

ARCA Student Chapter Leadership Manual



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Preface

Welcome to the American Rehabilitation Counseling Association (ARCA) and to your respective Student Chapter! We would like to congratulate you on joining hundreds of other rehabilitation counselors, educators, and students across the country in celebrating excellence in rehabilitation counseling. This information has been created as a resource for your Chapter's development and growth. Each topic provides valuable information related to your chapter.

Overview of the American Rehabilitation Counseling Association

ARCA is an organization of rehabilitation counseling practitioners, educators, and students who are concerned with improving the lives of people with disabilities. Rehabilitation Counselors are counselors with specialized training and expertise in providing counseling and other services to persons with a disability.

ARCA's mission is to enhance the development of people with disabilities throughout their life span and to promote excellence in the rehabilitation counseling profession.

ARCA's goal is to provide the type of leadership that encourages excellence in the areas of rehabilitation counseling practice, research, consultation, and professional development.

ARCA is equally interested in eliminating environmental and attitudinal barriers so that more opportunities are available with regard to education, employment, and community activities to people with disabilities. These goals are addressed by ARCA through public education and legislative activities.

One of ARCA's primary goals is to increase public awareness of rehabilitation counseling and to extend its influence by encouraging members to become involved in the association's outreach and educational efforts. Other goals are to help members develop their leadership skills through participation in ARCA's organizational activities and to work with state officials to develop appropriate licensure requirements.

Scope of Practice for Rehabilitation Counseling

I. Assumptions

- The Scope of Practice Statement identifies knowledge and skills required for the provision of effective rehabilitation counseling services to persons with physical, mental, developmental, cognitive, and emotional disabilities as embodied in the standards of the profession's credentialing organizations.
- Several rehabilitation disciplines and related processes (e.g., vocational evaluation, job development and job placement, work adjustment, case management) are tied to

the central field of the rehabilitation profession with counseling as its core, and is differentiated from other related counseling fields.

- The professional scope of rehabilitation counseling practice is also differentiated from an individual scope of practice, which may overlap, but is more specialized than the professional scope. An individual scope of practice is based on one's own knowledge of the abilities and skills that have been gained through a program of education and professional experience. A person is ethically bound to limit their practice to that individual scope of practice.

II. Underlying Values

- Facilitation of independence, integration, and inclusion of people with disabilities in employment and the community.
- Belief in the dignity and worth of all people.
- Commitment to a sense of equal justice based on a model of accommodation to provide and equalize the opportunities to participate in all rights and privileges available to all people; and a commitment to supporting persons with disabilities in advocacy activities to achieve this status and empower themselves.
- Emphasis on the holistic nature of human function, which is procedurally facilitated by the utilization of such techniques as:
 1. interdisciplinary teamwork.
 2. counseling to assist in maintaining a holistic perspective.
 3. a commitment to considering individuals within the context of their family systems and communities.
 4. recognition of the importance of focusing on the assets of the person.
 5. commitment to models of service delivery that emphasize integrated, comprehensive services which are mutually planned by the consumer and the rehabilitation counselor.

III. Scope of Practice Statement

Rehabilitation counseling is a systematic process which assists persons with physical, mental, developmental, cognitive, and emotional disabilities to achieve their personal, career, and independent living goals in the most integrated settings possible through the application of the counseling process. The counseling process involves communication, goal setting, and beneficial growth or change through self-advocacy, psychological, vocational, social, and behavioral interventions. The specific techniques and modalities utilized within this rehabilitation counseling process may include, but are not limited to:

- assessment and appraisal;
- diagnosis and treatment planning;
- career (vocational) counseling;
- individual and group counseling treatment interventions focused on facilitating adjustments to the medical and psychosocial aspects of disability;
- case management, referral, and service coordination;

- program evaluation and research;
- interventions to remove environmental, employment, and attitudinal barriers;
- consultation service among multiple parties and regulatory systems;
- job analysis, job development, and placement services, including assistance with employment and job accommodations; and
- the provision of consultation about access to rehabilitation technology.

Purpose and Use of this Leadership Manual

This Leadership Manual is designed to provide an overview of guidelines and means of support for new and continuing ARCA Student Chapters and their respective officers and Chapter Faculty Advisors. ARCA is open to any feedback on ways to improve this Leadership Manual and we welcome any comments or recommendations to better support our current and future ARCA Student Leaders.

ARCA Mission Statement

The mission of ARCA is to enhance the development of people with disabilities throughout their life span and to promote excellence in the rehabilitation counseling profession.

Sample ARCA Student Chapter Mission Statement

Upon reviewing the ARCA Mission Statement, we invite each chapter to create their own mission statement, specific to each chapter. To help facilitate this process, a sample chapter mission statement is provided below:

The mission of the _____ Chapter is to promote scholarship, professionalism, leadership, and advocacy within rehabilitation counseling, to prepare the future generation of rehabilitation counselors, and to endure the dedication of its membership to the disability community and advancement of rehabilitation counseling.

Organizational Structure: ARCA and Its Chapters

Organization of the American Rehabilitation Counseling Association

The American Rehabilitation Counseling Association is governed by an Executive Board which consists of the following officers: President, President-Elect, Past-President, Secretary, Treasurer, Director: Council on Research & Knowledge, Director: Council on Development and Collaboration, ACA Governing Council Representative, Director: Council on Organization, Administration, and Management, Director: Public Policy, Professional Preparation and Standards, Director: Council on Public Relations and Awareness, and the Student Representative. The ARCA Executive Board serves to lead the ARCA Membership and represent rehabilitation counselors within the American Counseling Association. They also keep the membership informed of all matters pertinent to the good and welfare of the organization as well as opportunities for professional development and involvement.

The ARCA Executive Board meets on a monthly or bimonthly basis and also meets at the annual ACA Conference & Expo to conduct the business of ARCA. They also hold other meetings as deemed necessary but most business is conducted by email or virtual meetings.

Depending on Presidential initiatives, ARCA may have several Committees for members to join, in addition to the establishment of Task Forces to work on matters of an immediate or non-recurring nature related to a specific purpose of ARCA or advocacy within rehabilitation counseling or the counseling profession at large.

Meet Your ARCA Leadership

We invite you to review the ARCA website to learn who makes up this year's [ARCA Board Members](#). Have a question about your chapter and don't know where to turn? Contact one of our Council Chairpersons for help and information.

Chapter Development Needs

The aim of this Leadership Manual is to help answer questions you may have regarding day-to-day operations, duties of various officers and Chapter Faculty Advisor, committees that could be developed to help grow your chapter, as well as ideas for programming.

ARCA Student Chapter Overview of Role and Functions

ARCA Student Chapters serve as links within their respective communities to promote interaction between rehabilitation counselors, students, alumni, and local professional counselors. The chapters provide a forum for interaction, sharing of concerns, discussion of issues, and support for common interests. Professional development of members is of primary interest for chapters, as is service to members and to the rehabilitation counseling profession.

Many chapters schedule meetings and solicit speakers on a variety of topics relevant to rehabilitation, thus serving as a resource for continuing education. Chapters also conduct a variety of service activities, engage in disability education and advocacy, and organize a variety of social gatherings to facilitate interactions among members.

The creativity and efforts of individual chapter officers and members lead to numerous and diverse activities for the benefit of members as well as the counseling profession. This manual is intended to assist chapters in realizing their full potential for service to members.

Organization of ARCA Chapters

ARCA Student Chapters are governed by an Executive Board, which typically consists of the following positions: President, Vice President, Secretary, and Treasurer. Additional officers, such as a President-Elect and Past-President, may be added to the chapter officers at the discretion of the chapter. The Chapter Faculty Advisor, although not an official member of

the Executive Board, is an ex-officio member of the Chapter Executive Board and can be a contact person to communicate with the ARCA Executive Board, as needed.

Chapters may, but are not required, to fill optional or recommended positions. When such positions are not filled, however, the duties of that position must be subsumed under the duties of one or more of the other ARCA chapter officers.

Chapter officers hold meetings of the chapter membership as deemed necessary, with at least one meeting per academic term. One meeting per year is to be designated as the annual meeting. This meeting should occur at about the same time each year. The Executive Board meets and works between annual meetings to carry on the business in keeping with members' interests and directives. They also keep the membership informed via listservs, email, approved chapter social media, the chapter newsletter, and/or special correspondence when necessary, of all matters of consequence which relate to the good of the chapter.

The chapter may have committees which serve to facilitate chapter operations. Committee chairpersons serve for a period of one to two years and are appointed by the President and/or Executive Board. The committees may include the following: Awards, Bylaws, Community Engagement and Professional Advocacy, Membership, Mentoring, Nominations & Elections, Professional Development, Publications/Newsletter, Social Engagement, and Wellness. Other committees may be established by a Chapter as needed to work on matters of an immediate or non-recurring nature related to a specific purpose of the chapter.

Duties of Chapter Officers and Chapter Faculty Advisors

Chapter Faculty Advisor (required)

All chapters must have a Chapter Faculty Advisor (CFA). The Chapter Faculty Advisor is the primary individual responsible for overseeing and mentoring the operation of the chapter. They function much like the Executive Director of an organization. The elected officers of the chapter plan and conduct their activities in accordance with the advice and consultation of the Chapter Faculty Advisor. Leadership development is a primary function of the person in the position. Depending on available resources and personnel, a Back-Up/Co-Chapter Faculty Advisor can be helpful to have as well.

The duties of the Chapter Faculty Advisor (which may be delegated to chapter officers in terms of authority but not overall responsibility) shall be to:

1. Be responsible for all correspondence between ARCA and chapter members.
2. Receive and transmit all correspondence with programming, award, and other professional development opportunities between ARCA and chapter members. .
3. Coordinate and oversee activities of the ARCA Chapter Executive Board and members.
4. Notify ARCA of changes of Chapter officers.
5. Assist in the selection of a new Chapter Faculty Advisor.

6. Endorse chapter nominations for awards.
7. Serve as liaison with rehabilitation counseling faculty and other faculty in counseling departments or centers.

Qualifications

The Chapter Faculty Advisor must be a full time faculty member in rehabilitation counseling at the institution sponsoring the ARCA chapter. The Chapter Faculty Advisor must be a member in good standing (dues paying) of ARCA.

Term of Office

If needed, faculty members can periodically rotate responsibility for this function.

Chapter President (required officer)

The Chapter President organizes, delegates, follows up, oversees, orchestrates, and sets a tone of enthusiasm for the chapter. It is the President's role to motivate people, support and recognize their efforts, celebrate their successes, and enable their activities. The President encourages the activities of members. The duties of the Chapter President shall be to:

1. Exert leadership in achievement of the purposes of the ARCA chapter.
2. Preside at all meetings of the chapter and Executive Board.
3. Share Executive Board and membership information received from various sources that may be of interest to ARCA members.
4. Assure that the Executive Board actively participates in establishing and achieving predetermined goals for the academic year.
5. Assure that the Executive Board actively participates in setting and achieving membership goals.
6. Appoint Committees according to the chapter Bylaws and designate Chairs for each Committee.
7. Appoint other Committees as needed, with the advice and consent of the Executive Board, and the stipulation that all Committee members must be members of ARCA and of the chapter in good standing.
8. Provide Committee Chairpersons and potential Chairpersons with relevant pages from this Manual.
9. Serve ex-officio on all Chapter Committees.
10. Receive and direct outside reports, memos, and inquiries.
11. Serve in a clearing capacity for internal organizational questions, concerns, and suggestions.
12. Conduct the official business of the chapter, including issuance of notice of meetings.
13. Assure the maintenance of permanent records for the chapter, for example:
 - a. Share Drive or folder on the chapter containing all recent memos and releases.
 - b. Share Drive or folder containing the minutes of the Executive Board meetings and other chapter meetings.

- c. Correspondence file.
 - d. Minutes of special Committee meetings.
 - e. Chapter archives or permanent record files.
 - f. Membership record files.
14. Pass on all relevant file material to their successor.
 15. Maintain close contact with the Chapter Faculty Advisor to keep them apprised of all correspondence and activities.

Term of Office

- One year as President-Elect (highly recommended)
- One year as President (required)
- One year as Past-President (recommended)

Chapter President-Elect (recommended officer)

The duties of the Chapter President-Elect shall be to:

1. Perform the duties of the President in the event of the resignation, incapacity, absence, or death of the President.
2. Become informed of the current affairs and activities of the chapter and become involved in these activities as requested by the Executive Board.
3. Serve as a member of the Chapter Executive Committee.
4. Coordinate, with Chapter Faculty Advisor, the ordering of commendations for the outgoing President.
5. Toward the end of the year, begin planning and contacting potential Committee Chairs for the year as President.
6. Keep files of activities and transfer them to the succeeding President-Elect.
7. Perform various functions as requested by the President.
8. Submit a report of activities and recommendations to the President for each Executive Board meeting.
9. Pass on all relevant file materials to their successor.

Term of Office

- one year as President-Elect (recommended)
- one year as President (required)
- one year as Past-President (recommended)

Chapter Past-President (recommended officer)

The duties of the Past-President shall be to:

1. Serve as a member of the Chapter Executive Board.
2. Perform the duties of the President-Elect in the event of the resignation, incapacity, absence, or death of the President-Elect.

3. Serve as advisor to the President and the Executive Board.
4. Pass on all relevant file materials to their successor.

Term of Office

- one year as President-Elect (recommended)
- one year as President (required)
- one year as Past-President (recommended)

Chapter Secretary / Treasurer (required officer(s))

Each chapter must have someone fulfill the functions of Secretary and Treasurer. Chapters have the option of filling one or both offices, but must assure that all functions associated with both are fulfilled. The duties of the Chapter Secretary and Treasurer shall be to:

1. Serve as a member of the Chapter Executive Board.
2. Keep records of the meetings of the Executive Board.
3. Take minutes of the Executive Board meetings, and chapter business meetings, including a list of members and guests present, and distribute these at the earliest possible date to the Chapter Executive Board members, Newsletter Editor (if any), and Chapter Faculty Advisor.
4. Handle correspondence when feasible and appropriate, including meeting notices for members.
5. Maintain a file of the minutes of the last three years.
6. Write official correspondence as directed by the President.
7. Pass on all relevant file materials to their successor.
8. Assist the Chapter Faculty Advisor and officers in development and administration of the annual chapter budget, if feasible.
9. Maintain financial records of the chapter.
10. Receive and disburse chapter funds, if available.
11. Update membership records, name and address updates, etc., within any chapter records.

Term of Office

The Chapter Secretary/Treasurer serves one or two years, at the discretion of the chapter.

Duties and Composition of Committees

Types of Committees

In addition to the types of committees described in detail below (Awards, Bylaws, Membership, Newsletter, Nominations and Elections, and Webmaster), the Chapter President may choose to appoint committees that focus on areas such as Community Engagement and Professional Advocacy, Membership, Mentoring, Professional Development, and Social Engagement.

Awards Committee

The duties of the Awards Committee shall be to:

- Apprise the Executive Board of chapter awards criteria and deadlines.
- Prepare and submit nominations for ARCA awards, if wanting to nominate an identified student leader, Chapter Faculty Advisor, or chapter for ARCA recognition.
- Prepare an annual plan for solicitation and presentation of chapter awards. solicit awards nominations, select and notify recipients.
- Work with the Chapter Faculty Advisor to order/prepare awards.
- Coordinate awards presentations at official functions.
- Provide training for the following year's awards committee members.

Chair serves for one to three years, appointed by the President and Executive Board.

Bylaws Committee

The duties of the Bylaws Committee shall be to:

- Solicit and process suggested Bylaws changes from the chapter members and the Executive Board.
- Draft proposed amendments to the Bylaws for presentation to the membership at the annual business meeting and/or other meetings of the chapter.
- Keep the membership informed about changes in the Bylaws.
- Maintain a current set of Bylaws at all times, and distribute updated copies to all members of the Executive Board after each Bylaws amendment.
- Maintain accurate records, and transfer files to the incoming Bylaws Chairperson.
- Submit a written report of activities to the President on an annual basis.
- Copies of Bylaws changes should be sent to the membership and must first be approved by the ARCA Executive Board.
 - Bylaws updates can be sent to the ARCA Student Representative who will share updates with the Board for voting at the following ARCA Board Meeting. (ARCA Student Representative contact information can be found here: [ARCA Board Members](#))
- Assure that all chapter bylaws are congruent with and approved by the ARCA Executive Board.

Term of Office

Chair serves for one to three years, appointed by the President and Executive Board.

Membership Committee

The duties of the Membership Committee shall be to:

- Promote membership in the ARCA Student chapter.
- Design and implement informational activities and procedures.

- Arrange for appropriate distribution of membership brochures.
- Analyze lapsed membership for patterns and suggest to the Executive Board appropriate actions to prevent membership loss.
- Inform the membership of activities of the Committee.
- Prepare articles for the Chapter Newsletter (if any) and for university and/or training program publications.
- Prepare an annual plan for membership invitation for submission to the Executive Committee at the annual fall meeting each year.
- Prepare an annual written report to the President for the annual business meeting.
- Consider ways to invite students from other counseling specialty areas into the chapter to ensure their participation and collaboration with rehabilitation counseling.
- Pass on all relevant file materials to their successor.

Term of Office

Chair serves for one to three years, appointed by the President and Executive Board.

Newsletter

Chapters may elect to have a newsletter and appoint an Editor. For those chapters which have a newsletter, the following suggestions are made:

1. There shall be a regular production schedule for the newsletter.
2. An Editor shall be appointed by the President and Executive Board to solicit, screen, and edit material for inclusion in the newsletter.
3. Copies of the newsletter shall be sent to the ARCA Executive Board.
4. The Chapter Faculty Advisor shall review the newsletter prior to publication and distribution of each issue.

Nominations and Elections Committee

The Nominations and Elections Committee is chaired by the Past-President (if the chapter has one who is active) or another person appointed by the President and Executive Board, and has two additional members appointed by the Chapter Executive Board at the discretion of the President. The Committee serves for one year.

The duties of the Nominations and Elections Committee shall be to:

1. Work with the Chapter Faculty Advisor to canvas by e-mail and solicit through meetings, newsletters (if available), and other means, nominations for the elective offices of the chapter.
2. Prepare a slate containing not fewer than two names for each Chapter office to be filled.
3. Select the nominees to appear on the slate on the basis of qualifications for the office, field of interest, and the consent of the nominee.
4. Provide nominees with a copy of the appropriate pages of this Manual.

5. Publish chapter slate of officers and biographical information for members.
6. Ensure the announcement of the election results at a business meeting.
7. Submit a written report of activities to the President and Chapter Faculty Advisor prior to the business meeting. pass on all relevant file materials to their successor.

Webmaster/Public Relations

In the event that Chapters have a webpage through their university's training program, it is important that a member who is competent with basic web software and willing to oversee the chapter's web presence be appointed to this position. The chapter, under the direction of the Chapter Faculty Advisor, is responsible for the appearance, content, maintenance, and updating of the chapter website.

Schedule of Election Activities

December - January: solicit nominees; all nominees contacted to assure compliance
nominations closed

January 25: nominations closed

January: Executive Board approval of slate

February: balloting by email, online poll, or during meeting

March 15: notify all candidates of election outcomes

April: submission of names of officers to ARCA Executive Board (Student Representative)

May: chapter holds transition meeting between old and new officers.

Chapter Meetings

The overall rule for chapter meetings is: Be creative and responsive to the needs of members.

When

Chapter meetings must be held at least once an academic term, and may be held as often as deemed necessary by the Executive Board. Most chapters have found monthly or bimonthly meetings to be beneficial. Some chapters elect to meet during the summer months; others choose to sponsor social activities only during the summer; some choose not to meet except during the regular academic school term.

Where

Chapter meetings may be conducted in both formal and informal settings. Some chapters use classrooms, others find boardrooms or meeting rooms to be more suitable. When combined with social activities, university Student Unions may be suitable. Local rehabilitation

counseling agencies with conference rooms may lend their facilities for meetings, combined with a tour of the facilities and a brief talk about the nature of their services and clientele. The Executive Board may choose to meet over lunch or dinner, at school or workplace, or away from school or workplace.

Why

Meetings may be of various types and for varied purposes. Business meetings seem to be better attended when combined with social or other activities, and when refreshments are provided. The business meeting should be held first followed by other activities.

Business meetings, in keeping with the Bylaws, are conducted according to Robert's Rules of Order. Such meetings can include reports from the President, Secretary/Treasurer and other officers, reports from Committees, reports and discussion of old business of the chapter, and discussion and planning of new concerns or activities. Business meetings also provide opportunities for recruitment of volunteers for the many activities which chapters may choose to undertake.

Successful ARCA Student Chapter meetings have included, but are not limited to:

- Business discussions, reports of Committees
- Professional development speakers (CE hours may be granted by sponsoring institutions)
- Reports on recently read journal articles and books (limit each speaker to five minutes, plus five minute discussion)
- Discussions on opportunities for advocacy and community engagement
- Debates on topics of current professional interest
- Social activities designed to promote interaction among members
- In addition to meetings and speakers, chapters have hosted all-day workshops and seminars as well as fundraising activities. Chapters may work in consortia with other ARCA Student Chapters to plan conferences and workshops. Chapters also have coordinated attendance at and/or speakers for state, regional, national, and international meetings. Some chapters have made conference presentations, using members as presenters.

Membership Welcoming Ceremonies

While ARCA does not have material for chapter-specific Membership Welcoming Ceremonies, ARCA Student Chapters are encouraged to celebrate new membership of ARCA Student Chapter members, and may do so through any of the following types of activities:

- Banquet with speaker
- Luncheon or brunch with speaker
- Reception with speaker
- Formal meeting with speaker

Awards

ARCA encourages you to share with others the great work you will be doing by applying for ARCA Awards! Individual and chapter accomplishments are recognized during the ARCA Programming at the annual ACA Conference & Expo. Be sure to review currently offered [ARCA Awards](#), and consider ways to create your own chapter awards program.

Fundraising

ARCA Student Chapters are required to register and become recognized as a student organization on their respective campus. Upon doing so, consulting with Student Government regarding opportunities to obtain campus funding, in addition to fundraising, are encouraged to help support Chapter specific programming.

Bylaws

All ARCA Student chapters must have a set of bylaws to govern the operation of their chapter. Sample bylaws have been developed and are included in the appendix of this Manual. Chapter bylaws must be congruent with the bylaws of ARCA, and must first be approved by the ARCA Executive Board prior to establishing a Student Chapter.

If a chapter would like to make any changes to their bylaws, revisions must be sent to the ARCA Student Representative (contact information can be found here: [ARCA Board Members](#)) who will share the updates with the ARCA Executive Board for approval.

Calendar

Successful chapters are organized chapters! Another important step is the creation of a chapter calendar that will serve as reminders throughout the year. Consider how a calendar can be a benefit to you and your chapter. Sending Google or Outlook calendar meeting invites may increase attendance at your events. Including events on your rehabilitation counseling and counselor education program's calendar may also be helpful.

Annual Plans and Annual Reports

ARCA Student Chapters are encouraged to share Annual Reports and Plans with the ARCA Student Representative and Executive Board each year so that the Executive Board can be apprised of exciting programming and professional development offered by each ARCA Student Chapter. The ARCA Executive Board can also help promote programming offered by ARCA Student Chapters, so please feel free to contact the ARCA Student Representative with ways that we can best support your chapter's programming.

Attendance at ARCA Student Chapter Leadership Meetings

The ARCA Student Representative will host one to two annual Leadership Meetings for ARCA Student Chapter leaders to attend, during which time Chapter Leaders can meet one

another (virtually) and can discuss ideas for programming and learn from fellow ARCA Student Chapter members. Opportunities for ways in which ARCA can best support Student chapters will also be discussed, and attendance from representatives of each ARCA Student Chapter is strongly encouraged.

Appendix:

I. ARCA Guidelines for Starting a Student Chapter

- A. The student who is interested in starting the chapter must find a faculty member who is willing to serve as the advisor for the ARCA student chapter.
- B. Both the student and the advisor must be or become ARCA members.
- C. The student and the faculty advisor must work together to develop bylaws that govern the ARCA student chapter. Please feel free to contact our ARCA Student Representative (or review Appendix II) for sample bylaws.
- D. The established student chapter must be recognized as a student organization on their respective campus.
- E. Submit your ARCA student chapter bylaws to the ARCA Student Representative (contact information can be found here: <https://www.arcaweb.org/overview/board-members/>) for review.
- F. The bylaws will then be passed ARCA Executive Council to be voted on.
- G. The faculty and student will be contacted once the bylaws have been approved.

II. ARCA Student Chapter Sample Bylaws

University Name
Student American Rehabilitation Counseling Association
Constitution and Bylaws

Definitions

(A) The YOUR UNIVERSITY Student American Rehabilitation Counseling Association, hereafter referred to as “YU ARCA,” shall mean the association of graduate students at YOUR UNIVERSITY (YU) who are in the Master of Education in Counselor Education program and have a specialization in Clinical Rehabilitation Counseling, as well as any other students interested in learning more about the field of rehabilitation counseling.

(B) “Member” shall mean a person who is currently a graduate student in the Master of Education in Counselor Education program and have a specialization in Clinical Rehabilitation Counseling at YOUR UNIVERSITY or any student who is interested in learning more about the field of rehabilitation counseling.

(C) “Advisor” shall mean the faculty representative who is responsible for advising YU ARCA.

(D) “Student” shall mean anyone who has been accepted, and enrolled, into the Master of Education in Counselor Education program and have a specialization in Clinical Rehabilitation Counseling or any other program at YOUR UNIVERSITY.

Article I: Name and Purpose

Section I

The name of this organization shall be YOUR UNIVERSITY American Rehabilitation Counseling Association.

This association will be affiliated with the American Rehabilitation Counseling Association (ARCA) as a student chapter. This affiliation requires that YU ARCA follow and adhere to all ARCA bylaws and ethical codes.

Section II

The purpose of YU ARCA is to be an organized support group for YU Rehabilitation Counseling graduate students. Rehabilitation counseling is a highly specialized field of the counseling profession which focuses on improving the lives of people with disabilities throughout their lifespan, in addition to promoting a broader understanding of the rehabilitation counseling profession.

To that extent, rehabilitation counselors provide services in a variety of settings including private sector, public sector, and act as service coordinators, case managers, advocates, educators, and facilitators of change. Rehabilitation counselors also work to eliminate attitudinal and environmental barriers to people with disabilities. YU ARCA is open to students in the Master of Education in Counselor Education program- Rehabilitation Counseling Track- as well as any other students at YU interested in learning more about the field of rehabilitation counseling.

To assist in the overall success of these goals, YU ARCA will maintain a close and active relationship with itself and the national professional organization, the American Rehabilitation Counseling Association. YU ARCA will also serve as an advocacy group in support of rights for people with disabilities - within the YOUR UNIVERSITY community and the community at large.

Thus, it is the goal of YU ARCA to provide YU Clinical Rehabilitation Counseling students with an opportunity to enhance the learning experience outside of the classroom, build bridges between graduate students and professionals within the profession of rehabilitation counseling, as well as, from a wide variety of other academic disciplines, serve as a liaison between the student body and the faculty, and provide the opportunity for networking amongst students and professionals.

YU ARCA will also uphold the goal of professional development and the process of building a professional identity for incoming graduate students at YU and rehabilitation counselors through its support and promotion of affiliation with professional organizations. YU ARCA encourages the membership of ARCA and the American Counseling Association (ACA) as a

means of strengthening the political and social voice of the profession of rehabilitation counseling, and its overall influence on research, consultation, and professional development. YU ARCA will seek to promote attendance and participation in conferences as a means of sharing of knowledge in the field.

YU ARCA's commitment to the issues of rehabilitation counseling within the YU community and the community at large is a fundamental priority within all aspects of YU ARCA. Meetings, email, and other social activities shall strive to provide avenues through which the academic, personal, social, and professional needs of its members may be met. The grassroots structure of YU ARCA encourages and depends upon the participation of its members at every level in order to realize the overall goal: the development of highly competent, ethical, and creative rehabilitation counseling professionals.

Article II: Membership

Section I – Statement of Non-Discrimination

YU ARCA will not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), ability status, age, veteran status, political persuasion, sexual orientation, gender identity and expression, marital status, and genetic information.

Section II – Membership Criteria

Membership in YU ARCA should be open to any graduate student at YOUR UNIVERSITY in the Master of Education in Counselor Education program that have a specialization in Clinical Rehabilitation Counseling, as well as any students interested in learning more about the field of rehabilitation counseling.

Each officer is required to be a current ARCA student member by paying the annual dues directly to ARCA. Having an ARCA student membership is optional for members who are not an officer, but highly encouraged.

Section III – Membership Privileges

Each member shall be entitled to voting rights in all elections and proposals and formal representation to the faculty and rehabilitation counseling academic program.

Section IV – Termination of Membership

Membership in YU ARCA shall terminate if a student withdraws from the Master of Education in Counselor Education program at YU prior to graduation. Students who need to withdraw from the program temporarily can still remain a member as long as they maintain their ARCA membership. Upon graduation, the YU ARCA member is encouraged to become

a New Professional Regular, New Professional, or Professional member of the American Rehabilitation Counseling Association and the American Counseling Association (ACA).

Article III: Officers

Section I – The Executive Committee and Cohort Representative; Terms of Office

Anyone who wants to serve on the executive committee must be a current ARCA member.

The Executive committee shall be comprised of the following positions: President, Vice-President, Treasurer, Secretary, and Activities Chair. The President, Vice-President, Treasurer, Secretary, and Activities Chair will be formally elected positions held by graduate-level rehabilitation counseling students.

The term of office for the executive committee begins with the commencement of the fall semester and continues for that full academic year, including summer.

Section II – Officer Elections and Nominations

The term of the executive officers is from Fall Semester to Summer Semester, with new elections for executive officers occurring within thirty (30) days of the commencement of the summer quarter. The current executive officers and Advisor will select a date for the first general meeting at which the selection of the new executive officers will take place.

General elections will be held in the Summer Semester for the positions of President, Vice-President, Treasurer, Secretary, and Activities Chair. By the first of May, the current Vice-President will call for nominations. Nominations will be given to the Advisor. The Advisor will designate a date when nominations will be closed. Elections will be conducted either by an electronic vote or during an in person tally by the first of June. The ARCA faculty advisor, or their designee, will be responsible for the counting of votes. The person who has the majority of votes from the members who participated in the election will be elected. Positions will be filled every summer term within the first thirty (30) days of the commencement of classes. New officers will take office at the beginning of fall semester.

Section III – Duties of Representatives

The **President**, shall preside over all YU ARCA member meetings and board meetings following the agenda presented in the by-laws. The President shall attend the YU ARCA Executive Committee meetings.

The **Vice-President** shall assist the President in their duties and should work side by side with the other executive officers in carrying out responsibilities.

The **Student Task Force Representative** will help get students involved in ARCA. This individual will also work with the overall ARCA Student Task Force Representative to help get students involved in ARCA and provide and collect feedback from current ARCA student members at YU regarding any recommendations about how to improve ARCA to maximize its benefits to students and their professional development. This position is a role that should preferably be taken by an Executive Committee Member, or a member in YU ARCA who demonstrates great leadership skills.

The **Secretary** shall be responsible for maintaining all meeting minutes and records, as well as, maintaining all communications to and from the organization. The secretary will make copies of the minutes or any changes and distribute them to all members. The secretary will also keep attendance on file of all member meetings and executive board meetings. When needed, the secretary will be responsible for the collection of funds, paying of bills, and keeping track of all financial transactions performed by ARCA.

The **Activities Chair** will coordinate and supervise the activities of YU ARCA.

If the Secretary or Activities Chair are unable to accomplish these tasks for any reason, including vacancy of the position, volunteer members will be asked to fulfill these duties as necessary.

Section IV – Joint Duties and Responsibilities of the Executive Board

Although each position has its specific duties and responsibilities, jointly, the executive board will act as liaisons between students and faculty on matters concerning curriculum and student affairs/relations, have administration input into agendas for general and executive YU ARCA meetings, and ensure the election of all vacant positions.

Section V – Specifics of Positions

1. Vacancies: Executive positions shall be ipso facto vacated if the person ceases to be a Rehabilitation Counseling graduate student at YU or if by notice in writing of the YU ARCA Executive Board of the individual's resignation.
2. Good Standing Removal: A person is considered to not be in good standing if he/she fails to carry out the duties of the office and/or fails to actively participate in the organization. Any officer may at any time be removed from office and any other appointment by the affirmative vote of 2/3 of YU ARCA members at the general meeting duly called for that purpose. Calling such a meeting requires that 2/3 of the members have signed a petition requesting a meeting for the removal of the officer, with the consent of the Advisor, and the attendance of all executive board members.
3. Internship Period: An officer shall resign their position in the second year when they have confirmation that due to long distances of their internship site, they will be unable to fulfill

the responsibilities. Should the officer have confirmation of this predicament prior to election at the fall of each year, the individual is obligated to announce their resignation. At that time, the election of a new officer to fill the vacancy will occur at the fall election meeting.

4. Term Limits: Upon completion of two consecutive academic years on the executive committee, officers will retire.

5. Academic Standing: An officer must maintain the minimum of a 3.0 grade point average (GPA) to remain eligible as a board representative.

Article IV – Operating Procedures

Section 1 – Executive Committee Meetings

1. Place of Meeting: The executive committee meetings may be held at any place at any time without formal notice if all the officers and the Advisor are in consent. Should full consent not be given, a notice of three (3) days will be issued to officers who must make every effort to attend such meetings.

2. Voting: Any major decision at the executive level must have all officers in attendance. Voting for elections and on other issues requires a 2/3 members vote at a meeting. If this is not possible because of inadequate attendance, an electronic vote may take place following adjournment of the meeting. In this case, a 2/3 response is still necessary for a final decision. The electronic vote must be emailed to the Advisor.

3. Special Circumstance: Voting on the stand of YU ARCA on issues that come up outside of meetings that need attention prior to the next meeting held by YU ARCA may be held electronically. In such a case, a document on the proposed stance of the organization will be sent out to all members of the organization. A response will be requested within a specific time frame from each member. Responses received by that time will be counted and a decision on the proposal will be made based on responses received. This may occur on such occasions where it is impossible to hold a meeting prior to a deadline for that decision.

4. Authority: Decisions regarding major policy changes, project support and objectives, and other decisions of major consequence to YU ARCA shall be decided by the general membership. Financial decisions over twenty dollars (\$20.00) must be approved in a members meeting. Additionally, all YU ARCA members must be notified of such occurrences and this will be documented in the minutes of meetings.

5. Agenda: The planning of an agenda for such meetings will be the responsibility of all officers and discussion of any issues may also be requested by general members of the organization.

Section II – Meetings

1. The first meeting of each academic year shall be held within the first thirty (30) days of the commencement of the fall semester.
2. At least a seven (7) day notice of any general meeting, specifying the place, day, and hour of the meeting and the general or special nature of the business shall be communicated to the members at large. The non-receipt of such notice by any member shall not invalidate the proceedings with the consent of 2/3 of the members present.
3. A general meeting may be convened on shorter notice than seven (7) days in any manner that such members think fit at any general meeting.
4. Each officer shall be responsible for giving a report and addressing questions regarding the relevant delegated areas during meetings at which this is deemed suitable and at the Executive Committee meetings.
5. Each member shall have one vote.

Section III – Format for Meetings

All meetings shall adhere to the following format

- A. President calls the meeting to order
- B. Agenda (including but not limited to)
 - a. Reading of last meeting minutes
- C. Secretary's report
 - a. Discussion
 - b. Old business
 - c. New business
 - d. Open floor
- D. President adjourns meeting.

Article V – Amendments

1. Amendments to this Constitution shall be initiated by the general membership by a 2/3 vote at a general meeting or by electronic vote. Voting for such matters shall follow the guidelines outlined under Article IV, Section 1(2).
2. An amendment shall become effective immediately following its ratification.

Article VI – Miscellaneous

Section I – Saving Clause

All provisions of any previous bylaws of YU ARCA are hereby repealed and any provisions of the bylaws or any amendment thereto which conflicts with the constitution and bylaws of ARCA shall be deemed null and void, but such portions so held to be null and void shall not affect the validity of the effectiveness of any other portion thereof.

Section II – Adoption

Immediately following the approval of this constitution, it shall be in effect and an election shall be held as soon as possible in accordance with it.

Acknowledgements

This ARCA Student Chapter Leadership Manual was created in March 2023 as an adaptation to the Chi Sigma Iota Chapter Leadership Manual. Its purpose was to better support current and future ARCA Student Chapters, ARCA Student Chapter leaders, and ARCA Student Chapter Faculty Advisors.

For any questions or concerns, please contact the ARCA Executive Board (contact information can be found here: [ARCA Board Members](#))