

**Policies and Procedures: ACCTA
(Association of Counseling Center Training Agencies)**

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Policies & Procedures
Association of Counseling Center Training Agencies

Revised October 2015

President

Responsible for maintaining direction, preparing agendas, and chairing meetings of the Association.

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, its policies and procedures.
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 resource allocation decisions.
7. Plans and chairs 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 of the national scene 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.

Attends BEA meetings as ACCTA's Liaison or designates a representative to attend.

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 the membership.
15. Assigns and supports the Chairs of ACCTA's Standing Committees in carrying out of their Committee's work.
16. Designates the Nominations Committee Chair.
17. Consults with the Executive Board before making changes to the Policies & Procedures Document.

President-elect

1. Assumes responsibilities of the President in the event of disability or resignation of the President.
2. Chairs meetings in the absence of the President.
3. Carries out assignments as requested by the President.

Past -president

1. Carries out the responsibilities of the President in the event that the President is unwilling or unable to discharge her/his duties.
2. Chairs meetings in the absence of the President.
3. Carries out assignments as requested by the President.
4. Serves as consultant to the President and Board of Directors.
5. Serves for one year following close of her/his Presidency.

Secretary

Responsible for recording the minutes and handling correspondence.

Records minutes at all ACCTA Board of Directors meetings and, at the discretion of the President, at the Fall Conference Business meeting.

1. Takes written notes of Board listserv activities.
2. At the discretion of the President, may distribute hard or electronic copies of the Minutes and Proceedings, and/or may forward an electronic copy of the Minutes and Proceedings to the ACCTA Webmaster to be downloaded to the web page.

3. Constructs electronic copy of ACCTA stationery each year.
 - a. Stationery
 - i. Names, addresses, telephone numbers, and email addresses of the President, Secretary, and Treasurer will be in the letterhead.
 - ii. The Past President's name will be included during the post-presidential year.
 - iii. President-elect's name will be included during the pre-presidential year.
 - iv. Names of the 10-members of the Board of Directors arranged alphabetically (with the exception of the Membership Chair) indicating their university affiliations and degrees will be on the letterhead.
 - v. Name of Membership Chair and the title Membership Chair will appear last under the Board of Directors.
 - vi. Creates new stationery following the ACCTA Fall Elections.
 - vii. "Association of Counseling Center Training Agencies" is the return address. Officers, etc. can then indicate their own return addresses.
 - b. Distributes ACCTA letterhead on email to President, President-elect or Past President, Treasurer, and Project Coordinators as needed (e.g., Mentor Program Chair, Membership Chair).
4. Following election results, provides webmaster with the names, addresses, telephone numbers, and email addresses of the President, Secretary, and Treasurer for the website. Provide names and email addresses of the 10-members of the Board of Directors arranged alphabetically.
5. Provides Executive Committee and Board of Directors access to ACCTA Board folders in DropBox.
6. Maintains organization of ACCTA Board folders in Dropbox.
7. Maintains current list of ACCTA members who volunteer to serve as Liaisons to other organizations.
8. Maintains a current list of names, addresses, and organizational affiliations of persons who are Liaisons to ACCTA (e.g. AUCCCD, ACPA Commission VII).
9. Serves as a member of the ACCTA Executive Committee.
10. Submits written budget to the Treasurer prior to Fall Conference.
11. Obtains receipts for all purchases and submits to the Treasurer for reimbursement.
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 webmaster or conference planning hosts for inclusion in the reports section of the conference webpage.
14. Submits an annual Secretary's report of activities to the Association.

Treasurer

Maintains the treasury and oversees the financial operations of the Association of Counseling Center Training Agencies.

1. Serves as a member of the Executive Committee of ACCTA.
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, coordinate with 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, 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 correspondence 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 first week of September to ACCTA listserv that membership dues need to be paid by October 1st.
 - b. Sends late dues reminders 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;
 - d. Treasurer informs President, Secretary, Membership Chair, Web Master, and Listserv Manager of any members discontinued from membership.
 - e. 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.
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 conference committee to collect money, pay conference expenses, and maintain associated records.
 18. Maintains prior records for a minimum of three years and shreds items older than seven years.

Executive Committee

1. Consists of President, President-elect or Past President, Secretary, and Treasurer.
2. Convenes by conference call or email interaction as needed during the year to advise the President.

Board of Directors

1. Consists of the Executive Committee, and 10 Board Members.
2. Reviews proposed budgets from Officers, Committees, and Project Chairs and makes recommendations to be voted on by the membership.
3. 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.
4. Supports the business and programmatic functions of the Association, including full participation in regularly scheduled Board meetings.

5. Meets on the day preceding ACCTA's annual Conference.
6. Provides input via the Board of Directors listserv throughout the year to advise the President.
7. Makes decisions about budget requests.
8. Establishes policy and monitors the functioning of the Association and Executive Committee Officers in keeping with the stated mission of the Association.
9. Fulfill Board tasks as assigned 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.

Membership Chair

1. Is appointed by President for a minimum of a two-year term.
2. Provides potential ACCTA members with general information about ACCTA. Sends instructions for how to access the web-based membership application form in response to inquiries.
3. Consults with the Treasurer to ensure that the application form meets her/his need for information.
4. Procedures for acting on new member applications:
 - a. Membership Chair receives application through web-based process. Upon submission of application, full dues payment is required. All new membership programs that wish to join ACCTA in August or September will be paying for the following Dues Year (October 1 – Sept 30). Therefore, these new programs joining in August or September will get two months of their ACCTA membership for free. This shall be clearly stated on the membership application.
 - b. All membership renewals are due October 1st. If a membership is discontinued due to failure to pay dues and the member wishes to reapply for membership, the program will need to pay membership dues along with a penalty fee in order to have membership benefits reinstated. The next year's dues will still be due October 1st regardless of when the member rejoins ACCTA.
 - c. Membership Chair evaluates application based on membership criteria. 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.
 - i. Approves application and welcomes the new member to the organization. Membership benefits begin immediately; or
 - ii. Rejects application and informs the institution via email and explains which criteria for membership have not been sufficiently met. Sends a request to the Treasurer to return any dues payment to institution.

5. In acceptance notifications, the Chair introduces the new member to the listserv and requests that the applicant introduces herself/himself to the listserv.
6. Membership Chair writes welcome message to new member.
7. Coordinates with the Chair of New Member Programs to connect the new program with a "Mentor," if so desired.
8. Membership chair receives notice of Training Director change through web-based process, which includes automatically adding the new training director to the listserv. Membership Chair sends welcome letter to new Training Directors of existing member programs. If a Training Director requests that two individuals from a single site remain on the listserv, the Membership Chair consults with the Executive Committee about responding to the request. The Membership Chair welcomes the new Training Director via the listserv.
9. The Chair contacts member programs that have not had an internship program for 3 years to determine continuing eligibility for membership. If the Training Director/ACCTA representative expresses a continued desire to develop or reinstate an internship program, their Director will be asked to provide a letter of commitment indicating support for the goal of developing/reinstating an internship program. The Membership Chair brings 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. Programs whose continued membership is approved in this way will be asked again in three years for another letter of support if no internship yet exists.
10. Arranges for a single representative from each new member agency to join the ACCTA Listserv and arranges for a single representative to be added to the website membership list. 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.

New Member Programs:

Mentor Program, Conference Connector Program, First-time Attendee Orientation

Coordinates the pairing of Mentors and new attendees to the conference. If possible, first time conference attendees will be matched with either their current Mentor, if Mentor is attending the conference, or with a special "Conference Connector."

The purpose of the Mentor connection is to integrate new members and new institution representatives into ACCTA. The purpose of the Conference Connector program is to facilitate new attendees' participation in the ACCTA conference.

Mentor Program

1. Obtains list of Mentor volunteers and is notified by Membership Chair when a new Training Director joins ACCTA.

2. An email is sent to the new member by Membership Chair asking if they would like to be assigned a Mentor.
3. If a new member wants a Mentor, her/his name will be passed on to the Mentor Program Co-Chairs and they will assign one. An email will be sent to both the new member and the Mentor of the pairing. Information about the Fall Annual Conference (i.e., New Member Orientation; Meeting with Mentor at the end of the New Member Orientation) will also be included in the email.
4. Approximately one month prior to the fall conference, the Mentor Program Co-Chairs will email first time conference attendees and their Mentors to see if they will be able to attend the annual Fall Conference. If a first time conference attendee's Mentor is not planning to attend the conference, a "Conference Connector" is assigned.

Conference Connector Program

1. At conference registration, members are asked 1) if they are a first time attendee; 2) if they want a Conference Connector, and 3) if they want to volunteer to be a conference connector.
2. Once registration deadline has past, Conference Connector Program co-chairs obtain a list of new attendees, a list of those who have requested conference connectors, and a list of volunteers to be connectors.
3. If a new member has not requested a Connector, Connector Program co-chairs may send that individual a brief email explaining the program and inviting them to request a Connector if they would like one.
4. If needed, Conference Connector Program Co-Chairs recruit additional Connector volunteers.
5. Conference Connector Program co-chairs set up matches, taking into account mentoring matches (may obtain this information from Mentor Program Chair,) geographic area, and other factors that may be useful.
6. Emails are sent two weeks prior to the annual fall conference letting new members and Connectors know of their pairings.
 - a. The email letter will instruct Connectors as to their responsibilities regarding new members. The responsibilities include:
 - i. Calling first-time conference attendees after receiving contact information to answer questions about upcoming conference norms, etc.
 - ii. Encouraging new members to attend the New Member Orientation at the Fall Conference.
 - iii. Dining with new member on first night of Fall Conference, or arranging a

first meeting if you won't arrive by dinner time.

- iv. Maintaining ongoing contact with new member during the Fall Conference, as negotiated.
 - b. New attendees are provided a list of expectations from their Mentors at the fall conference along with a reminder to attend the First Time Attendee Orientation Meeting.
7. Works with Standing Committee on Diversity and Diversity Scholars Chair to make Connector matches for the Diversity Scholars.
 8. Plans **First-time Attendee Orientation** in consultation with Membership Chair and the Board.
 - a. Suggested meeting format and topics are:
 - i. Introduction of Conference Connector Program Co-Chairs and new attendees;
 - ii. Review conference program highlighting things such as the Diversity Scholar presentations and the new TD program;
 - iii. Remind new attendees of self-care during the conference.
 - iv. Discussion of conference norms that have not already been covered.
 - v. Brief walk-through of conference agenda.
 - vi. Remaining questions from new members.
 - vii. Executive Officers and current Board Members briefly introduce themselves.
 - viii. Connectors meet at end of orientation meeting to escort new members to the Welcome Reception.

Special Events Coordinator

The Special Events Coordinator organizes social events during the ACCTA conference as well as at other professional conferences throughout the year. The annual APA convention and the bi-annual APPIC and National Multicultural Summit conferences are examples of national conferences regularly attended by ACCTA members. The Special Events Coordinator sends out an email to the ACCTA listserv to survey if the ACCTA members who will attend these conferences want to get together socially with other members. The Special Events Coordinator does the arranging of the event, even if not attending the conference. The Special Events Coordinator 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 location for event.

Website Content Coordinators

1. Role is typically a two-year commitment. President appoints one entering Board Member to Program Co-chair role each year, so that one member continues in role, and one entering Board Member begins each year. For the first year, the President appoints a lead person and an entering Board Member, who will be in a secondary role.
2. Coordinator reviews 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.
3. The coordinator makes recommendations to the Executive Committee about major structural changes.
4. The coordinator acts as liaison and consultant to the Board regarding website matters.
5. The coordinator acts as a resource to Officers, Committee Chairs and others regarding development of, use of, and additions to the website.
6. Acts 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
7. Serves as a resource to members concerning website matters.

Historian

1. Appointed by the President for one-year term, which is renewable.
2. Compiles history of ACCTA including:
 - a. Dates and places of conferences; adds them to the history section of the ACCTA website.
 - b. Names of ACCTA presidents; adds them to the history section of the website.
 - c. Names of Helen Roehlke Award winners; adds them to the history section of the website.
 - d. Chronicles ACCTA Conferences:
 - i. Gathers materials from conferences for the archives:
 - Conference folder, including contents given to attendees
 - Officer reports: President, Secretary, Treasurer
 - Board of Directors, Committee and Activity Reports
 - Conference memorabilia (e.g., t-shirts, pens, hats)
 - Original lyrics and song sheet of songs written at the conference

functions as determined by the President.

1. Solicit nominations for the Helen Roehlke Award on the ACCTA Listserv to be directly submitted to the Awards and Certificates Chair.
2. Collect nominations and present to ACCTA Board Members for voting. Board Members send their votes directly to the Awards and Certificates Chair.
3. The President determines the recipient with input from the Board's votes. The President contacts the recipient closer to the Annual ACCTA Conference.
4. The Awards and Certificates Chair orders 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);
5. The Awards and Certificates Chair produces recognition certificates for Board Members, Diversity Scholars, Conference Hosts, and other certificates as determined by the President.
6. The Awards and Certificates Chair brings the plaques and certificates to the ACCTA Conference for the President to sign and present to recipients.
7. There may be other awards and recognitions determined by the President at various times of the year.

Program Co-chairs

1. Role is two-year commitment. President appoints one entering Board Member to Program Co-chair role each year, so that one member continues in role, and one entering Board Member begins each year. Co-chairs negotiate responsibilities between the two, with continuing Co-chair typically providing leadership and mentoring to entering Co-chair.
2. Co-chairs consult with Board regarding sending of Call for Programs for Fall Conference. 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>.
3. Use results of previous program evaluations to suggest programs for upcoming Conference. On ongoing basis, consult with President regarding additional program needs, suggesting possible invited speakers/topics.
4. Receive program proposals and distribute them to other Co-chair and President for review and selection, with a May 15th deadline. The Board is often included in discussions regarding program selection.

5. When notified by President of invited speakers who present on topics that meet criteria for CEs, Program Co-chairs clarify who is responsible for securing program descriptions, objectives, and vitas from invited speakers. Program Co-chairs will receive them.
6. When notified by Diversity Scholarship Committee that the Diversity Scholars have been selected, the program Co-chairs communicate with the Diversity Scholarship Program Co-chair(s), to make decisions regarding further communications with the Diversity Scholars. The Diversity Scholarship Program Co-chair(s) or the Conference Program Co-chair:
 - a. Sends cover letter, Call for Programs, and information about previous Diversity Scholars' CE presentations to the two scholars, and;
 - b. Secures program descriptions, objectives, vitas, and AV equipment requirements from Diversity Scholars.
7. The Selection Committee (i.e., Co-chairs and President) reaches program acceptance decisions often in consultation with 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 and conference folder enclosure prior to Fall Conference. APA Continuing Education Sponsor Approval System (CE-SAS) 2005 Standards and Criteria require that advertising materials include program objectives.
 - c. Send 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. This occurs on five-year cycle after 2010 conference (reapplication due February 1, 2016).
8. In consultation with President, develop draft of conference schedule. Communicate with President and conference host about assignments for conference rooms. Once the schedule is finalized by the President, the Program Chair sends it to the Web Master. Goal is to have completed program posted by mid-June.

Continuing Education (CE) Co-Chairs

1. Role is two-year commitment. President appoints one entering Board Member to CE Co-chair role each year, so that one member continues in role and one entering Board Member begins each year. Co-chairs negotiate responsibilities between the two, with continuing Co-chair typically providing leadership and mentoring to entering Co-chair.
2. Reviews APA Continuing Education Sponsor Approval System (CE-SAS) Standards and Criteria: <http://www.apa.org/ed/sponsor/about/standards/manual.pdf> and provides consultation to Program Co-chairs and President about any updated requirements.

Conference Responsibilities:

1. Prior to Fall Conference, the CE Co-chairs develop the CE program description

and post this on the ACCTA website conference link. The CE program description is different than the Conference schedule, as it details the learning objectives and provides detailed description of each CE program. The CE Program Description should be posted to the website at least two weeks prior to the conference.

2. Prior to 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 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 (2009 CE-SAS standards require that logs be kept for three years after completion of the CE activity).
 - b. Evaluation forms for each CE program (2009 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 2009.
 - d. Instructions for the presenter regarding management of attendance sign in process
4. Attendance records will be kept either via hard copy or stored via electronic means. Co-chair who is completing two-year term as CE Co-chair at close of ACCTA Conference brings attendance records from two previous conferences to transfer to continuing Co-chair, unless they are stored electronically. Co-chair who is completing two-year term discards attendance records (paper or electronic) that are three years old.
5. CE Co-chairs collect completed evaluation forms and attendance logs (paper or electronic) before the end of the conference (2009 CE-SAS standards require that logs be kept for three years after completion of the CE activity).
6. After Conferences, 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 President and continuing Program Co-Chair, along with comments on Suggestions for Future Programs.

Non-conference Responsibilities:

1. After the first post conference Board meeting during which new Board Members are assigned tasks, the CE Co-chair who is continuing in the role 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.

2. When contacted by APA CE-SAS, prepares appropriate reports in consultation with President. The annual Activity Summary Form requires submission of list of CE programs, number of attendees, and advertising materials (i.e., conference CE program descriptions and objectives) for programs offered in last year. The Activity Summary Form, along with the annual fee, is due in February of each year: <http://www.apa.org/ed/sponsor/about/policies/summary.pdf> . CE Chair arranges for Treasurer to pay annual fee.
3. Status report documenting changes in organizational structure, programming offering types, and responses to any concerns raised by the CE-SAS, is due annually in February. The CE-SAS will send a notice of Status Report requirements two months prior the due date. See status report requirements at: <http://www.apa.org/ed/sponsor/about/policies/status.aspx>
4. Full renewal applications are required once every five years. Renewal application was completed most recently on February 1, 2016. The renewal application requires vitas of four instructors from most recent program. CE Co-chairs access these from Program Co-chairs, who acquire presenters' vitas through the program proposal process.
5. Co-chair who is completing two-year term as Co-chair transfers records of correspondence with the APA CE-SAS to continuing CE Co-chairs

Care and Compassion Role

The role of the Care and Compassion ACCTA Member is defined as a 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 person 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.

Elections

1. Prior to nominations, the Voting Coordinator shall post 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. Any eligible Member may self-nominate.
3. The voting coordinator will coordinate with website managers to ensure a valid electronic voting system is in place during the stipulated time frames for all voting activities.
4. The Voting Coordinator will consolidate nominations made via the listserv prior to the

conference and announce those nominees at a conference meeting.

5. 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.
6. The Voting Coordinator will coordinate with the Standing Committee on Diversity (SCD) in regard to the SCD slate, and supporting electoral processes of SCD co-chairs as requested by the SCD.
7. The Voting Coordinator will solicit written statements from all candidates as specified in the Bylaws. These statements may follow a Question-and-Answer format.
8. The SCD slate member who receives the highest number of votes will be elected to the Board. Additional SCD slate members who receive more votes than other candidates for Board positions may also be elected to the Board.
9. After all nominees have been informed of the results, the President will announce the results of the election via the listserv.

Standing Committees

1. 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 President will appoint a Board Liaison for each Standing Committee.
2. The Standing Committees of the Association are:
 - a. **The Standing Committee On Diversity (SCD)**
 - i. SCD Mission
The SCD promotes cultural diversity, multiculturalism, social justice, and advocacy issues within ACCTA, and works 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 what those experiences bring to the organization and training profession.
 - ii. General Tasks
 - (1) The SCD elects the SCD-Steering Committee (SCD-SC).
 - (2) The SCD nominates a slate of three members to be voted on by the membership as a part of the regular Board of Directors election.
 - (3) The SCD Slate is identified using the following process:
 - Nominations for the SCD slate are accepted online prior to the conference through the SCD listserv.

- SCD members are nominated or may self-nominate via the SCD listserv.
 - Nominees will answer a series of questions via the listserv, and the SCD listserv members will vote electronically.
 - The slate will be forwarded to the Elections Chair for dissemination to the membership.
 - 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.
- (4) SCD identifies volunteers to serve as co-chairs of the Diversity Mentorship Scholarship Committee.
- (5) SCD apprises the membership and the SCD-SC of diversity issues or actions that need to be addressed by the organization.
- (6) SCD hosts or participates in affinity group meetings.
- (7) Participates in Culture Sharing.
- iii. The SCD structure includes a Steering Committee. The SCD-SC selects SCD Co-chairs. The SCD Co-chairs identify two Diversity Mentorship Scholarship Committee Co-chairs. They work with the Board Liaison, who is identified by the ACCTA President.
- (1) SCD-Steering Committee
- The SCD Steering Committee (SCD-SC) is comprised of the two SCD Co-chairs, plus an additional five members. Each member serves a two-year term.
 - The SCD-SC is elected by the SCD membership using the following process:
 1. The SCD Co-chairs identify how many new members are needed and put out a call for nominations.
 2. SCD members are nominated or may self-nominate via the SCD listserv.
 3. Members will answer a series of questions via the listserv.
 4. SCD listserv members will vote electronically.
 - The SCD-SC will select a new SCD Co-chair at the Steering Committee meeting during the fall conference. The second SCD Co-chair will continue the two-year term.
 - The SCD-SC collaborates and consults with the Board and assists the Board through:
 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 regarding issues of diversity.
 4. As requested, coordinating diversity evaluation projects (e.g., needs assessments, cultural audits).
 5. As requested, facilitating ACCTA large group diversity learning opportunities.
- iv. Coordinates Culture Sharing Activity
1. Provides information about culture sharing activity prior to conference.
 2. Solicits participation.
 3. Coordinates audio-visual needs with conference planners.
 4. Facilitates Cultural Sharing.
- v. Collaborates with Board Liaison on coordinating Affinity Group Discussions
1. Solicits ideas from ACCTA members about affinity groupings prior to the conference.
 2. Coordinates with conference planning committee to determine programming time and group meeting spaces
 3. Identifies affinity groups for the conference.
 4. Solicits volunteer hosts/facilitators for affinity group discussions.
- vi. Makes recommendations to the general membership regarding diversity issues.
- vii. Responds to ACCTA survey items focused on diversity, and periodically summarizes data for presentation at the SCD Meeting.
- viii. Regularly evaluates selection criteria for Diversity Scholars Program.

(2) SCD Co-chairs

- a. Convene the SCD-SC meetings.
- b. Manage the SCD-SC and SCD listservs.
- c. Convene the meeting at the annual conference.
- d. Write and submit the SCD annual report.
- e. Collaborate with the Co-chairs of the Diversity Scholarship Mentorship Program and serve as readers and raters of the Diversity Scholarship applications.
- f. Consult with the Co-chairs of the Conference Programs and serve as readers of conference program proposals.

(3) Diversity Mentorship Scholarship Co-chairs

- a. Solicit nominations for Scholars from ACCTA membership.
- b. Collaborate with the SCD Board Liaison regarding the logistical needs of the Diversity Scholars.
- c. Coordinate the review and selection of the Diversity Scholars with the Executive Committee of the ACCTA Board of Directors, the SCD Liaison to the Board, and the Co-chairs of SCD.
- d. Convene the Diversity Scholars Conference Program.
- e. Coordinate connecting Diversity Scholars to an ACCTA Connector.

(4) SCD Board Liaison

- a. Facilitates communication between the SCD-SC and the Board.
- b. As requested, participates in the monthly SCD-SC conference calls.
- c. Collaborates with SCD-SC to coordinate Affinity Group discussions.
- d. In consultation with the Diversity Scholars Co-chairs, collaborates regarding the logistical needs of Diversity Scholars.

b. **The Standing Committee on Bylaws (SCB)**

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. SCB also maintains and periodically updates these Policies and Procedures.

c. **The 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, by request, with others 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.

d. **The 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 the membership. The Committee will solicit ideas, forms, policies, and/or procedures via the ACCTA listserv and will have them posted to the ACCTA web site in an easily accessible format. Links to additional training resources outside of ACCTA will also be included.

e. **The Standing Committee on Nominations**

The Standing Committee on Nominations is charged with soliciting nominations from the 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.

f. **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."

Conference Planning Board Liaison, Conference Hosts

1. There was previously a Standing Committee on Conferences established at the 2004 ACCTA conference to provide ongoing support for the various functions which are needed on an annual basis for the success of ACCTA's Fall Conference.
2. However, the Standing Committee on Conferences was later dissolved because previous roles and functions of the members would be subsumed under those of the conference hosts a board member liaison, and AMC Source. A Conference Planning Board Liaison position for a board member was established to work with AMC Source coordinating conference tasks and reporting to the ACCTA board on the process of conference planning and coordination.

The Following tasks will be assumed by the Conference Planning Board Liaison:

- (1) Working with the conference planner to identify and evaluate future conference sites;
- (2) Working with the conference site hotel and the ACCTA President to get initial contracts signed;

- (3) Communicating with the Board and Membership regarding conference site choices;
- (4) Reporting to board about conference liaison issues;
- (5) Working closely with the conference Co-hosts to aid them in any manner that is needed (i.e., help with transportation needs, conference gifts, name tags, conference folders, meal selection, etc.).
- (6) During the conference, assisting conference hosts and trouble-shooting when necessary, being a source of contact with AMC Source and conference site.

The following tasks will be assumed by AMC Source:

- (1) Finding conference site and negotiating 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 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;

3. Conference Host Duties Include:

- (1) Meeting with hotel to arrange and confirm conference space (e.g., breakout rooms, reception space, large ballrooms) is adequate for ACCTA programs and meal needs;
- (2) Serving as the conference site contact and setting menus for ACCTA meals;
- (3) Creating conference website information about site and surrounding area;
- (4) Writing conference description;
- (5) Contributing conference content to AMC Source for website;
- (6) Arranging for any accommodation needs of ACCTA members;
- (7) Arranging conference excursion;
- (8) Compiling content for folders and putting folders together;
- (9) Staffing welcome table;
- (10) Working with ACCTA Secretary to copy conference packet materials, stuffing packets, and transporting packets to conference;
- (11) Serving in role of trouble shooter and liaison with conference hotel during conference

ACCTA Diversity Mentorship Scholarship Program

1. The Chair of this project coordinates the recruitment and selection of scholarship recipients each spring for attendance at the annual Fall Conference.
2. Recruitment/nomination letters are sent to all ACCTA members in the early spring.
3. The deadline for receipt of applications is near April 1st.
4. The Chair prompts the Committee to review and rate applications on the website. The Selection Committee consists of:
 - a. Executive Committee (President, President-elect or Past President, Secretary, and Treasurer);
 - b. Standing Committee on Diversity (SCD) Liaison to the Board;
 - c. Co-chairs of the SCD; and
 - d. Chair(s) the Diversity Mentorship Scholarship Program.
5. The Selection Committee typically has one month to review the applications and return ratings to the Diversity Mentorship Scholarship Program Chair(s).
6. The Chair(s) compiles the ratings and informs the applicants and the Selection Committee of the results. The Chair(s) also asks for confirmation of acceptance from the recipients with a certain time frame (usually 2 to 3 weeks) and informs recipients of the requirement to present a program at the ACCTA fall conference.
7. The Chair(s) works with the Mentoring Program Chair to coordinate Mentor matches for the Diversity Scholars as appropriate.
8. The Chair(s) works with the conference hosts to forward materials to the recipients.
9. The Chair works with the Continuing Education Chair to send cover letter, Call for Programs and list of previous year's programs to recipients.
10. After the conference, the Chair(s) solicits evaluations from the recipients.

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.

- a. Liaisons will submit formal reports to the membership in a timely manner and no later than the Fall Conference.
 - b. Liaisons will be prepared to make presentations at the ACCTA Fall Conference, if requested.
 - c. Liaisons should see the new (2015) Position Description: Liaison for ACCTA for detailed information about the role, responsibilities, and sample reports and templates.
4. The President will designate a member from ACCTA to request the agenda of the National Register and/or the Conference Book from the Annual ASPPB meeting so that ACCTA can monitor activities relevant to our organization.

Listserv

1. 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.

2. 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 Jobs Coordinator may post job listings on the list. Requests from non-members to post positions should be directed to the ACCTA Jobs Coordinator.

3. 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.

4. Management

- a. The listserv will be hosted through the APA organizational site for no charge until such time as the Board or APA wishes to sever this relationship.
- b. The Listserv Manager is appointed annually by the President.
- c. The Listserv Manager is responsible for ongoing operation of the listserv and addition and removal of members.
- d. The Listserv Manager will provide members with instructions on the use of the listserv and electronic communication.
- e. Summary of Listserv Manager's Responsibilities:
 - i. Collaborating closely with the ACCTA Website Coordinator, Membership Chair, Treasurer, and the ACCTA Board when needed, to ensure that people who request listserv subscriptions are current ACCTA members;
 - ii. Notifying the Membership Chair after new Training Directors of existing programs are added to the listserv, so that the Membership Chair can welcome the new representative over the listserv.

- iii. Working with the computer services personnel in the organization (APA) whose computer hosts the listserv, to ensure the efficient operation of the listserv;
- iv. Adding, deleting, and modifying members' listserv subscriptions on request. (This is done through the <http://listserve.apa.org/> web interface, and does not require the Listserv Manager to have any knowledge of computer code or commands);
- v. Providing appropriate documentation and information to assist members in using the listserv effectively;
- vi. Creating any necessary documentation associated with the operation of the listserv, such as welcome messages and user instructions;
- vii. Taking all necessary steps to ensure that questions and problems are resolved;
- viii. Providing an annual Listserv Committee report.

5. Listserv Rules

When a member subscribes to the ACCTA Listserv and sends messages, they are agreeing to these rules and netiquette. These apply to members of nearly any Internet news or interest group. 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.

Listserv Rules & Etiquette

Rule 1:

Do not use the forum for illegal purposes, including but not limited to defamation, violation of intellectual property laws, violation of antitrust or unfair competition laws, or violation of criminal laws.

Rule 2:

Do not intentionally interfere with or disrupt other members, network services or equipment. Also, as a courtesy, do not forward "Spam." Spam is internet junk mail. This includes: unsolicited advertisement or chain letters, jokes, contest offers, etc. Also, please do not pass along computer worm/virus alerts unless instructed by your University internet administrator to do so. Use of the network to make unauthorized entry to any other machine accessible via the listserv is disallowed.

Rule 3:

Do not use the Forum for commercial purposes. "Commercial" means communications whose purpose is advancing the business or financial interests of any person or entity, or otherwise promoting a financial transaction for the benefit of the author. Examples of prohibited communications include advertisements for products or services, notices regarding rental of office space, or direct solicitations of members to purchase products or services. Examples of messages that may be of financial benefit to members but are not prohibited because they do not inure the financial benefit of the author, include job listings, or discussion of

professionally-related products or services where the member conveying the information is not in the business of selling the products or services. Announcements that provide useful professional information to members but may also have some incidental commercial benefit to the sender (e.g. an author who is advising the listserv of publication of a professional book) typically would not be "commercial."

Rule 4:

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. Non-members may not conduct formal or informal surveys on the Listserv without the approval of the President. Members and/or the ACCTA Jobs Coordinator may post job listings on the list. Requests from non-members to post positions should be directed to the ACCTA Jobs Coordinator.

If a member breaks these rules then they can be unsubscribed because the rules govern the very heart of our arrangements with our service provider (APA). More Information about Listserv "Netiquette" can be found at: <http://www.iwillfollow.com/email.htm> For more information on APA Listserv 22

Usage Rules, please check: <http://listserve.apa.org/infopages/Listowner%20message.htm>