

I

## **INTRODUCTION**

### **POLICIES AND PROCEDURES MANUAL**

The governing documents of the association include the following:

- (1) Articles of Incorporation
- (2) Bylaws; and
- (3) Policies and Procedures

The Articles of Incorporation are superior to all other governing documents. The Bylaws are superior to the Policies and Procedures which includes policies, selected procedures, and selected administrative rules and regulations. The Policies and Procedures Manual is superior to all other documents not listed above, and supersedes all past ICA Board motions, policies, etc., and the ICA Leadership Manual. In the event a provision of a document is in conflict with the provision of another document, the provision in the superior document will prevail.

This document was adapted from the American Counseling Association Policy and Procedures Manual, March 2013, with revisions current as of 2017. The Bylaws Committee undertook this project at the request of the ICA COL and Executive Committee, with the cooperation of the same and Committee members. All written correspondence related to the development of these policies and procedures will be maintained by the Bylaws Committee and the Secretary. Any portion of this manual may be created, revised, deleted, or amended following a majority vote by the Council of Leaders.

This Policies and Procedures Manual supersedes all previous ICA policies set by either precedent or COL Board vote.

This document was adopted on 29 August 2018 at a regular Council of Leaders meeting.

## **GUIDE FOR USE OF POLICIES AND PROCEDURES**

### **SECTIONS:**

This Policies and Procedures Manual is organized into four sections. Each section contains all of the policies which pertain to the particular section.

SECTION I DEVELOPMENT OF POLICY

SECTION II GOVERNANCE

SECTION III FINANCE

SECTION IV OPERATIONS

### **FINDING POLICIES:**

Each of the four sections is divided into with subsections and headings listed at the beginning of each section and policy area. A table of contents immediately follows which indicates where in the manual policies and topics may be found.

### **POLICY DELETIONS:**

A record of the content of deleted policies will be kept on file by the Secretary

I

## TABLE OF CONTENTS

<b>SECTION I DEVELOPMENT OF POLICY</b> .....	<b>4</b>
CREATION, REVISION, DELETION.....	5
<b>SECTION II GOVERNANCE</b> .....	<b>7</b>
MEMBERSHIP.....	8
COUNCIL OF LEADERS AND MEETINGS.....	14
OFFICERS.....	20
DIVISIONS.....	30
INTEREST SECTIONS.....	35
CORPORATE AFFILIATES.....	37
RELATIONSHIPS WITH OTHER ORGANIZATIONS.....	39
COMMITTEE ADMINISTRATIVE RULES AND REGULATIONS.....	42
STANDING COMMITTEES.....	47
AWARDS COMMITTEE.....	50
BYLAWS COMMITTEE.....	51
CONFERENCE COMMITTEE.....	52
FINANCE COMMITTEE.....	52
HUMAN RIGHTS COMMITTEE.....	53
LEADERSHIP DEVELOPMENT COMMITTEE.....	53
STRATEGIC PLANNING COMMITTEE.....	54
MARKETING AND PUBLIC RELATIONS COMMITTEE.....	54
MEMBERSHIP COMMITTEE.....	55
NOMINATIONS AND ELECTIONS COMMITTEE.....	55
PROFESSIONAL STANDARDS COMMITTEE.....	56
PUBLIC POLICY AND LEGISLATION COMMITTEE.....	56
GRADUATE STUDENT COMMITTEE.....	57
OPTIONAL SPECIAL COMMITTEES WITH ACA PRECEDENCE.....	58
CODE OF LEADERSHIP.....	59
CONFLICT OF INTEREST POLICY.....	63
<b>SECTION III FINANCE</b> .....	<b>70</b>
FISCAL AND BUDGET MATTERS.....	71
PERSONNEL (STAFF).....	80
<b>SECTION IV OPERATIONS</b> .....	<b>85</b>
CORPORATE MATTERS.....	86
OTHER.....	92

I

**SECTION I**  
**DEVELOPMENT OF POLICIES**

I

**CREATIONS, REVISIONS AND DELETIONS**

**All Policies and Implementing Procedures Contained in this Manual**

**Creation, Revision or Deletion**

Motion Creation and Revision

Policy Deletion

Date of Policies

**Publication of Policies and Procedures Manual**

## **ALL POLICIES AND IMPLEMENTING PROCEDURES CONTAINED IN THIS MANUAL**

All policies and selected procedures of the Idaho Counseling Association are contained in this manual. The Policy and Procedures Manual may not violate any provision of the ICA Articles of Incorporation, and ICA Bylaws. Procedure statements, Administrative Rules and Regulations, may not violate any provision of the Policy and Procedures Manual.

### **CREATION, REVISION, OR DELETION**

Policies are created, revised, or deleted by motions passed by a majority vote of the ICA Council of Leaders who are present at a meeting where there is a quorum. The dates policies are created, revised, or deleted will be indicated.

#### **Implementing Procedures:**

1. **Motion Creation and Revision:** Motions that create or revise policies, procedures, or administrative rules and regulations shall indicate in the motion the exact language of the new or revised policy, procedure or administrative rules and regulations.
2. **Policy Deletion:** A permanent file will be kept by the Secretary, Executive Director (or other appointee if Executive Director is not employed), and Bylaws Chair, when policies and implementing procedures or administrative rules and regulations in this manual are deleted.
3. **Dates of Policies:** The date of the edition of the Policies and Procedures Manual will appear on the cover page of the publication. The date of the policy approval, revision, or deletion will be indicated on the specific policy page(s).

### **PUBLICATION OF POLICIES AND PROCEDURES MANUAL**

Each year the latest version of ICA Policies and Procedures Manual along with any revisions shall be posted on the ICA web site and made available to each officer of the Association, Division Presidents, and Committee Chairs, as well as any new member of the Council of Leaders.

The Policies and Procedures Manual will be updated annually and formally evaluated at least once every five years at the direction of the President and his/her designee.

I

**SECTION II  
GOVERNANCE**

## **MEMBERSHIP**

### **Policies**

#### **Reduced Dues or Dues Waivers for Special Categories of Members**

Eligibility for Special Categories

Reduced Dues or Dues Waivers for Special Categories of Members

Request for Dues Reduction/Dues Waiver

### **Dues**

A. Dues Increase

B. Dues Reduction

### **Appointed Positions**

#### **Official Membership Figures**

A. Publicized Membership Figures

B. Determination of Representative

### **Publishing Membership Figures**

#### **Division Membership**

A. Divisions with Dual Membership

B. Association Division's Representational Status

C. Liaison Status

### **Implementing Procedures**

1. Verifying Dual Membership

2. Verifying Dual Membership/Non-Collection of Dues

3. Verifying Associated Divisions' ICA Members

### **Confirming Membership in ICA**

#### **Membership List Availability for Researchers**



## **REDUCED DUES OR DUES WAIVERS FOR SPECIAL CATEGORIES OF MEMBERS AS DEFINED IN ICA BYLAWS**

Special Categories of members, requirements for dues adjustments and the amount of dues reduction are established by action of the Council of Leaders.

### **ELIGIBILITY FOR SPECIAL CATEGORIES:**

#### **Retired Membership:**

Retired membership, with dues reduction, may be obtained by a person who has been a member for 5 years prior to retirement.

o Individuals who have retired but continue working part time 10 hours or more a week, consulting, teaching or working as a contractor are NOT considered retired.

o Volunteering does not count as “working in the profession;” individuals can volunteer and qualify for retired status. However, ICA members are encouraged to maintain the active Professional/Regular status if the nature of the volunteer work requires professional liability insurance.

If the retired member returns to work, their prior member status will be reinstated upon payment of full dues.

Retired membership must be applied for on a yearly basis.

#### **Student Membership:**

Student membership, with dues reduction, may be obtained by a person who is enrolled half-time or more in a counseling graduate or doctoral program (e.g. counselor education), or a closely related field during the current academic year. Student membership must be applied for on a yearly basis.

#### **New Professional Membership:**

Individuals who have graduated with a master’s or doctorate within the past 12 months. Status is good for two years.

#### **Associate Member:**

An associate member is any person who works in a closely related mental health field. Associate Members do not retain voting rights, and may not hold office.

#### **Extenuating Circumstances:**

A Professional or Regular member, who has been a member for at least one year, may apply for a dues reduction or waiver when extenuating circumstances produce financial hardship. These circumstances may include, but not be limited to, unemployment, temporary disability, personal or family care responsibilities, and permanent disability/fixed income. The dues reduction or waiver must be applied for on a yearly basis. All dues reductions or waivers for Extenuating Circumstances will be kept confidential and shall not appear on any member’s documents.

**Emeritus Membership:** Association members, who are 65 years of age or older and have belonged to the Association for 20 years are granted a dues waiver.

### **REQUESTS FOR DUES REDUCTION/DUES WAIVER:**

All requests for dues reduction or dues waivers shall be sent to the ICA Membership chair.

### **APPEAL OF NEGATIVE DECISION:**

If the request for reduced dues or dues waiver is rejected, the member may appeal in writing to the ICA Executive Director (or other appointee if Executive Director is not employed). If the rejection is upheld, the member may appeal in writing to the President of ICA who may seek guidance from the Executive Committee.

### **DUES**

**A. Dues Increase:** A recommendation for Dues increases for all member categories will be made by the Finance Committee to the ICA Council of Leaders for approval. This recommendation will consider market forces.

**B. Dues Reduction:** The Finance Committee shall make an annual recommendation about dues reductions for students, new professionals, and retired members.

### **APPOINTED POSITIONS**

Appointed positions within the association (such as Committee Chair or Member, Interest Section Representative, etc.) must be held by ICA members in good standing.

### **OFFICIAL MEMBERSHIP FIGURES**

**A. Publicized Membership Figures:** The publicized official membership figures for ICA, and its Divisions which require dual membership shall be determined at the end of each fiscal year (June 30). These official yearly membership figures will be computed by using Arithmetic Averages for a twelve month period. This will be completed under the direction of the ICA Membership Chair.

**B. Determination of Representative:** Official membership figures shall be used to determine representational status on the Council of Leaders.

### **PUBLISHED MEMBERSHIP FIGURES**

A table of specific membership figures for ICA's Divisions and Interest Sections will only show the ICA members in each entity and may not reflect the total membership of a Division or Interest Section which does not require membership in ICA.

### **DIVISION MEMBERSHIP**

**A. Divisions with Dual Membership:** Divisions which require their members to be members of the Idaho Counseling Association may designate membership within their bylaws such that membership is uniform in designation, similar to ICA or with greater differentiation, e.g. professional, denoting specialized preparation, experience, credentials, etc. Divisions may choose to make no distinction in the rights and privileges of membership within their organization or they may differentiate on some basis similar to ICA. If greater differentiation is required, the requesting organization will be responsible for any related adaptation costs.

**B. Associated Divisions' Representational Status:** Divisions which do not require membership in ICA but which wish to retain representational status on the ICA Council of Leaders must require ICA membership for all officers (e.g. elected officials, committee chairs, board members). Any associated Division representative to the ICA Council of Leaders must be a member of ICA and ACA.

**C. Liaison Status:** If ICA membership in Divisions cannot be verified sufficiently enough to determine representational status, policies in Section II Governance, Relationship with Other Organizations shall be employed. In essence, a liaison from ICA may be appointed to their Association and their Association may appoint a liaison to the ICA Council of Leaders. The liaisons will not have voting rights.

**Implementing Procedures:**

**1. Verifying Dual Membership:** The ICA Membership Chair will use the official Membership List for verification of representational status to the Council of Leaders.

**2. Verifying Dual Membership/Non-Collection of Dues:** The President of Divisions which require dual membership but collect their own dues and the President of ICA or their designees will determine the most efficient method to share membership lists in order to establish verification of status. The method will be approved by the Executive Committee.

**3. Verifying Associated Divisions' ICA Members:** The verification of ICA members for the purposes of representation on the ICA Council of Leaders will be handled by the ICA board. If this procedure is not acceptable to the respective Divisions, then the Division will bear the cost of the verification process.

**CONFIRMING MEMBERSHIP IN ICA**

ICA considers membership status to be public information. As such, ICA appointees designated by the Executive Director (or other appointee if Executive Director is not employed) will respond to requests for the confirmation of ICA membership by providing the status of a member and dates of membership. In doing so, no personal or contact information may be released. The only information that should be provided is whether the individual is a member of ICA, the type of membership they have (e.g. student, regular, professional, retired, new professional) and the start and end date (if any) of membership.

## **MEMBERSHIP LIST AVAILABILITY FOR RESEARCHERS**

At the discretion of the Executive Director (or other appointee if Executive Director is not employed) or designated appointee(s), ICA may provide member contact information to researchers. Researchers may be charged for this service and the Executive Director (or other appointee if Executive Director is not employed) or designated staff will determine these charges. The following guidelines apply:

The purpose of the research should be in keeping with the ICA mission statement.

Professional counselors or graduate counseling students requesting member contact information for research purposes should be members of ICA.

Members who have requested that they not be solicited will have their privacy respected and not have any contact information provided to researchers.

Before approval is granted, researchers should submit for review all materials that will be used in the research including – but not limited to - the informed consent document and any survey or instruments utilized.

Researchers must have Institutional Review Board (IRB) approval and submit a copy of the approved IRB form.

## **COUNCIL OF LEADERS MEMBERS AND MEETINGS**

### **Policies**

#### **ICA Council of Leaders**

#### **ICA Council of Leaders Member**

#### **ICA Executive Committee**

#### Implementing Procedures

1. Notification of Permanent Relinquishment
2. Emergency Situations
3. Orientation and Agenda Packet
4. Rights and Limitations of Seated Observer

#### **Roster to be Published in *ICA Newsletter***

#### **Terms of Members**

#### **Conflict of Interest**

- A. Possible Conflict
- B. Unable to Resolve Conflict

#### **Policy and Role on Non-Consensus Social Issues of Conscience**

#### **Training of Newly Elected Representatives**

- A. Purpose
- B. Guidelines

#### **Follow-Up on Action Taken**

#### **Approval of Meeting Agenda and Format**

#### **Written Reports**

#### **Minutes of Council of Leaders Meetings**

- A. Minutes
- B. Taping of Minutes
- C. List of Motions
- D. Names of Those Making Motions
- E. Report on Implementation of Motions

#### **Executive Committee Items to Council of Leaders**

#### **Removal of Council of Leaders Members**

## **INTRODUCTION**

### **ICA COUNCIL OF LEADERS**

**Role:** The role of the Council of Leaders of the Idaho Counseling Association is to establish policies that govern the affairs of the Association and to oversee the Association.

**Functions:** The functions of the Council of Leaders include:

1. To further the mission of ICA by enhancing the quality of life in society; by promoting the development of professional counselors, advancing the counseling profession, and by using the profession and practice of counseling to promote respect for human dignity and diversity;
2. Support and enforce the Bylaws and Ethical Standards of the Association;
3. To establish policies to govern the affairs of the Association
4. To formulate operational policies appropriate for executive action and direct the execution thereof;
5. To grant and revoke Division, Corporate Affiliate, and Interest Section charters;
6. To act on the reports of the Divisions, Standing Committees, Task Forces, and such Special Committees that are responsible to the Council of Leaders
7. To adopt and amend the Articles of Incorporation and the Bylaws;
8. To exercise such other powers and functions as may be necessary or desirable in the best interest of the Association, but not in conflict with the Bylaws.
9. To establish the Strategic Plan of the Association;
10. To establish broad, long-term professional directions for the Association;
11. To ensure that candidates for President-elect of the Association meet the criteria as specified by the Policies and Procedures Manual and are approved as candidate for President-elect of the Association.
12. To meet at least once a year immediately prior to or following the annual conference;
13. To approve the annual budget;
14. To employ an Executive Director if need is determined by COL;
15. To act on appointments as presented to fulfill the tasks and functions of the Association;
16. To approve the site for the ICA Annual Conference
17. To review and approve Bylaws submitted by Divisions and Interest Sections.

**Composition:** The Council of Leaders shall be composed as follows:

1. The Executive Committee (elected President, President-elect, Past President, Secretary, Treasurer, and employed Executive Director, if any)
2. One elected official from each Division who is a member in good standing of ICA and a member in good standing of the respective Division;
3. Elected ICA Graduate Student Representative;
4. Appointed ICA Committee Chairs (non-voting COL members)
5. The Executive Director (or other appointee if Executive Director is not employed) shall serve as an ex officio member non-voting position);
6. Other ICA members in good standing appointed by the President and approved by the Council of Leaders to serve as non-voting members of Council of Leaders.

### **ICA COUNCIL OF LEADERS MEMBER**

**Role:** The role of the Council of Leaders Member is to participate in the functioning of the Council of Leaders of the Idaho Counseling Association.

**Functions:** The functions of the Council of Leaders Member include:

1. Support and enforce the Bylaws and Ethical Standards of the Association
2. To attend all scheduled meetings of the Council of Leaders and its committees as assigned, keep informed of the activities of the Association, and be informed concerning the issues to be considered at meetings of the Council of Leaders;
3. Participate fully in discussion and make sound policy decisions which are based on independent judgment, good faith toward ICA, and available information and facts;
4. Register dissent and objection in an appropriate fashion before the group when in disagreement with Council of Leaders action and take no independent action that may unduly compromise the decisions of the majority of Council of Leaders members.
5. Work positively and constructively with other Council of Leaders members for the good of the Idaho Counseling Association.
6. To maintain fiduciary responsibility to the Idaho Counseling Association;
7. To review Bylaws and to be knowledgeable about existing policies and procedures and any other governance documents that function in the Association;
8. To serve on the Council of Leaders committees and as liaisons to ICA Committees and Task Forces as appointed;
9. To write and present motions arising out of ICA Committee and Task Force liaison responsibilities;
10. To forward issues from constituencies;
11. To maintain confidentiality on those matters considered confidential by the Council of Leaders;
12. To report activities of Council of Leaders to constituencies;
13. To participate in the annual review of Council of Leaders performance and take steps to improve its effectiveness;
14. To remain representative of their constituencies but not to be representative for their constituencies.

## ICA EXECUTIVE COMMITTEE

**Role:** The role of the Executive Committee of the Idaho Counseling Association is to conduct the necessary business of the Association between meetings of the ICA Council of Leaders.

**Functions:** The functions of the Executive Committee include:

1. To act for the Council of Leaders within policies as may be established by the Council of Leaders;
2. To act primarily to address those issues which are necessary for the efficient operations of ICA when time requirements necessitate immediate action;
3. To communicate all actions and activities to Council of Leaders through minutes sent within ten working days of the Executive Committee meeting;
4. To submit all actions for ratification by Council of Leaders at the next Council of Leaders meeting;
5. To meet at least twice a year in addition to Council of Leaders meetings;
6. To conduct the evaluation of the Executive Director (or other appointee if Executive Director is not employed) on an annual basis, negotiate renewal of his or her contract, and determine recommended salary;
7. To review items submitted for Council of Leaders action and propose an agenda for the Council of Leaders meetings.
8. The Executive Committee cannot overturn and/or modify a motion that has been considered and voted upon by the Council of Leaders.

**Composition:** The Executive Committee shall be composed as follows:

1. The Officers of the Association (President, President-elect, Immediate Past President, Secretary, Treasurer and non-elected Executive Director or appointee);
2. Executive Director shall serve as an ex officio member, without vote.

### **Implementing Procedures:**

- 1. Notification of Appointment:** Formal written notification of appointment of the observer shall be received by the President of ICA from the Division President or ICA Committee Chair as soon as the appointment has been made but not later than 72 hours prior to the start of the opening session of the Council of Leaders as which said observer shall be seated.
- 2. Emergency Notification:** In cases where an emergency occurs following the 72 hour deadline, the Division President or ICA Committee Chair shall notify the ICA President via phone, fax, or email that an appointment of an emergency seated observer was necessary for the ICA Council of Leaders meeting.
- 3. Orientation and Agenda Packet:** Providing orientation and appropriate meeting materials for the observer shall be the responsibility of the duly elected representative to the Council of Leaders.
- 4. Rights and Limitations of Seated Observer:** The seated observer shall have discussion rights only and shall not be permitted to participate in any formal business conducted during the Council of Leaders session. Formal business shall be defined as, but not limited to, constituting quorum; presenting or voting on motions; participating in executive sessions; or any other business as may be determined by the President.

## ROSTERS TO BE PUBLISHED IN ICA NEWSLETTER



Names and e-mail addresses of Council of Leaders members and the Division they represent shall be published annually in *ICA Newsletter*.

### **TERMS OF MEMBERS**

Terms for Council of Leaders members are determined by the nature of their position, e.g. elected, appointed, temporary, etc., and are defined in respective areas of this manual.

### **CONFLICT OF INTEREST**

**A. Possible Conflict:** Council of Leaders members serve on the Council of Leaders to conduct the business of the Idaho Counseling Association. Council of Leaders members are gathered to be a representative group of the ICA membership. On those occasions when the best interests of ICA would be different than the best interest of the entities the Council of Leaders members represent, the member must make decisions that give primary consideration to the welfare of the Idaho Counseling Association.

**B. Unable to Resolve Conflict:** In cases where Council of Leaders members are unable to resolve the conflicts of interest between representing the Division and representing ICA, notification should be given to the ICA President or his or her representative. After such notification, the members shall refrain from voting.

### **POLICY AND ROLE ON NON-CONSENSUS SOCIAL ISSUES OF CONSCIENCE**

Having respect for the individual's values and integrity in no way restricts us as individuals from finding legitimate avenues to express and support our views to others, who decide and make policy around these issues. To this end, it will be ICA Council of Leaders policy to encourage its member to find and use every legitimate means to examine, discuss, and share their views on such matters within the Association. We also endorse the member's right to support social, political, religious, and professional action groups whose values and positions on such issues are congruent with their own. Through such affiliations, every member has an opportunity to participate in the shaping of government policies which guide public action.

To truly celebrate our diversity, we must be united in our respect for the differences in our membership. To this end, the role of the Association in such matters is to support the rights of members to hold contrary points of views, to provide forums for developing understanding and consensus building, and to maintain equal status and respect for all members and groups within the organization.

Following this philosophy, the Council of Leaders considers it inappropriate for this body to officially take sides on issues which transcend professional identity and membership affiliation, and which substantially divide our membership, at least until such time that there can be a visible consensus produced among the membership.

### **TRAINING OF NEWLY ELECTED REPRESENTATIVES**

I

**A. Purpose:** ICA will conduct an annual Leadership Development Institute for training of new and emerging leaders. ICA may also sponsor new and emerging leaders to attend regional or national leadership trainings and conferences.

**B. Guidelines:** If budget permits, the executive council may allocate funds for three people to attend the ACA annual conference, ILT, or regional conferences. Guidelines (so that ICA leadership can interact with other state, regional, and national leaders; so that emerging leadership can gain national conference experience):

Specific leaders and emerging leaders should be considered in lieu of someone who has attended often (e.g. if the Conference Chair has attended the ACA conference, or has successfully produced an ICA conference, then PP&L or the Grad Student Representative may be sponsored instead; if the President-elect attends ACA almost annually, then another leader or emerging leader would be sponsored instead); the President should be the only permanent consideration to be sponsored by ICA to attend ACA; rotate who is sent to some extent so that these purposes are continually met.

Suggested regular attendees: President-elect and PP&L +1 will be sponsored for ILT; President + 2 will be sponsored for ACA annual conference.

#### **FOLLOW-UP ON ACTIONS TAKEN**

Each action item passed at Council of Leaders meetings should indicate which person or group is responsible for taking the action and when a follow-up report is to be submitted to Council of Leaders.

#### **APPROVAL OF MEETING AGENDA AND FORMAT**

The Executive Committee is charged with the responsibility of developing the agenda and format of Council of Leaders meetings. Meeting protocol will follow Robert's Rules of Order

#### **WRITTEN REPORTS**

Each Division, Interest Section, Officer of ICA, the Executive Director or other appointee of ICA and each Standing and Special Committee and Task Force shall submit written annual reports and budgets to the Council of Leaders upon request by the ICA President and according to timelines established by ICA policy.

#### **MINUTES OF COUNCIL OF LEADERS MEETINGS**

I

**A. Minutes:** The Secretary shall ensure minutes are kept of all Council of Leaders and Executive Committee meetings.

**B. Recording of Minutes:** All Council of Leaders meetings where official business is conducted may be recorded.

**C. List of Motions:** A list of motions shall be provided to Council of Leaders members separate from, as well as included, in the minutes.

**D. Names of Those Making Motions:** The names of members who make and second Council of Leaders motions shall be recorded in the minutes of the meeting.

**E. Report on Implementation of Motions:** After each meeting of the Council of Leaders, the President and the Executive Director (or other appointee if Executive Director is not employed) assure that required follow-up action steps are expedited.

#### **EXECUTIVE COMMITTEE ITEMS TO COUNCIL OF LEADERS**

The agenda items and motions for Executive Committee meetings shall be sent to all Council of Leaders members at least one week before each scheduled meeting by the fastest, most economical means.

#### **REMOVAL OF COUNCIL OF LEADERS MEMBERS**

Any elected Council of Leaders member may be removed from office, with or without cause, upon a two-thirds vote of the Council of Leaders then in office to remove him or her from the positions, whenever in the Council of Leader's judgment the best interest of the Association would be served thereby, provided that all the Council of Leaders members have at least ten days' notice of the proposed removal and the Council of Leaders Member at issue has an opportunity to address the Council prior to the removal vote; the member who is being considered for removal may participate in discussion, but must abstain from vote. Council of Leaders members appointed by the President, e.g. Committee Chairs, may be removed by the President if annual committee chair appointment authority is granted.

I

## **OFFICERS**

### **Policies**

#### **President**

Role

Functions

Implementing Procedures

#### **Presidential Oath of Office**

#### **President Speaks for Association**

A. Official Spokesperson

B. Speaking on Behalf of the President

C. Official Position Statements

#### **President-elect**

Role

Functions

#### **Past President**

Role

Functions

#### **President-elect-elect**

Role

Functions

#### **Treasurer**

Role

Functions

Term and Conditions

#### **Secretary**

Role

Functions

Term and Conditions

#### **Nomination and Election of Officers**

A. Ballot

B. Submission of Nominations

C. Nominations and Election Committee

D. Election Timetable

#### **Qualification for President-elect Candidates**

A. Requirements of President-elect

B. Candidate Restrictions

#### **Compensation of Officers**

A. Reimbursement

B. Honoraria Allowed

C. Honoraria Restriction

I

**Conference Registration and Housing of Officers**

A. Conference Registration

B. Conference Housing

**Removal of Officers**

## **PRESIDENT**

**Role:** The role of the President of the Idaho Counseling Association is to lead the Association toward fulfillment of the Strategic Plan and to further the mission of the Association.

**Functions:** The functions of the President include:

1. To implement the ICA Mission Statement;
2. To fulfill the obligations and duties set forth in the ICA Bylaws and the ICA Policies and Procedures, other duties customary to the office, and as directed by the ICA Council of Leaders;
3. To monitor the fiscal health of the Association;
4. To chair and preside at the meetings of the Council of Leaders and Executive Committee;
5. To delegate tasks to the Executive Director (or other appointee if Executive Director is not employed) as directed by the Council of Leaders;
6. To serve as corporate officer of the Association;
7. To appoint members to vacancies of ICA Committee chair positions, and recommend their approval to Council of Leaders;
8. To appoint task force members and recommend their approval to Council of Leaders;
9. To speak for the Association;
10. To promote professional counseling to those outside of the Association;
11. To represent the Association and/or delegate representation on liaison groups, coalitions, and similar collaborative efforts;
12. To oversee the evaluation of the Executive Director (or other appointee if Executive Director is not employed) based on the approved process;
13. To facilitate the implementation of the ICA Strategic Plan;
14. To serve as a member without a vote on all ICA Committees with the exception of the Nominations and Election Committee;
15. To foster collaborative efforts between and among Divisions in achievement of the Strategic Plan;
16. To request annual written reports from all ICA entities and report to the Council of Leaders the salient developments;
17. To authorize and monitor all expenditures related to the governance portion of the ICA budget;
18. To communicate with the ICA leadership and staff to ensure an efficient and effective association;
19. To ensure the continuity of the ICA Presidency by mentoring the President-elect and President-elect-elect (if any);
20. To encourage and develop emerging leaders;
21. The President will write a column for *ICA Newsletter*;
22. The President will request items for Council of Leaders action from members of the Council of Leaders and all other ICA entities, including but not limited to Divisions, Committees, Corporate Affiliates, and Liaisons;
23. The President will review the minutes of the Council of Leaders and Executive Committee meetings and forward to members of Council of Leaders, Committee and Task Force Chairs,
24. Coordinate with Division Presidents, Committee Chairs, ICA Past Presidents, Chairs of Corporate Affiliates, and candidates for ICA President-elect for information and/or action;

25. The President will maintain dialogue with the Executive Director (or other appointee if Executive Director is not employed) and make him/her aware of challenges and changes that must be addressed to move ICA and the counseling profession forward;
26. The President will respond promptly to all inquiries directed to him/her;
27. The President will make necessary adjustments in line items of the governance budget to assist in balancing the total budget;
28. The President will attend the annual Leadership Development Institute, hold meetings with the Division Presidents, foster new leaders and communications, and upon request deliver keynote addresses and workshops;
29. The President will organize the meetings of the Division Presidents at the annual Leadership Development Institute;
30. The President will request information from the Executive Director (or other appointee if Executive Director is not employed);
31. In the event the President will be unavailable, he/she shall leave the authority for the leadership of the Association to the President-elect, the Past President, or other designee, for a specified length of time.

**Implementing Procedures:**

1. The President shall receive a copy of the financial audit along with comments and observations about the report.
2. The President may authorize reimbursed travel for individuals other than officers, Council of Leaders members, Committee Chairs, members, and staff.
3. The President must receive in writing a request from a Division President or Committee Chair for the necessity of a non-voting seated observer to substitute for the Council of Leaders member prior to the opening session of the Council of Leaders meeting.
4. The President will receive reports of any problems from the Council of Leaders member as a liaison to an ICA Committee.
5. The President shall request annual written reports and budgets from Divisions and Committees.
6. The President will copy the President-elect, Past President, President-elect-elect (if any), and Executive Director (or other appointee if Executive Director is not employed) on official correspondence.
7. The President is to be notified by the Treasurer of any financial concerns from emerging trends observed due to external or internal forces that have an impact on the financial health of ICA.
8. The President is to receive written notice by registered mail if a Division wishes to begin the process of withdrawal from ICA.
9. The President is to receive budgets and plans of action for the next fiscal year from the Committee Chairs.
10. The President may remove a Committee or Task Force chair if the individual is not meeting Committee responsibilities adequately. The steps to be followed are listed under Committee Rules and Regulations, Removal of Committee Members or Chairs
11. Vacancies occurring on Committee Chair positions shall be filled by the President

12. The President will make all protocol decisions. A majority vote of the President, President-elect, and Past President will grant or deny the requests for conference meetings of related but unofficial groups.
13. The President with consultation with the Executive Director (or other appointee if Executive Director is not employed) may appoint official liaisons to other Organizations.

### **PRESIDENTIAL OATH OF OFFICE**

The oath of office for the ICA President is as follows:

I, \_\_\_\_\_, having been duly elected President of the Idaho Counseling Association, accept the office and affirm that I will uphold the mission of the Association. I will perform the duties of the office of President in a manner that is consistent with the fundamental purposes, Bylaws, Policies and Procedures, and Code of Ethics and of the Association.

### **PRESIDENT SPEAKS FOR THE ASSOCIATION**

**A. Official Spokesperson:** The ICA President officially speaks for the association. The Executive Director (or other appointee if Executive Director is not employed), ICA members, other board member, or ICA member may be an official spokesperson for ICA upon designation by the President.

**B. Speaking on Behalf of the President:** In the event that the President cannot be reached, officers will be contacted for direction in the following order:

1. President-elect
2. Past President, or
3. President's designee who has been previously approved by the Executive Committee.

**C. Official Position Statements:** When Official Position Statements exist, they shall be used by the President or his/her designate.

### **PRESIDENT-ELECT**

**Role:** The role of the President-elect of the Idaho Counseling Association is to prepare for the role of President. Candidates may not run for ICA President-Elect at the same time they are candidates for president-elect of a Division or Interest Section or chair-elect of a Committee.

**Functions:** The functions of the President-elect include:

1. To fulfill the obligations and duties set forth in the ICA Bylaws and Policies and Procedures Manual, other duties as customary to the office, and as directed by the Council of Leaders;
2. To serve as an officer of the Association and a member of the Council of Leaders;
3. To serve on ICA Committees and Task Forces as directed by the Bylaws and Council of Leaders action (e.g., Finance Committee);
4. To solicit recommendations for Committee and Task Force appointments from Divisions and the ICA membership, ensure that all nominees are current ICA Members and submit those appointments to Council of Leaders for approval prior to the spring meeting;
5. To participate in Divisional meetings of the Association;
6. To represent ICA at meetings at the request of the President;
7. To foster collaborative efforts between and among Committees and Divisions;



8. To preside at meetings of Council of Leaders and Executive Committee in the absence of the President;
- 9 To communicate with ICA leadership and staff to ensure an efficient and effective association;
10. To ensure continuity of the ICA Presidency by mentoring the President-elect-elect (if any);
11. To facilitate implementation of the ICA Strategic Plan;
12. To monitor the fiscal health of the Association and to work with the Finance Committee in planning for the upcoming year;
13. To encourage and develop emerging leadership in ICA;
14. To begin planning for the annual ICA conference;
15. To work with ICA staff to develop a calendar for the Presidential year;
16. The President-elect will copy the President, Past President, and President-elect-elect (if any) and Executive Director (or other appointee if Executive Director is not employed) on official correspondence.

### **PAST PRESIDENT**

**Role:** The role of the Past President of the Idaho Counseling Association is to be available as a mentor to the Association.

**Functions:** The functions of the Past President include:

1. To fulfill the obligations and duties set forth in the ICA Bylaws and the Policies and Procedures, other duties customary to the office, and as directed by Council of Leaders;
2. To serve as an officer of the Association;
3. To participate in all Council of Leaders and Executive Committee meetings;
4. To serve as chair of the Nominations and Election Committee and as a member of the Strategic Planning and Marketing and Public Relations Committees;
5. To represent ICA, as requested, at national, state and Divisional meetings;
6. To identify special areas of interest and expertise in which he/she is willing to serve;
7. To communicate with the ICA leadership and staff to ensure an efficient and effective Association;
8. To support the ICA Strategic Plan;

### **PRESIDENT-ELECT-ELECT**

**Role:** The role of the President-elect-elect of the Idaho Counseling Association is to be in the process of preparation to serve as President of the Association. This position is optional to ensure continuity, if need or opportunity presents.

**Functions:** The functions of the President-elect-elect include:

1. To fulfill the obligations and duties set forth in the ICA Bylaws and Policies and Procedures, other duties customary to the office and as directed by Council of Leaders;
3. To become knowledgeable about fiscal details and governance actions over the last three years;
4. To become knowledgeable about the ICA Bylaws, Policies and Procedures and other Association documents, as appropriate;
5. To observe the Council of Leaders meeting at the annual conference;
6. To attend Committee meetings when possible;

7. To communicate with the Presidents-elect-elect (if any) and other leadership of the ICA entities.

### **TREASURER**

**Role:** The role of the Treasurer of the Idaho Counseling Association is to oversee the Finance and fiscal health of the Association.

**Functions:** The functions of the Treasurer include:

1. To serve as a voting member of the Council of Leaders and Executive Committee;
2. To chair the Finance Committee;
3. On behalf of the Finance Committee:
  - a. recommend a budget to the Council of Leaders;
  - b. make a verbal and visual presentation of the proposed budget to the Council of Leaders;
  - c. provide a written board report for all meetings of the Council of Leaders;
  - d. provide a verbal report at all Executive Committee meetings;
  - e. provide a verbal report on the ICA audit to the Council of Leaders;
  - f. obtain financial information as requested by the Council of Leaders;
  - g. review financial or related actions passed by the Council of Leaders and make recommendations when further consideration is warranted;
  - h. review the budget for the ICA Committees; review the monthly statements of the ICA income and expenses;
  - i. post written board report on the ICA's website. The report web link will be posted in the Executive Director (or other appointee if Executive Director is not employed) *ICA Newsletter* column, along with instructions for the reports access for members not connected to the internet.
  - j. respond to correspondence from ICA members on matters of financial interest;
  - k. orchestrate an efficient and effective transfer of responsibilities to the incoming Treasurer;
  - l. notify the President of any financial concerns from emerging trends observed due to external or internal forces that have an impact on the fiscal health of ICA;
  - m. serve as an officer of the Association;
  - n. submit taxes to accountant by October 1st each year.
  - o. ICA division treasurers will submit Annual Financial statement to ICA treasurer by September 1st each year.

**Term and Conditions:** The Treasurer shall be a member in good standing of the ICA and ACA; serve a term of two years and be eligible to immediately repeat this office.

### **SECRETARY**

**Role:** The role of the Secretary of the Idaho Counseling Association is to oversee the recording of minutes at Association meetings, disseminate information and notices to ICA membership, and maintain an official record of significant Association documents.

**Functions:** The functions of the Secretary include:

- a. serve as a voting member of the Council of Leaders and Executive Committee;
- b. record minutes at Council of Leaders and Executive Committee meetings, including a list of members and guests present and any motions made during the meeting;
- c. distribute minutes within one week after a Council of Leaders or Executive Committee meeting;
- d. maintain a record of all meeting minutes and present them within 48 hours when copies are requested;
- e. prepare an agenda with the President for all meetings;
- f. notify members of all meetings;
- g. maintain a file of all significant documentation (e.g. COL meeting minutes, amendments and deletions, obsolete documents, written correspondence pertaining to official ICA processes, manuals, etc.) for the association.
- h. Report all amendments to the Articles of Incorporation or Bylaws to the ACA President in writing within 30 days after the date of adoption.
- i. Shall provide a copy of the minutes to each member of the Council of Leaders at least 10 days before the next meeting
- j. Copies of all minutes of meetings will be provided to the Council of Leaders, including the Executive Director upon completion of the meeting

**Term and Conditions:** The Secretary shall be a member in good standing of the ICA and ACA; serve a term of two years and be eligible to immediately repeat this office.

#### **NOMINATIONS AND ELECTION OF OFFICERS**

**A. Ballot:** The Nominations and Election Committee shall conduct the election of officers by ballot provided to the voting members of the Association via mail or Internet.

**B. Submission of Nominations:** Each Division and Interest Section shall have the right to submit to the Nominations and Election Committee the name of no more than one candidate to be placed on the ballot for President-Elect.

**C. The Nominations and Election Committee** will submit a list of all nominated candidates to the Council of Leaders. The Council of Leaders will vet and approve all candidates before they are placed on the ballot. A simple majority vote of the Council of Leaders will be required for approval.

**D. The timetable for ICA elections will be as follows:** Candidates for elected office in ICA shall have submitted all required paperwork to the Chair of the Nominations and Elections Committee at least 21 days prior to the beginning of the spring Council of Leaders meeting.

1. The Nominations and Election Committee shall prepare a list of candidates for elected positions and present the list to the Council of Leaders no later than April 15<sup>th</sup> each year.

2. The Council of Leaders shall vet the submitted candidates to ensure they meet the criteria contained in these Policies and Procedures, and approve the slate of candidates to be presented to the membership, deadline April 30th.

3. The election process of President-elect and other such officers shall occur in May, and results

communicated to the Council of Leaders no later than June 1st.

4. The winner of the election will be announced to the membership prior to LDI or June 15<sup>th</sup>, whichever occurs first.

#### **QUALIFICATION FOR PRESIDENT-ELECT CANDIDATES**

**A. Requirements of President-elect:** Candidates for President-elect must meet the following criteria:

1. Be a member in good standing of the Association for a minimum of three (3) consecutive years immediately prior to nomination.
2. Have had no ethical violations for the past three (3) consecutive years immediately prior to nomination.
3. Have served at least two of the following three roles: a) a president of a division, committee chair, or c) Council of Leaders representative.

**B. Candidate Restrictions:** Cannot be a candidate for president-elect of a Division or Interest Section or chair-elect of an ACA region at the same time they are a candidate for ICA President-elect.

#### **COMPENSATION OF OFFICERS**

**A. Reimbursement:** The ICA President, President-elect, and Past President shall be reimbursed within thirty (30) days from the time these elected officers submit properly supported and approved expense reimbursement vouchers to ICA Treasurer.

**B. Honoraria Allowed:** ICA and divisional elected or appointed officers may accept honoraria from ICA entities when invited to prepare a paper or present on a special topic that is not related to their ICA office.

**C. Honoraria Restrictions:** ICA and divisional elected or appointed officers who speak or consult on official business for ICA shall not accept an honorarium.

## **CONFERENCE REGISTRATION AND HOUSING OF OFFICERS**

**A. Conference Registration:** ICA President, President-elect, and Immediate Past President will be given complimentary registration to the annual state conference.

**B. Conference Housing:** ICA will cover Officers conference housing as follows:

ICA President – Council of Leaders meeting and all conference dates

ICA President-Elect – Council of Leaders meeting only

ICA Immediate Past President – Council of Leaders meeting only

## **REMOVAL OF OFFICERS**

Any elected Officer may be removed from office, with or without cause, upon a two-thirds vote of the Council of Leaders members then in office to remove him or her from the Officer position, whenever, in the Council of Leaders members' judgment, the best interest of the Association would be served thereby, provided that all the Council of Leaders members have at least ten days' notice of the proposed removal and the Officer at issue has an opportunity personally to address the Council of Leaders prior to the removal vote; the member who is being considered for removal may participate in discussion, but must abstain from vote. Any officer appointed by the President, e.g. Committee Chairs, may be removed by the President if annual committee chair appointment authority is granted.

I

## **DIVISIONS**

### **Policies**

#### **Division Officer**

Role

Functions

#### **Eligibility**

A. ICA Divisions

B. ICA Interest Sections

#### **Application Process**

#### **Amending Documents**

#### **Dues Changes**

#### **Voluntary Withdrawal of a National Division**

#### **Involuntary Revocation of a Division Charter**

#### **Information to Division Boards**

#### **Division Requirements**

A. Consultation Regarding ICA Activities

B. Division Interests

C. Budget Requirements

#### **Rotational System for Bylaws Revisions**

## **DIVISION OFFICER**

**Role:** The role of an officer of a Division of the Idaho Counseling Association is to provide leadership to the ICA members who belong to the Division representing areas of specialization and areas of special interest.

**Functions:** The functions of an officer of a Division include:

1. To conduct the affairs of the Division in compliance with the Bylaws of the Division and the Bylaws of ICA;
2. Each of the officers and Division governance members to be a member in good standing of the Idaho Counseling Association and their corresponding national division;
3. To file an annual audit with the Association;
4. Each Division shall file a proposed annual budget and annual audit with ICA;
5. Proposed amendments to the Articles of Incorporation or Bylaws of any Division shall be reported in writing to the ICA President no later than fourteen weeks prior to the Council of Leaders meeting at which the change may be considered. The ICA President shall transmit the written proposed amendments to the ICA Bylaws Committee which will transmit to the Council of Leaders such proposed amendments with or without recommendations regarding each proposed change at least six weeks before the next regularly scheduled meeting. Any such proposed amendment cannot take effect until approved by the ICA Council of Leaders;
6. To report to the ICA President the names of the Division directors and officers promptly following their election or appointment;
7. To submit an annual written report to the ICA President who shall report salient developments to the Council of Leaders;
8. To collaborate with other Divisions to facilitate the achievement of the ICA Strategic Plan;
9. To attend the meetings of Division Presidents at the annual ICA Leadership Development Training.

## **ELIGIBILITY**

**A. ICA Divisions:** An existing Division shall maintain its full Division status and a voting member of the Council of Leaders with a minimum number of 30 members, and at least all officers must be ICA members; all divisions are encouraged to promote dual membership with both their division and ICA. If an existing Division falls below the minimum, the Division has a period of one year to return to that minimum before such Division shall lose its full Division status and vote.

**B. ICA Interest Sections:** A State Interest Section shall consist of members who organize on either a statewide or local basis in accordance with the Bylaws and policies of the ICA to promote a professional interest not otherwise provided for in the ICA Divisional structure.

## **APPLICATION PROCESS**

The presiding officer of the Interest Section shall send a letter to the Executive Director (or other appointee if Executive Director is not employed) indicating that the Interest Section is applying for Division status within ICA. A revised copy of the group's bylaws or operating rules indicating Division status shall be submitted with the letter. Once the Executive Director (or other appointee if Executive Director is not employed), in cooperation with the Bylaws Committee, has confirmed that the Interest Section has met the minimum membership requirement and that the bylaws or operating rules are in conformity with the ICA Bylaws, the application shall be forwarded to the Council of Leaders or Executive Committee to be considered at its next meeting.

## **AMENDING DOCUMENTS**

Proposed amendments to the Articles of Incorporation or the Bylaws of ICA shall be reported in writing to the ICA President no later than fourteen weeks prior to the Council of Leaders meeting at which the change may be considered. The President shall transmit the written proposed amendments to the ICA Bylaws Committee which will transmit to the Council of Leaders such proposed amendments with or without a recommendation regarding each proposed change at least six weeks before the next regularly scheduled meeting of the Council of Leaders. No such proposed amendment can take effect until approved by the ICA Council of Leaders; changes to Bylaws must be approved by the ACA Governing Council, as outlined in Article X of the ICA Bylaws.

## **DUES CHANGES**

ICA Division or Interest Section dues changes will be implemented within two weeks of notifying ICA of the desired change.

## **VOLUNTARY WITHDRAWAL OF A DIVISION**

An organization's status as a Division of the Association may be withdrawn when the organization deems it is in their best interest to sever the relationship with the Idaho Counseling Association.

Rules for Withdrawal of a Division: In order to facilitate an orderly separation, the following rules have been established in the Bylaws:

1. No Division of ICA may affect its voluntary withdrawal from the Association except pursuant to and in full compliance with these rules.
2. 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 sent to the Headquarters address, in which an effective date of proposed withdrawal is specified which is not earlier than a date more than three (3) calendar months next following the month in which such written notice is received by the Association.
3. A referendum shall be conducted jointly by the Division and the Association on the question of the proposed withdrawal. Costs for the referendum will be paid by the Division. The referendum shall be held at any time not less than thirty (30) days nor more than sixty (60) days next following receipt of the notice of intention of withdrawing. Each member in good standing of the Division shall, by written ballot, vote as to whether or not he/she wishes the Division to withdraw from the Association. All ballots, procedures, and rules for tallying the ballots and ascertaining the vote shall be jointly approved



I

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 less than the minimum number of members cast ballots or less than two-thirds of those casting ballots vote in favor of withdrawal, the referendum shall be declared a decision against withdrawal.

4. A withdrawing Division shall settle payment in full all its outstanding obligations to the Association or to third parties from whom services or materials have been secured for the benefit of the Division.

5. All the physical property or inventory of the withdrawing Division, after payment of its indebtedness or other obligations, if any, of the type described in Section 4, shall be physically removed from the Association's property or custody.

6. A withdrawing Division must have paid to the Association the actual sum of money disbursed by the Association in undertaking any action incident to complying with any of these conditions precedent.

7. 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 Council of Leaders of the Association.

#### **INVOLUNTARY REVOCATION OF A DIVISION CHARTER**

ICA reserves the right to revoke the charter of any Division.

**Removal for Cause:** In addition to other good reasons, it will be deemed in the best interest of ICA to revoke the charter of a Division if either of the following events occurs:

1. A Division has engaged in deficit budgeting or any other financial practices indicating it is acting in an irresponsible manner fiscally, or otherwise is unable to pay its debts as they mature; or

2. A Division alters its stated purposes, either formally or in the conduct of its affairs, in such a manner as the Council of Leaders shall deem it is not acting in accordance with the formal purposes of the Association, or is conducting its affairs in any manner deemed not to be in the best interests of the Association.

3. The Council of Leaders reaches a two-thirds vote to revoke the Division's charter.

## **INFORMATION TO DIVISION BOARDS**

When information from ICA leaders is sent to Division presidents, the Division board members shall be copied.

## **DIVISION REQUIREMENTS**

**A. Consultation Regarding ICA Activities:** ICA will endeavor to consult with Division presidents with regards to any proposed program, actions, legislation and expenditures, whose outcome directly affects, enhances, or impinges upon that Division. Furthermore, ICA must advance such actions and initiatives with a declaration of that Division's position in regards to such ICA programs, initiatives, and expenditures.

**B. Division Interests:** Presidents or chairs of ICA entities are to supply in writing to the ICA President, ICA Executive Director (or other appointee if Executive Director is not employed), and other ICA board members with areas of interest about which the entity wishes to be consulted. Areas of interest may include, but are not limited to, program, actions, legislation, and expenditures. Each entity is to provide names of those members who may be consulted.

**C. Budget Requirements:** Each Division shall file a proposed annual budget by July 30

I

## **INTEREST SECTIONS**

### **Policies**

#### **Interest Sections**

- A. Size of Membership
- B. Bylaws or Rules of Order
- C. Application Process
- D. Application Review
- E. Application to Council of Leaders
- F. Granting of Charter

#### **Council of Leaders Observers**

## INTEREST SECTIONS

A group with a professional purpose and identity that distinguishes itself from current Divisions of ICA may apply for Interest Section status.

**A. Size of Membership:** The group shall initially consist of at least thirty (30) ICA members.

**B. Bylaws or Rules of Order:** The group shall have Bylaws that are in compliance with ICA's Articles of Incorporation, Bylaws, Policies and Procedures.

**C. Application Process:** The proposed Interest Section must complete an ICA Interest Section letter of application to be submitted to the ICA Executive Director (or other appointee if Executive Director is not employed) along with a copy of the Interest Section's bylaws; this must be submitted at least 90 days prior to the next ICA COL meeting. The ICA Executive Director (or other appointee if Executive Director is not employed) will forward copies of the proposed Interest Section's application and bylaws to Division and Interest Section presidents upon receipt. The Executive Director (or other appointee if Executive Director is not employed) will also forward a copy of the bylaws to the ICA Bylaws Committee for consultation and oversight.

**D. Application Review:** The Division and Interest Section presidents will review the application to determine if the purpose and identity are different from their Division or Interest Section and submit their responses to the Executive Director (or other appointee if Executive Director is not employed).

**E. Application to Council of Leaders:** At least 45 days prior to the next Council of Leaders meeting, the Executive Director (or other appointee if Executive Director is not employed) will submit to Council of Leaders the proposed Interest Section's application, membership list (to be verified by ICA staff), bylaws and acting officers.

**F. Granting of Charter:** Upon approval by the Council of Leaders, by a two-thirds vote, the group will be granted a charter.

## COUNCIL OF LEADERS OBSERVERS

An Interest Section may voluntarily send an ex officio member to ICA Council of Leaders meetings; however, the ex officio member shall attend at the expense of the Interest Section, and does not have voting rights.

I

**CORPORATE AFFILIATES**

**Policies**

**Corporate Affiliates**

## **CORPORATE AFFILIATES**

Should ICA have corporate partners, known as corporate affiliates, who provide specific benefits or member services to the Association, these corporate affiliates are separately incorporated and maintain separate tax identification numbers.

## **RELATIONSHIP WITH OTHER ORGANIZATIONS**

### **Policies**

#### **Official Liaisons**

- A. Appointment of Liaison
- B. Term of Liaison
- C. Yearly Report

#### **ICA Endorsement Requests**

##### **A. Official Endorsements**

##### **B. Joint Ventures**

#### **Outside Sponsorship of ICA Events**

#### **ICA Recognition of Interest Networks**

- A. Petition for Recognition
- B. Submission of Petition
- C. Initiation, Management, and Maintenance of an ICA Interest Network

#### **Implementing Procedures:**

- 1. Interest Network Membership
- 2. Initiation of the Network
- 3. Management Responsibilities
- 4. Monitoring the Network
- 5. Dissolving an Interest Network

## **OFFICIAL LIAISON**

**A. Appointments of Liaisons:** Liaisons are appointed by the President.

**B. Term of Liaisons:** A liaison shall be appointed by the President for one (1) three (3) year term.

**C. Yearly Reports:** Liaisons shall submit reports of their activities to the President annually.

## **CONTRIBUTIONS TO ICA**

ICA may accept contributions from reputable and appropriate sources for purposes that are consistent with the objectives of the association, its bylaws, ethical standards, and its strategic plan. The acceptance of all such contributions shall be approved by the Executive Director (or other appointee if Executive Director is not employed).

## **ICA ENDORSEMENT REQUESTS**

**A. Official Endorsements:** ICA will not officially endorse programs, products, projects, or proposals.

**B. Joint Ventures:** Joint ventures in which ICA has a major responsibility and direct involvement and control may be considered and supported, consistent with the guidelines established for the acceptance of advertisements in ICA publications as presented in Corporate Matters: Affinity Programs: Acceptable Advertising.

## **OUTSIDE SPONSORSHIP OF ICA EVENTS**

Sponsorship of ICA events by outside groups will be allowed with the express approval of the Executive Director (or other appointee if Executive Director is not employed). Sponsorship shall be consistent with guidelines established for the acceptance of advertisements in ICA publications as presented in Changed to Corporate Matters: Affinity Programs: Acceptable Advertising

## **ICA RECOGNITION OF INTEREST NETWORKS**

ICA members may initiate an ICA Interest Network by submitting a Petition for Recognition to the ICA Council of Leaders.

**A. Petition for Recognition:** A letter petitioning ICA for recognition shall include:

1. Name of the Interest Network
2. Purpose(s) of the network
3. Need for the network – demonstrating that the interest network will promote a professional interest not otherwise provided for by Divisions or Interest Sections.
4. Name, address, phone number and e-mail address of those initial members of the Interest Network, along with indicating who would serve as the network facilitator. All members must be members in good standing of ICA at the time of submission.

**B. Submission of Petition:** The letter of petition shall be submitted to the ICA President at least 60 days prior to a Council of Leaders meeting at which the petition will be presented for discussion and a vote.

**C. Initiation, Management, and Maintenance of an ICA Interest Network:**

Implementing Procedures:

**1. Interest Network Membership:** In order to establish an ICA Interest Network, the group must have at least twenty-five (25) ICA members included as individuals participating in the Interest Network.



I

**2. Initiation of the Network:** Once the Interest Network is adopted by the Council of Leaders, ICA will provide notice in *ICA Newsletter* and the ICA website announcing the establishment of the group and providing information on how to join the group.

**3. Management Responsibilities:** ICA will provide support to the Interest Network via posting of information on the ICA website and in appropriate publications.

**4. Monitoring the Network:** The Interest Network will be responsible for providing a report of activities to the Council of Leaders once a year, to be sent to the ICA President and Executive Director (or other appointee if Executive Director is not employed) upon request for distribution to the members of the Council of Leaders.

**5. Dissolving an Interest Network:**

a. When an Interest Network decides to dissolve, the facilitator shall notify the ICA President and the Executive Director (or other appointee if Executive Director is not employed) in writing, that the interest network will be dissolved, why it is dissolving and the date that the dissolution will take effect.

b. The ICA President shall notify the Council of Leaders of the impending dissolution.

c. When an Interest Network no longer serves its approved purpose or it is no longer in ICA's best interest to support the Interest Network, a motion to dissolve the relationship will be presented to the Council of Leaders for a discussion and a vote.

d. The ICA President will notify the network facilitator of the impending action.

e. The ICA President will notify the interest network facilitator of the Council of Leaders action.

f. If an Interest Network dissolves, the ICA President and Executive Director (or other appointee if Executive Director is not employed) will announce such action to the membership.

## **COMMITTEE RULES AND REGULATIONS**

### **Policies**

#### **Introduction**

#### **ICA Committee Chair**

#### **ICA Committee Members**

#### **Committee Member Criteria**

- A. Member of ICA
- B. Chair Qualifications

#### **Committee Membership Restrictions**

- A. Maximum Number of Committee Appointments

#### **At-Large Committee Nominations, Applications and Appointments**

- A. Appointment and Leadership Structure
- B. Self-Nomination
- C. Notification of Call for Committee Nominations and Applications
- D. President-Elect to Confirm and Seek to Fill Committee Chair Positions
- E. Appointment Authority

#### **Removal of Committee Member or Chair**

- A. Removal Process
- B. Replacing Removed Committee Members or Chair
- C. Dismissal and Replacement Authority

#### **Committee Vacancies**

#### **Additional Committee Formation**

- A. Only Standing Committees Authorized
- B. Subcommittees and Standing Committees
- C. Groups Organized to Perform Functions
- D. Elimination of Standing Committees

#### **Committee Budget**

- A. Conference Meetings and Expenses
- B. Conference Oral Reports to Council of Leaders

#### **Committee Reports**

## **INTRODUCTION**

The intention of the Council of Leaders is to appoint nominees to Committees who have demonstrated skill and knowledge in the areas that are the focus of the Committees. It is, also, the intention of the Council of Leaders to have ICA Committee membership formed in a manner which allows ICA to benefit from the breadth of knowledge and diversity of the members in ICA Divisions and Interest Sections. The Committee Rules and Regulations applies to all Standing Committees or Special Function Groups.

## **ICA COMMITTEE CHAIR**

**Role:** The role of a Committee Chair is to further the Mission of the Idaho Counseling Association.

**Functions:** The functions of a Committee Chair include:

1. To transmit a quarterly written report to the President of the Association who shall report salient developments to the Council of Leaders;
2. If asked, make an oral report to the Council of Leaders
3. When appropriate, create subcommittees from among Committee members and appoint subcommittee chairs for one-year terms;
4. To facilitate communication among Committee members;
5. To maintain close working relationship with ICA Presidents, other appropriate ICA Committees, Council of Leaders liaisons, and staff assigned to the Committee.

## **ICA COMMITTEE MEMBER**

**Role:** The role of a Committee Member to further the Mission of the Idaho Counseling Association.

**Functions:** The functions of a Committee Member include:

1. To work with the Committee Chair and other Committee members to further the Mission of the Idaho Counseling Association;
2. To maintain communications with the Chair and other Committee members;
3. To fulfill Committee assignments;
4. To report findings to the Chair;
5. To understand the concerns, issues, and positions of ICA;
6. To attend Committee meetings
7. To follow the ICA Bylaws and Policies and Procedures.

## **COMMITTEE MEMBER CRITERIA**

I

**A. Member of ICA:** All Committee members must be members in good standing of the Idaho Counseling Association and meet the standards of Professional Membership (except for student members).

Membership Verification: Staff will verify that all persons nominated and continuing Committee members are current ICA members. The Executive Director (or other appointee if Executive Director is not employed) or his/her designee will verify that all continuing Committee members are current ICA members.

**B. Chair Qualification:** All Committee Chairs must meet the criteria for committee membership, be licensed counselors (except for Graduate Student Representative), and be appointed by the President.

### **COMMITTEE MEMBER RESTRICTIONS**

**A. Maximum Number of Committee Appointments:** ICA members may serve concurrently on more than one ICA Standing Committee; an ICA member may not serve concurrently as committee chair for more than one committee.

1. ICA members who accept an appointment as committee chair to an additional ICA Standing Committee must resign as chair from any other ICA Standing Committee on which they currently are serving.

2. Requirement to Resign Exception: The ICA President serves without vote on all ICA Standing Committees; and the ICA Past President serves on the Publications Committee, Awards Committee, Nominations and Election Committee, and the Strategic Planning Committee.

### **AT-LARGE COMMITTEE NOMINATIONS, APPLICATIONS AND APPOINTMENTS**

**A. Appointment and Leadership Structure:** All committee chairs are appointed by the President, with expected terms of one year; all committee chairs report to and take direction from the President. All committee chairs recruit for and from their committees with the assistance of the President, Executive Committee, and COL, as needed. All committee members report to and take direction from their respective committee chairs; committee member terms, appointments, and dismissals are determined by their committee chairs.

**B. Self-Nomination:** ICA members who wish to serve on a Committee may nominate themselves or be solicited for nomination from Divisions, Interest Sections, and other ICA members.

**C. Notification of Call for Committee Nominations and Applications:** An annual call for applications shall be issued through *ICA Newsletter*, ICA listserv, and ICA website for members who are interested in being considered for appointments as committee chairs.

Call for Nominations Exceptions: Appointments to the Finance and Nominations and Election Committees are specific by background; therefore, calls for nominations will not be issued.

**D. President-Elect to Confirm and Seek to Fill Committee Chair Positions:** Prior to assuming office as President, the President-elect will confirm all existing committee chair positions, and coordinate with the COL to fill vacancies.

**E. Appointment Authority:** During the annual meeting at the beginning of the fiscal year, the Council of Leaders may vote, by two thirds majority, to grant annual authority for the new President to appoint and dismiss committee chairs. (This vote satisfies ICA Bylaws, which require a two thirds majority vote to remove any COL member).

#### **REMOVAL OF COMMITTEE MEMBERS OR CHAIRS**

**A. Removal Process:** In the event the ICA President determines that a Committee member or chair is not meeting Committee responsibilities adequately, the President shall take the following steps:

1. Consult with the Committee Chair;
2. Ask the member or chair to resign, if necessary.
3. 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 removed from the Committee as well.
4. Council of Leaders or Executive Committee approval to remove Committee members or Chairs is not required if annual committee chair appointment authority is granted.

**B. Replacing Removed Committee Members or Chair:** After the President has removed a Committee member; the President shall take the following steps:

1. May ask the Division, or Interest Section that originally recommended the Committee member to recommend to the ICA President a replacement to serve the remainder of that person's term as long as doing so will not negatively reflect upon the member or chair just removed.
2. The President shall appoint a new chair to replace a removed chair.
3. All appointments made under this provision must be submitted to the Council of Leaders or Executive Committee for approval.

**C. Dismissal and Replacement Authority:** During the annual meeting at the beginning of the fiscal year, the Council of Leaders may vote, by two thirds majority, to grant annual authority for the new President to appoint and dismiss committee chairs. (This vote satisfies ICA Bylaws, which require a two thirds majority vote to remove any COL member).

#### **COMMITTEE VACANCIES**

Vacancies occurring on Committees, due to reasons other than removal, shall be filled by the President and shall be confirmed by the Council of Leaders or Executive Committee by two thirds vote, unless annual appointment authority has been granted by the Council of Leaders.

#### **ADDITIONAL COMMITTEE FORMATION**

**A. Only Standing Committees Authorized:** No Committee of any type other than Standing Committees or Special Committees or Task Forces may be formed. All association tasks must be assigned to one of the Standing Committees.

**B. Subcommittees of Standing Committees:** Committee chairs or co-chairs may create subcommittees from among Committee members and appoint subcommittee chairs for one-year terms.

I

**C. Groups Organized to Perform Functions:** The President, subject to confirmation by the Council of Leaders, may establish a time-limited Special Committee or Task Force for a specific temporary purpose or assigned task which is beyond Standing Committees' scope of responsibilities as indicated in policies adopted by the Council of Leaders.

**D. Elimination of Standing Committees**

Standing Committees shall be reviewed every five years, and shall renew and continue automatically unless eliminated by the vote of Council of Leaders during a review. This process would require a revision of ICA Bylaws.

**COMMITTEE BUDGET**

**A. Conference Meetings and Expenses:** All ICA Committee Chairs and Committee members are expected to attend the ICA conference at their own expense and to participate in a Committee meeting, if scheduled. No expenses will be reimbursed by ICA.

**B. Oral Reports to Council of Leaders:** When Committee Chairs are asked to make oral reports to the Council of Leaders at its conference meeting; the chairs may be reimbursed for one night's lodging and one day of per diem.

**COMMITTEE REPORTS**

Reports shall be submitted to the President for all COL meetings. Reports must be made in written form  
Final Reports: The final report to the Council of Leaders shall list each Committee goal and indicate progress toward the goal.

I

## **STANDING COMMITTEES**

### **Policies**

#### **Awards Committee**

- A. Committee Responsibilities
- B. Committee Membership

#### **Presidential Awards**

##### **Awards Given**

- C. Committee Reports
- D. Next Review

#### **Bylaws and Polices Committee**

- A. Committee Responsibilities
- B. Committee Membership

#### **Policy and Procedure Subcommittee**

- C. Committee Reports
- D. Next Review

#### **Conference Committee**

- A. Committee Responsibilities
- B. Committee Membership
- C. Committee Reports
- D. Next Review

#### **Finance Committee**

- A. Committee Responsibilities
- B. Committee Membership
- C. Monthly Review of Fiscal Operations
- D. Budget Revision
- E. Fiscal Implication of Motions
- F. Next Review

#### **Human Rights Committee**

- A. Committee Responsibilities
- B. Committee Membership
- C. Committee Reports
- D. Next Review

#### **Leadership Development Committee**

- A. Committee Responsibilities
- B. Committee Membership
- C. Committee Reports
- D. Next Review

I

**Strategic Planning Committee**

- A. Committee Responsibilities
- B. Committee Membership
- C. Committee Reports
- D. Next Review

**The Marketing and Public Relations (Media) Committee**

- A. Committee Responsibilities
- B. Committee Membership
- C. Committee Reports
- D. Next Review

**Membership Committee**

- A. Committee Responsibilities
- B. Committee Membership
- C. Committee Reports
- D. Next Review

**Nominations And Election Committee**

- A. Committee Responsibilities
- B. Committee Membership
- C. Timetable for ICA Elections
- D. Candidate for President-elect
- E. Next Review

**Professional Standards Committee**

- A. Committee Responsibilities
- B. Committee Membership
- C. Committee Reports
- D. Next Review

**Public Policy and Legislation Committee**

- A. Committee Responsibilities
- B. Committee Membership
- C. Committee Reports
- D. Next Review

**Graduate Student Committee**

- A. Committee Responsibilities
- B. Committee Membership
- C. Committee Reports
- D. Next Review

**Optional Special Committees with Aca Precedence**

**Audit Committee**

- A. Committee Responsibilities (Unspecified in this manual)
- B. Committee Membership (Unspecified in this manual)



- C. Committee Reports (Unspecified in this manual)
- D. Next Review (Unspecified in this manual)

**Compensation Committee**

- A. Committee Responsibilities (Unspecified in this manual)
- B. Committee Membership (Unspecified in this manual)
- C. Committee Reports (Unspecified in this manual)
- D. Next Review (Unspecified in this manual)

**Ethics Committee**

- A. Committee Responsibilities (Unspecified in this manual)
- B. Committee Membership (Unspecified in this manual)
- C. Committee Reports (Unspecified in this manual)
- D. Next Review (Unspecified in this manual)

**Ethics Appeal Panel**

- A. Committee Responsibilities (Unspecified in this manual)
- B. Committee Membership (Unspecified in this manual)
- C. Committee Reports (Unspecified in this manual)
- D. Next Review (Unspecified in this manual)

## **AWARDS COMMITTEE**

**A. Committee Responsibilities:** Develop procedures and administer the awards program for the Association, obtain annual awards and special awards, and assist the President in presenting awards; generate nominations from membership for ICA annual awards. The conference committee evaluates nominations and determines the recipient of each award.

**B. Committee Membership:** Awards Committee Chair, President, President-Elect, Past President, Graduate Student Representative, Treasurer, Secretary, Executive Director (or other appointee if Executive Director is not employed), Division Presidents or appointed representatives, Conference Committee Chair, Human Rights Committee Chair, Leadership Development Committee Chair, Marketing and Public Relations Committee Chair, Membership Committee Chair, Professional Standards Committee Chair, Public Policy and Legislation Committee Chair, and any other committee members as needed, appointed by the Awards Committee Chair. The Immediate ICA Past President shall be on the committee and shall work with Conference Committee Chair regarding Awards ceremony, of which, the Past President is the emcee. The Committee Chair and all members must meet criteria outlined in the above Administrative Rules and Regulations regarding ICA committees.

## **PRESIDENTIAL AWARDS**

A Presidential Award may be presented at the ICA annual conference to recognize an individual or organization outside of ICA whose work furthers the mission, goals and fundamental purposes of ICA.

## **AWARDS GIVEN**

ICA may make the following awards at its annual conference:

- Volunteer Service Award
- Advocate Award
- Counselor of the Year Award
- Distinguished Service “Medal of Honor” Award
- Community Partners, Public Policy and Legislation Award
- Lifetime Achievement Award
- Conference Theme Award

**C. Committee Reports:** The Awards Committee will transmit an annual report to the President of the Association at a time assigned by the President and shall also submit a report when the President or Council of Leaders requires it.

**D. Next Review:** TBD

## **BYLAWS COMMITTEE**

**A. Committee Responsibilities:** Receive proposals for amendments to Bylaws; assist and advise the President and Council of Leaders with matters concerning Bylaws, seek consistency between ACA and ICA Bylaws, and between ICA Bylaws and ICA Policies and Procedures Manual; ensure Bylaws are in accordance with Idaho state statutes; review all proposed additions, revisions and deletions to the ICA Bylaws and the Bylaws of divisions and interest sections, and forward the review to the ICA Council of Leaders; maintain a file of current ICA division bylaws; upon request of the officers, Executive Director (or other appointee if Executive Director is not employed), Executive Committee and/or the Council of Leaders, the Policy and Procedure Committee shall review designated policies that are in question or are proposed for adoption or deletion to determine appropriateness, clarity, redundancy, and/or conflict with other policies or bylaws.

**B. Committee Membership:** Bylaws Committee Chair, President, President-Elect, Past President, Graduate Student Representative, Treasurer, Secretary, Executive Director (or other appointee if Executive Director is not employed), Division Presidents or appointed representatives, Leadership Development Chair, Marketing and Public Relations Chair, Professional Standards Committee Chair, and any other committee members as needed, appointed by the Bylaws Chair. The Committee Chair and all members must meet criteria outlined in the above Administrative Rules and Regulations regarding ICA committees.

## **POLICY AND PROCEDURE SUBCOMMITTEE**

**Policy and Procedure Sub-Committee Responsibilities:** work closely with the Bylaws Committee chairperson; upon request of the officers, Executive Director Executive Committee and/or the Council of Leaders, review designated policies which are in question or are proposed for adoption or deletion to determine appropriateness, clarity, redundancy, and/or conflict with other policies or bylaws.

**C. Committee Reports:** The Bylaws Committee will transmit quarterly written reports to the ICA President updating the Committee's progress in completion of charges/goals assigned by the President.

**D. Next Review:** TBD

## **Conference Committee**

**A. Committee Responsibilities:** Organize and provide association conferences, conventions, and workshops. Shall be a member in good standing of ACA and ICA. The Conference Committee is responsible for soliciting programs, obtaining sponsors, determining schedule, publishing registration flyers and programs based on the President's theme. They work with the conference site on room allocations for breakouts, menus for luncheons and other such details. The committee members represent the various divisions of ICA and other partners.

**B. Committee Membership:** Conference Committee Chair, President, President-Elect, Past President, Graduate Student Representative, Treasurer, Secretary, Executive Director (or other appointee if Executive Director is not employed), Division Presidents or appointed representatives, Conference Chair, Awards Chair, Membership Chair, Leadership Development Chair, Marketing and Public Relations Chair, and the following Coordinators to be appointed by the Conference Chair: On-Site Coordinator, Program Coordinator, Sponsorship Coordinator, Volunteer Coordinator. The Committee Chair and all members must meet criteria outlined in the above Administrative Rules and Regulations regarding ICA committees.

**C. Committee Reports:** The Conference Committee Chair will submit an annual report to the president and attend COL meetings as a non-voting member.

**D. Next review:** TBD

#### **FINANCE COMMITTEE**

**A. Committee Responsibilities:** Advise the Council of Leaders and Executive Director (or other appointee if Executive Director is not employed) on such matters as budget planning and development and financial management; monitor the Association's finances and fiscal health; provide information to the President, Executive Committee, and COL as requested

**B. Committee Membership:** Treasurer, ICA President, ICA President-elect, ICA Past President, and Executive Director (or other appointee if Executive Director is not employed). The current Treasurer shall serve as chair, and may appoint any other committee members as needed. The Committee Chair and all members must meet criteria outlined in the above Administrative Rules and Regulations regarding ICA committees.

**C. Monthly Review of Fiscal Operations:** The Committee shall conduct a monthly review of fiscal operations and develop a balanced budget for the following fiscal year for presentation to the Council of Leaders.

**D. Budget Revision:** At the direction of the Council of Leaders or Executive Committee, the Finance Committee shall review and make required revisions to the current or proposed fiscal year budgets.

**E. Fiscal Implication of Motions:** The ICA Finance Committee shall study and recommend with respect to all motions submitted to Council of Leaders to determine (1) financial implications/costs; and (2) the fiscal year particular items could reasonably be implemented.

**F. Next Review:** TBD

#### **HUMAN RIGHTS COMMITTEE**

**A. Committee Responsibilities:** Promote programs that proactively address human rights, societal trends, and social issues most relevant to the profession, and react to the barriers that interfere with human rights; address human concerns as they affect the counseling profession; be responsible for raising awareness of human rights issues in the ICA and in the counseling profession through workshops, the Marketing and Public Relations, and other means at their disposal; develop an activity for membership participation to give back to the community where the annual conference is held.

**B. Committee Membership:** Human Rights Committee Chair, President, President-Elect, Past President, Graduate Student Representative, Treasurer, Secretary, Executive Director (or other appointee if Executive Director is not employed), Division Presidents or appointed representatives, Conference Chair, Awards Chair, Membership Chair, Leadership Development Chair, Marketing and Public Relations Chair, Public Policy and Legislation Committee Chair, and any other committee members as needed, appointed by the Human Rights Committee Chair. The Committee Chair and all members must meet criteria outlined in the above Administrative Rules and Regulations regarding ICA committees.

**C. Committee Reports:** The Human Rights Committee will transmit quarterly written reports to the ICA President updating the Committee's progress in completion of charges/goals assigned by the President.

**D. Next Review:** TBD

#### **LEADERSHIP DEVELOPMENT COMMITTEE**

**A. Committee Responsibilities:** Assist the President in identifying and developing competent leaders. Coordinate with President-elect and Council of Leaders to organize annual Leadership Development Institute; coordinate with Membership Chair and Graduate Student Representative to promote ICA membership and leadership development among graduate students in both state university and online counseling programs.

**B. Committee Membership:** Leadership Development Committee Chair, President, President-Elect, Past President, Graduate Student Representative, Treasurer, Secretary, Executive Director (or other appointee if Executive Director is not employed), Division Presidents or appointed representatives, Conference Chair, Awards Chair, Membership Chair, Marketing and Public Relations Chair, Professional Standards Committee Chair, and any other committee members as needed, appointed by the Leadership Development Chair. The Committee Chair and all members must meet criteria outlined in the above Administrative Rules and Regulations regarding ICA committees.

**C. Committee Reports:** The Leadership Development Committee will transmit a written report to the President of the Association at a time assigned by the President and shall also provide a written report when the President or Council of Leaders require it.

**D. Next Review:** TBD

#### **STRATEGIC PLANNING COMMITTEE**

**A. Committee Responsibilities:** Suggest plans for future development of the Association to the President and Council of Leaders; the Strategic Plan is developed jointly by the Strategic Planning Committee and the Council of Leaders; the Council of Leaders has the major responsibility for the development and implementation of the plan.

**B. Committee Members:** Strategic Planning Committee Chair, President, President-Elect, Past President, Graduate Student Representative, Treasurer, Secretary, Executive Director (or other appointee if Executive Director is not employed), Division Presidents or appointed representatives, Awards Committee Chair, Bylaws Committee Chair, Conference Committee Chair, Human Rights Committee Chair, Leadership Development Committee Chair, Marketing and Public Relations Committee Chair, Membership Committee Chair, Nominations and Elections Committee Chair, Professional

Standards Committee Chair, Public Policy and Legislation Committee Chair, and any other committee members as needed, appointed by the Strategic Planning Committee Chair. The Committee Chair and all members must meet criteria outlined in the above Administrative Rules and Regulations regarding ICA committees.

**C. Committee Reports:** The Strategic Planning Committee will transmit a written report to the President of the Association at a time assigned by the President.

**D. Next Review:** TBD

#### **THE MARKETING AND PUBLIC RELATIONS (MEDIA) COMMITTEE**

**A. Committee Responsibilities:** Make recommendations to the Council of Leaders on such matters as media policy and procedures, planning, and development; supervise the publications of ICA, the distribution of these; enhance the public understanding of counseling and human development through marketing materials and public relations; the Marketing and Public Relations Committee Chair will serve as chief administrator for the ICA Blog and all social media. The emphasis of Marketing and Public Relations Committee is on the development of products that represent the current research and knowledge on issues of immediate relevance to the members of the Association and their clients. The intended audience for the products and services of ICA media includes professional counselors, human development specialists, and their clients, who are consumers of counseling services.

**B. Committee Membership:** Marketing and Public Relations Committee Chair, President, President-Elect, Past President, Graduate Student Representative, Treasurer, Secretary, Executive Director (or other appointee if Executive Director is not employed), Division Presidents or appointed representatives, Awards Committee Chair, Conference Committee Chair, Human Rights Committee Chair, Leadership Development Committee Chair, Strategic Planning Committee Chair, Membership Committee Chair, Nominations and Elections Committee Chair, Professional Standards Committee Chair, Public Policy and Legislation Committee Chair, and any other committee members as needed, appointed by the Marketing and Public Relations Committee Chair. The Committee Chair and all members must meet criteria outlined in the above Administrative Rules and Regulations regarding ICA committees.

**C. Committee Reports:** The Marketing and Public Relations Committee will transmit a written report to the President of the Association at a time assigned by the President and shall also provide a written report when the President or Council of Leaders require it.

**D. Next Review:** TBD

#### **MEMBERSHIP COMMITTEE**

**A. Committee Responsibilities:** Solicit new and continuing members of the Association and ACA; maintain table of specific membership figures for ICA's Divisions and Interest Sections which will only show the ICA members in each entity and may not reflect the total membership of a Division or Interest Section which does not require membership in ICA; advise COL as to membership concerns and collaborate with COL to determine.

**B. Committee Membership:** Membership Committee Chair, President, President-Elect, Past President, Graduate Student Representative, Treasurer, Secretary, Executive Director (or other appointee if Executive Director is not employed), Division Presidents or appointed representatives, Leadership

Development Committee Chair, Strategic Planning Committee Chair, Marketing and Public Relations Committee Chair, and any other committee members as needed, appointed by the Committee Chair.

**C. Committee Reports:** The Membership Committee will transmit a written report to the President of the Association at a time assigned by the President and shall also provide a written report when the President or Council of Leaders require it.

**D. Next Review:** TBD

#### **NOMINATIONS AND ELECTION COMMITTEE**

**A. Committee Responsibilities:** Conduct the nominations and election of the Association, and annually review and recommend procedures for carrying out the annual election in accordance with the nominations and elections policies, according to the ICA Bylaws and as adopted by the Council of Leaders; invite nominations from divisions and the general membership; select a slate of candidates and present to the Council of Leaders for approval; create a ballot and present it to the membership for voting; report election results to Council of Leaders; the election of officers will be conducted by secret ballot, by mail or electronically; each Division or Committee shall have the right to submit to the Nominations and Election Committee the name of no more than one candidate to be placed on the ballot for President-Elect.

**B. Committee Membership:** Past President shall serve as Chair, and may appoint any other committee members as needed. The Committee Chair and all members must meet criteria outlined in the above Administrative Rules and Regulations regarding ICA committees.

**C. Timetable for ICA elections:** Candidates for elected office in ICA shall have submitted all required paperwork to the Chair of the Nominations and Elections Committee at least 21 days prior to the beginning of the spring Council of Leaders meeting.

1. The Nominations and Election Committee shall prepare a list of candidates for President-elect and present the list to the Council of Leaders at their spring meeting.

2. At the spring meeting, the Council of Leaders shall vet the submitted candidate for President-elect to ensure that they meet the criteria contained in these Policies and Procedures and approved the slate of candidates to be presented to the membership.

3. The election of President-elect and other such officers shall need to be elected will commence on or about December 1 of each year and continue through midnight the last day of January each year.

4. The winner of the election will be announced to the membership no later than midnight on the final day of February of each year.

**D. Candidate for President-elect:** A member of the Nominations and Election Committee shall not be a candidate for President-Elect of the Association.

**E. Next Review:** TBD

#### **PROFESSIONAL STANDARDS COMMITTEE**

**A. Committee Responsibilities:** Promote the professionalization of counseling; be responsible for counselor advocacy and for monitoring graduate program accreditation, counseling center

accreditation, and national voluntary counselor certification programs; make suggestions to the President and COL regarding counselor entry standards; provide ACA Ethical Standards Workshops; receive and process complaints of the ethical behavior of members; review and approve applications for qualifying ICA and its divisions, or ICA sponsored, conferences and workshops to grant CE's under the ICA NBCC provider status; maintain the ICA NBCC provider status.

**B. Committee Membership:** The Professional Standards Committee Chair, President, President-Elect, Past President, Graduate Student Representative, Treasurer, Secretary, Executive Director (or other appointee if Executive Director is not employed), Division Presidents or appointed representatives, Bylaws Committee Chair, Human Rights Committee Chair, Leadership Development Committee Chair, Membership Committee Chair, and any other committee members as needed, appointed by the Professional Standards Committee Chair. The Committee Chair and all members must meet criteria outlined in the above Administrative Rules and Regulations regarding ICA committees.

**C. Committee Reports:** The Professional Standards Committee will transmit quarterly written reports to the ICA President updating the Committee's progress in completion of charges/goals assigned by the President.

**D. Next Review:** TBD

#### **PUBLIC POLICY AND LEGISLATION COMMITTEE**

**A. Committee Responsibilities:** Serve as a liaison between ICA and public agencies; monitor all matters of public policy at all levels; make recommendations to the Council of Leaders concerning public policy and legislative issues.

**B. Committee Membership:** The Public Policy and Legislation Committee Chair, President, President-Elect, Past President, Graduate Student Representative, Treasurer, Secretary, Executive Director (or other appointee if Executive Director is not employed), Division Presidents or appointed representatives, Awards Committee Chair, Human Rights Committee Chair, Strategic Planning Committee Chair, Marketing and Public Relations Committee Chair, Professional Standards Committee Chair, and any other committee members as needed, appointed by the Committee Chair. The Committee Chair and all members must meet criteria outlined in the above Administrative Rules and Regulations regarding ICA committees.

**C. Committee Reports:** The Public Policy and Legislation Committee will transmit quarterly written reports to the ICA President updating the Committee's progress in completion of charges/goals assigned by the President.

**D. Next Review:** TBD



## **GRADUATE STUDENT COMMITTEE**

**A. Graduate Student Committee Responsibilities:** Promote graduate student membership interest in the ICA; work toward establishing active communication between local and online universities and ICA leadership and divisions, in order to promote graduate student involvement in the organization.

**B. Committee Membership:** Graduate Student Representative (GSR) as Chair, President, President-Elect, Past President, Treasurer, Secretary, Executive Director (or other appointee if Executive Director is not employed), Division Presidents or appointed representatives, Leadership Development Committee Chair, Membership Committee Chair, Professional Standards Committee Chair, and any other committee members, including students, as needed, appointed by the GSR. ICA professional members who qualify according to ICA policy shall apply to the GSR to become Committee members. The GSR shall appoint students and elicit professional members to bring the complement to a level sufficient to carry out tasks set by the GSR, ICA President, or COL. The GSR may appoint another member as Chair of the Graduate Student Committee if desired. (The Graduate Student Representative is elected for a term of two years.) The Committee Chair and all members must meet criteria outlined in the above Administrative Rules and Regulations regarding ICA committees.

**C. Committee Reports:** The Graduate Student Committee Chair will transmit quarterly written reports to the ICA President updating the Committee's progress in completion of charges/goals assigned by the President.

**D. Next Review:** TBD

## OPTIONAL SPECIAL COMMITTEES WITH ACA PRECEDENCE

### AUDIT COMMITTEE

- A. Committee Responsibilities:** TBD
- B. Committee Membership:** TBD
- C. Committee Reports:** TBD
- D. Next Review:** TBD

### COMPENSATION COMMITTEE

- A. Committee Responsibilities:** TBD
- B. Committee Membership:** TBD
- C. Committee Reports:** TBD
- D. Next Review:** TBD

### ETHICS COMMITTEE

- A. Committee Responsibilities:** TBD
- B. Committee Membership:** TBD
- C. Committee Reports:** TBD
- D. Next Review:** TBD

### ETHICS APPEAL PANEL

- A. Panel Responsibilities:** TBD
- B. Panel Membership:** TBD
- C. Panel Reports:** TBD
- D. Next Review:** TBD

### CODE OF LEADERSHIP

#### Service

#### Organizational Well-Being

#### Organizational Inclusion

#### Professional Conduct

#### Reliability

#### Accessibility

- A. Officer Information
- B. Officer as a Model
- C. Officer Representation

#### Collective Decision Making

#### Fiscal Responsibility

- A. Economic Utility/Quality
- B. Restraint in Expenditures
- C. Meeting Locations/Facilities
- D. Cost Effective Communications
- E. Funds Expended

I

## **Operating as a Tax Exempt Organization**

A. Periodic Review

B. Use of Outside Experts

## **SERVICE**

ICA leaders commit to styles of leadership that reflect and are motivated by a desire to serve. The officer understands that power and authority are bestowed by those being led. Organizational members create the opportunity for persons to lead and trust leaders to serve in a manner that benefits the organization and its members. An officer assumes responsibility while foregoing privilege, empowers those seeking to share leadership, and holds oneself accountable for results without seeking control. Such an officer focuses on effective stewardship of the organization's reputation, social influence, and resources, not on self-interest, acquisition of power, personal status, or private gain.

## **ORGANIZATIONAL WELL-BEING**

The primary responsibility of ICA leaders is to protect and promote the organizational health and effectiveness of the association. This fiduciary responsibility includes public representation, organizational dynamics, and fiscal components. The effects of individual and collective decisions and actions upon these components of organizational health must be considered.

## **ORGANIZATIONAL INCLUSION**

ICA is a complex organization composed of numerous professional Divisions/specializations. It is incumbent upon ICA leaders to understand, value, and support the professional diversity of the organization and its represented professions at all levels. The attitudes and actions necessary for such professional inclusion are the same as those necessary for inclusion across other groups in society—humility, willingness to learn, and unconditional positive regard.

## **PROFESSIONAL CONDUCT**

ICA leaders should act in accordance with the highest standards of professionalism established by ICA for the well-being of clients. In addition, ICA leaders' modeling of professional conduct should extend beyond counseling practice to the behavior, attitudes, and communication processes with which they lead. Employees of the organization should be treated with courtesy, an interpersonal respect born of professionalism, and an awareness of the potential for injustice that exists in an imbalance of power. ICA meetings, correspondence, dialogue, and organizational deliberations should be marked by respect for the dignity and worth of persons, by honesty and openness in communication, and by a willingness to resolve problems in a manner which is satisfactory to all persons concerned. Only through such professional interpersonal conduct can leaders hope to establish the constructive relational dynamic among leaders that is essential to organizational survival and effectiveness.

## **RELIABILITY**

ICA leaders should carry out their responsibilities in a timely and efficient manner. Gaining the benefits of a leadership position without fulfilling the responsibilities of that position is a clear violation of the reasonable expectations of the organization and a primary cause of dissatisfaction among constituents. Leaders who cannot fulfill their responsibilities should consider taking the step of resigning their positions.

## ACCESSIBILITY

Officers should be easily accessible to their co-leaders and constituents. Responding to inquiries and comments from organizational members in a timely manner is essential for the following reasons:

- A. Officer Information:** Officers often have valuable and helpful information about the organization and profession, access to which can assist members and co-leaders in the performance of their own duties;
- B. Officer as a Model:** Interaction with present leaders is a primary motivating factor among emerging leaders in the organization;
- C. Officer Representation:** Access to leaders is a reasonable component of representation.

## COLLECTIVE DECISION MAKING

ICA leaders will avoid operating unilaterally and in isolation from the consensus of co-leaders, unless to do so is clearly in keeping with an approved task mandate from a governing body. Leaders will deliberate with appropriate co-leaders regarding fiscal matters, implementation of policies, and decisions of organizational direction. Such collaborative decision processes are essential to representative governance.

## FISCAL RESPONSIBILITY

In addition to monitoring expenditures of organizational funds, ICA leaders will ensure that the fiscal priority of the organization is direct services to and representation of its members. This fiscal priority determines (but is not limited to) the following expenditure guidelines:

- A. Economic Utility/Quality:** Leaders should consider economic utility in all fiscal decisions, considering the most cost-effective means of accomplishing a given task without compromising needed quality.
- B. Restraint in Expenditures:** Leaders should exercise restraint in the expenditure of funds for travel of organizational leaders and employees. Such travel must clearly be of direct service to members.
- C. Meeting Location/Facilities:** State, and Divisional conferences should be held in locations and facilities which are financially conducive to attendance by the largest number of organizational members, many of whom must rely on their own financial resources to attend. Leadership meetings should be conducted in locations and facilities of moderate cost. Expenditure for and style of social events and meetings should be consistent with present fiscal limitations and the nature of the task at hand.
- D. Cost Effective Communication:** Communication between and among leaders conducted through electronic correspondence is encouraged, reserving the most costly meeting process for special and appropriate occasions.
- E. Funds Expended:** Use of organizational funds for a given task, project, or meeting should be weighed against the overall benefit to members relative to the proportion of organizational funds expended. For major expenditures of organizational funds to be justified, such expenditures must be of clear and significant benefit to the majority of members.

## **OPERATING AS A TAX EXEMPT ORGANIZATION**

**A. Periodic Reviews:** To ensure that the Association operates in a manner consistent with its charitable and educational purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews conducted by the Executive Committee shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
2. Whether partnership and joint venture arrangements with third-party service providers conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Association's charitable purposes and do not result in inurement or impermissible private benefit.
3. Whether advocacy efforts are within the constraints for a not-for-profit organization.
4. Whether the association is abiding by the —no campaign support restriction.

**B. Use of Outside Experts:** In conducting the periodic reviews, the Association may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.

## **CONFLICT OF INTEREST POLICY**

### **Policies**

#### **Purpose**

#### **Conflict of Interest**

- A. Possible Conflict
- B. Unable to Resolve Conflict

#### **Definition of Personal/Financial Interests**

- A. Interested Person
- B. Financial Interest
- C. Compensation

#### **Voting Restrictions on Compensation**

#### **Implementing Procedures:**

- 1. Duty to Disclose
- 2. Determining Whether a Conflict of Interest Exists
- 3. Procedures for Addressing the Conflict of Interest
- 4. Violations of the Conflicts of Interest Policy
- 5. Records of Proceedings
- 6. Annual Statements

#### **Idaho Counseling Association Conflict of Interest Statement**

##### Summary of the Policy

##### Other Interests

- 1. To what volunteer leaders this policy applies
- 2. What other interests are to be disclosed
- 3. When and how is disclosure is made
- 4. What information is to be disclosed about other interests
- 5. Confidential information on other interests
- 6. Corrective Measures

##### Implementing Procedures

#### **Disclosure of Other Interests**

## **PURPOSE:**

The purpose of the conflict of interest policy is to protect the Association's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Association. This policy is intended to supplement but not replace any applicable state laws governing conflict of interest applicable to nonprofit and charitable corporations.

## **CONFLICT OF INTEREST**

**A. Possible Conflict:** Council of Leaders members serve on the Council of Leaders to conduct the business of the Idaho Counseling Association. Council of Leaders members are gathered to be a representative group of the ICA membership. On those occasions when the best interests of ICA would be different than the best interest of the entities the Council of Leaders members represent, the member must make decisions that give primary consideration to the welfare of the Idaho Counseling Association.

**B. Unable to Resolve Conflict:** In cases where Council of Leaders members are unable to resolve the conflicts of interest between representing the Division and representing ICA, notification should be given to the ICA President or his or her representative. After such notification, the members shall refrain from voting.

## **DEFINITIONS OF PERSONAL/FINANCIAL INTERESTS**

**A. Interested Person:** Any director, principal officer, or member of a Committee with board delegated powers, who has direct or indirect financial interest, as defined below, is an interested person.

**B. Financial Interest:** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Association has a transaction or arrangement, or
2. A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation or arrangement.

**C. Compensation:** Compensation includes direct and indirect remuneration, as well as gifts or favors that are substantial in nature.

## **VOTING RESTRICTIONS ON COMPENSATION**

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



### **Implementing Procedures:**

**1. Duty to Disclose:** In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and all material facts to the directors or members of Committees with board-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, he or she shall leave the board or Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or Committee members shall decide if a conflict of interest exists.

### **3. Procedures for Addressing the Conflict of Interest:**

a. An interested person with a conflict of interest may make a presentation at the board or Committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the proposed transaction or arrangement.

b. The chairperson of the board 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 board or Committee shall determine whether the Association can obtain a more advantageous transaction or arrangement with reasonable efforts 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 attainable under circumstances that would not give rise to a conflict of interest, the board or Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Association's best interest and for its own benefit and whether the transaction is fair and reasonable to the Association and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

### **4. Violations of the Conflicts of Interest Policy:**

a. If the board or Committee has reasonable cause to believe that 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 response of the member and making such further investigation as may be warranted in the circumstances, the board or Committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**5. Records of Proceedings:** The minutes of the board and all Committees with board-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 board's or Committee's decision as to whether a conflict of interest in fact existed.

I

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 therewith.

**6. Annual Statements:** Each Director, principal officer, and member of a Committee with board-delegated powers shall annually sign a statement which affirms that 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 that the Association is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

### **IDAHO COUNSELING ASSOCIATION CONFLICT OF INTEREST STATEMENT**

The Idaho Counseling Association and its volunteer leaders are dedicated to serving the interests of the Association's constituency in the most honorable and ethical manner possible. Among the Association's duties is the responsibility to provide assurance to its constituencies that debates, decision making, and all governance at the Association is conducted in an objective and bias-free context. Among the duties of the volunteer leaders of the Association is a duty of loyalty—to place the best interests of the Association uppermost when acting on the Association's behalf. This duty of loyalty, or —fiduciary duty, encompasses the obligation to avoid or disclose any —other interests that could dilute, diminish, or divide a leader's unqualified loyalty and complete commitment to the Association. Where such interests exist or even appear to exist, they are —conflicts of interest that the Association is responsible to manage in order to ensure bias-free governance.

#### **Summary of the Policy**

The Association's policy is to require that volunteer leaders disclose —other interests as defined in this policy at least once each year or more frequently if —other interests arise. Then the Council of Leaders, or delegated representatives of the Council of Leaders, must decide what if anything to do in reaction to disclosures of —other interest according to the Association's procedures for doing so. In most cases it will be decided that the proper corrective measure is disclosure of the —other interests to the Council of Leaders or other governance body of the Association. But in some cases the volunteer leader might be asked to —recuse—refrain from participating in debate or resolution of matters where the volunteer leader has —other interests. In rare cases the volunteer leader might be asked to resign from the position on the board or elsewhere in the governance structure of the Association.

## **Other Interests**

### **1. To what volunteer leaders this policy applies**

The Council of Leaders has determined that the policy applies to any director, principal officer or member of a Committee with board delegated powers

### **2. What other interests are to be disclosed**

Disclosure is expected of these other interests:

- a) Ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that competes with the Association;
- b) Ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that is, or seeks to be, a vendor of products or services to the Association; or
- c) Position as spokesperson, consultant, employee, or agent for another commercial or nonprofit organization that advances opposing or adverse public policy positions from those of the Association.

Note: The Association includes the Association's subsidiaries and affiliates. The volunteer leader should disclose these other interests personally and for close business associates and family members.

### **3. When and how is disclosure is made**

Disclosure is to be made at least annually when requested by the Council of Leaders, and after that at any time throughout the year when an —other interest arises or becomes known that was not disclosed at the time of, or has significantly changed since, the annual disclosure. Disclosure should always be in writing. Disclosure forms are provided for that purpose. Volunteer leaders should feel free to provide additional information as appropriate.

### **4. What information is to be disclosed about other interests**

The volunteer leader should provide sufficient information about any —other interest so as to permit an evaluation of what effect the —other interest might have on the leader's participation in the Association's governance.

### **5. Confidential information on other interests**

Any confidential information should be clearly marked as such on the volunteer leader's disclosure. The Association will endeavor to keep the information confidential. But if a requirement for confidentiality precludes the Council of Leaders of the Association from fairly evaluating the disclosure, the Council of Leaders may respond accordingly in its recommendation regarding corrective measures.

### **6. Corrective Measures**

It is the Association's prerogative, not the disclosing volunteer leader's, to make determinations regarding corrective measures with respect to —other interests. The Council of Leaders or its delegated representatives will do so. Among the corrective measures available to be recommended are these:

1. Disclosure to the governance body: In most cases, it is expected that the possibility of subjectivity or bias will be sufficiently offset by disclosing the —other interest to the entire governance body of which the disclosing volunteer leader is a member. That governance body will be expected to take the individual's —other interest into consideration when discussions, debates, or decisions occur in the governance body. The Association, its governing board and the volunteer leader will all have fully discharged their duties.

2. Recusal: In some instances it may be determined that the avoidance of conflicts of interest, or even the mere appearance of conflicts of interest, will dictate that the disclosing individual should avoid discussions, debates, and decision making on subjects related to the disclosure. The volunteer leader will remain a member of the governance body affected but will withdraw from portions of meetings or activities appropriately.

3. Resignation: There could be situations, expected to be rare, in which the volunteer leader's —other interest is so extensive or pervasive that, in the view of the Association's governing board or its representatives, the leader's involvement in discussions, debates, or decision making in the pertinent governing body on any subject will be adversely affected. In that case the leader will be asked to resign. If resignation is not forthcoming, the Council of Leaders will decide on alternatives consistent with the Association's Bylaws and governing state law.

**Implementing Procedures:**

1. Annual disclosure. Volunteer leaders will be asked to complete the attached disclosure form annually. Forms should be submitted at other times as well if —other interests arise or become known.

2. Review, evaluation, and recommendation. Representatives of the Council of Leaders, appointed by the President, will review the annual disclosure forms along with the Executive Director (or other appointee if Executive Director is not employed) and his or her designees. The volunteer leader may be asked to provide additional information as a result of this review. If this reviewing body determines that no action is required, then none will be taken. If the body determines that disclosure to the full governing body on which the volunteer leader sits is the appropriate corrective measure, this will be undertaken with notice to the volunteer leader. If other corrective measures are recommended, the matter will come before the Council of Leaders.

3. Council of Leaders. The Council of Leaders makes the final determination of the appropriate corrective action to be recommended to the volunteer leader and any subsequent action or procedures that may become expedient.

Any questions about the Association's policy or procedures should be raised with the Executive Director (or other appointee if Executive Director is not employed) of the Association.

I

**DISCLOSURE OF OTHER INTERESTS**

As a volunteer leader of Idaho Counseling Association (the Association), I recognize that the Association must provide bias-free governance to the Association’s constituency, and that I owe a duty of loyalty to the Association. One aspect of fulfilling my duty is to avoid or disclose —other interests according to the Association’s policy and procedures on conflicts of interest. I am therefore disclosing the following —other interests as defined by the Association. I will provide further information if requested and will cooperate with any review and evaluation on behalf of the Association.

1. Any ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that competes with the Association:
2. An ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that is, or seeks to be, a vendor of products or services to the Association:
3. Any position as spokesperson, consultant, employee, or agent for another commercial or nonprofit organization that advances opposing or adverse public policy positions from those of the Association:

Note: The —Association includes the Association’s subsidiaries and affiliates.

Note also: The volunteer leader should disclose these —other interests personally and for close business associates and family members. Please use additional sheets or attached explanatory documents if appropriate.

Please indicate whether any information provided here is requested to be kept confidential by the Association.

This information is accurate and complete to the best of my knowledge and ability.

---

Signature Date

---

Association Position

I

**SECTION III**  
**FINANCE**

## **FISCAL AND BUDGET MATTERS**

### **Policies**

#### **Balanced Budget and Approval**

- A. Non-Deficit Budget
- B. Budget Approval

#### **Reserve Funds**

- A. Corporate Emergency Fund (long-term reserves)

#### Implementing Procedures

- 1. Monitoring Reserve Funds
- 3 Finance Committee Authorization
- 4. Report on Reserved Funds
- 4. Transfers into Reserves

#### **Fiscal Responsibility**

- A. Deposits and Signatures
  - B. Cost Centers
  - C. Executive Director's Report
  - D. Monthly Review
  - E. Non-Dues Revenue
  - F. Activities with Fiscal Implications
  - G. Financial Impact Statements
- #### Implementing Procedures

- 1. Supportive Data
- 2. Uncompleted Supportive Data
- 3. Notification of Council of Leaders Members

#### **Authority to Transfer**

- A. Transfer between Line Items
- B. Transfer between Units
- C. Reporting
- D. Reporting Budgetary Transfer

#### **Loan Authorization**

- A. Executive Committee Authorization
- B. Interest Rates
- C. Loan Security
- D. Loans to Council of Leaders Members

#### **Handling Division/Corporate Affiliate Funds**

- A. Comingling of Funds
- B. Collection of Funds

I

**Management Services Agreement**

- A. External Bank Account
- B. Changes in Charges
- C. Cost Recovery Rate
- D. Late Charges
- E. Late Payment

**Audits**

- A. Auditing Firm
- B. Screening Auditors
- C. Audit Report
- D. Cost for Audits
- E. Audit Recommendations

**Contacts with Outside Agencies**

- A. Executive Director Approval
- B. Use of Legal Counsel
- C. Reputable/Appropriate Sources

**Election Expenses**

- A. Charges
- B. Ballot Printing Costs

**Travel, Meeting, and Conference Expense Reimbursement**

- A. Reimbursement Authority
- B. Authorizing Signature
- C. Travel Advances
- D. Time Frame for Submitting Vouchers
- E. Travel by Public Transportation

Implementing Procedures

- 1. Lowest Fare
- 2. Travel Restrictions
- 3. Travel Review
- F. Travel by Private Automobile
- G. Automobile Rental
- H. Ground Transportation

Implementing Procedures

- 1. Supporting Data
- 2. Intra-City Taxi Cab Fares

- I. Housing Reimbursement
- J. Per Diem Reimbursement



I

Implementing Procedures

1. Business Meals
2. Reduction of Per Diem
3. Provided Meals
4. Per Diem Inclusions

**Travel Accident Insurance**

- A. Authority to Purchase
- B. Age Restriction

## **BALANCED BUDGET AND APPROVAL**

**A. Non-Deficit Budget:** The Finance Committee shall not recommend a deficit budget to the Council of Leaders in any fiscal year.

**B. Budget Approval:** The budget for each fiscal year will be approved in the preceding year.

## **RESERVE FUNDS**

**A. Corporate Emergency Fund (long-term reserves):** ICA will build a reserve(s) at a rate to be determined annually by the COL at the spring meeting. It is intended that ICA maintain a minimum reserve to operate for one year in the event of zero income.

### **Implementing Procedures:**

1. **Monitoring Reserve Funds:** Reserve funds will be monitored on an annual basis by the Finance Committee.
2. **Finance Committee Authorization:** Any disbursement from any reserve funds must be authorized by the Finance Committee, the Executive Committee, or Council of Leaders.
3. **Report on Reserve Funds:** The Executive Director (or other appointee if Executive Director is not employed) shall present a report of the accumulated expenses in each contingency fund during the present fiscal year at each Council of Leaders meeting, except that at the first meeting of each fiscal year, a report will be made of the previous fiscal year. (Rationale: Accountability is needed for spending undesignated funds).
4. **Transfers into Reserves:** At the close of the fiscal year, the association will transfer available funds to the Emergency Fund (long-term reserves); the amount of the replacement fund transfers may change based on staff and Finance Committee recommendations.

## **FISCAL RESPONSIBILITY**

**A. Deposits and Signatures:** The funds of this corporation shall be deposited in its name at the direction of the Executive Director, with banks or other financial institutions. All banks or financial institutions used should be members of the Federal Deposit Insurance Corporation, but exceptions may be made by the Finance Committee.

**B. Cost Centers:** Those who are responsible for cost centers in the ICA budget (officers, chairs, staff members, etc.) are required to adhere to the budget.

**C. Executive Director's Report:** The Executive Director (or other appointee if Executive Director is not employed) shall provide monthly reports to the Finance Committee and semi-annual reports to the Council of Leaders on professional, technical, auditing, and consulting fees.

**D. Monthly Review:** The Finance Committee shall conduct a monthly review of the financial operations of the Idaho Counseling Association.

**E. Non-Dues Revenue:** New income producing projects and products may be implemented at the discretion of the Executive Director (or other appointee if Executive Director is not employed) and the President.

**F. Activities with Fiscal Implications:** Activities with fiscal implications should be reviewed by the Finance Committee with ultimate recommendations to the Council of Leaders.

I

**G. Financial Impact Statement:** All Council of Leaders motions must have a financial impact statement.

**Implementing Procedures:**

**1. Supporting Data:** All Council of Leaders agenda items and motions submitted for action MUST be accompanied with supportive data as follows:

a) A specific financial statement which will include how it will affect the budget and the anticipated cost that implementation of the motion will incur shall be evaluated by the Finance Committee for completeness and accuracy.

b) A statement of how the item or motion will impact the profession and its relationship to the Strategic Plan.

c) Reports from appropriate administrative departments MUST accompany the motion or agenda item if that motion/item will have an effect upon the department's functioning (i.e., marketing plan, legislative plan).

d) If an agenda item or motion will not have any impact on the above mentioned areas, that fact should be so stated.

**2. Uncompleted Supportive Data:** If the above mentioned information is not accompanying the motion or agenda items, the motion or agenda item should not be brought before the Council of Leaders until the information has been obtained.

The President, in collaboration with the Executive Director (or other appointee if Executive Director is not employed) and the Executive Committee, will send the uncompleted agenda items or motion to the appropriate members, Committees or staff for completion.

**3. Notification of Council of Leaders Members:** The agenda item and/or motion should be sent to the Council of Leaders members prior to the Council of Leaders meeting so that the information can be read and the implications understood.

**AUTHORITY TO TRANSFER**

**A. Transfer Between Line Items:** The President or Executive Director (or other appointee if Executive Director is not employed) has the authority to transfer amounts between one or more budget line items without prior approval, as long as the unit budget is not exceeded, with the exception of transfers to Technical Services and Professional Fees.

**B. Transfer Between Units:** The President or Executive Director (or other appointee if Executive Director is not employed) is required to obtain prior authorization from the Finance Committee for any transfers between units or any transfers that increase the approved budget.

**C. Reporting:** The President or Executive Director (or other appointee if Executive Director is not employed) is required to report any transfers not requiring prior approval of the Finance Committee within 30 days of the transfers.

**D. Reporting Budgetary Transfers:** 1) The Finance Committee and the Executive Committee must be informed of all transfers within the originally approved budget. 2) Any budgetary transfers shall be a matter of official record and be reported to the Council of Leaders at the next scheduled meeting and be made a part of the minutes.

## LOAN AUTHORIZATION

**A. Executive Committee Authorization:** ICA loans recommended by the Executive Director (or other appointee if Executive Director is not employed) shall be reviewed by the Executive Committee and authorized by the Executive Committee.

**B. Interest Rates:** Interest rates earned or charged will be negotiated by the Executive Director (or other appointee if Executive Director is not employed) and shall be comparable to the market rate at that point in time.

**C. Loan Security:** Adequate and sufficient security is required for all loans made by ICA.

**D. Loans to Council of Leaders Members:** Loans to Council of Leaders and Executive Staff members are strictly prohibited.

## HANDLING DIVISION/CORPORATE AFFILIATE FUNDS

**A. Commingling of Funds:** ICA shall not commingle or maintain any Division, Corporate Affiliate or other entities monies in the same bank account.

**B. Collection of Funds:** All monies collected on behalf of a Division or Corporate Affiliate must be forwarded by the 15th of the following month to the appropriate Division/Corporate Affiliate treasurer or processed in a manner approved by the appropriate Division/Corporate Affiliate treasurer.

## MANAGEMENT SERVICES AGREEMENT

**A. External Bank Accounts:** ICA shall open and maintain a separate bank account for each entity that elects ICA accounting services under the Management Services Agreement. The signers on these accounts will be the Chief Financial Officer or his or her designee and those individuals designated by each respective entity. It is the responsibility of each entity to document any restrictions on their respective bank accounts.

**B. Changes in Charges:** Charges to Divisions, Interest Sections, or Corporate Affiliates, for administrative services provided by ICA will be outlined in the Management Services Agreement. All efforts will be made to provide the Management Services Agreement for the following fiscal year to all Treasurers by February 15th of each year to ensure sufficient time to review its contents. The Management Services Agreement must be signed no later than the deadline approved by Council of Leaders in the current fiscal year to apply to the following fiscal year.

**C. Cost Recovery Rate:** The Management Service cost recovery rate will be established to recover all costs incurred to provide those services. When the rates to provide Management Services are not sufficient to recover costs, the rates will be increased, unless waived by the Finance Committee. .

**D. Late Charges:** Management Services Agreements signed after August 1 are subject to a surcharge set by the Finance Committee. That surcharge will be not more than five percent (5%) of the prevailing rate.

**E. Late Payments:** If payments owed to ICA by any entity are over sixty (60) days late, ten percent (10%) interest will be assessed. If the debt accrues to ninety (90) days, monthly revenue payments could be withheld until the debt is liquidated.

## AUDITS

**A. Auditing Firm:** The ICA auditing firm is responsible to the Council of Leaders, through the chair of the Audit Committee. The ICA auditing firm shall be available to the Audit Committee as needed.

**B. Screening Auditors:** The Audit Committee shall be responsible for screening and recommending to the Council of Leaders the auditing firm to be under contract with the Association.

**C. Audit Report:** Following approval by the Audit Committee the auditing firm will be requested to provide the annual audit report to all Council of Leaders members within four weeks prior of the Spring Council of Leaders meeting for ratification.

**D. Cost for Audits:** The cost of audit is to be paid by the relevant organization. Reviews will be provided to divisions under the bundled ICA Management Services Agreement. If a division elects an audit, the differential between a review and an audit will be paid by such division.

**E. Audit Recommendations:** The services of the auditing firm shall be reviewed annually by the Audit Committee and relevant recommendations shall be forwarded to Council of Leaders.

## CONTRACTS WITH OUTSIDE AGENCIES

**A. Executive Director Approval:** If not included in the budget, any contract over \$1000 which may obligate the association, in any manner, must be approved by the Finance Committee and signed by the Executive Director (or other appointee if Executive Director is not employed) or his or her designee(s).

**B. Use of Legal Counsel:** Only at the discretion of the Executive or Council of Leaders should legal counsel be consulted in any manner.

**C. Reputable/Appropriate Agencies:** ICA may only enter into contracts with reputable and appropriate sources that are consistent with the principle objectives of the association including the Association's discriminatory practices.

## ELECTION EXPENSES

**A. Charges:** The charges for the annual election will be allocated based on the number of members eligible to vote. Elections are included in the per member pricing for Divisions under the bundled Management Services Plan.

**B. Ballot Printing Costs:** Cost for the preparation, printing and distribution of the ballots shall be absorbed as an operating cost of ICA.

## TRAVEL, MEETING, AND CONFERENCE EXPENSE REIMBURSEMENTS

**A. Reimbursement Authority:** ICA provides reimbursement for travel, housing and per diem for ICA officers, Council of Leaders members, Committee Chairs, staff and other persons authorized by the ICA President.

**B. Authorizing Signature:** The ICA President's signature or President's designee(s) serves as the authorization for reimbursement of official ICA travel expenses for officers and others traveling on behalf of ICA Governance. The signature of the Executive Director (or other appointee if Executive Director is not employed) or designee(s) serves as the authorization for reimbursement of official ICA travel expense for ICA staff and non-staff.

1. Authorization: The signature of the authorizing individual must appear on the expense voucher.
  2. Supporting Data: Dates, places, and purpose of the authorized activity or meeting must be indicated.
- C. Travel Advances:** Travel advances must be followed by a Travel and Expense Reimbursement Form, original receipts, and any applicable reimbursement of unused funds within thirty (30) days of the event.
- D. Time Frame for Submitting Vouchers:** Travel vouchers must be submitted within thirty (30) days of the incurring of travel costs. The association reserves the right to not reimburse any expenses not received within the thirty (30) day time limit.
- E. Travel by Public Transportation:** Round trip travel by air (coach fare), train and bus will be provided and will be reimbursed after submission of an official voucher and related receipts.

**Implementing Procedures:**

1. **Lowest Fare:** ICA will reimburse travel at the lowest fare available at the time of travel unless approved by the ICA President.
  2. **Travel Restrictions:** Whenever possible, no more than two members of the Executive Management Team should travel on the same flight.
  3. **Travel Review:** Travel expenses and/or expenditures incurred by the President will be reviewed and signed off by the Executive Director (or other appointee if Executive Director is not employed) and travel expenses and/or expenditures incurred by the Executive Director (or other appointee if Executive Director is not employed) will be signed off by the President or Treasurer at the President's discretion on a quarterly basis.
- F. Travel by Private Automobile:** Travel by automobile will be reimbursed at the rate approved by the Internal Revenue Service, not to exceed one round trip air coach fare from the individual's place of residence or point of departure to the meeting site.
- G. Automobile Rental:** Automobile rental may be reimbursed only if it is specifically authorized by the ICA President or Executive Director (or other appointee if Executive Director is not employed).
- H. Ground Transportation:** Airport ground transportation is allowable and should be reported on the official voucher forms.

**Implementing Procedures:**

1. **Supporting Data:** Original receipts, departure point, destination, business purpose, date, amount of expenditure and name of passenger must be provided.
  2. **Intra-City Taxi Cab Fares:** Other than transportation for meals, intra-city cab fares are allowed when the official business requires such travel.
- I. Housing Reimbursement:** ICA provides housing reimbursement for ICA officers, Council of Leaders members, Committee Chairs, staff, and other authorized persons when they are required or requested to attend meetings.
- J. Per Diem Reimbursement:** A fifty dollar (\$50.00) subsistence allowance will be given for each day of official business with the pro rata allocation for travel days. The daily allocation will be as follows: Breakfast - \$9.00; Lunch - \$11.00; and Dinner - \$30.00.

**Implementing Procedures:**

1. **Business Meals:** Only those meals that would have been incurred during the time that an individual was traveling on ICA business are eligible for reimbursement.

1

**2. Reduction of Per Diem:** In the event the traveler is provided meals in the course of association business, the meal allowance shall be reduced on the following basis: Breakfast - \$9.00; Lunch - \$11.00; and Dinner - \$30.00.

**3. Provided Meals:** Reimbursement for provided meals may not be claimed regardless of whether or not the individual partakes.

**4. Per Diem Inclusions:** Public transportation fares to and from restaurants, taxes and tips are considered part of the cost of the meal and are not reimbursed.

#### **TRAVEL ACCIDENT INSURANCE**

**A. Authority to Purchase:** ICA staff is authorized to purchase accident insurance for ICA staff and ICA leaders.

**B. Age Restriction:** Persons not fully covered by the ICA blanket travel insurance because of age may be specifically added to be provided comparable coverage.

I

## **PERSONNEL (STAFF)**

### **Policies**

#### **Executive Director Job Description**

- A. Basic Function
- B. Qualifications
- C. Responsibilities and Authority
- D. Relationships

#### **Employment Rules and Regulations**

#### **Employee Salaries**

- A. Finance Committee Responsibility
- B. Executive Director Responsibility
- C. Honoraria Allowed
- D. Honoraria Restrictions
- E. Invitations from ICA Entities

#### **Executive Director Evaluation Process**

#### **Employee Performance Evaluation**

#### **Speaking for the Association**

#### **Executive Director Emeritus**



## EXECUTIVE DIRECTOR JOB DESCRIPTION

**A. Basic Function:** The position of Executive Director may be approved by the COL, or another appointee(s) may be made if need is determined; the policies in this section apply to this position. The Executive Director is responsible for the effective operation of the Association; for the direction of operations and activities; for implementing policies authorized by Council of Leaders, and for advising and making recommendations to the Officers and Council of Leaders.

**B. Qualifications:** Qualifications include a degree in counseling, human resources management, psychology, or a related combination of education and experience; strategic planning experience and skills; fiscal management skills; demonstrated excellent oral and written communication skills, high level of professionalism and integrity. Experience in association management or not-for-profit organization management is recommended.

**C. Responsibilities and Authority:**

The Executive Director:

1. May delegate portions of his/her responsibilities consistent with sound operations and authorized policies and procedures, together with proportionate authority for their fulfillment, but the Executive Director may not delegate nor relinquish any portion of his/her accountability.
2. Utilizing advice and input from, the Treasurer, and the Finance Committee, the Executive Director is responsible for development of an annual budget, overseeing the authorized and proper expenditure of funds, and assures that all funds, physical assets, and other property of the association are appropriately safeguarded and secured.
3. Monitors the Association's environment to determine the need for new services and programs. Proposes such services and programs to the President, Executive Committee, and Council of Leaders.
4. Identifies new sources of revenue, proposes revenue enhancing projects to the Executive Committee and Council of Leaders, and ensures that approved projects are implemented.
5. Sees that the Council of Leaders and Executive Committee are kept fully informed in a timely manner about the conditions and operations on all important aspects of the Association.
6. Serves as a resource to elected leadership by studying and reviewing Association bylaws, policies, positions, programs and operations, and suggesting any changes needed for more effective operation of the Association.
7. Oversees or is responsible for the development of specific procedures and programs to implement the policies and activities authorized by the Council of Leaders; and further sees that these procedures and programs are effectively administered and controlled, and authorizes all headquarters office policies and procedures.
8. Sees that sound plans of organization are maintained for the headquarters office, and oversees the direction and coordination of all approved programs, projects, and major activities of the staff.
9. Maintains a cooperative climate of responsiveness to volunteer leaders and all ICA members.
10. Provides the necessary staff liaison support to Committees, and provides authority staff members to enable them to properly perform their liaison functions.
11. Authorizes and executes such contracts, agreements, and commitments as may be authorized by the Council of Leaders or established policies.

12. Develops and maintains an appropriate budgetary procedure with the Finance Committee and Treasurer; oversees the authorized and proper expenditure of funds, and assures that all funds, physical assets, and other property of the Association are appropriately safeguarded and administered.
13. Uses up-to-date technology to efficiently and effectively carry out the Association's agreed upon policies, procedures, programs, and services.
14. Has regular contact with the President, Executive Committee, and the Council of Leaders.
15. Executes such other general responsibilities as delegated by the President, Council of Leaders, or Executive Committee.

**D. Relationships:**

The Executive Director:

1. Is directly responsible to the President, the Council of Leaders, and the Executive Committee for the administration of the headquarters office and for proper interpretation and fulfillment of the functions of this Position Description and the fulfillment objectives and budget as approved or authorized by the Council of Leaders.
2. Develops and maintains peer relationships with executives of other organizations. In certain circumstances, as determined by the President, the Council of Leaders, or the Executive Committee, represents the Association in articulating its positions and objectives to business and industry, government, and the Association community.
3. Secures the advice of key personnel in formulating plans and programs, and stands ready at all times to render advice and support to staff.
4. Ensures that all key members of headquarters staff understand and carry-out the policies set by the elected leaders of the Association.
5. Is present at all meetings of the Council of Leaders and Executive Committee and is responsible for the preparation of quarterly and annual reports to the Council of Leaders.
6. Represents a high level of professionalism and integrity in all personal and business activities.

**EMPLOYMENT RULES AND REGULATIONS**

The Executive Director (or other appointee if Executive Director is not employed) is to provide a set of employment rules and regulations, which will facilitate the management of the Association's business to all ICA employees. The Chief of Staff will provide copies of the —Human Resources members of Council of Leaders before the fall Council of Leaders meeting.

## EMPLOYEE SALARIES

Employee salaries are to be determined by the Executive Director (or other appointee if Executive Director is not employed) and his/her designees in conjunction with an employment performance evaluation. Merit increases are not automatic and are granted only after job performance is rated.

**A. Finance Committee Responsibility:** The Finance Committee is responsible for reviewing staff salaries as part of the annual budget preparation process.

**B. Executive Director Responsibility:** The Executive Director (or other appointee if Executive Director is not employed) and his or her designee will determine employee salaries after an analysis of the job market and an analysis of the pay for comparable positions in associations in the geographical area.

1. **Justification of Salaries:** The Executive Director (or other appointee if Executive Director is not employed) and his or her designee will be responsible for justifying the salary expense in the operations budget.

2. **Reporting to Finance Committee:** The Executive Director (or other appointee if Executive Director is not employed) will submit the analyses and the justifications for staff salaries to the Finance Committee prior to inclusion in the proposed operating budget.

**C. Honoraria Allowed:** ICA staff members may accept honoraria from ICA entities when invited to prepare a paper on a special topic that is not related to their ICA office or staff position.

**D. Honoraria Restriction:** ICA staff members who speak or consult on official business for ICA shall not accept an honorarium.

**E. Invitation from ICA Entities:** When ICA staff is invited to participate in conferences, conferences, meetings, or other events by ICA entities, the inviting entities shall reimburse the staff for travel expenses, unless the staff's budget includes funding for the trip.

## EXECUTIVE DIRECTOR EVALUATION PROCESS

The ICA Executive Committee has the sole responsibility for performance evaluation of the ICA Executive Director (or other appointee if Executive Director is not employed).

Participation in the Evaluation: Council of Leaders members and staff will be asked for their input at the Spring Council of Leaders meeting. Additionally ICA staff will be allowed the opportunity to provide 360° feedback relative to the performance of the Executive Director (or other appointee if Executive Director is not employed). The Chief of Staff will be responsible for tabulating all responses and providing a Confidential Report to the Executive Committee prior to the Spring Executive Committee Meeting. The results of this Report will be used as part of the process to determine the employment status and/or contract provisions for the Executive Director (or other appointee if Executive Director is not employed). The President will meet with the Executive Director (or other appointee if Executive Director is not employed) to discuss the results of this process prior to the end of the fiscal year. This is usually done on the first day of the Spring Executive Committee Meeting.

## EMPLOYEE PERFORMANCE EVALUATION

All employees receive Merit Evaluations that are connected to salary increases.

### **SPEAKING FOR THE ASSOCIATION**

In the absence of written position statements, ICA Council of Leaders, committee members, and anyone else acting in an official capacity on behalf of ICA, when requested to address issues of the counseling and development profession, shall, when feasible, contact the appropriate entity or entities affected by the position statement prior to making statements relative to the association's position. In the absence of the President, the chain of command in the policy, "President Speaks for the Association" shall prevail.

### **EXECUTIVE DIRECTOR EMERITUS**

The title of Executive Director Emeritus may be conferred only on those individuals who previously have served as Executive Director and who presently are not serving in that role. To qualify for the title, the Executive Director must have served in that capacity for at least five years continuous service. The individual's name must be submitted to the Council of Leaders for approval.

I

## SECTION IV OPERATIONS

## **CORPORATE MATTERS**

### **Policies**

#### **Discrimination Definition**

#### **Nondiscrimination**

#### **Harassment**

#### Disciplinary Action

1. Employees
2. Leaders
3. Members

#### **Name, Logo and Stationery**

- A. Name and Logo
- B. Stationery

#### **ICA Professional Member Logo**

- A. Guidelines for Appropriate Use of ICA Professional Member Logo
- B. Conditions for Appropriate Use

#### **Affinity Programs**

- A. Membership List Affinity Program
  - B. Nondiscriminatory Use of Membership Lists
  - C. Acceptable Advertising
- #### Implementing Procedures
1. Affinity Program Proposals
  2. Soliciting Bids
  3. Specially Designed Programs
  4. Member Proposals
  5. Program Extensions
  6. Formal Approval
  7. Criteria for Proposal Screening

#### **Guidelines for Meeting Requests at the ICA Conference**

#### **Password Policy**

- A. Overview
- B. Purpose
- C. Scope
- D. Policy:
- E. Guidelines
- F. Password Protection Standards

## **DISCRIMINATION DEFINITION**

Discrimination is an act that differentiates between individuals or groups in a manner that seeks to deprive them and/or results in the loss of their civil and human rights.

## **NONDISCRIMINATION**

BYLAW ARTICLE IX, Section 1 states: There shall be no discrimination against any individual on the basis of ethnic group, color, creed, gender identity, gender expression, sexual orientation, age, record of public offense, and/or disability.

## **HARASSMENT**

The Idaho Counseling Association is committed to creating and maintaining a community in which leaders, volunteers and staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Sexual harassment, like harassment on the basis of race, gender, or religion, is a form of discrimination expressly prohibited by law. It is a violation of Title VII of the Federal Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Sexual harassment is not limited to sexual exploitation but includes verbal statement, e.g., inappropriate jokes, physical contact, inappropriate touching, etc. In addition to being illegal, all forms of harassment run counter to the mission of the Association. When people feel threatened, intimidated, or otherwise pressured by others into granting sexual favors, or are singled out for derision or abuse because of their gender, their performance is liable to suffer. Such actions violate the dignity of the individual and the integrity of the Association as an organization for professional counseling. Freedom can only exist when every person is free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect. Sexual harassment is harmful not only to the persons involved, but also to the entire counseling community.

**Disciplinary Action:** The Association will take whatever action is needed to prevent, stop, correct, or discipline behavior that violates this policy. Disciplinary action may include, but is not limited to:

1. Employees: Oral or written warning, demotion, transfer, suspension or dismissal for cause.
2. Leaders: Oral or written warning, removal from office or responsibilities, or loss of membership in the Association for cause.
3. Members: Oral or written warning, removal from association responsibilities, or loss of membership in the Association for cause.

## **NAME, LOGO, AND STATIONERY**

**A. Name and Logo:** ICA members may state on business materials that they are a member of the Idaho Counseling Association. When doing so, members are encouraged to state that ICA membership requires adherence to the ACA Code of Ethics. Members may not state or imply that ICA membership certifies counseling competency since ICA does not administer any outcome-based assessment for entry into the association.

ICA members may not use the ICA logo on business materials.

**B. Stationery:** All ICA departments, Officers, and Committees shall use standard official ICA stationery. Group titles, return addresses, and other information may be typed on the stationery. The ICA Presidents may print on the stationery their names, year of office, addresses, telephone and fax numbers, and any other relevant information.

### **ICA PROFESSIONAL MEMBER LOGO**

**A. Guidelines for Appropriate Use of ICA Professional Member Logo:** Only individuals who meet both criteria indicated below may use the ICA Professional Member Logo:

1. Current ICA members whose membership is active not lapsed.
2. Membership category is Professional or New Professional. Individuals in the Student or Regular categories of membership are expressly prohibited from using the ICA Professional Member Logo. Members who hold membership in the Retired category may use the logo if they had been Professional members of ICA prior to converting to retiree status. There is no cost to use the logo it is a member benefit for those in the Professional, New Professional and Retiree categories.

**B. Conditions for Appropriate Use:**

1. Current ICA Members who wish to use the logo must agree to these conditions:
2. If the member's ICA membership lapses and not renewed, or if the member is expelled from ICA due to an ethical violation, the member will immediately destroy materials or delete the logos that appear on websites or other electronic sources. Members are urged to select print quantities with this in mind.
3. Under no circumstances is it appropriate for the Member to provide the Professional ICA Member Logo to anyone else, even if they are ICA members. Each member must download their own Member Logo from the ICA website after logging in as a member. Any violation of this condition for use of the Member Logo may be considered a violation of the ACA Code of Ethics and thus subject to terms and conditions outlined in the Code.
4. For either printing or electronic usage, the logo color is black. It is not permissible to use any other color.
5. If use of the logo in a size other than that provided by ICA, the logo art must be sized in proportion and cannot be distorted. The font used in the logo is Trade Gothic Bold. No other font may be used.

### **AFFINITY PROGRAMS**

Affinity Programs provide benefits or services to members of ICA and are designed to garner revenue for the Association. Each vendor/provider is separate and independent of the Association.

**A. Membership List Affinity Program:** ICA will rent/sell its membership lists to persons or agencies supplying information, materials, products, services, and assistance to counselors and human development specialists. The lists shall be used to announce, promote, or sell information, activities, and products believed to be helpful to or facilitative of professional services rendered by our membership.

**B. Nondiscriminatory Use of Membership List:** ICA will not knowingly rent/sell membership listings to external sources whose proposed use of the list discriminates on the basis of ethnic group, race, religion, gender, sexual orientation, age and/or disability.



**C. Acceptable Advertising:** Advertising will be accepted for ICA publications of those services, instruments, products, or institutions that would be of possible professional use, interest, value, or general service to members of ICA. The advertising must be consistent with the type of professional presentation expected by the Association's members.

**Implementing Procedures:**

1. Affinity Program Proposals: A proposal for a new affinity program may be solicited by ICA or generated by a potential vendor. Once proposals are received, staff will evaluate the proposals, check references, gather financial information for the company, and make recommendations to the Executive Director (or other appointee if Executive Director is not employed).
2. Soliciting Bids: When a proposal is not unusual or one-of-a-kind, alternative proposals or bids will be solicited from other vendors. A file will be maintained with former contacts to assist in identifying potential bidders.
3. Specially Designed Programs: If the proposal is unusual or one-of-a-kind, (for example, a program designed specifically for ICA), no other bids need be sought.
4. Member Proposals: Proposals from members seeking ICA business will be considered on the same basis as other vendors, but great care will be taken to give them personalized treatment and answers. A file of such proposals will be maintained by staff.
5. Program Extensions: If a proposal represents an expansion or extension of an existing program (for example a variation on existing credit card program), staff will evaluate according to the Criteria for Proposal Screening, dated 9/13/92. Competitive bids are not required if the program is unique or is offered by the current ICA vendor.
6. Formal Approval: If the Executive Director (or other appointee if Executive Director is not employed) determines the results of the staff reviews of the Affinity Program proposals, extensions or expansions warrant initiating or renewing the affinity program, he or she will request approval from the Executive Committee or Council of Leaders.
7. Criteria for Proposal Screening: All project proposals will be evaluated by appropriate staff as follows:  
Criteria for Proposal Screening:
  1. Size of the potential ICA market.
  2. Member service potential: Needs satisfaction and value.
  3. Non-dues revenue production potential.
  4. Impact on staff time and association resources.
  5. Effect on the potential market, including number of non-dues revenue solicitations received by members.
  6. Congruity with ICA's mission, guidelines of good taste, and overall quality of member benefits, to ensure that ICA's programs enhance its image.
  7. Vendor's financial standing, stability and references from other clients, particularly from other non-profit and membership organizations.
  8. Uniqueness of offer: Is it readily available to members elsewhere?
  9. Possible conflicts with other ICA contracts or commitments.

## GUIDELINES FOR MEETING REQUEST AT THE ICA CONFERENCE

1. Group must adhere to ICA mission, goals, and policies.
2. Related, but unofficial groups other than ICA Divisions, Interest Sections, and Affiliates, requesting meeting space prior to, during, or after the annual conference should submit the request to the ICA Conference Chair.
3. Groups must attest in writing that there is a connection with ICA mission, goals, and policies.
4. Group must abide by the ICA non-discrimination policy.
5. The Conference and Meetings Department will forward the request to the ICA Executive Director (or other appointee if Executive Director is not employed) for final approval.
6. No changes will be made after final approval from the ICA Executive Director (or other appointee if Executive Director is not employed).

## PASSWORD POLICY

**A. Overview:** Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of ICA's resources. All users, including contractors and vendors with access to ICA systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

**B. Purpose:** The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

**C. Scope:** The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any ICA facility, has access to the ICA network, or stores any non-public ICA information.

### **D. Policy:**

1. All user-level passwords (e.g., email, web, desktop computer, etc.) must be changed at least every 90 days.
2. User accounts that have system-level privileges granted through group memberships must have a unique password from all other accounts held by that user.
3. All user-level and system-level passwords must conform to the guidelines described below.

### **E. Guidelines:**

1. General Password Construction Guidelines: All users at ICA should be aware of how to select strong passwords. Strong passwords have the following characteristics:

a. Contain at least three of the five following character classes:

Lower case characters

Upper case characters

Numbers

Punctuation

—Special characters (e.g. @\$%^&\*()\_+|~-=\`{}[]:;'<>/ )

b. Contain at least six (6) alphanumeric characters.

2. Weak passwords have the following characteristics:

The password contains less than (6) characters

The password is a word found in a dictionary (English or foreign)

The password is a common usage word such as: Names of family, pets, friends, co-workers, fantasy characters, etc.

Computer terms and names, commands, sites, companies, hardware, software.

Birthdays and other personal information such as addresses and phone numbers.

Word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.

Any of the above spelled backwards.

Any of the above preceded or followed by a digit (e.g., secret1, 1secret)

#### **F. Password Protection Standards**

1. Always use different passwords for ICA accounts from other non-ICA access.
2. Do not share ICA passwords with anyone, including administrative assistants. All passwords are to be treated as sensitive, confidential ICA information.
3. Passwords should never be written down or stored on-line without encryption. (Password Safe and KeePass are examples of encrypted applications used for password storage)
4. Do not reveal a password in email, chat, or other electronic communication.
5. Do not speak about a password in front of others.
6. Do not hint at the format of a password (e.g., "my family name").
7. Do not reveal a password on questionnaires or security forms.
8. If someone demands a password, refer them to this policy.
9. Always decline the use of the "Remember Password" feature of applications (e.g., Internet Explorer, Outlook Web Access, Firefox).
10. If an account or password compromise is suspected, report the incident to your direct supervisor.

I

## **OTHER**

### **Policies**

#### **ICA Continuing Education and NBCC CE Certification Policy**

- A. ICA Conference and Workshops
- B. ICA Division Conferences and Workshops
- C. Private Entity Presentations and Offerings

#### **ICA Blog/Social Media Policy**

- A. Blog/Social Media Content
- B. Publication
- C. Selection of Bloggers
- D. Frequency of Blog Posts
- E. Continuation of Appointment

#### **ICA Listserv Policy**

- A. Guidelines
- B. Legal Guidelines

#### **Entry Level Counselors**

- A. Professional Counselor Level
- B. Definition of Entry Level

#### **Health Insurance Reimbursement**

- A. Advocate for Insurance Reimbursement
- B. Criteria for Insurance Reimbursement

#### **Interdisciplinary Organizations Encouraged**

#### **Legislation Terminology**

#### **Opposition to Discrimination Against Professional Counselors**

#### **Prayers at Events**

#### **Recognized Accreditations**

#### **Recognized Counseling Specializations**

#### **Recognized Mental Health Professionals**

## **ICA CONTINUING EDUCATION AND NBCC CE CERTIFICATION**

### **A. ICA Conference and Workshops**

1. ICA will provide CEs through conferences and workshops, and authorized professionals (as defined by IBOL rules and NBCC requirements) will be expected to present as uncompensated volunteers.
2. The Conference Committee is authorized to compensate authorized professionals (as defined by IBOL rules and NBCC requirements), e.g. keynote speakers, within budgetary limitations set by the ICA Council of Leaders.
3. The Conference Committee will have unrestricted access to the Listserv to call for proposals, advertise conferences and workshops, disseminate information, etc.

### **B. ICA Division Conferences and Workshops**

1. ICA Divisions may provide CEs through conferences and workshops, as agents of the ICA.
2. ICA Divisions are responsible to complete all necessary paperwork to offer NBCC CE's.
3. ICA Divisions will have unrestricted access to the Listserv to call for proposals, advertise conferences and workshops, disseminate information, etc.

### **C. Private Entity Presentations and Offerings**

1. Private entities will not be allowed to use the ICA NBCC number to offer CE's. The only organizations that will use the ICA NBCC number are ICA and its divisions.
2. Private entities who are members of ICA will have unrestricted access to the Listserv to call for proposals, advertise conferences and workshops, disseminate information, etc.

## **ICA BLOG/SOCIAL MEDIA POLICY**

### **A. Blog/social media Content:**

1. Blog/social media content and replies therein are expected to be respectful and useful dialogue about perspectives, experiences, and thoughts about topics related to the ICA mission.
2. Users and participants are responsible for not including material that is defamatory, abusive, obscene, discriminatory, offensive, commercial, confidential, or proprietary content. This is intended to preclude, among other content:
  - a. Unprofessional, defamatory, incendiary, libelous, or illegal statements;
  - b. Content deemed as intended to offend a person or group of people based on their race, gender, age, ethnicity, religion, sexual orientation, gender identity, disability, language, ability, ideology, social class, occupation, appearance, mental capacity or any other distinction that might be considered by some as a liability;
  - c. Advertising;
  - d. Content owned by others (proprietary or confidential information).
3. ICA Blog/social media content may be circulated beyond the purview of ICA. If you wish to have a private conversation, you should initiate that outside the blog/social media with the intended recipient.

## **B. Publication:**

1. Comments on the ICA blog/social media represent the opinion of the individual member and are not to be considered the opinion of ICA.
2. ICA has the sole right and discretion to determine if content will be accepted for posting.
3. ICA will endeavor, but does not guarantee, to screen out content noted above as impermissible.

## **C. Selection of bloggers:**

1. The Marketing and Public Relations Committee Chair shall act as chief administrator for all blog/social media activity.
2. Anybody on the blog/social media team can nominate a Counselor/blogger.
3. ICA has the sole right to determine who will be permitted to participate as administrators and users.
4. All administrators and users will be Counselors and ICA members.
5. It is the intention to involve administrators and users who represent a variety of specialties within the profession and who reflect the diversity and multiculturalism of ICA's members.
6. ICA administrators are meant to have a writing ability commensurate with a Masters-prepared professional.

## **-D. Frequency of blog posts:**

1. Beginning bloggers are expected to submit one blog per week for the first twelve weeks.
2. After the first twelve weeks, bloggers are expected to submit at least one blog per month to remain active in the ICA blog project.

## **E. Continuation of appointment:**

1. Bloggers are appointed for a one year term.
2. Re-appointments to remain an ICA blogger will be made annually by the DPP and CPO.

## **ICA LISTSERV POLICY**

Listserve is an electronic mailing list that offers an efficient way to disseminate information to large numbers of people and hold long-distance discussions among many people. Please conduct yourself on the listserv as you would in any business situation. Keep in mind that everything you write is emailed to the entire subscriber audience and stored on ICA listserv archives. The ICA listserv is available at no cost to ICA members, and may be used by non-members for counseling related items for a fee. The listserv may be made available to ancillary entities (e.g. billing services, office cleaning, legal counsel) for a fee, and at the discretion of the Executive Director (or other appointee if Executive Director is not employed).

### **A. Guidelines**

1. The listserv may be used for counseling related business items (e.g. seeking/advertising office space, internship placement, employment, supervision), or to find referrals or offer specific services, such as groups or specialties; using the listserv for non-counseling related commercial purposes or other personal business (e.g. buying, selling items, and advertising for other businesses) or private gain is prohibited.

2. When posting to a listserv, be respectful, professional, and courteous. Use the listserv to communicate event information, news, and items of interest to all listserv members. Defamatory,

abusive, discriminatory, harassing, intimidating, profane, and/or offensive language is prohibited.

3. Please request that individuals reply directly to you when posting questions. After all the replies have been gathered, you may post a summary to the list. Use a signature file to help recipients identify and contact you.

4. When replying to messages, do not reply to the entire list if a reply is directed at a single individual. Replying to the individual may be more appropriate. Replies of a personal nature should not be sent to the group.

5. State the specific topic of your message in the subject line of your email to allow members to respond more appropriately to your posting and make it easier to search the archives by subject.

6. The use of a listserv in connection with contests, chain letters, junk e-mail, or spam is prohibited.

7. The use of listserv to falsely impersonate an individual, group, organization, or entity is prohibited.

8. Lists will be periodically reviewed for activity and continued conformance to the current listserv policies. Lists that are inactive or fail to conform to policy will be removed. Lists will be reviewed for activity on an annual basis. Lists with no activity for an extended period of time will be removed.

### **B. Legal Guidelines**

1. Listservs are provided as a service of ICA, which accepts no responsibility for the opinions and information posted by others.

2. ICA does not actively monitor the list for inappropriate postings, and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to ICA's attention, ICA will take all appropriate action. ICA reserves the right to terminate access to any user who does not abide by these guidelines.

## **ENTRY LEVEL COUNSELORS**

**A. Professional Counselor Level:** ICA will advocate for the concept of professional counseling services being offered by no less than entry-level counselors.

**B. Definition of Entry Level:** Entry-level counselors are defined as counselors who hold a masters degree from an accredited program as defined by the Idaho Licensing Board of Professional Counselors and Marriage and Family Therapists (Rule 10, 150)

## **HEALTH INSURANCE REIMBURSEMENT**

**A. Advocate for Insurance Reimbursement:** ICA will advocate for clients receiving health insurance reimbursement for public and private counseling services provided by qualified counselors.

**B. Criteria for Insurance Reimbursement:** Qualified Counselors meet the following criteria:

1. Hold a masters degree from an accredited program or hold an equivalent state license, certificate, or registration, or hold an equivalent national professional certification

2. Have completed course work either as part of specialized training that reflects the mastery or competencies in either of two areas: diagnosis and treatment of mental and emotional disorders, or psychosocial rehabilitation of mental and emotional disorders.

## **INTERDISCIPLINARY ORGANIZATION ENCOURAGED**

ICA encourages interdisciplinary or multidisciplinary mental health organizations, provided such

I

organizations have purposes, policies, or activities that support, endorse, or are in agreement with the mission or policies of ICA.

### **LEGISLATIVE TERMINOLOGY**

The terms licensed professional counselor and licensed marriage and family therapist shall be the standard language used by ICA pursuing all legislation; these terms may be further defined within legislation according to specialty and/or certification where advisable.

### **OPPOSITION TO DISCRIMINATION AGAINST PROFESSIONAL COUNSELORS**

ICA is opposed to any public or private activities that discriminate against professional counselors or interfere with professional counselors practicing their professions.

### **PRAYERS AT EVENTS**

ICA functions will exclude invocations. ICA entities are encouraged to be respectful of the religious diversity of members

### **RECOGNIZED ACCREDITATIONS**

ICA endorses the accreditation of professional counseling graduate programs by CACREP, CORE, and COAMFTE.

### **RECOGNIZED COUNSELING SPECIALIZATIONS**

ICA officially recognizes the following counseling specializations:

- Career Counseling
- Counseling Education and Supervision
- LGBT Issues in Counseling
- Couple and Family Counseling
- Mental Health Counseling
- School Counseling
- Spiritual, Ethical, and Religious Values in Counseling

### **RECOGNIZED MENTAL HEALTH PROFESSIONS**

ICA officially recognizes the following mental health professions:

- Clinical Mental Health Counseling
- Marriage and Family Therapy
- Medication Management (psychiatric specialization)
- Psychology (clinical and counseling specializations)
- Social Work (clinical specialization)
- Nursing (psychiatric specialization)