

**Illinois Counseling Association
Policies and Procedures Manual**

**Policy I
Name, Identity, and Mission**

Section 1. Name.

The name of the Association shall be the Illinois Counseling Association hereinafter referred to as the Association, ICA, or the Illinois Counseling Association. The name of the Association or its accepted acronym, ICA, shall not be used by organizations, individuals, or agencies without the approval of the Governing Council.

Section 2. Purposes.

The purposes of ICA shall be consistent with the purposes of ACA.

Section 3. Bylaws.

The Bylaws of ICA shall not be in conflict with the Bylaws of ACA.

Section 4. Office.

The Association shall maintain an administrative office at a location designated by the Executive Director.

**Policy II
Membership**

Section 1. Division Membership.

Association members may apply for membership in one or more of the Divisions by meeting Division qualifications and by payment of the Division membership fee.

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

Section 2. ICA Membership Requirement for Division Membership.

Membership in ICA is required for membership in any Division.

Section 3. ICA Membership Requirement for Chapter Membership.

Except as specified in Article VII of the Bylaw.

Section 4. Dues.

- (a) *Billing.* Billing shall be on an annual basis determined by the time of joining.
- (b) *Collection.* Association and Division dues shall be collected by ICA at the same time.
- (c) *Distribution of Division Dues.* The funds collected by the Association for each Division shall be disbursed quarterly to each Division.
- (d) *Chapter Dues.* Chapter dues shall be established and collected by each Chapter.
- (e) The membership commencement date for new members will be the day ICA is in full payment of dues. If payment is by check this would be the date the ICA office receives the valid payment regardless of when it is deposited. If payment is by credit card this would be the date ICA receives the valid credit card information.
- (f) Membership commencement date for renewal members will be 366 days from the date they joined provided they renew prior to or within 30 days following their renewal date. If a former member submits valid payment for their renewal dues more than 30 days past their renewal date, their renewal date will be established in the same manner as a new member.

- (g) 2.5.1 ICA will co-sponsor a membership recruitment letter for any Division under the conditions that (1) The ICA President will co-sign the letter with the Division President and (2) ICA and the Division will share equally the costs related to mailing the letter within the limits of the ICA budget. Mailing costs include printing and postage.

Policy III
Officers of the Association

Section 1. Duties and Powers of the President.

- (a) The President shall prepare an agenda for each Governing Council and Executive Committee meeting, as well as for the annual membership meeting.
- (b) The President shall vote at Governing Council and Executive Committee meetings in accordance with Article IV, Section 2 (a) in the ICA by-laws.
- (c) The President shall chair the Conference Committee
- (d) The President be a voting member of the Financial Affairs Committee.
- (e) The President shall be an ICA representative to the Coalition of Illinois Counselor Organizations (CICO).

Section 2. Duties and Powers of the President Elect.

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

- (a) The President Elect shall be an ex-officio member without vote on all committees, except for the Financial Affairs Committee and the Conference Committee, where the President Elect shall be an official member and have a vote.

- (b) The President Elect, before taking office as President, shall appoint a Parliamentarian, a Secretary, and, once every two years, the Treasurer.

- (c) The President Elect shall be responsible for the preconference workshops at the Annual Conference. Pre-conference programming may be sponsored by ICA and/or any division or chapter, with the approval of the ICA conference committee. Profits for the workshops will be shared between ICA and the sponsoring division or chapter in a manner to be determined by the conference committee.

- (d) The President Elect is a designated representative to (CICO).

Section 3. Duties and Powers of the President Elect-Elect.

- (a) The President Elect-Elect shall be the Co-Chair of the Strategic Planning Committee as soon as they are she or he is elected and shall revise the strategic plan of the Association on an annual basis in consultation with members of the Strategic Planning Committee.

- (b) The President Elect-Elect shall chair the Awards Committee.

- (c) The President Elect-Elect shall be a member of the Conference Committee.

- (d) The President Elect-Elect shall be a member of the Financial Affairs Committee.

Section 4. Duties and Powers of the Immediate Past President

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

- (a) The Immediate Past President shall be a member of the Financial Affairs Committee.
- (b) The Immediate Past President shall be the Chairperson of the Nominations and Elections Committee.
- (c) The Immediate Past President shall encourage and assist with nominations for the annual ACA awards and be responsible for nominations for the ACA Branch awards.
- (d) The Immediate Past President shall help produce and preside over the ICA Southern Conference, when it is scheduled to take place.
- (e) The Immediate Past President shall be a member of the Conference Committee.

Section 5. Duties and Powers of the Treasurer.

- (a) The Treasurer shall verify records of each transaction.
- (b) The Treasurer shall verify the reconciliation of the checking account monthly.
- (c) The Treasurer shall review an itemized written statement of the financial status of the Association for each meeting of the Governing Council and Executive Committee.
- (d) The Treasurer shall act as Chairperson of the Financial Affairs Committee.
- (e) The fiscal year runs from July 1 to June 30 of the following year. The Treasurer shall submit a final, audited report at the Governing

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

Council/Transition meeting when the fiscal year is completed. The records will be archived with the Executive Director. Each new Treasurer will be provided with all of the relevant records with which to perform their duties. The Treasurer shall perform the duties customary to the office and such additional duties as may be directed by the President or Governing Council. The Treasurer is responsible for making sure that all federal and state tax forms and reports are filed by the Association C.P.A. by the legally mandated deadlines of applicable state and federal legislation.

(f) All payments shall be signed either by the Treasurer after receipt of a voucher signed by the President or by the President, with approval from the Treasurer. Appropriate receipts shall be attached to the voucher. Neither the President nor the Treasurer may sign a voucher or a check made out to themselves.

(g) The Treasurer is responsible for making sure that the filing of all federal and state tax forms and reports are filed by the Association C.P.A. by the legally mandated deadlines of applicable state and federal legislation.

Section 6. Duties and Powers of the Secretary.

(a) The Secretary shall take minutes of the Governing Council and Executive Committee meetings and keep these records in an orderly manner. The minutes will be archived digitally

Section 7. Duties and Powers of the Executive Director.

(a) The Executive Director shall maintain an office to which Association business may be directed.

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

- (b) The Executive Director shall process membership applications, provide updated membership lists to the Association and to each Division, and report to the Treasurer an accounting of all dues received.
- (c) The Executive Director shall act in an advisory capacity to any officer of the Association, the Governing Council and the Executive Committee.
- (d) Other duties and responsibilities of the Executive Director are contained in the position description, which is in the appendix of this manual.
- (e) The Executive Director is an independent contractor.

Section 8. Duties of the Parliamentarian.

The Parliamentarian shall be responsible for those duties usually performed by the Parliamentarian such as interpreting the Bylaws, determining if a quorum is present, tallying the votes, and such other duties as are usually performed by a Parliamentarian, as well as those assigned by the President.

Section 10. Removal of Officers.

In the event there is cause to consider removing an officer for not meeting responsibilities of the office, the President (unless the officer in question is the President, in which case the Past President shall preside) shall take the following steps:

- (a) Consult with the officer in question.
- (b) Allow the officer to resign if present responsibilities preclude continuing on the Governing Council, or ask the officer to resign if necessary.

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

- (c) If an officer refuses to resign after being asked, the Executive Committee will make a decision subject to the approval of the Governing Council.

- (d) After the officer has been removed, the President or Past President will appoint a replacement subject to the approval of the Governing Council.

Policy IV

Governing Council and Executive Committee

Section 1. Officers. All officers elected or appointed, except the Executive Director, Secretary, Treasurer, and the Parliamentarian, as named in Article IV, Section 1 (a) of the Bylaws have voting power in the Governing Council and Executive Committee.

Section 2. Governing Council Composition.

Divisions:

Division representation on the Governing Council shall be as outlined in the ICA By-Laws.

(a) Chapters.

1. Each Chapter shall determine for itself the manner in which it will name its representative. The name of the Representative shall be submitted in writing to the President and the Executive Director on or before the Transition Meeting.

2. Each Chapter shall be entitled to one representative.

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

3. If a chapter does not name a representative to Governing Council, that Chapter will be declared inactive for that governance year, and the total number of representatives to Governing Council will be reduced accordingly.

(b) *Regions.*

1. Each region in Illinois shall be entitled to at least one Regional Representative. The name(s) of the Representative(s) shall be submitted in writing to the President and the Executive Director on or before the Transition Meeting.
2. The regional boundaries shall be those designated on the map of ICA Regions in Illinois.
3. If a region does not elect a representative to Governing Council, that region will be declared inactive for that governance year, and the total number of representatives to Governing Council will be reduced accordingly.

(c) 4.2.1 Participating Governing Council members receive a certificate for 6 CEs per year for participation in the Governing Council.

(d) 4.2.2 Governing Council members include the ICA Officers, Division Presidents and Representatives, Regional Representatives, and Chapter Presidents. If these members cannot attend a Governing Council meeting, it is their responsibility to have someone attend in their place. ICA Committee Chairs are invited to attend Governing Council meetings. Written reports are due at the end of the month prior to the meeting and are to be sent to the Executive Director electronically for publication on the ICA website. Each Division, Chapter, Region, Committee and Interest Group shall provide a report for each Governing Council meeting. These reports shall be transmitted electronically, and they will be made available to the membership electronically.

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

(e) 4.2.3 A Spring Governing Council meeting may be held.

(f) 4.2.4 The Governing Council/Transition meeting will be held near the end of the fiscal year and no later than the end of July. This allows roughly equal amounts of time between Governing Council meetings and provides more year-round continuity for the governance of ICA.

Section 3. Removal of Governing Council Members.

In the event there is cause to consider removing a Governing Council member for not meeting Governing Council responsibilities, the President shall take the following steps:

(a) Consult with the member involved.

(b) Allow the member to resign if present responsibilities preclude continuing on the Governing Council, or ask the member to resign if necessary.

(c) If a member refuses to resign after being asked, the Executive Committee will make a decision subject to the approval of the Governing Council.

(d) After the member has been removed, the President, after consultation with the Division or the Chapter, will appoint a replacement subject to the approval of the Governing Council.

(e) Divisions and Chapters have the first right to appoint their own replacement representatives.

Section 4. Executive Committee.

(a) The Executive Committee shall meet within a month before each Governing Council meeting. Other meetings may be called when deemed necessary by the President. Such additional meetings may be held electronically.

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

- (b) The Executive Committee shall be responsible for conducting the evaluation of the Executive Director on an annual basis, for negotiating renewal of their contract, and for determining the recommended remuneration of the Executive Director which will be included in the annual budget of the Association.
- (c) The Executive Committee may appoint a personnel committee to conduct a performance review of the Executive Director and to bring recommendations back to the Committee.
- (d) The Executive Committee will be responsible to approve any requests to attend ACA Midwest meetings if that person is requesting ICA reimbursement, in accordance with the approved budget.

Policy V Divisions

Section 1. Membership.

- (a) Should any Division not bring its membership to the minimum level of 25 members in the next fiscal year, it may be dissolved.
- (b) The President shall notify any Division falling below 25 members that it is in jeopardy of losing its Division status and that it has one year to re-establish the minimum level.

Section 2. Formation.

- (a) Any group of 25 individuals may petition the President for Division consideration including the names of the petitioners, verification of ICA membership, names of officers, name of Division, bylaws, and mission statement. The President shall then present the petition to the Governing Council for consideration.

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

- (b) 5.2.1 The Executive Director must be notified of the existence of a Division's checking account before dues will be transferred to the Division.
- (c) 5.2.2 Divisions receive monthly updates regarding membership

Section 3. Voluntary Withdrawal.

- (a) No Division of ICA may affect its voluntary withdrawal from the Association except pursuant to and in full compliance with these rules.
- (b) A Division shall give written notice of its intent to withdraw by registered mail, addressed to the President of the Association, with a copy to the Executive Director, in which an effective date of proposed withdrawal is specified which is not earlier than a date more than six calendar months next following the month in which such written notice is received by the Association.
- (c) A referendum shall be conducted jointly by the Division and the Association on the question of the proposed withdrawal. Costs for the referendum shall be paid by the Division. The referendum shall be held at any time not less than 60 days or more than 180 days next following receipt of the notice of intention of withdrawing. Each member in good standing of the Division shall, by written or electronic ballot, shall have the opportunity to vote as to whether or not they wish to have the division withdraw from the Association. All ballots, procedures and rules for tallying the ballots and ascertaining the vote shall be jointly approved by the Association and the Division in question. Of those who cast ballots in the withdrawal question referendum, two-thirds of those voting must vote in favor of withdrawal. In the event that less than two-thirds of those casting ballots vote in favor of withdrawal, the referendum shall be declared a decision against withdrawal.

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

- (d) A withdrawing Division, by written formal action of its governing body, must have transferred to this Association all its right, title and interest in the name of the Division and must have agreed not to use it thereafter except pursuant to the written consent of the Governing Council of the Association.

Policy VI Chapters

Section 1. Formation.

- (a) Any group of at least 15 persons from a relatively contiguous area or who have a common interest may petition to form a Chapter.
- (b) The petition shall include the names of the petitioners, the name of the Chapter, bylaws, the names of the officers, the geographic limits of the territory to be served, and a mission statement.
- (c) The petition shall be submitted to the President who shall present it to the Governing Council for consideration.
- (d) The Chapter president and at least four other members must be ICA members.

Section 2. Representatives.

- (a) Each Chapter is entitled to one representative, who may be the President, a representative appointed by the President, or a separately elected individual.
- (b) Each Chapter shall be entitled to one vote in the Governing Council.

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

- (c) If a Chapter does not name a representative to Governing Council, that Chapter will be declared inactive for that governance year.

Section 3. Renewal.

Active Chapter status shall be renewed annually at the transition meeting based on certification by the Chapter President to the ICA President that there are a minimum of 15 members, five of whom are ICA members, and that the Chapter continues to function. Lacking this, a Chapter shall be placed on inactive status.

Policy VII Regional Representatives

Section 1. Duties of Regional Representatives.

Regional Representatives shall serve as members of the Governing Council.

- (a) Regional Representatives shall assist in their respective regions with: welcoming and recruiting members through emails, phone calls, letters (quarterly); maintaining regular contacts (quarterly) with divisions, chapters, and colleges/universities; and speaking to institutes, conferences, workshops, and other counseling organizations.
- (b) Regional Representatives shall assist in their respective regions with professional development by attending or conducting a workshop; and shall promote Division and Chapter professional development activities and meetings.
- (c) Regional Representatives will assist the ICA President by encouraging members in their respective regions to attend Governing Council meetings, division, and chapter events, and the annual conference; with follow-up of Governing Council members who do not attend meetings; and with welcoming conference attendees at the annual conference.

Section 2. Nominations and Elections of Regional Representatives.

- (a) The Nominations and Elections Committee shall request from among the members of each Region the names of nominees to be placed on the ballot for their Regional Representatives.
- (b) Nominees shall have been members of the Association since January 1 of the current membership year.
- (c) The Nominations and Elections Committee shall conduct the election of Regional Representatives by secret ballot wherein individual members shall vote for Regional Representatives within their own region. Elections shall be completed and results reported to the Governing Council at the last meeting of the governance year. The voting may be conducted electronically.

**Policy VIII
Meetings of the Association**

Section 1. Annual Meetings.

- (a) The Annual Business meeting shall be held as part of the Annual Conference. It shall be open to and convenient for all ICA members to attend.
- (b) The program of the Annual Conference shall publicize the time and place of the Annual Business meeting.

Section 2. Governing Council Meetings.

- (a) Representatives from Divisions, Chapters, and Regions shall be certified to the ICA President and Executive Director on or before the Governing Council meeting prior to the Transition Meeting.

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

(b) All Governing Council meetings are open, [to any ICA member] but only members of the Governing Council as specified in the Bylaws may vote.

(c) Reimbursement for Spring and Summer Governing Council meetings travel expenses are only available for Governing Council members.

Policy IX Business Affairs

Section 1. Finances.

(a) 9.1 ICA will sell labels for research at full prevailing price to individuals, and to graduate students at 50% of the prevailing rate, provided that: (a) the student is an ICA member and (b) the student has submitted an approved university internal review to verify university involvement.

9.2 Membership labels may be sold with a contract stating that they can only be used once. The Executive Director will decide to whom these labels may be sold. Names and mailing addresses may be made available to outside entities and vendors, but phone numbers and email addresses of ICA members can only be made available within the association and its divisions, chapters and regions for use by the division, region or chapter for their internal purposes only, not to be made available to entities outside ICA, other than ACA.

(b) 9.3 All contractual and related financial decisions must be reviewed by the President and Treasurer, and signed by the appropriate Executive Committee member in order to establish an effective flow for continuity of operational functioning and to safeguard fiscal responsibility.

(c) 9.4 The ICA checking account shall be at an FDIC insured bank.

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

- (d) 9.5 ICA pays for meals for the Governing Council and Executive Committee meetings, as the budget allows. ICA does not pay for meals while traveling to these meetings or other meetings, e.g., committee meetings.
- (e) 9.6 ICA has established a goal of maintaining one year's operating amount in an interest bearing instrument.
- (f) 9.7 Requests for funding of special projects must be submitted in writing in order to be considered for inclusion in a budget line item for the current fiscal year.
- (g) 9.8 Officers with line item budgets shall be reimbursed out of their budgets for travel and related expenses approved by the Executive Committee. ACA recommended guidelines for meals not provided for an event should be followed. Officer budgets are not to be used for membership dues, conference fees, or any other activity not directly in support of their position as an ICA officer, with the exception of the ICA President who may use their budget for the conference fees for ICA's fall conference and ACA's annual conference, where their attendance is required, and the ICA Immediate Past President for the annual Southern Conference for which they are host.
- (h) 9.9 In concurrence with the President, the Treasurer shall retain discretionary authorization to amend the ICA or Conference budgets by moving, within each respective budget, amounts from one line to another insofar as said amounts do not exceed \$300.00 or 2% of the source line amount, whichever is smaller.
- (i) 9.10 The reimbursement rate for round trip mileage to the spring and summer Governing Council meetings for members of those committees, and the Executive Committee meetings is reviewed and set by the Finance Committee.
- (k) 9.11 The reimbursement rate for accommodations for members of Governing Council and the Executive Committee is the hotel cost if the individual resides more than 200 miles round trip from the site of the meeting.

Policy X

Committees

Section 1. Committee Chairpersons.

Chairpersons shall be responsible for the leadership within their committees, for completion of tasks assigned, for operating within the budget assigned, for writing and submitting the required reports, and for making reports to the Governing Council as directed. Committee Chairpersons are invited to Governing Council meetings, and their expenses will be reimbursed the same as Governing Council members. Reports may be transmitted electronically.

Section 2. Removal of Committee Members or Chairs.

In the event the ICA President determines that a committee member or a chair is not meeting committee responsibilities, the President shall take the following steps:

- (a) Consult with the committee chair. If a member is in question, consult with the member and the chair.
- (b) Allow the chair or member to resign if present responsibilities preclude continuing on the committee, and ask the member or chair to resign if necessary.
- (c) If a committee member or chair refuses to resign after being asked, the President has the authority to remove the member or chair. A committee chair may be removed without removing that person from the committee, or the chair can be removed as chair and also removed from the committee.
- (d) Governing Council or Executive Committee approval to remove committee members or chairs is not required.
- (e) After the President has removed a committee member or chair, the President will appoint a replacement subsequent to the approval of the Executive Committee.

Section 3. Awards Committee.

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

- (a) The Awards Committee shall review for possible continuation of any previous awards; solicit and consider new awards; prepare and revise, when appropriate, guidelines for each award; and submit this information to the Governing Council for its action.
- (b) In accordance with the guidelines established for each award, the Awards Committee shall solicit nominees, review supporting materials concerning nominees, and make arrangements for the presentation of awards to the recipients.
- (c) 10.2.1 The Awards Committee is charged with the task of collecting and maintaining records for nominations to be used for ICA and ACA awards.

Section 4. Bylaws and Policies Committee.

- (a) Bylaws and Policies Committee Responsibilities:
 - 1. The Bylaws and Policies Committee shall review all proposed ICA Bylaws as well as the Policies and Procedures Manual additions, revisions, and deletions. The committee shall also review all ACA Bylaws to determine agreement.
 - 2. The Committee Chair serves as a consultant or liaison to Chapters and Divisions when bylaws are written or reviewed.
 - 3. The Committee Chair arranges for the printing and/or electronic distribution of the revised/amended bylaws to the ICA Governing Council and the ICA Executive Committee.
- (b) Committee Members. The President shall select a Chair for the Bylaws and Policies and Procedures Committee, to review and suggest possible changes to those documents.

Section 5. Conference Committee.

- (a) The Conference Committee shall set registration fees, the date of the Annual Conference, and the conference site.
- (b) The Conference Committee shall be responsible for all phases of the Annual Conference and shall operationally carry out its responsibilities through two chairpersons:
 - 1. The Conference Event Chairperson who will be appointed by a President Elect, in conjunction with the Executive Director for a 2 year term. In the second year, a new conference event chair will begin their term as a chair-in-training.
 - 2. Program Selection Sub Committee Chairperson will be appointed by the President Elect and will serve in that capacity for the President Elect's conference year.
- (c) The ICA President shall be empowered to enter into binding contracts with persons and/or businesses on behalf of the Illinois Counseling Association insofar as said contracts relate to the Annual Conference for the person who will be the ICA President presiding over that conference.
- (d) The Conference Coordinator will have sole authority to negotiate with representatives of the conference site facility in all matters related to the operation of the Annual Conference.
- (e) The Executive Director shall maintain a financial record of the Conference as the Conference Coordinator and shall submit such record for audit to the Financial Affairs Committee at the end of the governance year.
- (f) The Conference Program Selection Subcommittee shall:

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

1. consist of a chairperson and a representative from each ICA division who shall be invited to participate in the subcommittee.
 2. be responsible for recommending workshop programs for the Annual Conference to the Conference Committee which will make the final selections.
 3. Notify individuals whose programs have been selected, or not selected.
- (g) 10.5.2 Anyone listed as a presenter in the Annual Conference program must register for the conference and pay a one-day or presenter's fee. Special requests for exceptions to paying must be made in writing 60 days prior to the ICA President for review. Decisions on the requests will be returned to the requesters 30 days prior to the conference date.
- (h) 10.5.3 A Division may receive a rebate (the amount to be set by the Governing Council) based on the number of its members who designate that Division on the conference registration form. In order to be eligible for the rebate, the Division must submit the names of its officers to the Executive Director by June 30 before the Conference.
- (i) 10.5.4 There will be a graduate student coordinator each year to manage onsite activities of the graduate students.
- (j) 10.5.5 The ICA Conference is a revenue source for the Association.
- (k) 10.5.6 The Conference Coordinator is entitled to any amenities, rewards, or upgrades offered by the hotels to use as they see fit.

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- (l) 10.5.7 The Conference Coordinator will make the room reservations for the keynote speakers, the ICA President, President Elect, President Elect-Elect, the Immediate Past President, and the Conference Event Coordinator.
- (m) 10.5.8 The Conference budget will pay for the keynoters' room and travel expenses.
- (n) 10.5.9 The following positions are to have free rooms compensated for up to the following number of nights or slots: Conference Coordinator (4), President (4), President Elect (4) President Elect-Elect , (4), Immediate Past President, (4), Keynote Speakers (2-3), and the Program Selection Subcommittee (8 room slots). [The Program Subcommittee will have 8 slots distributed as follows: 2 rooms for 4 nights or 4 rooms for 2 nights or any combination adding up to 8 slots.]
- (o) 10.5.10 The following individuals will pay lead presenter's fees:
Program Selection Chairperson and no more than 10
Program Selection Subcommittee members, Exhibitor Coordinator, and Presenters (up to 2 per workshop)
The Conference Event Chairperson shall be exempt from conference fees.
- (p) 10.5.11 The ICA Conference budget will remain separate from the ICA operating budget.
- (q) 10.5.12 The ICA Conference Committee shall make every effort to reach out to other counseling professions, as well as related professions to provide continuing education hours.
- (r) 10.5.13 Graduate students who volunteer to work at the ICA Conference, must be members of ICA. Students who are selected to work one 4-5 hour shift can do so in exchange for conference registration without meals. Graduate students who work at the Conference are also allowed to be presenters. Unused meal tickets will be given to the Graduate Student Coordinator for distribution. Those who register for the conference will be offered the opportunity on the registration form to contribute to a graduate student meal fund for graduate student volunteers.

- (s) 10.5.14 If the ICA Program Selection Subcommittee accepts an individual's proposal, A V equipment, within reason, will be provided to include flip charts, screen, or LCD/LED Projector. Laptop computers must be provided by the presenter. Only equipment previously requested on the program proposal will be provided at the conference.
- (t) 10.5.15 The Conference Committee should exercise caution regarding the cost factor for Conference give-aways, and should fall within the conference line item budget.
- (u) 10.5.16 Each Division is responsible for costs and arrangements of any special request or functions to be held at the Conference. The Conference Coordinator will provide the Division with the name of the appropriate hotel contact person.
- (v) 10.5.17 The ICA Conference Planning Committee is responsible for final workshop selections. CEs / PDs are issued at the conference.

Section 6. Ethics Committee.

The Ethics Committee is responsible for educating the membership via the publication of relevant articles in Contact or the Illinois Counselor concerning the Ethical Standards of ACA.

Section 7. Financial Affairs Committee.

- (a) The Financial Affairs Committee shall be responsible for developing an operating budget for the Association to be presented at the Executive Committee meeting, which precedes the Transition Governing Council

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

meeting of the new governance year. It shall advise the Governing Council on such matters as budget planning and development and financial management. It shall authorize all audits of Association books.

- (b) The Financial Affairs Committee shall consist of the Treasurer, President, President Elect, President Elect-Elect, Immediate Past President, Executive Director, and any other individual appointed by the President, subject to ratification by the Governing Council.
- (c) The chairperson of the Financial Affairs Committee shall be the Treasurer.

Section 8. Graduate Student Committee.

- (a) The Graduate Student Committee shall be responsible for representing the interests of graduate students currently enrolled in Graduate Counseling Programs, and the chair of the Graduate Student Committee, as appropriate, shall forward requests representing graduate students' interests to the Governing Council.
- (b) The Graduate Student Committee coordinates efforts to assist ICA in maximizing relevancy to the graduate counseling population and increasing student membership and involvement by conference attendance, committee work, and special events (such as a Student Social Hour or Hospitality Suite).
- (c) The Conference Coordinator will coordinate the graduate student volunteer application process for the annual conference.
- (d) The Graduate Student Committee will encourage initiatives, such as awards and competitions in ICA Divisions to increase counseling graduate student participation and visibility in the annual conference.
- (e) The Graduate Student Committee will identify and address the needs of graduate student counseling students as they relate to ICA and will communicate findings to the Governing Council.

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.

- (f) The Graduate Student Coordinator will actively welcome students to the annual conference and encourage networking opportunities for students.
- (g) The Graduate Student Committee will develop and utilize direct communication procedures, (social media) , for faculty at all Illinois Counselor Education Programs to encourage communication related to ICA and the counseling profession.
- (h) The Graduate Student Committee will encourage counseling graduate students and counselor educators to develop multicultural competencies.
- (i) The Graduate Student Committee will encourage diversity and inclusiveness in the student membership of ICA.
- (j) The Graduate Student Committee will encourage graduate students to apply for membership in ICA standing committees.

Section 9. Human Rights Committee.

- (a) The Human Rights Committee shall promote programs which proactively address human rights, societal trends, and social issues most relevant to the profession and react to the barriers that interfere with human rights. The Humans Rights Committee will seek to foster and encourage acceptance of the understanding that human rights are an inherent guarantee of all persons; to encourage ICA to advance human rights by opposing clear violations, yet protect and promote diversity and the right of individuals to hold their own personal values and beliefs; and respond to sensitive issues or concerns of members when human rights issues are referred to this committee in order to propose a Position Statement and/or a response strategy.
- (b) Develop and review appropriate procedures to respond to concerns of members in matters related to human rights issues in a manner that advances human rights while protecting and promoting diversity.

- (c) Encourage Divisions, Chapters, and individual members to nominate individuals for the Bea Wehrly Human Rights Award. The presentation of this award will be made at the annual ICA Annual Conference.
- (d) Identify (periodically), either by its own volition or by the directive of the ICA Governing Council or general membership, a targeted human rights issue, with a Position Statement and recommended strategies, such as promoting the issue as a desired topic for discussion at the Annual Conference and/or articles in ICA publications.
- (e) Provide ICA members with information relative to human rights issues coming from ICA.
- (f) Monitor all ICA programs and materials for sexual and cultural bias and attempt to eliminate such incidences.
- (g) The chairperson and committee members are encouraged to attend the ICA Governing Council meetings whenever possible.
- (h) Submit a written report to the ICA Governing Council at all Governing Council meetings. The report should highlight activities and budget expenditures of this committee. The report may be transmitted electronically.

Section 10. Membership Committee.

- (a) The Membership Committee shall assist the executive director as needed in the solicitation of new members and renewal of existing members.
- (b) The Membership Committee shall advise the Executive Director about necessary membership forms and work in tandem with the Public Relations Committee to publicize membership drives.

Section 11. Nominations and Elections Committee.

- (a) The Nominations and Elections Committee shall conduct the nominations and elections of the Association, and review and recommend procedures for carrying out all elections of the Association. This includes the Representatives from the 7 regions and the representatives to the Executive Committee from the Divisions, and the Regions.
- (b) If requested to do so, the Nominations and Elections Committee shall conduct the election of Division officers.
- (c) No member of the Nominations and Elections Committee may serve for two consecutive years nor may any member be a candidate for Association or Division office while a member of the Nominations and Elections Committee.
- (d) 10.9.1 The call for nominations for ICA officers will be made in the Winter issue of *Contact*, announced on the ICA website and in any other form of communication to members, as well as at all ICA meetings and conferences. The deadline for nominations will be March 31.
- (e) 10.9.2 Information on each nominee will be gathered by the chair of the Nominations and Elections Committee. Nominees' biographical data and reasons for running will be uniformly presented in the Spring issue of *Contact* and will also be made available through electronic communications.
- (f) 10.9.3 Members will be able to vote electronically between May 15 to May 31 unless they request a paper ballot. Paper ballots must be received by the Nominations and Elections Committee no later than June 5.

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- (g) 10.9.4 The results of the elections will be tabulated electronically in the program used to vote electronically. At least two members of the Nominations and Elections Committee will determine the results of the election by tabulating the electronic and the mailed votes. All nominees will be notified of the results on the same day. This will occur no later than June 7
- (h) 10.9.5 Membership will be officially notified of the election results electronically and through the Summer issue of *Contact*. New officers will officially take office at the Transition meeting.

Section 12. Professional Development Committee.

- (a) The Professional Development Committee shall coordinate the Association's professional development activities and shall offer to coordinate and/or assist those of the Chapters, Divisions and Regions.
- (b) The Professional Development Committee shall establish and maintain policies and procedures in accordance with the policies and guidelines of the National Board for Certified Counselors, the Illinois State Board of Education or other relevant CE granting bodies.
- (c) The ICA Executive Director shall maintain all records such as vitae, sign in sheets, program descriptions, and license numbers etc. related to the issuance of CEs under ICA's NBCC number.
- (d) 10.12.1 There is no fee for the CE credits at the annual conference and at Division and Chapter activities co-sponsored by the Association.
- (e) 10.12.2 Co-sponsorship of professional development activities with agencies or organizations outside of the Association shall be limited to those which are not-for-profit and comply with IDFPFR or NBCC guidelines. A fee may be charged per CE certificate issued by ICA.

Section 13. Public Policy and Legislation Committee.

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The Public Policy and Legislation Committee (PP&L) plans activities that involve, inform, and provide interaction for ICA members relating to political or governmental issues. This committee will:

- (a) at all times work in coordination with CICO and its Executive Director;
- (b) examine current issues, policies, and legislation pertaining to any ICA Divisions and serve as their advocate;
- (c) inform the ICA membership on state and national legislative issues affecting professional counselors and/or their clients;
- (d) work with ACA on national legislative issues. At least one PP&L member will have direct and on-going communication with the national organization;
- (e) endorse and support the American Counseling Association Public Policy and Legislative agenda;
- (f) plan and work in cooperation with CICO in participating in activities for Day on the Hill, a grassroots lobbying activity;
- (g) present a report at all Governing Council meetings and for every issue of *Contact*;
- (h) be available to speak at ICA sponsored workshops and conferences in order to inform the membership of relevant issues and to hear the concerns of professional counselors;
- (i) It is also recommended that one representative of the PP&L Committee will serve as a CICO representative; that there be a designated member from ISCA and IMHCA to serve on the PP&L Committee; and that any Division,

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(j) Chapter, or member with legislative or policy issues is entitled to bring such issues before the Committee.

(k) 10.13.1 When needed, ICA can hire a legislative consultant.

(l) 10.13.2 The ICA Executive Committee will decide whom to sponsor to attend the ACA Leadership Development Institute. ICA will pay those expenses that ACA does not cover as the budget allows and as determined by the Executive Committee.

(m) 10.13.3 There is a budget line item for the Public Policy and Legislation Committee.

Section 14. Public Relations Committee.

The Public Relations Committee shall be responsible for communicating the role and function of professional counselors both within and outside the Association.

Section 15. Publications Committee.

(a) The Chairperson of the Publications Committee shall be appointed by the President, subject to confirmation by the Governing Council, and shall serve a two-year term.

(b) The Publications Committee shall be responsible for the following:

1. solicit articles for *The Journal of Counseling in Illinois* and reports for *Contact*.
2. solicit advertising for *The Journal of Counseling in Illinois* and *Contact*; and correspond with and manage advertising accounts.

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3. give feedback to the Editor(s).
4. make recommendations to the Governing Council pertaining to publication issues, including scope, content, and personnel.
5. assist the President in recruiting candidates for the Editorial Board and the Publications Committee.
6. submit a written report of publication activities and status at each Governing Council meeting
7. maintain oversight of special publication projects such as the *Illinois Counselor* magazine.
8. collaborate with the Governing Council regarding media policies and procedures.

(c) The Editor(s)

1. The Editor(s) of *The Journal of Counseling in Illinois* shall be appointed by the Governing Council upon the recommendation of the Publications Committee and shall serve a three-year term subject to an annual review.
2. The Editor(s) under the direction of the Publications Committee, shall be responsible for editorial policy and content, printing, appropriate editing, and timely preparation of each issue of *The Journal of Counseling in Illinois*.
3. The Editor(s) provides an annual report to Governing Council at the Transition Meeting.

(d) The Editorial Board

1. The Editor(s) of *The Journal of Counseling in Illinois* shall be assisted by the Editorial Board.
 - (e) The Editorial Board shall consist of at least six persons, with one third of these persons to be appointed each year by the ICA President for a term of three years subject to periodic review. In the event of a vacancy, the President shall appoint a successor to complete the unexpired term.
 - (f) The Editor(s) of *Contact* shall be appointed by the Governing Council upon the recommendation of the Publications Committee and shall serve a three-year term subject to an annual review.
 - (g) The Editor(s) under the direction of the Publications Committee, shall be responsible for editing and timely preparation of each issue of *Contact*.
 - (h) The Editor(s) provide(s) an annual report to the Governing Council at the Transition meeting.
 - (i) 10.15.1 Reports to the Governing Council will be made available to the membership through electronic communication. Pertinent portions thereof may be included in *Contact* at the discretion of the editor.
 - (j) 10.15.2 ICA Website: ICA may accept advertisements for the organization's Web Page. Advertisements for professional workshops will be accepted on a fee basis. Job vacancies will be posted without charge and made available to members only.
 - (k) Anyone wanting to submit an advertisement for a professional workshop or a job opening should submit the required form with all information in the format specified by the Executive Director. The form is available from the ICA website. The form and the payment (if applicable) should be sent to the Executive Director. ICA reserves the right to edit or refuse advertisements for its Web site. ICA reserves the right to refuse any material not in keeping with its ethical principles.

- (l) 10.15.3 Security for the website. In addition to the Executive Director and the webmaster, two other ICA officers (President and Immediate Past President) are designated to have the confidential information regarding passwords and login information necessary to access and correct or update the ICA webpage.

- (m) 10.15.4 Reports of Divisions, Chapters, Regions and Committees will be made available to the membership electronically. The full text of such reports will be kept in the online archives.

Section 16. Strategic Planning Committee.

- (a) The Strategic Planning Committee shall be responsible for the annual update of the goals and objectives of the Association and preparation of a three-year strategic plan.

- (b) The Strategic Planning Committee shall be co-chaired by the President Elect-Elect and the Strategic Committee Chair. It shall consist of five members: President Elect-Elect (chair), the Immediate Past President, two other Past Presidents, one Division representative, and one Chapter representative. The President and the President Elect will serve as ExOfficio members, voting members.
 - 1. The Past Presidents will serve one-year terms.

 - 2. At the last Governing Council meeting of the year, the representative from the Divisions will be elected by the Divisional representatives present to serve the following year for a one-year term.

 - 3. At the last Governing Council meeting of the year, the representative from the Chapters will be elected by the Chapter representatives present to serve the following year for a one-year term.

 - 4. All Divisions and Chapters are to be notified of all Strategic Planning

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5. Committee meetings and may send an Ex-Officio representative.

Policy XI Conflict of Interest

CONFLICT OF INTEREST STATEMENT

Conflict of interest is defined as any situation in which an individual member of the ICA Governing Council is in a position to exploit this official capacity for personal gain. One who has a conflict of interest is expected to abstain from decisions where such a conflict exists. The imperative for abstention varies depending upon circumstances, either as common sense ethics, codified ethics, or statute dictates. In some circumstances, this can even include abstaining from discussion of the issue involved.

A conflict of interest exists even if no unethical or improper act results from it. A conflict of interest can create an appearance of impropriety that can undermine confidence in the Association.

When necessary, a neutral third party can be brought in to help make an impartial judgment that will mitigate the conflict of interest which remains a conflict nonetheless.

POLICY XII Policy and Procedures Manual Amendment

The ICA Policy and Procedures Manual may be amended by a majority of the Governing Council members voting.

Amended March 8, 2003

Amended July 9, 2004 Amended July 14, 2006 Amended

April 12, 2008.

Amended July 11, 2011

Illinois Counseling Association Policies and Procedures Manual amended November 09, 2017.
Amended November 8, 2012
Amended November 12, 2015
Amended November 9, 2017