerance level for that particular pool of investible assets. The allocations will be reviewed at least annually. Until modified by the investment committee, we have decided to allocate ACES's assets into the following four asset classes: US Equities, International Equities, Fixed Income, and Cash. Within these asset classes investments may be further diversified into sub-categories that are detailed later in this document.

EQUITY INVESTMENT OBJECTIVES

The investment objective for each equity manager is to outperform their appropriate equity benchmark net of fees. In addition, individual equity investment managers will be measured against a universe of managers with comparable investment styles. It is expected that equity managers rank in the top quartile of such a universe.

INVEST FUND BUCKETS

	Checking	Short-term (<2 yrs)	Mid-term (2-5 yrs)	Long-term (>5 yrs)

ACES National		ACES Board calculates short-term funds based on 1) the funds ACES needs if it has significant budget deficit (i.e., 5%- 10% miss on expenses); and 2) funds that designated by the board to use on initiatives in the next 2 years.	ACES board calculates 1) the funds would need if ACES ended up with a 2nd significant budget deficit item; and 2) funds designated by the board for initiatives that are to be spent 3 – 5 years from time of budgeting (current).	Long-term is all additional funds beyond those needed for the short & mid-term fund as well as sufficient funds in ACES operating checking account.
Regional		determined by region		

EQUITY INVESTMENT OBJECTIVES

The investment objective for each equity manager is to outperform their appropriate equity benchmark net of fees. In addition, individual equity investment managers will be measured against a universe of managers with comparable investment styles. It is expected that equity managers rank in the top quartile of such a universe.

EQUITY INVESTMENT GUIDELINES

1. To achieve desired quality and liquidity levels, equity assets should be invested in securities listed on principal exchanges and deemed investment grade by Standard and Poor's or Moody's. They may be American Depository Receipts (ADRs) for foreign companies whose rating is deemed to be equivalent to investment grade by Standard and Poors or Moody.

2. Concentration in any one industry shall be limited to a maximum 20% of the total portfolio.

3. No single issue may exceed 5% of the market value of the managers portfolio at the time of purchase or 15% of the market value of the total portfolio at any time thereafter.

4. While at times equity managers may hold investment reserves in either cash equivalents or fixedincome securities for defensive purposes, the performance of the equity portfolio, including any nonequity "reserves", will be measured against the appropriate predetermined equity benchmark.

FIXED INCOME OBJECTIVES

The investment objective for the Fixed Income component of the asset allocation is to protect the principal and gain a higher level of income than is possible in a money market or other cash management vehicle.

FIXED INCOME GUIDELINES

1. To achieve desired quality and liquidity levels, fixed-income assets should be invested in marketable debt securities.

2. Excluding United States Government or Agency Obligations, the securities of any one issuer should not exceed 5% of the total portfolio based on market value at the time of purchase.

2. Asset-Backed and Mortgage-Backed Securities must be investment grade. A maximum of 15% of the fixed income portfolio may be invested in these issues with no single issue representing more than 5% of the total portfolio based on market value at the time of purchase. In no case shall the investments include a single mortgage to a corporation or individual.

3. Individual debt issues must be at least investment grade and should be rated in the highest three Moody's and/or Standard and Poor's categories. A maximum of 5% of the fixed-income portfolio may be invested in debt issues rated Baa3 by Moody's or BBB- by Standard & Poor's.

4. Individual debt issues should be limited to the issues of at least $100 million outstanding. Exceptions may be considered on a case-by-case basis in the event that an unusual opportunity exists, but such an exception must receive prior approval of the Investment Committee.

5. Highly rated Mutual funds and separately managed accounts may be used as part of the fixed income allocation.

ALTERNATIVE INVESTMENT OBJECTIVES

When appropriate, alternative investments will be used as a way to diversify the ACES's holdings beyond traditionally managed portfolios of equity and fixed income investments. We use these types of investments to seek the performance and diversification characteristics of investments not correlated to the traditional market, in an effort to enhance returns on both an absolute and risk-adjusted basis. We will benchmark alternative managers against their appropriate benchmark. Investments will be discussed on a case-bycase basis with clear understanding of appropriate benchmark prior to investment. However, the ultimate objective is to achieve positive absolute returns in this asset class regardless of the market environment.

ALTERNATIVE INVESTMENT GUIDELINES

1. Examples of acceptable alternative investments include single-manager hedge funds, managed futures and real estate (REIT's only). Managers will be selected and monitored by the investment committee and the investment consultant to ensure their adherence to the ACES's investment objectives.

2. All managers must be registered, have valid certificates, no censures, no fines and no prior bankruptcy filings.

3. No more than 5% of the long-term portfolio may be invested in one single manager and no more than 10% in any one style of alternative investment.

4. Lockup periods should be no longer than two years.

5. The manager or managers may use a wide variety of investment products and strategies, including short selling, leverage, and arbitrage. All investments in this class are subject to liquidity requirements, quarterly valuations and must be marketable.

CASH EQUIVALENTS OBJECTIVES

The investment objective of the cash equivalent allocation is to provide comparable short-term return consistent with a high degree of safety and liquidity.

CASH EQUIVALENT GUIDELINES

1. Short-term fixed-income investments should be of high quality involving minimal risk of principal.

2. With the exception of U.S. Government and Agency Obligations, the securities of any issuer should not exceed 5% of the total portfolio based on market value at the time of purchase.

3. Cash Equivalent investments, which may include commercial paper should be rated at least “P-1” by Moody’s Investors Services or “A-1” by Standard and Poor’s. Certificates of Deposit from commercial bank with debt ratings of A or higher are acceptable providing the institution has demonstrated a record of profitability and has a sizable ongoing certificate of deposit issuance program.

PROHIBITED TRANSACTIONS

1. Investment managers are prohibited from committing the association’s assets to the following investments:

2. Restricted (letter) stock, short sale contracts*, option contracts*, futures contracts*, use of leverage*, securities of investment managers, their parents, or subsidiaries, purchase of other direct interest in oil, gas or mineral exploration or development programs, and securities lending. 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.

*except when used by alternative investment managers.

SOCIAL RESPONSIBILITY

It is the responsibility of the Financial Investment Committee to ensure that the social and ethical goals of the ACES are reflected in the investment portfolio. At the direction of the ACES Governing Council, the Investment Committee may from time-to-time issue restrictions and or inclusion directives to investment managers based on social or ethical issues. In general, the investments should aim for social and environmental responsible investing.

Investment Policy Statement – Long-term Allocation Chart

The chart below is used to illustrate the strategic asset allocation for the Long-term portfolio.

The primary goal of this portfolio is long-term capital appreciation. The target rate of return is inflation plus 3%.

	Lower Limit	Strategic Allocation	Upper Limit	Benchmark Index
Domestic Equities	25%	**35%**	50%	S&P 500
Large Cap Growth	10%	12%	20%	MSCI PRIME 750G
Large Cap Value	10%	12%	20%	MSCI PRIME 750V
Mid Cap	5%	5.5%	10%	Mid Cap Index
Small Cap Growth	0%	0%	15%	R2000G
Small Cap Value	5%	5.5%	15%	R2000V
Developed International Equities	15%	**17.5%**	25%	MSCI EAFE
Large Cap Growth ADR	0%	0%	20%	MSCI EAFE
Large Cap Value ADR	10%	17.5%	20%	MSCI EAFE
Emerging Market Equities	0%	**7.5%**	10%	MSCI Emerging Market
Fixed Income	10%	**35%**	40%	
U.S. Core Bond	0%	15%	50%	BC G/C
Limited Duration	10%	10%	50%	BC INT. G/C
High Yield	0%	5%	15%	BC High Yield
International Fixed Income	0%	5%	15%	BC Global Agg
Alternative Investments	0%	**0%**	15%	
Real Assets	0%	0%	5%	HFRI Fund of Funds Index
Hedge Funds or Fund of Funds	5%	10%	15%	HFRI Fund of Funds Index
Opportunistic Investments	0%	**0%**	10%	TBD
Cash	0%	**5%**	40%	

Investment Policy Statement – Short-term Asset Allocation Chart

The chart below is used to illustrate the strategic asset allocation for the Short-term portfolio.

The primary goal of this portfolio is preservation of principal. The target rate or return is slightly better than the rate of inflation in an effort to maintain the purchasing power over time.

	Lower Limit	Strategic Allocation	Upper Limit	Benchmark Index
Domestic Equities	0%	**0%**	15%	S&P 500
Large Cap Growth	0%	0%	15%	MSCI PRIME 750G
Large Cap Value	0%	0%	15%	MSCI PRIME 750V
Mid Cap	0%	0%	5%	Mid Cap Index
Small Cap Growth	0%	0%	5%	R2000G
Small Cap Value	0%	0%	5%	R2000V
Developed International Equities	0%	**0%**	10%	MSCI EAFE
Large Cap Growth ADR	0%	0%	5%	MSCI EAFE
Large Cap Value ADR	0%	0.0%	10%	MSCI EAFE
Emerging Market Equities	0%	**0%**	10%	MSCI Emerging Market
Fixed Income	50%	**80%**	100%	
U.S. Core Bond	10%	20%	50%	BC G/C
Limited Duration	60%	60%	80%	BC INT. G/C
High Yield	0%	0%	10%	BC High Yield
International Fixed Income	0%	0%	10%	BC Global Agg
Alternative Investments	0%	**0%**	15%	
Real Assets	0%	0%	5%	HFRI Fund of Funds Index
Hedge Funds or Fund of Funds	5%	0%	15%	HFRI Fund of Funds Index
Opportunistic Investments	0%	**0%**	10%	TBD
Cash	0%	**20%**	60%	

INVESTMENT POLICY STATEMENT – MEDIUM-TERM ASSET ALLOCATION CHART

The chart below is used to illustrate the strategic asset allocation for the Medium-term portfolio.

The goal with this portfolio is capital appreciation. The target rate of return is inflation +2%.

	Lower Limit	Strategic Allocation	Upper Limit	Benchmark Index
Domestic Equities	10%	**25%**	35%	S&P 500
Large Cap Growth	5%	10%	20%	MSCI PRIME 750G
Large Cap Value	5%	10%	20%	MSCI PRIME 750V
Mid Cap	5%	5%	5%	Mid Cap Index
Small Cap Growth	0%	0%	5%	R2000G
Small Cap Value	0%	0%	5%	R2000V
Developed International Equities	0%	**5%**	10%	MSCI EAFE
Large Cap Growth ADR	0%	0%	5%	MSCI EAFE
Large Cap Value ADR	0%	5%	10%	MSCI EAFE
Emerging Market Equities	0%	**0%**	10%	MSCI Emerging Market
Fixed Income	50%	**60%**	70%	
U.S. Core Bond	20%	30%	50%	BC G/C
Limited Duration	10%	20%	50%	BC INT. G/C
High Yield	0%	5%	15%	BC High Yield
International Fixed Income	0%	5%	15%	BC Global Agg
Alternative Investments	0%	**0%**	15%	
Real Assets	0%	0%	5%	HFRI Fund of Funds Index
Hedge Funds or Fund of Funds	0%	0%	10%	HFRI Fund of Funds Index
Opportunistic Investments	0%	**0%**	10%	TBD
Cash	0%	**10%**	40%	

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.

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.

ACES HIRING PROCEDURE FOR POSITION OF ACES EXECUTIVE DIRECTOR:

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. 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 them 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.
12. The Executive Committee will check the finalists' (people to whom we are considering offering the position) credentials, references and other qualifying documents and statements.
13. 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.
14. The ACES Executive Committee makes hiring recommendations to the ACES Governing Council.
15. 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.
16. ACES Executive Director makes the offer verbally and in writing to the candidate.
17. 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.

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) Individuals 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 ACES Webmaster (socialmedia@acesonline.net) or the ACES Executive Director (executivedirector@acesonline.net). 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 post a risk or threat to you or those you serve.

Follow the Law

Any violation of law is immediate grounds from 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 a 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 the ACES Social Media Coordinator
(socialmedia@acesonline.net) or the ACES Executive Director
(executivedirector@acesonline.net).

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 realtime. 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 the ACES Social Media Coordinator (socialmedia@acesonline.net) or the ACES Executive Director (executivedirector@acesonline.net).

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 the the ACES Executive Director (executivedirector@acesonline.net).

ACES PRIVACY POLICY

The Association for Counselor Education and Supervision (ACES) is located in the United States and utilizes U.S. based websites. ACES respects the privacy of its members and other visitors to

its websites or use of our mobile applications. ACES strongly believes that if electronic commerce and online activities are utilized, members must be assured that information provided online is used responsibility and appropriately.
To protect your privacy, the following is standard policy.

What information does ACES collect?

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 site visitors knowingly provide.

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, create an account with us, , 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 membersonly 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, contact phone number, and email. Similar information may be submitted to ACES through membership applications, conference or workshop registration, and applications for grant funding. Additionally, for some e-mails sent in HTML format by ACES to its members through its electronic newsletters, AESA, 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. AESA 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 eighteen

How Does ACES Use Data Collected?

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

ACES Member Services. 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 does not make ACES member data available to third parties.

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 the ACES Executive Director at executivedirector@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 regions 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.

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. Contact the ACES Executive Director at executivedirector@acesonline.net if you require more information.

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;
- 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 the ACES Executive Director at executivedirector@acesonline.net
- Adjust your preferences through the your membership profile
- 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.

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 the ACES Executive Director at executivedirector@acesonline.net Please include “Web Privacy Policy Question or Comment” in the subject line.

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APPENDIX A: ACES INTEREST NETWORKS

Following is a list of ACES interest networks that were active as of January 2026.

Academic Leadership
Advocacy
Bi-Lingual
Career
Climate Justice in Counseling
Clinic Director/Placement Coordinator
Disability Justice and Accessibility in Counseling
Diversity and Inclusion
International Faculty and Students
Men's Mental Health
Neurodivergence in Counselor Education
New Faculty
Qualitative Research
Rural Counselors
School Counselors
Substance & Behavioral Addiction
Supervision
Trauma Informed Counselor Education and Training

APPENDIX B: ACES LIFETIME MEMBERS

The following were afforded Lifetime Member status in March 2015 as an avenue to raise revenues at that point in time. The Lifetime Membership is no longer available.

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
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
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 C: 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 May 1. 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
13. Excellence in DEIJ in Counselor Education 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 CD-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 of 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.

13. EXCELLENCE IN DEIJ IN COUNSELOR EDUCATION AWARD (established 2023)

The Inaugural Excellence in DEIJ in Counselor Education Award represents a commitment by ACES to recognize members' efforts that have shaped counselor education and supervision. This award will be presented to an ACES member for outstanding contributions to research, supervision, teaching, advocacy and/or policy, and whose work informs and advances the understanding of diversity, equity, inclusive, and justice excellence in counselor education and supervision. Nominees should be considered trailblazers with a proven sustainability record and progressive change in areas of inclusive excellence in diversity. The nominee is required to be a current member in good standing of ACES.

- The nominee is expected to be a professional member of the Association for Counselor Education and Supervision and a member in good standing in the year the Inaugural Excellence in DEIJ in Counselor Education Award is conferred.
- The Inaugural Excellence in DEIJ in Counselor Education Award candidates are nominated by Association for Counselor Education and Supervision members in good standing/current members.
- Demonstrated commitment to the philosophy/mission of ACES.

- Nominators should verify that they and their nominee(s) are ACES members. ● Self-nominations are not accepted for the ACES DEIJ Award.

The ACES AWARDS NOMINATION FORM is available to be completed online.

DEADLINE: Materials must be received by May 1. Email the entire nomination packet in one file (PDF or Word) and the completed nomination form to: mailto:acesawards@gmail.com

APPENDIX D: 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 are 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 nonpersonally 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 emails 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 contain 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: executivedirector@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: executivedirector@acesonline.net

APPENDIX E: CONFICT OF INTEREST FORM

ACES Conflict of Interest Policy

Article I

Purpose

The purpose of the conflict-of-interest policy is to protect this tax-exempt organization's (Association for Counselor Education and Supervision) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing council delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,

b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing council or committee decides that a conflict of interest exists.

Article III Procedures

Procedures

1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing council delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the governing council or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining council or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest.

a. An interested person may make a presentation at the governing council or committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing council or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing council or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing council or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy.

a. If the governing council or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing council or committee determines the member has

failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing council and all committees with council delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing council's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation

a. A voting member of the governing council who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing council or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each officer with governing council delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurnment, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Governing Council of its responsibility for ensuring periodic reviews are conducted.

I have read the ACES Conflict of Interest Policy and my signature confirms that I have:

a. Has received a copy of the conflicts of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Signature

ACES Governing Council Member

Printed Name Term:

Date Signed: