

**AMERICAN COUNSELING ASSOCIATION
MANUAL OF POLICIES AND PROCEDURES**

OCTOBER 2008

**SERIES 700
REGIONS**

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Series 700 - Introduction

REGION OFFICER

Role: The role of a officer of a Region of the American Counseling Association is to provide leadership training, professional development, continuing education and public policy and legislative training to Branch members following the ACA Strategic Plan.

Functions: The functions of a officer of a Region include:

1. To coordinate a leadership workshop at the ACA annual conference;
2. To report on activities to the Governing Council;
3. To coordinate and implement the strategic planning concepts at the Branch level;
4. To hold an annual Regional meeting to provide leadership training, conduct the business of the Regions and to elect officers;
5. Every third year to submit to the ACA Nominations and Election Committee the names of two candidates who have been Branch Presidents in the Region to be placed on the ballot to serve as the Governing Council representative for the Region. The nomination, selection and announcement of the Regional candidates for the Governing Council representative must take place at the ACA annual conference;
6. To promote and facilitate communication between and among Branches and Regions;
7. To facilitate the articulation of Regional and Branch issues and concerns.

Approved: 09/17/95, 10/07

Policy 701.1 REGION NAMES

The names of the four Regions of ACA shall be: ACA-Midwest Region; ACA-North Atlantic Region; ACA-Southern Region; and ACA-Western Region.

Approved: 03/19/96

Policy 701.2 LEADERSHIP TRAINING

The Regions are directed to provide leadership training to the State Branch leaders and emerging leaders of the Association. The training shall take place annually and may include but not be limited to the following: (1) Orientation and linkage to ACA; (2) Leadership skills and styles; (3) Government relations; (4) Member retention and recruitment; (5) Communication, including state conference and state newsletters; (6) State Executive Director/secretary training; (7) Ethical, legal issues for leaders; (8) State Branch and Division relationships; (9) Advocacy, (10) Not-for-Profit tax exempt training, and 11) Multicultural Diversity training. The Regions shall give Divisions an opportunity to offer training and participate in the Regional leadership training

Approved: 09/24/94; Revised: 05/21/95, 06/11/99, 10/07

Policy 701.3 REGION SUBSIDIES AND FINANCES

- A. **ANNUAL SUBSIDY:** ACA shall provide each of its four Regions an annual subsidy to be determined by the Financial Affairs Committee and approved by Governing Council during the annual budgeting process.

- B. NOTIFICATION OF SUBSIDY:** The amount of this subsidy shall be communicated to each Region Chair and Chair-Elect, immediately following the adoption of the ACA budget, no later than thirty (30) days prior to the fiscal year.
- C. PURPOSE OF SUBSIDY:** The purposes of the subsidy are:
1. to assure that financial resources are available for Regional officers to attend ACA conference and leadership meetings, e.g., Council of Presidents and Region Chairs, the fall Regional training, and
 2. to allow Regional officers to expend the subsidy in the best interest of their Region, Branches and Plan of Action.
 3. to use additional subsidies to support low income Branches sending representatives to Regional leadership assemblies.
- D. ACCESSING FUNDS:** The Region shall provide an annual accounting of the funds received by no later than July 31 following the conclusion of the fiscal year during which the funds were expended. Once the previous year's accounting report of the subsidy is approved, the current year's subsidy will be deposited into the Region checking account. The money is then accessed like any other disbursement.
- E. RETURN OF UNUSED SUBSIDY:** Any subsidies provided by ACA that are not expended or encumbered by June 1st of the fiscal year are forfeited by the Region and returned to ACA's operating fund.
- F. INDEPENDENT FUNDS:** Any monies raised by Regions, from any source, must be deposited into their respective Regional bank accounts maintained by ACA. These monies belong to each Region and shall not be "at risk" or subject to forfeiture under any circumstances. Additionally, ACA shall not have the authority to withdraw any monies from this account without express written authority from the Regional Treasurer or Chair.
- G. CONTRACTS:** To facilitate annual region meetings, the Regions shall be permitted to execute contracts for services. All contracts must be **reviewed by ACA PRIOR** to being signed by the Region Chair. It is expected that the region meetings will be self-supporting.

Approved: 09/13/92; Revised: 03/12/93, 01/03/96, 06/11/99, 10/15/99, 03/21/00

Policy 701.4 MEETING DATES AND SITES

Dates and sites for Annual Regional meetings must be approved by the Governing Council.

Approved: 05/21/95, 10/07