

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

October 2008

SERIES 800 BRANCHES

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Series 800 - Introduction

BRANCH OFFICERS

Role: The role of an officer of a Branch of the American Counseling Association is to provide leadership to Branch members.

Functions: The functions of an officer of a Branch include:

1. To conduct the affairs of the Branch in compliance with the Bylaws of the Branch and the Bylaws of ACA;
2. To be a member of the American Counseling Association;
3. Proposed amendments to the Articles of Incorporation or Bylaws of any Branch shall be reported in writing to the ACA President no later than fourteen weeks prior to the Governing Council meeting at which the change may be considered. The ACA President shall transmit the written proposed amendments to the ACA Bylaws Committee which will transmit to the Governing Council such proposed amendments with or without recommendations regarding each proposed change at least six weeks before the next regularly scheduled meeting. Any such proposed amendment cannot take effect until approved by the ACA Governing Council;
4. To send to the ACA President the names of the directors and officers promptly following their election or appointment;
5. To submit a written report to the ACA President who shall report salient developments to the Governing Council;
6. To facilitate the achievement of the Branch and ACA goals;
7. To participate in leadership training;
8. To facilitate the articulation of Branch issues and concerns and relay these concerns and issues to Regional leaders and other ACA leaders;
9. To attend Region meetings.

Bylaws References: Article VII – Branches of the Association: Section 3 (a-c); and Section 6. Reports.
Adopted: 09/17/95, 10/07

Policy 801.1 INFORMATION TO BRANCH EXECUTIVES

When information from headquarters and ACA leaders is sent to Branch Presidents, the Branch Executives shall be copied.

Approved: 05/27/97; **Revised:** 06/11/99, 10/07

Policy 801.2 BRANCH INPUT

ACA shall advise the Branch President of ACA activities which are to be presented within that Branch.

Approved: 03/19/96, 10/07

Policy 801.3 ROTATIONAL SYSTEM FOR BYLAWS REVISIONS

Branch Bylaws will be reviewed on a four-year rotating basis.

Implementation Procedures:

1. **Bylaw Submission:** The following Branches will submit their Bylaws to ACA for review in this order: North Atlantic Region Branches, Southern Region Branches, Midwest Region Branches, Western Region Branches.

- 2. Notification:** Notification by the Executive Director or his designee of when Bylaws are due for review will be sent to each Branch one year in advance of due date.

Approved: 06/11/99