

**SOUTHERN ASSOCIATION FOR COUNSELOR
EDUCATION AND SUPERVISION**

ASSOCIATION HANDBOOK

“SACES Operations Manual”

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SACES GEOGRAPHICAL MEMBERSHIP

The Southern Association for Counselor Education and Supervision (SACES) is made up of counselor educators and supervisors from the following 2 countries and 14 states:

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

STATE ACES PRESIDENTS

State ACES Presidents within the SACES region are listed on the SACES website, updated for each year.

SACES ORGANIZATIONAL DEFINITIONS AND STRUCTURE

The Southern Association for Counselor Education and Supervision is governed by and has major responsibility to its members. To accomplish this, in accordance with the By-Laws, the following governmental units have been established:

EXECUTIVE COMMITTEE

The Executive Committee is the unit through which the general administrative and executive functions of the Association are carried out. It performs the responsibilities assigned to it by the By-Laws and conducts, manages, and controls the business of the Association between official meetings of the Association. The Executive Committee is comprised of the President, Immediate Past-President, President-Elect, Treasurer, and Secretary of SACES.

ADVISORY COUNCIL OF STATE PRESIDENTS

The Advisory Council of State Presidents serves as the agency through which the Executive Committee or the President maintains liaison with members of the Association throughout the year. It performs the responsibilities assigned to it by the By-Laws and is composed of all Presidents of State Divisions of ACES in the SACES region.

GENERAL ASSEMBLY

The General Assembly ratifies, modifies, or negates all actions of the Executive Committee since the most recent Annual Meeting. As dictated in the By-Laws, all action taken by this assembly while in session shall represent action of the Association and shall be binding unless altered or negated by subsequent meetings of the General Assembly. The General Assembly is composed of all members of the Association attending the Annual Meeting or any Special Session of the Association.

STANDING COMMITTEES

The Standing Committees of the Association and their functions are as follows:

Budget and Finance Committee: The Budget and Finance Committee is responsible for preparation and presentation of the annual budget. It also carries out such other activities as may be assigned by the Executive Committee or President. The SACES Treasurer chairs this committee, and members of the committee are appointed as deemed appropriate by the Treasurer or President.

Bylaws and Resolutions Committee: The By-Laws and Resolutions Committee receives proposals for amending the Bylaws and all resolutions submitted by various components of the Association. The Committee presents proposed amendments to the Executive Committee and resolutions to the General Assembly through the Executive Committee for action. The SACES Secretary Elect chairs this committee.

Convention Committee: The Convention Committee is responsible for the review and determination of programs and arrangements for the annual convention. The Committee also is responsible for the development and monitoring of criteria for program selection as well as suggestions for program innovations, format improvements, and site selection. The Committee consists of the program and site chair of the convention, the President, the President-Elect, and the President-Elect-Elect, and other members as appointed by the President and/or Executive Committee.

Media Committee: The Media Committee oversees and coordinates publications and media projects of the Association with the approval of the Executive Committee.

Membership Committee: The Membership Committee actively promotes SACES membership.

Nominations and Elections Committee: The Nominations and Elections Committee is responsible for carrying out nominations and elections for both the SACES and ACES ballots (see more information below). Membership consists of the immediate Past-President, who is chair, and any additional members appointed by him or her.

Awards Committee: The Awards Committee oversees and coordinates the invitation for, review of, and selection of the recipients for all awards given by the Association. This includes preparation of announcements calling for nominations, monitoring of awards criteria, carrying out all responsibilities associated with the annual determination of awardees, and making periodic reports to the Executive Committee and General Assembly with respect to new awards, amended criteria, and elimination of various awards. The Awards Committee consists of a chair and two to three additional members appointed by him or her. The Chair is appointed by the President for a one-year term with the ability to be reappointed up to two times.

Graduate Student Committee: The Graduate Student Committee is charged with encouraging graduate students in counselor education and counselor supervision to join and participate in SACES, assisting in the development of student organizations within the SACES regional structure, and communicating the concerns and needs of graduate students to the Executive Committee and General Assembly.

Research Awards Committee: The Past-President chairs the Research Awards Committee. The chair's responsibility includes preparation of announcements calling for applications, monitoring of research award criteria, carrying out all responsibilities associated with the annual determination of awardees, and making periodic reports to the Executive Committee and General Assembly with respect to new awards, amended criteria. The Research Awards Committee consists of a chair and two to three additional members appointed by him or her. The President and Treasurer will determine the total amount provided for research awards in any given year. Awards will be given annually at the SACES business meeting.

SPECIAL COMMITTEES

Special Committees may be authorized by the Executive Council or the General Assembly to carry out a specified task. Each committee shall continue for not more than two years unless otherwise specified in the motions establishing such committees, or unless the Executive Council or General Assembly deems additional years are necessary to complete the task. At the completion of the task charged of the Special Committee, the committee automatically will cease to exist. Special Committees will report annually to the Executive Council. Special Committees may be appointed, renewed, altered or discontinued without a Bylaws change. They are designed to serve the mission and program, as opposed to the organizational structure, of the Association.

INTEREST NETWORKS

Interest networks may be authorized by the Executive Committee. Such networks identified by professional interest areas shall exist as long as there is a need and may be deactivated by the Executive Committee. Chairpersons shall serve for a period of one year, but may be reappointed if such action is deemed to be in the best interest of the Association. Chairpersons must be a regular member of SACES and

shall be selected by the SACES President-Elect for the following year during which the Elect will serve as President. Functions and formal reporting procedures are delineated in the SACES Operations Manual.

Interest Networks include:

1. Women's
2. Ethics and Professional Practices
3. Clinical Mental Health Counseling
4. School Counseling
5. Supervision
6. Multicultural Counseling
7. International Counseling
8. Technology
9. Distance/Online Counselor Education

These networks will meet during regional conferences and forward concerns and/or annual reports to the SACES President. The interest network based on their need and current activity may hold additional meetings.

REPORTS

The Executive Committee and the chairs of each committee and interest network shall submit a report concerning their activities to the President and to the Secretary of the Association at the end of each fiscal year. The President may request reports at other times as well. In addition, the President may ask any committee or interest network to submit a plan of action.

SACES OFFICERS

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

- A. Duties and responsibilities for the particular office;
- B. Timeline information which includes activities, travel and required reports and deadlines; and
- C. Personal considerations which need to be taken into consideration by person(s) contemplating seeking the office.

The offices included in this section are:

1. President
2. President-Elect
3. Immediate Past-President

4. Secretary
5. Treasurer

PRESIDENT

Duties and Responsibilities:

The President is the chief executive officer of the Association and Chairperson of its Executive Committee and General Assembly.

The President has an ex-officio membership on all committees and serves as the official or at-large representative to people and groups outside of the Association. The President reports annually to the Association upon actions of the Executive Committee and other items of concern to the members.

Activities:

Attendance at meetings: The President is called on to attend all meetings of the Association. The President attends the National ACA Convention and special meetings and conventions, which have relevance to SACES.

Travel:

The President attends the following meetings for which his/her travel is paid up to a point as determined by the Executive Committee of SACES:

1. SACES Annual Convention or ACES Annual Convention
2. The ACA National Convention

Required Reports:

The President is called upon to prepare the following:

1. Oral and written reports at each of the meetings attended
2. Written reports for each of the issues of the SACES newsletter
3. Oral reports to Association members attending the SACES luncheon and oral and written reports to the General Assembly
4. On-going written and telephone communications with Association members
5. On-going written and telephone communications with other Association leaders
6. Written reports to the ACES President and ACES Governing Committee

Personal Considerations:

Persons seeking the office of SACES President should consider carefully the related personal demands that may be made upon them. It is important that the person have institutional support for such an activity. The person must have access to adequate clerical assistance, telephone support, and be able to leave his/her job for extended periods of time. The person needs to be able to respond quickly to a variety of situations, must be able to supervise a diverse number of committees,

must be skilled in administering a budget, and above all, must be willing to delay personal goals (e.g., writing, research) to serve the Association.

PRESIDENT-ELECT

Duties and Responsibilities:

The President-Elect acts as the President at all Association or Executive Committee meetings in the absence of the President. The President-Elect succeeds to the Presidency at the expiration of the term as President-Elect.

Activities:

The President-Elect shall act as president at all Association or Executive Committee meetings in the absence of the President. This person shall succeed to the presidency at the expiration of the term as President-Elect. The President-Elect shall assume responsibilities as chairperson of the Convention Committee following his/her election. The President-Elect shall appoint chairpersons and the members of all committees unless otherwise specifically provided for in these By-Laws or by motion establishing such committees for the term in which the President-Elect shall be President.

Travel:

The President-Elect attends the following meetings for which his/her travel is paid up to a point as determined by the Executive Committee of SACES:

1. SACES and/or ACES Annual Convention

Required Reports:

The President-Elect is required to complete the following:

1. Oral and written reports at each of the meetings attended
2. Oral and written reports to Association members via the SACES newsletter
3. Oral report to the Association members attending the SACES luncheon and oral and written reports to the General Assembly at the SACES convention
4. Written and telephone communication with Association members
5. Written and telephone communications with other Association offices

Personal Considerations:

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

It is crucial that the President and President-Elect establish and maintain very close communication to each other. The person must have a high degree of management skills, have problem solving skills, competence in writing and public speaking, and some knowledge and empathy for the broad range of interests contained within SACES. Finally, the person needs to have tolerance for a certain degree of frustration, which is part of assuming leadership in a regional volunteer organization.

IMMEDIATE PAST-PRESIDENT

Duties and Responsibilities:

The Immediate Past-President serves as Chair of the Nominations and Elections Committee, member of the Executive Committee of the Association, and Chair of the Research Awards Committee. Other duties may be assigned by the President.

Activities:

Attendance at meetings: The Immediate Past-President attends all meetings of the Executive Committee and the General Assembly during his/her tenure as Immediate Past-President.

Chairperson of the Nominations and Elections Committee: The Immediate Past-President issues the call for nominations for SACES President-Elect and Secretary-Elect through the SACES Newsletter and through communications with Association officers as well as with State officers. The Committee also selects the SACES nominee for the office of ACES President-Elect and Secretary-Elect and presents these names to the ACES Executive Committee. The Nominations and Elections Committee consists of the Immediate Past-President and any additional members appointed by him or her. A report of nominations and elections procedures is submitted to the Executive Committee and General Assembly at the national ACA convention.

Chairperson of the Research Awards Committee: The Immediate Past-President issues a call for research proposals to be submitted by the members of the Association through the listserv and the SACES Newsletter. The Research Awards Committee is made up of the Immediate Past-President and an additional two to three individuals as appointed by him or her. Research proposals are reviewed and selected based on merit and appropriateness for the mission and membership of the Association. Research Awards will be made in the fall during the SACES or ACES Annual Convention. A report will also be provided to the SACES Newsletter on the awardees of the research awards. The amount to be determined to be given will be decided upon by the Executive Committee for each year the awards are given out.

Travel:

The Immediate Past-President attends the following meetings for which his/her travel and expenses are paid up to a point as determined by the Executive Committee of SACES:

1. SACES and/or ACES Annual Convention

Required Reports:

With the exception of the reports and deadlines under the Nominations and Elections Committee and the Research Awards Committee, no other reports and deadlines are usually required. Although the Past-President is encouraged to submit a statement for the Executive Committee and General Assembly meetings at the annual SACE or ACES Conventions.

Personal Considerations:

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

SECRETARY

Duties and Responsibilities:

The position of Secretary is a two year appointment. The Secretary Elect is appointed By-Laws Chair. The By-Laws Chair is responsible for becoming familiar with the SACES By-Laws and working with the Executive Committee to provide any updates or assist with presenting proposed changes from the Executive Committee to the membership, and tallying votes. The Secretary keeps records of the current activities of the Association, the Executive Committee, and the General Assembly and performs such other duties as assigned by the President and the Executive Committee. The Secretary is also responsible for updating a list of all State ACES Presidents, and their contact information, within the SACES region prior to the ACES or SACES Annual Conventions.

Activities:

The Secretary shall keep records of the current activities of the Association, the Executive Committee, and shall receive and have records of the General Assembly, business meetings posted on the SACES website. The Secretary shall perform other duties as assigned by the President.

Travel:

Travel is required to the SACES and/or ACES Annual Conventions during the year of his/her office, for which his/her expenses are partially paid by SACES.

Required Reports:

The only required reports are those associated with the minutes, By-Laws changes and voting procedures, and the State ACES President contact information.

Personal Considerations:

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

TREASURER

Duties and Responsibilities:

The Treasurer is appointed for a one-year term by the President and keeps all financial records to the Association. The Treasurer assists the President in the oversight of financial matters to the Association.

Activities:

The Treasurer shall have custody of all funds and other properties belonging to the Association. This person shall deposit all funds of the Association into such bank or banks as the Executive Committee shall direct. This person shall have the authority to sign checks and drafts on behalf of the Association for the disbursement of funds for duly authorized purposes. The Executive Committee shall from time to time prescribe methods and procedures for authorizing the expenditure of and the accounting for such funds. The Treasurer shall assume responsibilities as chairperson of the Budget and Finance Committee. The Treasurer shall obtain personal liability bonding, which shall be paid for by the Association, subject to approval by the Executive Committee.

Personal Considerations:

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

ORGANIZATIONAL PROCEDURES

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

- A. Bylaws revision
- B. Committee operation
- C. Convention programming
- D. Dues increase
- E. Budget composition
- F. Fiscal year
- G. Meeting schedule
- H. Membership
- I. Nominations and elections
- J. Expense reports

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

A. BYLAWS REVISIONS

1. The Executive Committee may propose amendments for approval by the Association.
2. Proposed amendments may be submitted to the Executive Committee upon petition signed by at least 25 voting members of the Association.
3. At least 30 days prior to the annual meeting, the proposed amendments and Executive Committee's recommendations shall be made available to all members of the Association.
4. Proposed amendments shall be acted upon by the Association by either of the two following methods:
 - a. By the affirmative vote of at least two-thirds of the General Assembly present at the scheduled meeting of the Association; or
 - b. By the affirmative vote of at least two-thirds of the members voting in an online ballot, provided that the proposed amendment shall have been discussed at any Association meeting unless the Executive Committee declares that emergency action is required.
5. The Association may, by action at a scheduled meeting, provide that a proposed amendment, not supported by the Executive Committee, be submitted for approval by an online ballot in accordance with (4.b) above.

B. COMMITTEE OPERATION

The operation of both Standing and Special Committees is set forth in this SACES Operations Manual. It should be noted, however, that Committee Chairpersons may be expected to submit a "plan of action" for their respective committees to the President of the Association prior to the meeting at the incoming Executive Committee.

C. CONVENTION PROGRAMMING

The SACES Convention programming for the annual convention is handled in the following manner:

1. The SACES President, with the approval of the Executive Committee, coordinates with the on-site Convention Coordinator/Site Host for coordination of meals, events, and social functions once the hotel site and contract have been finalized. The SACES President also appoints the President-Elect to chair the program committee and coordination.
2. The SACES President-Elect puts out a call for proposals mid to late Fall, approximately one year before the Annual Convention. Proposals should be collected, reviewed, and selected by a committee conducting blind reviews.

The chair of the committee, the President-Elect, shall appoint the Chair of the Review Committee. The Committee can have as many reviewers as deemed necessary by the President-Elect and by the number of proposals submitted for review.

3. Specific events to consider for the SACES Annual Convention include the SACES business luncheon, President's Reception and/or Welcoming Reception, business activities of the Association, meetings of the committees and interest networks, and other social activities, preconference events and trainings of the Association typically held during the Annual Convention.

D. DUES INCREASE

Annual dues shall be set by the Executive Committee in accordance with the By-Laws.

- A. The Executive Committee shall not establish any increase in Association dues unless such action is ratified by a 2/3 majority vote of the members voting at the scheduled meeting of the General Assembly. (cited from the By-Laws)

E. BUDGET SUBMISSION

A budget shall be prepared and submitted in accordance with the By-Laws of the organization.

F. FISCAL YEAR

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

G. MEETING SCHEDULE

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

- | | |
|-----------------------------------------|------------------------------------------------------------------------|
| 1. Executive Committee | Meets at SACES or ACES conferences annually |
| 2. Advisory Council of State Presidents | Meets at SACES or ACES conferences annually |
| 3. General Assembly | Meets at SACES or ACES conferences annually; and at the ACA conference |

H. MEMBERSHIP

Membership in the Association shall consist of three types: regular, student and new profession/retired. Special memberships may be established by vote of the General Assembly upon recommendation of the Executive Committee. Each of these types of membership have voting rights. In order to be a member of SACES, one must meet the criteria stated in the bylaws.

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

Conduct that tends to injure the Association or to affect adversely its reputation by the Executive Committee after a review of the case by this Committee. This review will include giving the person an opportunity to appear before the Committee to answer the charges against him/her. The person may also appeal to the General Assembly at the meeting at which the report of the Committee is under consideration.

I. NOMINATIONS AND ELECTIONS

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

1. The Immediate Past-President of the Association assumes the role of Chairperson of the Nominations and Elections Committee of SACES.
2. In the summer of each year, the Nominations and Elections Committee sends out a call for nominations for the following office: President Elect and Secretary Elect. The call for nominations is conducted through the SACES Newsletter and through the communications with Association officers as well as State officers.
3. Upon receipt of nominations, the Nominations and Elections Committee prepares the slate of persons whose names will be placed on the SACES election ballot.
4. The Committee also submits a candidate for the office of President-Elect and Secretary-Elect of ACES to the Executive Committee of ACES.

J. EXPENSE REPORTS

Expense reports are utilized by the Association officers and committee persons to receive reimbursement for moneys expended in carrying out the functions of the office or committee. Expense reports may be obtained from and are submitted to the SACES Treasurer for processing.

The following procedures are used in SACES financial transactions:

1. The President must approve all requests for reimbursements before being forwarded to the Treasurer for payment.
2. In the case of a direct payment to a vendor, the statement or invoice should be signed by the "requester" (the SACES member), forwarded to the President for approval, and sent to the Treasurer for payment. For the check

- to go directly to the vendor, the name and address of the vendor and a note to “mail directly to vendor” should be attached.
3. SACES does not use cash advances, except in the most unusual of circumstances.
 4. At year’s end, the Treasurer must receive final requests for payment in order to get them paid by the end of June (end of the fiscal year).
 5. The SACES Treasurer serves a controlling function in terms of the budget.
 6. The Treasurer is responsible for presenting a Treasurer’s Report annually (usually at the fall meeting of the Association), reporting transactions for the previous year.