

Policies and Procedures

ACCTA (Association of Counseling Center Training Agencies)

Updated October 2023

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I. Board of Directors

1. Consists of the Executive Committee and 10 Board Members.
2. Supports the business and programmatic functions of the Association, including full participation in regularly scheduled Board meetings.
3. Establishes policy and monitors the functioning of the Association and Executive Committee Officers in keeping with the stated mission of the Association.
4. Provides input via the Board of Directors listserv throughout the year to advise the President.
5. Reviews proposed budgets from Officers, Committees, and Project Chairs and makes recommendations to be voted on by the membership.
6. Fills unexpired term of any office which becomes vacant during the year. The office will then be open to be filled by the vote of the membership at the Fall Conference.
7. Meets monthly for 2 hours, for a Midyear meeting, and for meetings on the day preceding ACCTA's annual Conference
8. Makes decisions about budget requests.
9. Fulfills Board tasks as delegated by the President.
10. Accepts appointments at the President's discretion as Liaisons to other organizations or to ACCTA Committees, Ad Hoc Task Groups, or Projects to facilitate the work of the Association.

A. Executive Committee

1. Consists of the President, President-elect and Past President, Secretary, and Treasurer.
2. Convenes by conference call or email interaction as needed during the year to advise the President. Generally convenes from 2-3pm ET on the 1st and 3rd Mondays of the month.

1. President

It is the President's responsibility to ensure that the organization is following its mission in providing members with support, community and knowledge as trainers of psychology interns in UCC settings. The President guides the Board in considering the P&P and Bylaws in decision-making, is responsible for maintaining direction for the organization in concerns for organizational needs and values, and prepares agendas/chairs meetings of the Association. The President:

1. Represents the Association to other professional organizations.
2. Makes decisions on behalf of the Association regarding policy, implementation, program planning, and resource allocation.

3. Serves as contact person for individuals/organizations outside ACCTA who have questions or concerns about the Association.
4. Serves as primary Liaison to other professional groups/organizations affecting ACCTA, or designates an alternate to serve as Liaison (which includes attending organizational meetings, providing information to these organizations about ACCTA activities, writing correspondence on behalf of the Association, and providing a report to ACCTA membership of their Liaison activities).
5. Coordinates business and programmatic functions of the Association, including scheduling and chairing of all Board meetings.
6. Serves as consultant to members of ACCTA regarding policy, program, and decisions about resource allocation.
7. Plans and chairs the annual Conference.
8. Chairs ACCTA Board of Directors and Executive Committee in carrying out the designated duties of both.
9. Prepares responses or position papers from ACCTA regarding professional issues and designates an individual and/or group to develop such statements/responses.
10. Advocates for doctoral internship training issues in policy decisions affecting training on local, regional, and national levels.
11. Keeps membership informed of issues and events in the national landscape that are of relevance to the membership via the ACCTA listserv.
12. Attends the annual Fall and Spring meetings of the Council of Chairs of Training Councils (CCTC) or designates a representative to attend. This meeting is partially funded by the APA's Education Directorate.
13. Prepares an annual President's report for review by the Association's members.
14. Administers an annual discretionary fund. The amount of the fund is determined annually by the Board of Directors and approved by membership.
15. Assigns and supports the Chairs of ACCTA's Standing Committees in carrying out their Committee's work.
16. Designates the Nominations Committee Chair.
17. Consults with the Executive Board before making changes to the Policies & Procedures Document.
18. Coordinates with ACCTA's association management company (e.g., AMC Source) regarding conference planning and website management.
19. Reviews and signs contracts on behalf of the organization including hotel contract, contract for conference insurance, and contract with our management company (e.g., AMC Source).
20. Reviews the Policies & Procedures of the organization on a biannual basis (e.g., next review and revision to occur in Spring 2025).

2. President-elect

In ACCTA's leader mentorship model, the President-elect serves alongside the President for one year before assuming the role of the President at the Fall conference. The President-elect

year may be thought of as a shadowing/listening year, in which the President-elect gains knowledge by observing the current President. The President-elect and President often work closely together to complete tasks on behalf of the organization, with the President-elect typically assuming a more active role in the Spring and Summer preceding the conference. The President-elect:

1. Serves for one year in this role prior to assuming the Presidency.
2. Assumes the responsibilities of the President in the event of resignation, disability, or death of the President or in any other instance in which the President is unwilling or unable to discharge their duties.
3. Chairs meetings in the absence of the President.
4. Carries out assignments as requested by the President.

3. Past President

In ACCTA's leader mentorship model, the Past President serves as a repository of information and institutional knowledge in their third year of Executive service leadership to the organization. The Past President and President often work closely together to complete tasks on behalf of the organization, with the Past President serving in a senior consultant role to the President during their presidential year. The Past President:

1. Serves for one year following the close of their Presidency.
2. Assumes the responsibilities of the President in the event of resignation, disability, or death of the President or in any other instance in which the President is unwilling or unable to discharge their duties.
3. Chairs meetings in the absence of the President.
4. Carries out assignments as requested by the President.
5. Serves as consultant to the President and Board of Directors.

4. Secretary

The Secretary is responsible for maintaining a written record of official business of the organization. They serve to record the minutes of Board meetings and other proceedings, and they handle many correspondences to external agencies. The Secretary:

1. Serves as a member of the ACCTA Executive Committee.
2. Records minutes of all ACCTA Board of Directors meetings and, at the discretion of the President, of the Fall Conference Business meeting.
3. At the discretion of the President, sends out Board meetings agendas, and serves as host for Zoom meetings (through the ACCTA Zoom account).
4. Following review by the President, the Secretary distributes electronic copies of the Minutes and Proceedings to the Board via the Board listserv for review. Following review by the Board, the Secretary distributes the Minutes and Proceedings via the membership listserv and to the ACCTA Website Content Co-Chairs to be uploaded to

the web page.

5. Updates electronic copy of ACCTA letterhead each year following the elections, and distributes by email to the President, President-elect or Past President, and Treasurer along with Liaisons, Co-Chairs, and Committee Chairs, as needed. The letterhead includes:
 - a. Name, degree, university affiliation, address, telephone number, and email address of each member of the Board of Directors.
 - b. The Executive Committee members (President, Past President/ President-elect, Secretary, and Treasurer) are included at the top, in that order, under the title of "Officers"; the same information is included for the general Board members, alphabetically under the heading of "Board of Directors."
6. Following election results, provides Website Content Co-Chairs with the names, email addresses, and University affiliations of the President, Past President/President-elect, Secretary, and Treasurer for the website. Provides names, email addresses, University affiliations, and Board roles of the 10 members of the Board of Directors arranged alphabetically.
7. Subscribes / unsubscribes the Board of Directors to the ACCTA Board Listserv.
8. Provides the Board of Directors access to ACCTA Board folders in Dropbox.
9. Maintains organization of ACCTA Board folders in Dropbox.
10. Maintains current list of ACCTA members who volunteer to serve as Liaisons to other organizations.
11. Maintains current list of names, addresses, and organizational affiliations of persons who are Liaisons to ACCTA (e.g. AUCCCD).
12. Coordinates the collection of all Board and committee reports and provides them before the fall conference to the President who will summarize them in the President's report.
13. Provides Board and committee reports to the Website Content Co-Chairs for inclusion in the reports section of the conference webpage.
14. Submits an annual Secretary's report of activities to the Association.
15. Assumes the responsibilities of the President in the event of resignation, disability, or death of the President or in any other instance in which the President is unwilling or unable to fulfill their duties and the Past President/President-elect is unwilling or unable to fulfill their duties.

5. Treasurer

The Treasurer maintains the treasury and oversees the financial operations of the Association of Counseling Center Training Agencies. The Treasurer:

1. Serves as a member of the ACCTA Executive Committee.
2. Serves as a consultant to the President and the Executive Committee and the Board on the financial status of ACCTA's treasury as it affects future planning and expenditures.
3. Identifies and maintains a system for managing the records (e.g., Quicken).

4. Maintains records of all deposits and withdrawals from the ACCTA treasury, with the ACCTA fiscal year beginning on July 1 and ending on June 30.
5. Opens and maintains a business account at an insured bank. When opening a checking account, coordinates with our management company (e.g., AMC Source) for credit card processing service. When the Treasurer position changes, the outgoing Treasurer will coordinate with the incoming Treasurer to close the account of the former and open the account of the latter.
6. Arranges for the bank statement to be accessed by both the President and Secretary for oversight.
7. Typically invests a portion of ACCTA's financial holdings in an interest bearing account.
8. Pays all ACCTA bills, including but not limited to: insurance, Survey Monkey, Zoom, Dropbox, credit card processing costs, web maintenance costs, American Express bill, tax preparation costs, and annual archives fee.
9. Reimburses ACCTA members for approved expenditures related to the conduct of ACCTA business (receipts to be sent within a month following the expenditure).
10. Submits annual tax form to IRS in conjunction with 501 (c) (6) Tax Exempt Status. Arranges for a tax preparer to complete the forms to be filed by September 30th.
11. Submits annual forms requested by insurance company.
12. Collects dues from member institutions, handles correspondences related to dues collection, and keeps accurate records of all dues received.
13. Sends out dues statements annually the first week of August to member institutions.
 - a. Sends reminder the first week of September to ACCTA listserv that membership dues need to be paid by October 1st.
 - b. Sends late dues reminders the first week of October. By October 31, the agency membership with ACCTA will be discontinued. Consequences of loss of membership include ineligibility for:
 - i. Participation in the ACCTA listserv
 - ii. Attendance at the annual conference
 - iii. Access to Member Resources on the ACCTA website
 - c. Informs the President, Secretary, Membership Co-Chairs, and Website Content Co-Chairs of any members who have not paid dues by November so that they may be discontinued from membership.
 - d. To be reinstated, the program will need to reapply for membership. In addition, the program will need to pay current membership dues along with a \$100 late fee for membership benefits to be reinstated.
 - i. Late Reinstatement Fee. Within three months (between 11/1 and 1/31), former members pay \$425 annual fee plus \$100 late fee for a membership that is reinstated immediately and will end on 9/30.
 - ii. For memberships that have lapsed more than three months, the Late Reinstatement Fee is waived. Reapplying members will pay the regular \$425 annual fee for a membership that begins at the time of reapplication, and ends on 9/30 of the same year. The membership fee will not be prorated.
14. Plans a budget on the basis of advanced notification from members of

anticipated expenses. Submits budget to the President prior to Fall Conference.

15. Writes and/or revises descriptions of budget lines.
16. Prepares annual Treasurer's report for the membership at the Fall conference.
17. Works with the Conference Host Committee to collect money, pay conference expenses, and maintain associated records.
18. Maintains prior records for a minimum of three years and deletes / shreds items older than seven years.
19. Assumes the responsibilities of the President in the event of resignation, disability, or death of the President or in any other instance in which the President is unwilling or unable to fulfill their duties and the Past President/President-elect or Secretary are unwilling or unable to fulfill their duties.

B. General Board Roles - Co-Chairs and Liaisons

The ACCTA Board meets monthly via video call for 2 hours, and for 1-2 days mid-year, either in-person or via video call. The mid-year meeting takes place in-person in years that the biannual APPIC conference is held; APPIC has provided us with a meeting room ahead of the conference.

At the first General Board Meeting following the Fall conference, new members are encouraged to consider which roles they would like to fulfill on the Board during their term. Roles are typically two-year commitments so that one member continues in the role each year. In this way, senior members (2nd year of term) typically provide leadership and mentoring to junior members (1st year of term). Some roles may be occupied for only one year if a Board member was elected to a one-year term due to a Board vacancy. Additionally, although rarely, a senior member may choose to fulfill a different role if they find one to which they would be better suited than the one that they fulfilled during their junior year.

Between the first and second General Board meetings of the year, the President solicits feedback from incoming and continuing Board members regarding their preferences for roles. The Executive Committee meets to discuss Board members' preferences and delineate roles. These are typically communicated by the President individually by email to each Board member in advance of the second General Board Meeting to allow for a full discussion of anticipated Board roles during the meeting.

The President and President-elect/Past President set up meetings with the Co-Chairs and Liaisons during the first half of the year, with approximately 3-4 meetings scheduled each month in the order in which responsibilities are concentrated (e.g., meetings regarding Membership, Website Content, and SCD will be scheduled in the Fall/Winter, whereas roles more concentrated to the conference will be scheduled in early Spring).

1. Awards and Acknowledgements

The Awards and Acknowledgements Co-Chairs organize materials to recognize the contributions of outgoing Officers, Members of the Board of Directors, and other significant contributors to ACCTA functions as determined by the President. The Co-Chairs:

1. Solicit nominations for the Helen Roehlke Award on the ACCTA Listserv (to be directly submitted to the Awards and Acknowledgements Co-Chairs).
2. Collect nominations and present them to the ACCTA Board Members for voting (to be directly submitted to the Awards and Acknowledgements Co-Chairs). The President determines the recipient with input from the Board's votes. The President contacts the recipient closer to the Fall Conference.
3. Order plaques for the following:
 - a. the Helen Roehlke Award;
 - b. the outgoing Secretary and/or Treasurer;
 - c. the outgoing President (in consultation with the President-elect).
4. Have the plaques shipped to the ACCTA Conference location
5. Work with the President throughout the year as needed regarding other awards and recognitions determined by the President.

2. Continuing Education (CE)

The Continuing Education (CE) Co-Chairs ensure that ACCTA is in compliance with the APA Continuing Education Sponsor Approval System (CE-SAS) Standards and Criteria (<http://www.apa.org/ed/sponsor/about/standards/manual.pdf>).

After the first Board meeting of the Fall during which new Board members are assigned roles, the senior Co-Chairs contacts the APA CE-SAS office and informs the office that the continuing Co-Chair will serve as ACCTA's contact person for that year. The Co-Chairs then:

1. Complete the Activity Summary Form and arrange with the Treasurer for payment of the annual fee in February of each year. When contacted by APA CE-SAS, the Co-Chairs prepare the appropriate reports in consultation with the President. The annual Activity Summary Form requires submission of a list of CE programs, number of attendees, and advertising materials (i.e., conference CE program descriptions and objectives) for programs offered in the last year.
2. Complete the Annual Status Report documenting any changes in organizational structure, programming offering types, and responses to any concerns raised by the CE-SAS. This is due annually in February. The CE-SAS will send a notice of Status Report requirements two months prior to the due date.
3. Every five years, the CE Co-Chairs complete a full renewal application. The most recent application cycle for ACCTA was Fall 2021 with an anticipated next cycle of Fall 2026. The renewal application was most recently submitted on 1/16/2021 for a 2/19/2021 deadline, and it was approved with a five-year renewal.

4. The Co-Chair who is completing a two-year term as Co-Chair transfers records of correspondence with the APA CE-SAS to the continuing CE Co-Chair.

Conference Responsibilities:

1. Prior to the Fall conference, the Co-Chairs review the APA Continuing Education Sponsor Approval System (CE-SAS) Standards and Criteria, and provide consultation to the Conference Program Co-Chairs and President about any updated requirements.
2. Prior to the Fall conference, in consultation with the President and Board, the CE Co-Chairs develop the procedure necessary for managing CE program attendance sign-in, CE program evaluation, and dissemination of CE certificates of attendance to program attendees.
3. Prior to the Fall Conference, and prior to other conferences during which ACCTA may offer CE's (e.g., the International Counseling Psychology Conference), Co-Chairs prepare the following items, either electronically or via hardcopy, for each program and determine method for dissemination:
 - a. attendance Logs for each separate CE program (2015 CE-SAS standards require that logs be kept for three years after completion of the CE activity);
 - b. evaluation forms for each CE program (2015 CE-SAS Standards and Criteria require evaluation of participant satisfaction with overall program and evaluation of how well each educational objective was achieved);
 - c. CE Certificates of attendance consistent with Standard F of the CE-SAS Standards;
 - d. instructions for the presenter regarding management of the attendance sign-in process.
4. At least two weeks prior to Fall Conference, the CE Co-Chairs develop the CE program description and post it on the ACCTA website conference link. The CE program description is different from the Conference schedule as it details the learning objectives and provides a detailed description of each CE program.
5. In the weeks after the close of the ACCTA Conference, the CE Co-Chairs manage online evaluation forms, attendance logs, and distribution of CE certificates.
6. In the weeks after the close of the ACCTA Conference, the Co-Chairs summarize evaluation statistics and the comments from each program, send a copy to each submitting presenter, and send copies of all evaluations to the President and continuing Conference Program Co-Chair, along with comments on Suggestions for Future Programs.

3. Conference Programs Co-Chairs

The Conference Program Co-Chairs are responsible for soliciting and reviewing CE program proposals for the Fall conference and communicating acceptance to members who have proposed programs. The Conference Programs Co-Chairs:

1. Consult with the Board regarding the distribution of the Call for Programs for the Fall Conference. The call for programs is sent to the listserv on or near May 1st. The Call includes requests for objectives, presenter vitas, brief description of programs, and AV requests/requirements if accepted. The Call could also include Guidelines for Writing Behavioral Learning Objectives and Assessments from APA Continuing Education Sponsor Approval System (CE-SAS):
<http://www.apa.org/ed/sponsor/about/faq/objectives.pdf>
2. Use results of previous program evaluations to suggest programs for the upcoming Conference. On an ongoing basis, consult with the President regarding additional program needs and suggest possible invited speakers/topics.
3. Receive program proposals and selection, with a May 31st deadline. Extend deadline as needed. The Board is often included in discussions regarding program selection.
4. When notified by the President of invited speakers who present on topics that meet criteria for CEs, Program Co-Chairs receive program descriptions, objectives, and vitas from invited speakers (with clarification about which Program Co-Chair is responsible for securing them).
5. When notified by the Jay Zimmerman Diversity Mentorship Scholarship (JZ-DMS) Committee that the Diversity Scholars have been selected, the program Co-Chairs communicate with the JZ-DMS Co-chairs to make decisions regarding further communications with the Diversity Scholars. The Diversity Scholarship Program Co-Chairs or the Conference Program Co-Chairs:
 - a. Send cover letter, Call for Programs, and information about previous Diversity Scholars' CE presentations to the two scholars.
 - b. Secures program descriptions, objectives, vitas, and AV equipment requirements from Diversity Scholars.
6. The Co-Chairs often reach program acceptance decisions in consultation with the President and the Board. The Co-Chairs then:
 - a. Send notification of acceptance to each submitting presenter.
 - b. Prepare CE Program listing, including titles and program objectives, in time for inclusion on website prior to Fall Conference in accordance with the APA Continuing Education Sponsor Approval System (CE-SAS) 2015 Standards and Criteria.
 - c. Send a list of program titles, dates, times, presenters, and objectives to CE Co-chairs. During years when CE Co-Chairs complete APA CE-SAS reapplication, send copies of presenter vitas to CE Co-Chairs (reapplication due February 1, 2026).
7. In consultation with the President, develop a draft of the conference schedule. Communicate with the President and Conference Host Committee about assignments for conference rooms. Once the schedule is finalized by the President, the Program Chair sends it to the Web Content Co-Chairs with the goal of having a completed program posted on the ACCTA website by mid-June.

4. Liaisons to the Conference Host Committee

A Standing Committee on Conferences was established at the 2004 ACCTA conference in

order to provide ongoing support for the various functions which are needed on an annual basis for the success of ACCTA's Fall Conference. This Committee was later dissolved, and the roles and functions of those committee members are now assumed by: 1. The Conference Host Committee (typically composed of ACCTA members who reside in or near the location of the Fall conference) 2. Board Member Liaisons to the Conference Host Committee, and 3. ACCTA's management company (AMC Source). The responsibilities of the Liaisons to the Conference Host Committee Co-Chairs are described below (the responsibilities of the Conference Host Committee are described on p. XX). The Liaisons to the Conference Host Committee:

1. In the months preceding the conference, reach out to the Conference Planning Committee Co-hosts to discuss ways in which the Board may aid them in any manner that is needed (i.e., help with conference gifts, name tags, information to be included on the website, etc.).
2. In the months preceding the conference, maintain ongoing communication (e.g., by email, scheduled Zoom meetings) with the Conference Host Committee regarding development of plans for the conference.
3. In the months preceding the conference, collaborate with Liaisons to the Standing Committee on Diversity to ensure that all excursions, meals, giveaways, etc., are in accordance with ACCTA's commitment to issues of diversity and social justice. Include SCD liaisons in planning meetings as necessary.
4. In the months preceding the conference, communicate with the President, Executive Committee, and Board in regard to any conference hosting liaison issues.
5. During the conference, assist the Conference Host Committee on the ground, in collaboration with the President, the Executive Committee, and AMC Source.

It should be noted that the following tasks will be assumed by AMC Source

1. *Finding a conference site and negotiating a site contract for ACCTA*
2. *Creating conference registration and meal selection forms*
3. *Managing conference registration including receiving conference registration fees*
4. *Securing AV equipment*
5. *Working with the Executive Board to assign conference activities to onsite spaces*
6. *Creating and maintaining conference web page*
7. *Serving as liaison to conference site on ACCTA's behalf and trouble- shooting during conference*

5. Liaisons to the Standing Committee on Diversity (SCD)

The Board Liaisons to the Standing Committee on Diversity (SCD) are the primary consultants for the SCD Co-Chairs and committee members. The Board liaisons are available to SCD for consultation about SCD-led initiatives within ACCTA including conference activities sponsored by SCD as well as other events throughout the year. The SCD Board Liaisons:

1. Provide ongoing consultation and peer mentorship to the SCD Co-Chairs and committee members.
2. Facilitate communication between SCD and the Board.
3. Seek out feedback and consultation regarding issues of diversity relevant to the organization, membership training and board concerns from SCD.
4. Attend SCD calls as requested by Co-Chairs.
5. Assist SCD in preparation for their program contributions to the Annual Conference
6. Serve on the Jay Zimmerman Diversity Mentorship Scholarship (JZ-DMS) Review Committee (senior SCD liaison member).
7. In consultation with the JZ DMS Co-Chairs, collaborate regarding the logistical needs of Diversity Scholars.

6. Membership Co-Chairs

The Membership Co-Chairs manage membership for the organization by evaluating new member applications, welcoming new members and new training directors, and tracking membership renewals. The Membership Co-Chairs:

1. Respond to questions regarding membership criteria from nonmembers.
2. Provide potential ACCTA members with general information about ACCTA including sending instructions regarding how to access the web-based membership application form in response to inquiries.
3. When a new program application is made:
 - a. Evaluate application based on membership criteria (e.g., are a college/university counseling center and have an active doctoral internship or are actively developing one). Membership is open to programs exhibiting a strong commitment to the development of an internship program as well as those that already have an internship program in place.
 - b. Consult with the Treasurer to ensure that the application form meets their need for information.
 - c. Communicate eligibility to the Treasurer and AMC source.
 - d. In cases where membership is approved, once payment has been received, send a welcome email directly to the new member (including information about having a Mentor) and an email to the listserv introducing the new member.
 - e. In cases in which membership is not approved, inform the applicant via email and explain which criteria for membership has not been sufficiently met. Send a request to the Treasurer to refund any payment of dues, if applicable.
4. When a “Change in Training Director” form is submitted on the ACCTA website, the Co-Chairs:
 - a. Receive notice that the application has been completed.
 - b. Send a welcome email directly to the new member (including information about having a Mentor) and an email to the listserv introducing the new member.
 - c. Consult with the Executive Committee in the event that a new Training Director of an existing member program requests that two (2) individuals from a single site

remain on the listserv.

5. When a member program without an active internship program is up for renewal, the Co-Chairs:
 - a. Contact member programs that have not had an internship program for three (3) years to determine continuing eligibility for membership.
 - i. If the member does not wish to continue membership, membership is deactivated at the end of the training year.
 - ii. If the member expresses a continued desire to develop or reinstate an internship program, the Co-Chairs bring the information to the Board for discussion of ongoing eligibility.

7. New Member Programs: Co-Chairs for Mentors

The Co-Chairs for Mentors are tasked with working to integrate new members and new institution representatives into ACCTA. The Co-Chairs for Mentors:

1. Obtain a list of ACCTA members who are willing to be Mentors, and periodically send reminders to the ACCTA listserv about becoming a Mentor so that there is an ongoing list of available mentors.
2. Once a mentor request is received (either from the Membership Co-Chairs after they have confirmed that a new member would like to get matched with a mentor or directly from the new member), send an email to mentee to confirm the request and gain more specific information.
3. After receiving information from the mentee, review potential mentors from the current list to identify a potential mentor.
4. Once a potential mentor is identified, send an email with details about the request, the information provided by the potential mentee, and an overview of the mentoring responsibilities. If the potential mentor needs to decline, follow the same process with the next potential mentor.
5. Once a potential mentor has agreed to serve as a mentor, send a group email to the mentee and mentor to confirm the match, make introductions, and specify next steps.
6. After sending the match email, add mentee and mentor names and contact information to the ACCTA Mentor Program document for the current academic year and specify the date of the match.

8. New Member Programs: Co-Chairs for Pre-Conference / Conference Connectors

The Co-Chairs for Pre-Conference and Conference Connectors facilitate the inclusion of new training directors into ACCTA conference activities. They provide pre-conference programming and coordinate the assignment of Conference Connectors for new members. The Pre-Conference Programming takes place on the day of the Opening Session, and participants register for a fee. We offer 3.0 hours of CE-bearing programming and an introduction to ACCTA and the training director role.

The Co-Chairs for Pre-Conference and Conference Connectors:

1. Arrange for each new member to have a Conference Connector.
2. Prior to the Conference, Co-Chairs:
 - a. Obtain a download of all the people registered for the conference.
 - b. Determine which registrants are first time attendees and have requested connectors.
 - c. Email first time attendees who hadn't requested connectors to explain the program and ask if they do want a connector.
 - d. Request volunteers to be Connectors from membership.
 - e. Match first time attendees to Connectors and send an introductory email to each pair.
3. Plan and host a day of pre-conference programming which includes:
 - a. A session on "Identity as a New Training Director/Coordinator"
 - b. A session on "Training Director/Coordinator Timeline and Tips" (1.5CEs)
 - c. A session on "Managing the Intern Selection Process" (1.5CEs)
 - d. A "Meet and Greet with Conference Connectors and Board Members"

9. Special Events Co-Chairs

The Special Events Co-Chairs organize social events during the ACCTA conference as well as at other professional conferences throughout the year (e.g., the APA convention, the APPIC conference, the National Multicultural Summit conference). The Special Events Co-Chairs send out an email to the ACCTA listserv to facilitate connection between ACCTA members who will attend these conferences and are interested in getting together socially with other members (typically a meal at a local restaurant). The Special Events Co-Chairs are responsible for organizing the event even if they are not attending the conference; however, the Special Events Co-Chairs may delegate the detailed logistics to those attending the events and/or may ask an ACCTA member who lives at/near the conference site to assist in identifying a location for the event.

10. Website Content Co-Chairs

The Website Co-Chairs work to ensure that the website contains timely and accurate information for members, and they monitor and improve the layout of the ACCTA website as needed. They also serve as liaison to AMC Source for web-related information. The Website Content Co-Chairs:

1. Review the structure and content of the website as needed and may invite a committee to help identify needs associated with maintenance of a well-structured, clear, and accurate website;
2. Make recommendations to the Executive Committee about major structural changes;
3. Act as liaison and consultant to the Board regarding website matters;
4. Act as a resource to Officers, Committee Chairs and others regarding functionality, development, and additions to the website.
5. Act as liaison from ACCTA membership and leadership to AMC Source for website matters by:

- a. Communicating website problems to AMC Source.
- b. Relaying updates from members responsible for various ACCTA functions for corresponding parts of the website.
- c. Serving as a resource to members concerning website matters.

11. Sponsorship Co-Chairs

The Sponsorship Chair(s) are responsible for overseeing the process of recruiting, evaluating, and approving organizations that have an interest in being a sponsor for the ACCTA annual conference. They also coordinate sponsorship activities for the annual conference.

1. Review and update sponsorship application form and present to board for feedback
2. Coordinate recruitment of sponsors with board member volunteers
 1. Identify fit of potential new sponsors
 2. Sponsorship Chair contacts previous sponsors
3. Set deadline for sponsorship applications
4. Review sponsor application forms and submit for board review and approval
5. Act as point person for sponsor contacts and prospective sponsors
6. Collaborate with ACCTA treasurer for sponsor payment
7. Coordinate process for preparation of conference
8. Ensure sponsor benefits are delivered promptly
9. Work with board members and AMC to address sponsor needs—treasurer, website coordinator, president, etc.
 1. Website coordinator—sponsor website and logo on webpage
 2. Treasure—ensure payments collected
 3. President—coordinate conference presentations
 4. AMC—coordinate sponsorship booths at conference
10. Serve as sponsorship host at ACCTA conference
 1. Set up booths
 2. Troubleshoot areas of concern
 3. Coordination and expression of thanks— end of day “teardown”
11. Deliver “Email Blast” to ACCTA members after conference

II. STANDING COMMITTEES

With the exception of the Standing Committee on Bylaws, which will have a Chairperson who is appointed by the President and/or Board of Directors, Standing Committees will elect a Chairperson or Co-Chairs from the membership of the committee. The Standing Committee on Diversity (SCD) has a Board Liaison. The other Standing Committees may have a Board Liaison or liaise directly with the Executive Committee/Board.

A. Standing Committee on Bylaws

The Standing Committee on Bylaws is charged with maintaining the Bylaws and the Policies & Procedures of the Association. This includes serving as consultant regarding questions of policy and procedure, developing and amending the Bylaws, bringing proposed changes to the Board for discussion, and bringing proposed changes to the Membership for discussion and

voting. The Standing Committee on Bylaws also maintains and periodically updates these Policies and Procedures.

B. Standing Committee on Diversity (SCD)

The mission of the Standing Committee on Diversity (SCD) is to promote cultural diversity, multiculturalism, social justice, and advocacy within ACCTA, and work to ensure that such issues remain in the consciousness of the organization. The SCD advances the active recognition of the impact of privilege and oppression across various diversity and identity variables and the consequences of those experiences on the organization and training profession.

The SCD is a committee of eight (8) elected members who serve a 2-year term (four (4) senior members (second year), and four (4) junior members (first year)). Elections occur annually during the Fall Conference. SCD has two (2) Co-Chairs who are determined by the Committee. Typically, a new (junior) Co-Chair is identified annually after elections with the senior role being occupied by the Co-Chair who was previously in the junior role, and with the previous senior Co-Chair ending their service to SCD. The SCD organizes responsibilities among its members, typically assigning senior/junior co-chairs to the areas below.

The SCD typically meets monthly throughout the year and for longer meetings preceding the annual conference. The SCD joins the Board for a joint meeting preceding the annual conference.

Throughout the year, the SCD collaborates and consults with the Board and assists the Board by:

1. Providing feedback on the organization's vision, values, and priorities in promoting cultural diversity, multiculturalism, social justice, and advocacy issues within ACCTA;
2. Responding to requests for consultation on issues of diversity;
3. Making recommendations to the Board and general membership regarding issues of diversity;
4. Maintaining Diversity Resources on ACCTA website;
5. As requested, coordinating diversity evaluation projects (e.g., needs assessments, cultural audits);
6. As requested, facilitating ACCTA large group diversity learning opportunities;
7. Writing and submitting an annual report to the Secretary.

Ahead of the annual conference, the SCD typically assigns members as co-chairs to:

1. Organize the Jay Zimmerman Diversity Mentorship Scholarship program in which two (2) JZ-DMS Scholars are selected from a pool of applicants and invited to present during the conference, the steps of which include:
 - a. Reviewing the selection criteria and timeline for Diversity Scholars Program.
 - b. Sending out the Call for Nominations in the Spring preceding the Fall Conference.

- c. Convening a small committee to review the applications (which typically includes the JZ DMS Co-Chairs, at least one of the SCD Board Liaisons, and at least one members from the Executive Committee of the Board).
 - d. Communicating selection decisions to the applicants.
 - e. Working with the SCD Board Liaisons, Board/Treasurer regarding arrangements for conference attendance (e.g., registration, hotel) and in connecting Diversity Scholars to Conference Connectors.
- 2. Organize Affinity Group meetings, the steps of which include:
 - a. Soliciting ideas from ACCTA members about affinity groupings prior to the conference.
 - b. Coordinating with the Conference Host Committee/Board to determine programming time and group meeting spaces.
 - c. Identifying affinity groups for the conference.
 - d. Soliciting volunteer hosts/facilitators for affinity group discussions.
- 3. Plan Culture Sharing, the steps of which include:
 - a. Providing information about the Culture Sharing activity prior to the conference, and soliciting participation.
 - b. Coordinating audio-visual needs with the Board and Conference Host Committee.
 - c. Ensuring that CE requirements are met and submitting a CE proposal.
 - d. Facilitating Culture Sharing.
- 4. Host an SCD Elections Meeting at the conference (see Elections below)
- 5. Host an SCD Conversation Hour:
 - a. Developing programming for the Conversation Hour
 - b. Ensuring that CE requirements are met and submitting a CE proposal.
- 6. Serve as consultant to the Conference Host Committee regarding options for excursions, restaurants, and local attractions which uphold ACCTA's values of diversity and inclusion.

C. Standing Committee on Nominations

The Standing Committee on Nominations is charged with soliciting nominations from ACCTA membership for Board and Executive Board positions, being as inclusive as possible, and particularly taking into consideration the preamble to the Bylaws by encouraging diversity in all of its forms. The committee, under the direction of the Voting Coordinator who is appointed annually by the President, will email ACCTA members prior to the conference to solicit nominations. Committee members will also solicit in-person nominations during the annual conference to ensure an adequate number and diversity of nominations.

D. Standing Committee on Research

The Standing Committee on Research is charged with developing, conducting and presenting scholarly work that facilitates quality training in university settings. Research projects may be requested by the ACCTA Board or other ACCTA members or initiated within the Standing Committee on Research. The Committee is also responsible for

conducting the annual ACCTA survey.

Data collected from the membership for the purposes of the ACCTA survey will be shared in aggregate form with ACCTA members and with others by request when deemed appropriate. The Research Chair, in consultation with the Research Committee, will use discretion regarding whether to supply ACCTA members or non-ACCTA members with particular data analyses beyond those shared in the aggregate summary of results. Raw data will not be shared with people other than those within ACCTA directly involved with summarizing and analyzing data for the aforementioned purposes. The Standing Committee on Research consults with the Treasurer and seeks Executive Committee approval when expenses are anticipated.

The Standing Committee on Research oversees the Annual Survey for the organization in the Spring/Summer preceding the conference, the results of which are shared during the Fall conference. The steps include:

1. Collaborating with the Board and polling ACCTA members regarding content of the survey.
2. Revising the annual survey based on needs of ACCTA members.
3. Reporting on annual survey results, observations, and recommendations at the annual Fall Conference.
4. Compiling survey results and submitting them to the Secretary for inclusion on the ACCTA Website.

E. Standing Committee on Training Resources

The Standing Committee on Training Resources is charged with gathering and organizing training resources utilized by internship programs and making them available to membership. The Committee solicits ideas, forms, policies, and/or procedures via the ACCTA listserv and arranges for them to be posted to the ACCTA website in an easily accessible format. Links to additional training resources outside of ACCTA will also be included.

III. OTHER ORGANIZATIONAL ROLES

A. Care and Compassion

The role of the Care and Compassion point person or committee is defined as responding to those in our organization who experience illness, serious health problems, grief due to deaths, or catastrophic crises on their campus, on behalf of ACCTA. The C&C point person or committee will make contact with the ACCTA member who has been affected via a card, and/or a small package sent to let the member know that the organization is thinking about them and sending them support and good wishes. The parameters set for the money range for a package is \$50 to \$100, and will be determined by the ACCTA Board on a case-by-case basis.

B. Conference Host Committee

The Conference Host Committee is typically composed of ACCTA members who reside in or near the location of the Fall conference. As soon as a conference site is identified, the President will reach out to ACCTA members who are local to the intended conference site to elicit interest in participating on the Conference Host Committee. The Conference Hosts work closely with the Board Liaisons to the Conference Host Committee and the SCD Liaisons to do the following:

1. Communicate website content to AMC Source (e.g., transportation options to hotel; options for meals and outings).
2. Order giveaways for the conference in consultation with the Executive Committee/Treasurer.
3. Organize conference excursions.
4. Organize options for conference meals off-site (e.g., on the “Dinner on your own” night).
5. Staff the welcome table.
6. Identify a DJ for the ACCTA Dance
7. Serve in role of trouble shooter and liaison with conference hotel during conference

C. Maintenance of ACCTA History

The Executive Committee tracks and provides to the Website Content Coordinators the following important information and documents about the history of ACCTA including:

1. Dates and places of conferences (adds them to the history section of the ACCTA website). Update Prezi map that shows ACCTA conference locations since 2000.
2. Names of ACCTA presidents; adds them to the history section of the website.
3. Names of Helen Roehlke Award winners; adds them to the history section of the website.
4. Chronicles ACCTA Conferences on the website, including:
 - a. Officer reports: President, Secretary, Treasurer.
 - b. Board of Directors, Committee and Activity Reports.
 - c. Photos of conference memorabilia (e.g., t-shirts, pens, hats).
 - d. Original lyrics and music of songs written at the conference (note the authors and have them sign the lyrics).
5. Arranges for the conference group photograph. Asks members to submit copies of photos of the conference and adds them to the [ACCTA Facebook Page](#) as appropriate.
6. Recruits others to help record the conference. Saves recordings to the ACCTA Google Drive.
7. May bring archival material to special anniversary Fall Conferences.
8. Transfers conference materials and Presidential papers to the archives in Akron as needed.
9. Submits receipts to the Treasurer for expenses within the annual budget for the history/archives. Seeks approval from the President/Board for expenses exceeding the budget.

D. Job Bank Coordinator

As a service to ACCTA members and their trainees, and as a resource to related organizations, ACCTA compiles a list of available professional positions and disseminates it on an approximately weekly basis to the listserv via email. The Job Bank Coordinator:

1. Receives emails from individuals asking that their job announcement be included in the email.
2. Maintains current contact info for the listservs / organizations to which the email will be distributed.
3. Sends out an annual reminder email to the listserv with instructions about posting.
4. Creates a Jobs Bank Annual report prior to the Fall conference.

III. ELECTIONS AND PROCEDURES

A. Elections: Board of Directors

1. Prior to the Fall Conference, the Voting Coordinator posts a formal announcement to the listserv that includes:
 - a. The ACCTA Mission Statement and Preamble.
 - b. Available Officer and Board positions.
 - c. Descriptions of each available position as defined in the ACCTA Bylaws.
2. Any ACCTA Member may nominate any eligible ACCTA Member. Also, any eligible Member may self-nominate.
3. Nominees for all positions should have at least one year of experience in directing a doctoral internship program in psychology with interns on-site. Nominees for Executive Committee positions should also be able to demonstrate meaningful contribution to ACCTA governance, such as prior ACCTA Board membership or leadership within ACCTA standing or ad-hoc committees.
4. The Voting Coordinator will coordinate with Website Content Co-Chairs and AMC Source to ensure that a valid electronic voting system is in place during the stipulated time frames for all voting activities.
5. The Voting Coordinator will consolidate nominations made via the listserv prior to the conference and announce those nominees at a conference meeting.
6. The Voting Coordinator will solicit additional nominations from the floor of a conference meeting and will make all candidates known to membership at the conference and then via the listserv in preparation for voting.
7. The Voting Coordinator will coordinate with the Standing Committee on Diversity (SCD) in regard to the Diversity slate and to support the electoral processes of SCD Co-Chairs as requested by SCD.
8. The Voting Coordinator will solicit written statements from all candidates as specified in the Bylaws. These statements may follow a Question-and-Answer format. The questions that guide the statement are:
 1. How long have you been associated with ACCTA, and what has been the nature of

your involvement?

2. What is your interest in serving in this role in ACCTA at this time?
3. What strengths or areas of expertise, including aspects of multicultural competence, do you believe you would bring to this position?
4. How would you describe your leadership style, and how do you tend to work with others on a team?
5. What future directions or priorities do you see for ACCTA, including in the areas of diversity/social justice?
9. The Diversity Slate member who receives the highest number of votes will be elected to the Board. Additional Diversity Slate members who receive more votes than other candidates for Board positions may also be elected to the Board.
10. After all nominees have been informed of the results, the President will announce the results of the election via the listserv.

B. Elections: Standing Committee on Diversity (SCD) and Diversity Slate

Standing Committee on Diversity (SCD)

1. The SCD Co-Chairs identify how many new members are needed and put out a call for nominations on the ACCTA listserv.
2. SCD members are nominated or may self-nominate via the ACCTA listserv. If additional nominations are needed, nominations will also be taken from the floor at the SCD Elections Meeting at the annual conference.
3. Nominees share a brief statement identifying their interests in serving on SCD at the SCD Elections Meeting
4. All ACCTA members may vote for SCD members via online voting during the meeting.

Diversity Slate:

1. Nominees will submit a brief statement in response to specified questions to SCD Co-Chairs. SCD members will review all nominations and will select three (3) people to be put forth as the Diversity Slate.
2. If additional nominations are needed, nominations for the Diversity slate will be taken from the floor of the SCD Elections Meeting at the annual conference.
3. The slate is forwarded to the Voting Coordinator for dissemination to the membership at the meeting where nominations close at the conference (usually Tuesday lunch).
4. Per ACCTA Bylaws, the member of the slate with the highest number of votes will be elected to the Board of Directors. More than one member of the slate may be elected to the Board based on the overall voting.

C. Membership Criteria and Process (New members and Renewals)

Qualifications for Membership: Training Agencies are defined as organizations providing one year of full-time or two years of half-time doctoral training in a university or college counseling center for trainees completing the internship requirement for their doctoral degrees in professional psychology. Counseling center training agencies which are members of a consortium are also eligible for membership.

Membership is composed of university and college counseling center doctoral psychology internship training agencies. Counseling Centers, which are in the active process of developing a doctoral internship program, may also become members. The agency will be represented by the person responsible for the internship training program or the program's representative. One representative from each Agency attends the annual ACCTA Conference except in a year of transition when the outgoing and incoming members may attend. Only one member may vote on behalf of the Agency membership.

Application Process: A link to the Membership Application is available on the ACCTA website. Prospective members are instructed to complete the applications and can expect to be contacted by the Membership Co-Chairs following review of the application. Prospective members are encouraged to select the "Pay later" option on the application. For applications where criteria has been met, Membership Co-Chairs will provide information to new members regarding membership payment of dues, followed by notification that the membership account has been activated allowing for access to member resources. For applications where criteria has not been met, Membership Co-Chairs will contact applicants with the rationale.

Membership renewal process:

1. The membership year is from October 1- September 30.
2. The renewal period for membership opens on April 1, with a deadline of September 30.
3. New membership programs that wish to join ACCTA in July, August or September will pay for the following year's dues (October 1 – September 30). Therefore, these new programs joining in July, August or September will get up to three months of their ACCTA membership for free. (This is clearly stated on the membership application.)
4. During the renewal period (April 1 – September 30), the renewal fee is \$425 for an annual membership that ends in September of the following year.
5. Two (2) reminder emails are sent to all members by the Treasurer during the renewal period.
6. Members may continue to renew their application during the grace period (the month of October) with a \$100 late fee. Up to three (3) additional reminders are emailed to members who have not renewed their membership in the month of October.
7. In early November, ACCTA deactivates accounts that have not renewed, and members are notified that their membership has ended.
 - a. Late Reinstatement Fee. Within three months (between November 1-January 31), former members pay a \$425 annual fee plus a \$100 late fee for a membership that is reinstated immediately and will end on September 30.
 - b. For memberships that have lapsed more than three months, the Late Reinstatement Fee is waived. Reapplying members will pay the regular \$425 annual fee for a

- membership that begins at the time of reapplication and ends on September 30 of the same year. The membership fee will not be prorated.
- c. Early Application. Former or new programs get up to two free months of membership if their application is submitted during the renewal period (August 1-September 30). The \$425 fee covers a membership that begins immediately plus one full year of membership that lasts until September 30 of the following year.
 - d. ACCTA does not refund any part of the membership fee for programs that wish to discontinue their membership before September 30.

Change in Training Director/Training Coordinator: A link on the ACCTA website is available for members to submit a change in Training Director/Training Coordinator, which includes automatically adding the new member to the listserv. The Membership Co-Chairs receive notice after the application has been completed, and the Membership Co-Chairs send a welcome email to the new member of an existing program. If a new member requests that 2 (two) individuals from a single site remain on the listserv (e.g., the new member and the former member), the Membership Chair consults with the Executive Committee about responding to the request. The Membership Chair welcomes the new Training Director via the listserv.

Ongoing Membership for Programs in Development: The Co-Chairs contact member programs that have not had an internship program for three (3) years to determine continuing eligibility for membership. If the member does not wish to continue membership, membership is deactivated at the end of the training year. If the member expresses a continued desire to develop or reinstate an internship program, the Co-Chairs bring the information to the Board for discussion of ongoing eligibility. Previously, the Board required the Director to provide a letter of commitment indicating support for the goal of developing/reinstating an internship program every three (3) years at which time the Membership Co-Chairs would bring the Director's letter of commitment to the Executive Committee and Board of Directors for a decision about the program's continuing membership in ACCTA. Previously, programs whose continued membership was approved in this way would be asked again in three (3) years for another letter of support if no internship had been developed. Currently, this practice has been discontinued and the verbal expression of desire to continue membership and the commitment to move toward developing an internship is relayed by the Membership Co-Chairs for consideration by the Board.

Consortia: Consortia are considered to be single members unless each counseling center pays for its own membership. As a single member, each consortium has one listserv representative, one membership listing on the ACCTA website, and one person representing the consortium at the ACCTA Conference, except in years of transition as noted in Bylaws, Article III, Membership.

D. Standing Committee Dissolution Process

After Standing Committees have been in existence for two years, any member of the Board, the Executive Committee, or Chair(s) of a Standing Committee may initiate a Board discussion to review the need for continuation of the Committee. As the Standing Committees are listed in the Bylaws and their dissolution requires a Bylaws change, the process for proposing the dissolution of the standing committee must be consistent with the Bylaws section on "Action by

Electronic Vote."

E. Virtual Processes

ACCTA has held virtual conferences and in-person conferences with virtual access. Zoom has been the primary method of virtual access. Due to setup logistics, virtual access has been prioritized for the sessions that take place in the main ballroom (Keynote, Passages, Diversity Scholars, SCD Conversation Hour, SCD Elections, Culture Sharing) rather than for the concurrent sessions. The virtual sessions have generally not been recorded or made available to membership outside of the conference, as our current Continuing Education status allows for synchronous participation only.

Preparation steps:

1. Identify a Zoom account that can host multiple participants without a time limit and set up a meeting link for the conference. Settings: no waiting room or host.
2. Organize the following equipment (check A/V contract and work with A/V team on site):
 - a. **Laptop at the podium (ACCTA Chromebook)** connected to projector:
 - open presentation slides from Google Drive
 - sign in to Zoom as "ACCTA Presenter", turn Zoom video on, mute Zoom microphone
 - camera view should show the presenter's face (adjust angle of laptop if needed)
 - share screen to display the slides
 - mute laptop volume / speaker on keyboard
 - b. **External camera** (provided by hotel) to provide full view of podium
3. Organize a **tech team** (2 people) for each day of the conference, to monitor the Zoom chat and convey questions from the virtual participants to the in-person audience. Each uses their own laptop. Preparation: Sign in to the conference Zoom link. Mute Zoom microphone and mute laptop volume / speaker on keyboard. Paste in greeting (see template in Dropbox), CE links, and other instructions for participants.

IV. Listserv Rules and Etiquette

The primary purpose of the ACCTA listserv is for communication among members relevant to professional issues and resources, the organization's business, and member news. Currently the ACCTA listserv is managed through Memberclicks (ACCTA website) and is tied to member subscription. When a member updates the membership portal with a change of email address or a change in Training Director, this automatically results in a corresponding change of email address subscribed to the listserv.

The following parameters pertain to the listserv:

1. Utilization
 - a. Members may conduct informal surveys on the listserv related to their professional responsibilities, concerns, and ACCTA functions. Any such surveys

are not to be used as a statement of ACCTA's formal position on any topic.

- b. The listserv is not to be used by members or non-members as a vehicle to advertise services or products for profit.
 - c. Non-members may not conduct formal or informal surveys on the listserv without the approval of the President.
 - d. Non-members may use the listserv only by approval of the President.
 - e. Members and/or the ACCTA Job Bank Coordinator may post job listings on the list. Requests from non-members to post positions should be directed to the ACCTA Jobs Coordinator.
2. Eligibility
- a. Members of ACCTA are eligible to use the daily communication functions of the listserv.
 - b. Member sites have one Training Director on the listserv at a time, except during the transition time between Training Directors which can last no longer than 30 days. In extraordinary circumstances, a Training Director may request that two individuals from a single site remain on the listserv for more than 30 days. However, the Training Director will need to justify this exception to the Membership Chair. The Membership Chair would then consult with the Executive Committee about responding to the request.

3. Board Listserv Rules

The Board listserv will be hosted through the APA for no charge until such time as the Board or APA wishes to sever this relationship. The Secretary maintains the Board listserv subscriptions. For more information on APA Listserv Usage Rules, please check: <https://lists.apa.org/archives/infopages/APARules.html>

V. Liaisons

1. A liaison to ACCTA is a person who represents another organization/ group and who participates in the Fall Conference at the invitation of the President.
2. Liaisons requesting attendance at the Fall Conference must be approved by the Executive Committee.
3. The President of ACCTA shall appoint Liaisons annually to represent ACCTA at the meetings of other groups or organizations.
4. Liaisons will submit formal reports to the membership in a timely manner and no later than the Fall Conference.
5. Liaisons will participate in a portion of the ACCTA Board meeting on the day preceding the Fall Conference if requested and as determined by the Board.
6. Liaisons will be prepared to make presentations at the ACCTA Fall Conference if requested and as determined by the Board.
7. Liaisons may reference the Position Description: Liaison for ACCTA for detailed information about the role, responsibilities, and sample reports and templates.

