BYLAWS
AMERICAN REHABILITATION COUNSELING AND DISABILITY ADVOCATES ASSOCIATION (ARCDAA) ~~AMERICAN REHABILITATION COUNSELING ASSOCIATION~~

DRAFT (2026, September 28)

Article I – Name and Purpose

Section 1. Name.
The name of this organization shall be the American Rehabilitation Counseling and Disability Advocates Association (ARCDAA) ~~American Rehabilitation Counseling Association (ARCA)~~. ARCDAA ~~ARCA~~ is ~~identifies as~~ a chartered division ~~Division branch organizational affiliate~~ of the American Counseling Association (ACA).

Section 2. Purpose.
ARCDAA's mission is to promote the profession of rehabilitation counseling and disability advocacy, to educate all counselors and advocates about the strengths and systemic barriers experienced by individuals with disabilities, and to create a community in which disability is honored and respected through thoughtful conversations and advocacy. ~~ARCA's mission is to continually improve the profession of rehabilitation counseling in its service to persons with disabilities.~~ In its pursuit of this mission, ARCDAA ~~ARCA~~:

(a) Provides leadership in advancing the profession and science of rehabilitation counseling and centering the voices of individuals with disabilities including those with physical, sensory, developmental, cognitive, and psychiatric disabilities.
(b) Promotes standards that represent the highest quality of professional rehabilitation counseling practice in a rapidly changing environment.
(c) Provides research findings with direct application to the current and future practice of rehabilitation counseling.
(d) Fosters dialogues and coordinates activities among rehabilitation counselors, educators, administrators, ~~and~~ other rehabilitation professionals, disability advocates, and disabled individuals/individuals with disabilities within and among various specialized practice ~~specialty~~ areas.
(e) Engages in active collaborations and partnerships with other national and international professional and disability organizations and ~~with consumer~~ groups.

As a division of ACA, ARCDAA adheres to all bylaws established by ACA in addition to those stated in this document.

Article II – Membership

Section 1. Type of Membership.
Membership shall be of one type: individual.

Section 2. Individual Members.
An individual member in good standing, as defined in ARCDAA's bylaws, is a person whose primary responsibilities or interests are in the area of rehabilitation counseling, disability

research, and/or disability advocacy ~~as defined by ARCA's Bylaws~~.

Section 3. ~~Classes of~~ Membership Tiers.
There shall be five tiers ~~classes~~ of individual membership: Professional, Regular ~~regular~~, Graduate Student ~~graduate student~~, New Professional ~~new professional~~, and Retired ~~retired~~. They are defined as follows:

(a) Professional – ~~Open to p~~Persons who possess a minimum of a master's degree in rehabilitation counseling or a closely related field and who do not qualify for other membership categories.

(b) Regular (Community Advocate Membership) – ~~Open to p~~Persons whose interests and activities are consistent with those of ARCDAA ~~ARCA~~, but who do not qualify for other membership categories ~~are not qualified for professional membership~~. This includes any advocates, allies, educators, and/or individuals with disabilities or those supporting individuals with disabilities.

(c) Graduate Student ~~student~~ – ~~Open to all s~~Students who are enrolled at least part time in a graduate program in rehabilitation counseling or a closely related field.

(d) New Professional – ~~New professional is someone~~ Persons who ~~has~~ have graduated with a masters or a doctorate within the past 12 months. Status is good for two years.

(e) Retired – Members who are retired from the counseling profession and have been active ARCDAA (or formerly ARCA) members for the past five (5) consecutive years.

Section 4. Membership Privileges.

(a) All members in good standing, regardless of tier ~~class~~ shall be entitled to attend meetings, events, and professional development opportunities and receive ARCDAA's ~~ARCA's~~ journal.

(b) Professional, graduate student, and new professional members in good standing shall be entitled to vote.

Section 5. ~~Amount of~~ Dues.
Annual dues shall be set by the ARCDAA Board of Directors, here and after referred to as Board of Directors in accordance with these ~~the~~ Bylaws.

Section 6. Severance of Membership.

(a) Any individual can bring a case to the ARCDAA's Board of Directors regarding member conduct that harms the membership association or adversely affects its reputation, or for conduct that is destructive according to the ARCDAA Bylaws and the ACA Code of Ethics. The Board will review the accusation, which shall involve giving the person in question an opportunity to appear before the Board of Directors to respond to the alleged charges. If warranted, the Board will recommend to the membership a vote regarding the member's expulsion. A member expulsion shall require a two-thirds vote of the membership present at a regularly scheduled business meeting of ARCDAA. The foregoing shall not be interpreted as an abridgment of the member's right to appeal to the general membership at the meeting at which the report of the Board of Directors is under consideration. ~~member may be expelled by a two-thirds vote of the membership present at a regularly scheduled business meeting of the member association for any conduct that tends to injure the membership association or to adversely affect its reputation, or for conduct that is destructive according to the Bylaws and~~

~~expulsion must be recommended by the Board of Directors after a review of the case by the Board of Directors. This review shall involve giving the person in question an opportunity to appear before the Board of Directors to answer the charges against him or her. The foregoing shall not be interpreted as an abridgment of the member's right to appeal to the general membership at the meeting at which the report of the Board of Directors is under consideration.~~

(b) A member may be dropped from membership for failure to pay dues as prescribed by ARCDAA ~~the member association~~. Reinstatement shall be by renewed application.

Article III – Officers of ARCDAA Board of Directors ~~the Member Association~~

Section 1. Officers and Terms of Office.

(a) The Officers of this organization shall be a President, Past President, President-Elect, Secretary, Treasurer, and the elected Representative to the ACA Advisory ~~Governing~~ Council.

(b) ~~All members of ARCDAA ARCA shall be equally eligible for all rights and privileges of membership in accordance with Section 4 of these Bylaws, except that only~~ All officers, as well as the Representative to the ACA Advisory Council, must be a member at their comparable tier in good standing of ACA and ARCDAA. Additionally, to be eligible for election to and service in any Officer position requires evidence of active membership, previous service to ARCDAA (or formerly ARCA), and/or the rehabilitation counseling profession and/or disability-focused research or advocacy. Only professional members shall be eligible for election to the office of President and President-Elect. Members in the categories of: professional, new professional, and graduate student shall be eligible for election to the office of Secretary and Treasurer. Members in the categories of: professional, regular, or retired member in good standing of ACA and ARCDAA for a minimum of three (3) consecutive years immediately prior to nomination, with no more than one lapse of up to three months shall be eligible for election to the ACA Advisory Council ~~Committee~~,. ~~Furthermore, to be eligible for election to any of these offices requires evidence of significant previous service to ARCAand/or the rehabilitation counseling profession. All officers and governance members must be in good standing of ACA, and ARCDAA ARCA~~.

(c) The Executive Council ~~Committee~~, composed of the President, President-Elect, Past-President, Secretary, and Treasurer, will form the Board of Trustees for the Reserve Fund of ARCDAA ~~the member association~~.

(d) The President shall be Chief Executive Officer of ARCDAA ~~the member association~~.

(e) The President, President-Elect, and Past President shall serve one-year terms beginning on July 1.

(f) The President-Elect shall automatically become the President of ARCDAA ~~the member association~~ at the expiration of ~~his or her~~ their term of office as President-Elect.

(g) The President shall automatically become the Past President of ARCDAA at the expiration of their term of office as President.

(h) The Treasurer shall be elected for a three-year term.

(i) The Secretary shall be elected for a three-year term.

(j) The Representative to the ACA Advisory ~~Governing~~ Council shall be elected for

a three-years term and shall also serve as an ex-officio member of ARCDDA's ~~ARCA's~~ Board of Directors. The ACA Advisory Council representative's term is renewable once, for a maximum of six (6) years of service.

Section 2. Vacancies.

(a) If the Presidency shall become vacant, the President-Elect shall assume this office and serve the remainder of the current term and the term to which they were ~~he or she was~~ elected.

(b) If any elected officer position other than President shall become vacant, the candidate receiving the next largest number of votes shall be appointed by the Board of Directors to complete the scheduled term of that office.

(c) If any elected officer position other than President shall become vacant, and if the elected person ran unopposed, that vacancy shall be filled by nomination and election by majority of the Board of Directors. An officer so elected shall complete the scheduled term of that office.

Section 3. Duties of Officers.

(a) The President shall serve as the Chief Executive Officer of ARCDAA ~~the member association~~, the Chair of the Board of Directors, and shall preside at all general meetings of ARCDAA ~~the member association~~.

(b) The President-Elect shall act in place of the President at ARCDAA ~~member association~~ meetings or Board of Directors meetings that ~~which~~ the President is unable to attend and shall serve as a member of the Program Committee (under the Council on Development and Collaboration). The President-Elect may also serve as an observer for ARCDDA ~~the membership association~~ at meetings of the ACA Advisory ~~Governing~~ Council when the ARCDDA representative cannot attend.

(c) The Treasurer shall be responsible for developing policies and procedures for maintaining funds and securities of ~~the~~ ARCDAA ~~ARCA~~ and ensuring ~~ensure~~ that the audit report and approved budget of ARCDAA ~~ARCA~~ are presented at its annual meeting.

(d) The Secretary shall compile the minutes of all Board of Directors meetings and maintain the records of ARCDAA ~~the member association~~ in accordance with the established policies and procedures. In addition, the Secretary shall ~~carry out the following responsibilities:~~ distribute materials for all scheduled meetings and publish the report of the annual meeting, subject to the approval of the Membership Committee (under Council on Public Relations and Awareness) and the Board of Directors as specified in these Bylaws.

(e) In addition to the above duties, Officers shall serve as ex officio members on certain ARCDAA ~~ARCA~~ Councils and corresponding committees. Officers' roles on these Councils and corresponding committees are to be an active member of ARCDAA and support the ~~Committee~~ Council Director with accomplishing the ~~Committee~~Council's work and charge. Specifically, the following Officers will serve as ex officio members of the following ~~Committees~~ Councils .

1. Past-President: ~~Committee~~ Council on Organization, Administration, and Management.
2. President: ~~Committee~~ Council on Public Policy, Professional Preparation, and Standards.
3. President-Elect:~~Committee~~ Council on Public Relations and Awareness

4. Secretary: ~~Committee~~ Council on Research and Knowledge.
5. Treasurer: ~~Committee~~ Council on Development and Collaboration.

Article IV – The Board of Directors

Section 1. Composition of the Board of Directors.
The Board of Directors shall consist of the five Officers of ARCDAA ~~the member association~~ and five ~~six Committee~~ Council Directors elected at large from the ARCDAA professional members ~~membership of the association~~. The five ~~standing Committees~~ Councils are ~~include~~: (1) Organization, Administration, and Management; (2) Public Policy, Professional Preparation and Standards; (3) Research and Knowledge; (4) Public Relations and Awareness; and (5) Development and Collaboration~~, and (6) Student Representation~~. In addition to the Council Directors, the Board of Directors includes a Student Representative.

Section 2. Tenure of Office.
The Board of Directors terms of the President, President-Elect, Secretary, Treasurer, and Elected Representative to the ACA Advisory ~~Governing~~ Council on the Board of Directors shall coincide with their terms of elective offices. The immediate Past-President shall also be a member of the Board of Directors for the year immediately following their ~~his or her~~ term as President of ARCDAA ~~the member association~~. The Council Directors elected at large ~~members-at-large elected~~ to the Board of Directors shall serve staggered terms of three years so that only two new members will be seated on the Board of Directors each year. The Directors of the ~~standing~~ ~~Committees~~ Councils shall serve three years to coincide with their terms on the Board of Directors.

Section 3. Vacancies.
A vacancy occurring among the Council Directors elected at large ~~members-at-large~~ due to the death, severance of membership, or resignation of a member, including being elected for an Officer position, shall be filled by nomination and election by the majority of the Board of Directors. An individual appointed to complete an elective term of office shall also complete the officer's term on the Board of Directors.

Section 4. Function of the Board of Directors.
The Board of Directors shall:

(a) Serve as a board to carry out the plans and purposes of ARCDAA ~~ARCA~~.
(b) Arrange to review the eligibility of applicants for membership and approve those who qualify.
(c) Make all necessary decisions on behalf of ARCDAA ~~the member association~~ during the interim between business meetings.
(d) Formulate policies for the accomplishment of the purposes of ARCDAA ~~the member association~~ and recommend adoption of those policies to the association.
(e) Promote regional and local conferences for the achievement of the purpose of ARCDAA ~~the member association~~.
(f) Promote cooperation and affiliation with other organizations concerned with rehabilitation counseling, disability research, disability advocacy, and/or the needs and concerns of individuals with disabilities.
(g) Provide for the selection and motivation of leadership for such regional and local conferences.
(h) Make provisions for all ARCDDA meetings held at the national level.
(i) Conduct email or electronic ballot polls of the membership as occasions arise.

(j) Promote the establishment of ARCDAA ~~ARCA~~ state divisions and assist in their formal organization.

Section 5. Meetings of the Board of Directors.

(a) The Board of Directors will physically convene at the time and place of the ACA annual conference ~~national convention~~. At a minimum, meetings are required at least once more during the year at a time and place as designated by the President. Those meetings may occur via secure technological modalities including, but not limited to,~~;~~ telephonic, electronic mail, asynchronous, synchronous, ~~facsimile,~~ or videoconferencing~~, etc~~. All board meetings are open to any ARCDAA ~~ARCA~~ members in good standing.

(b) The quorum for a Board of Directors meeting will be a majority representation of whom at least three must be ~~elected~~ ARCDAA Officers ~~officers of the member association~~.

(c) All elected officers and members of the Board of Directors are expected to attend ARCDAA's ~~ARCA's~~ Business ~~business~~ and Board of Directors meetings;~~,~~ respond to mail, email and electronic ballots; and~~,~~ conduct the business of the Board of Directors in a timely manner. If a Board of Directors member fails to attend half of the Board of Directors or Business meetings during ARCDAA's ~~the Association's~~ business calendar year, ~~or~~ fails to vote in two mail, email, or electronic ballots, or does not ~~to~~ conduct business, said member may be required to resign from the Board of Directors according to the ARCDAA Policy regarding absenteeism.

Section 6. Reports of the Board of Directors.

(a) Reports of elected officers. All elected officers ~~The President and Treasurer~~ of ARCDAA ~~the member association~~ shall create ~~make~~ annual reports ~~to the association~~.

(b) Report of the Treasurer. This financial report ~~must be in writing and~~ shall be filed with the Board of Directors.

(c) Audits. The Treasurer shall make an interim report to the members at the ACA annual conference ~~national convention~~. ~~At the conclusion of the fiscal year, or as~~As soon ~~thereafter~~ as possible following the conclusion of the fiscal year, the Treasurer's annual report shall be examined and audited by a certified public accountant at the expense of ARCDAA ~~the member association~~.

(d) Reports of the Standing Committees. The Directors of the five ~~six~~ standing Councils ~~Committee,~~shall make twice-yearly reports to the Board of Directors, one of which will be due at the ACA annual conference ~~national convention~~.

(e) Distribution of reports. ~~The Board of Directors may distribute copies of the annual reports of the elected officers to the membership.~~ The President ~~may~~ will distribute copies of the ~~Treasurer's~~ Officers' annual reports, including the financial report, to ACA and the ARCDAA membership.

(f) Report to the ACA's Board of Directors. At each ACA national meeting, and at any other time when so requested in writing, ARCDAA ~~the member association~~, through its President or an appointed representative, shall make a written report to the ACA Advisory ~~Governing~~ Council regarding the state of ARCDAA's ~~the member association's~~ affairs, activities, and responsibilities.

Article V – Meetings

Section 1. General Membership Meetings.

(a) A meeting of the ARCDAA ~~ARCA association~~ members shall be held in conjunction with the ACA annual conference ~~national convention~~. ARCDAA meetings ~~Meetings of the member association~~ can also be called at the discretion of the Board of Directors or when 10 or more ARCDAA members ~~of the association shall~~ request that the President call such a meeting.

(b) Notice of a general membership meeting shall be provided to all ARCDAA ~~ARCA~~ members at least 30 days prior to the proposed date of such meeting via~~,~~ ARCDAA ~~ARCA~~ email Listserv and ARCDAA ~~ARCA~~ Website.

(c) Notice of a cancelled general membership meeting shall be provided to all ARCDAA ~~ARCA~~ members at least 7 days prior to the proposed date of such meeting via~~,~~ ARCDAA ~~ARCA~~ email Listserv and ARCDAA ~~ARCA~~ Website.

(d) A quorum for the transaction of business at a general membership meeting shall consist of a quorum of the Board of Directors plus those ARCDAA members ~~of the association~~ present.

Section 2. ~~Executive~~ Board of Directors Meetings.

(a) ARCDAA ~~Executive~~ Board of Directors meetings ~~of the member association~~ shall be called at the discretion of the Board of Directors or when 10 or more ARCDAA members ~~of the association shall~~ request that the President call such a meeting.

(b) Notice of a proposed ~~Executive~~ Board of Directors meeting shall be provided to all ARCDAA ~~ARCA~~ members at least 30 days prior to the proposed date of such meeting via~~,~~ ARCDAA ~~ARCA~~ email Listserv and ARCDAA ~~ARCA~~ Website.

(c) Notice of a cancelled Board of Directors ~~business~~ meeting shall be provided to all ARCDAA ~~ARCA~~ members at least 7 days prior to the proposed date of such meeting via~~,~~ ARCDAA ~~ARCA~~ email Listserv and ARCDAA ~~ARCA~~ Website.

(d) A quorum for the transaction of business at a ~~Executive~~ Board of Directors meeting shall consist of a quorum of the Board of Directors plus those ARCDAA members ~~of the association~~ present.

Section 3. Special Sessions.
The President shall have the ability to call special, electronic, and other meetings of the ARCDAA ~~ARCA Executive~~ Board of Directors as necessary to conduct ARCDAA ~~Association~~ business.

Section 4. Conduct of Meetings.
The President shall be the Chief Executive Officer of ARCDAA ~~the member association~~, Chair of the Board of Directors, and shall preside at all ARCDAA ~~general~~ meetings ~~of the member association~~. In the absence of the President, the President-Elect shall preside.

Article VI – Representative to the ACA Advisory ~~Governing~~ Council

Section 1. Representation on the ACA Advisory ~~Governing~~ Council.
The member association shall be represented on the ACA Advisory ~~Governing~~ Council by an elected representative. The ARCDAA Board of Directors ~~of the member association~~ shall nominate two persons from whom the association membership shall elect one to serve for a three-year term. With the approval of the Board of Directors, the ARCDAA President-Elect ~~of~~

~~the member association~~ shall attend meetings of the Advisory ~~Governing~~ Council as an observer and shall represent ARCDAA ~~the member association~~ on the Advisory ~~Governing~~ Council in the absence or incapacity of the elected representative.

Section 2. Number of Representatives.
The term of office for a representative shall be three years and until a successor is elected and installed. A representative to the ACA Advisory ~~Governing~~ Council may have the option of running for one additional ~~re-election to a second~~ three-year term in accordance with ACA's Bylaws. No representative to ACA's Advisory ~~Governing~~ Council may represent more than one member association.

Article VII - Nominations and Elections

Section 1. Nominations.
The Past-President shall be responsible for carrying out nominations and election procedures. The direct Past-President shall prepare a double slate of nominated ARCDAA officers ~~ARCA~~ and also nominees for ACA President-Elect. A nomination ballot with these nominations plus room for write-in nominations shall be presented to the voting membership of ARCDAA ~~ARCA~~ for vote. The result of the ARCDAA ~~ARCA~~ vote will be sent to ACA for dissemination and final vote of ARCDAA ~~ARCA~~ memberships by August. An ARCDAA ~~ARCA~~ President can be nominated again for that office after at least five years have elapsed since the date they ~~he/she~~ completed their ~~his/her~~ term as an ARCDAA ~~ARCA~~ President. An individual may serve no more than two terms as ARCDAA ~~ARCA~~ President. The Treasurer can be elected for a maximum of two terms, consecutive or otherwise. The Secretary can be elected for a maximum of two terms, consecutive or otherwise. The Representative on the ACA Advisory ~~Governing~~ Council can be elected for a maximum of two terms, consecutive or otherwise.

Section 2. Elections.
Election shall be by secret ballot in writing or via secure electronic ballot.

Section 3. Procedures.
The Past-President shall submit additional procedures required to conduct a nomination and election to the Board of Directors for its approval. The Past-President is also responsible ~~Responsible~~ for conducting fair nomination and election procedures to elect ARCDAA officers ~~of the member association~~.

Article VIII – Councils and Committees

Section 1. Council ~~Committee~~ Structure.
There shall be five ~~six~~ Standing ~~standing~~ Councils ~~Committee,~~ formed to encompass all current and prospective ARCDAA ~~ARCA~~ committees. The Councils ~~Committees~~ are as follows:

(a) Organization, Administration, and Management;
(b) Public Policy, Professional Preparation, and Standards;
(c) Research and Knowledge;
(d) Public Relations and Awareness; and
(e) Development and Collaboration.
~~(f) Student Representation~~

Section 2. Committee Classifications.
The ARCDAA committees ~~of the member association~~ shall be classed as follows:

(a) Standing – Created under the ARCDAA Bylaws for the investigation, study, and

operation of those matters of a continuous or recurring character that are related to the accomplishment of the general purposes of ARCDAA ~~the member association~~. The powers of a Standing Committee shall be defined in these Bylaws. The term of appointment for a Standing ~~standing~~ Committee member, aside from ex officio members, shall be concurrent with that of the appointing President.

(b) Temporary Workgroup – Created by resolution of the ARCDAA ~~association~~ members, the Board of Directors, or Standing Committee to investigate and study matters of an immediate or nonrecurring character that are related to the purposes of ARCDAA ~~the member association~~. The resolution that creates a Temporary Workgroup shall define its formulation, power, duties, and duration.

Section 3. Council ~~Committee,~~ Directors.
Responsibilities of Council ~~Committee,~~ Directors shall include:

(a) Request and manage funding to provide for responsible administration of member association affairs, coordinating such budget allocations with the President and the Treasurer.

(b) Identify and organize the number and type of additional Temporary Workgroups required to achieve the purposes of the ~~this~~ Council ~~Committee~~.

(c) Identify prospective Committee members, recommending them to the Board of Directors for possible appointment.

(d) Monitor, evaluate, and coordinate the activities of the ~~this~~ Committee and associated Temporary Workgroups to ensure the quality administration of ARCDAA ~~association~~ affairs.

(e) Procure and review meaningful Committee and Temporary Workgroup reports in advance of Board of Directors meetings, offering summaries and motions for action to help achieve the purposes of the ~~this~~ Committee they direct.

(f) Foster field involvement of the general membership in matters related to ARCDAA ~~association~~ governance.

Section 4. Standing ARCDAA ~~ARCA~~ Councils ~~Committee~~ and Student Representative.
The purpose, purview, and duties of the five Standing ~~standing~~ Councils and Student Representative ~~Committee~~, are as follows:

(a) Council ~~Committee~~ on Organization, Administration, and Management.

1. Purpose: To plan, direct, organize, coordinate, and facilitate the mechanisms through which ARCDAA ~~the member association~~ conducts its affairs to assure legal, ethical, and responsible governance in the best interests of its members.
2. Purview: Typically, this includes matters related to internal administration such as the ARCDAA Leadership Manual ~~leadership manual~~, Bylaws, state member associations, official records, ~~CEU~~ continuing education (CE) coordination, and other matters indicated by the Board of Directors.
3. Duties:
   - 3.1 Leadership Manual – Responsible for receiving and developing proposed amendments to manual and updating pertinent information as needed.
   - 3.2 State Member Associations – Responsible for maintaining a list of chartered state divisions of ARCDAA ~~ARCA~~. Other duties include acting as an active liaison with existing divisions, reviewing any petitions from groups of individual members who wish to become chartered as a state division, and making recommendations on such

petitions to the Board of Directors.

3.3 Bylaws – Responsible for receiving or developing proposals to amend the Bylaws for presenting proposed amendments to the Board of Directors and the general membership.

3.4 ~~CEU~~ Continuing Education (CE) Credit Coordination – Responsible for the application process to CRCC and NBCC for ~~CEU~~ CE credit approval during organization sponsored workshops. Must have and maintain credentials needed to act as a CRCC and NBCC ~~CEU~~ CE sponsor.

(b) Council ~~Committee~~ on Public Policy, Professional Preparation, and Standards.

1. Purpose: To plan, direct, organize, coordinate, and facilitate the mechanisms through which ARCDAA ~~the member association~~ develops and advocates for ~~promotes~~ the profession of rehabilitation counseling and disability research and acts as an advocate for higher standards in practice, education, and advocacy.
2. Purview: Typically, this includes matters related to ethics, professional standards and practices, accreditation, certification, licensure, education, training, public policy, federal legislation, and human or civil rights issues affecting people with disabilities, disability communities, and the profession of rehabilitation counseling.
4. Duties:
   - 4.1 Accreditation – Responsible for monitoring the development and use of accreditation mechanisms and processes in the field of rehabilitation counselor education.
   - 4.2 Certification – Responsible for monitoring the standards and practices of those organizations involved in the certification of rehabilitation counselors.
   - 4.3 Licensure – Responsible for monitoring the licensure process in those states that require licensure for the practice of rehabilitation counseling.
   - 4.4 Legislation – Responsible for monitoring relevant disability and rehabilitation legislation~~,~~ and making recommendations to the Board of Directors for ARCDAA ~~association~~ action regarding these proposals.
   - 4.5 Human or Civil Rights – Responsible for monitoring and informing the Board of Directors of any issues or developments in the area of human or civil rights that relate to disabilities or rehabilitation~~,~~ and making recommendations to the committee about ARCDAA ~~association~~ actions that may be required.

(c) Council ~~Committee~~ on Research and Knowledge.

1. Purpose: To plan, direct, organize, coordinate, and facilitate the mechanisms through which ARCDAA ~~the member association~~ conducts~~,~~ ~~and~~ promotes, and recognizes research and research dissemination relevant to rehabilitation counseling.
2. Purview: Typically, this includes matters related to research conduct and dissemination; recognition for research; research funding; the quality and timely production of the *Rehabilitation Counseling Bulletin* (*RCB*) ~~Rehabilitation Counseling Bulletin~~, books, monographs, or other publications of a scholarly nature; as well as other matters as indicated by the Board of Directors.
3. Requirements: The Council Director should have prior research experience and have published research to be considered for this role ~~Have previous~~

~~publications~~.

4. Duties:
   4.1 Publications – Responsible for soliciting nominees for the posts of editor and associate editor of the *RCB* ~~Rehabilitation Counseling Bulletin~~, reviewing supporting material on nominees, and making recommendations to the Board of Directors. This committee is also responsible for reviewing, in consultation with the editor of the *RCB,* ~~Rehabilitation Counseling Bulletin~~ proposals for monographs, joint special issues, ~~as well as~~ joint publications, and the like with other professional organizations.
   4.2 Liaison – Serve as liaison to the *RCB* ~~journal~~ editor(s) as well as facilitate communications in regard to the *RCB* ~~journal~~ contract.
   4.3 Research Awards – Responsible for soliciting nominations, reviewing nominated reports, and selecting recipients of the ARCDAA ~~ARCA~~ Research Award and the ARCDAA ~~ARCA~~ Career Research Award, and communicating with the Director of Development and Collaboration

(d) Council ~~Committee~~ on Public Relations and Awareness.

1. Purpose: To plan, direct, organize, coordinate, and facilitate the membership and public relations mechanisms through which ARCDAA ~~the association~~ grows, develops its member services, and enhances the visibility of the association and the rehabilitation counseling profession.
2. Purview: Typically, this includes matters related to member recruitment and maintenance, field involvement, promotion of member services, development and dissemination of promotional materials (including the newsletter and website for ARCDAA ~~ARCA~~), non-research awards, and overall public relations on behalf of the association and the profession.
3. Duties:
   3.1 Membership – Responsible for supervising member recruitment and maintenance, as well as promoting member services and field involvement.
   3.2 Public Relations – Responsible for enhancing the visibility of ARCDAA ~~the association~~ and the profession by developing and disseminating quality promotional materials including, but not limited to, the newsletter and brochures.
   3.3 Special Awards – Responsible for publicly recognizing members who have made outstanding contributions to ARCDAA ~~the association~~ or profession.

(e) Council ~~Committee~~ on Development and Collaboration.

1. Purpose: To plan, direct, organize, coordinate, and facilitate the mechanisms through which ARCDAA ~~the association~~ provides meaningful programs for its members, relates to ACA and other relevant professional and disability organizations and ~~consumer~~ groups, and engages in active collaborations and partnerships with these groups.
2. Purview: Typically, this includes matters related to conference planning, advocacy and consumer affairs, interorganizational liaison, representation on ACA's principal committees, regional ACA involvement, and other activities indicated by the Board of Directors.
3. Duties:
   3.1 Program – Responsible for recommending, organizing, and planning programs and related activities as required for approval by the Board of Directors.

3.2 Funding – Request and manage funding to provide for high-quality ~~association~~ ARCDAA programs and activities in addition to providing liaison and representation to ACA Committees and other relevant ~~consumer and~~ professional and disability organizations and groups.

3.3 Temporary Workgroups – Identify and organize the number and type of additional Temporary Workgroups ~~committees~~ required to achieve the purposes of this committee.

3.4 Planning – Monitor, evaluate, and coordinate the planning required for programs and conferences, as well as legislative, advocacy, and interorganizational liaison activities.

3.5 Newsletter – Responsible for facilitating a newsletter that ~~which~~ includes soliciting submissions, editing, production, and distribution to membership.

3.6 Public Relations – Foster field involvement of the general membership in matters related to ARCDAA's ~~association~~ plans and ~~the association's~~ relationships with other organizations.

(f.) ~~Committee on~~ Student Representative ~~Representation~~

1. Purpose – Increasing ~~increasing~~ student membership, involvement, and visibility. The student representative will participate in ARCDAA ~~ARCA~~ business as a voting member of the Board of Directors and will promote understanding between the ARCDAA ~~ARCA~~ Board of Directors membership and current students in the profession.
2. Purview – In conjunction with the Director of Public Relations and Awareness, the student representative will plan, organize, and facilitate student participation in student-focused programs as well as all ARCDAA ~~ARCA~~ activities.
3. Duties:
   - 3.1 Recruitment – Recruiting an associate and regional student representative from each region to exchange information from their respective regions to the Board of Directors and vice versa.
   - 3.2 Liaison – In collaboration with the Council on Organization, Administration, and Management, act ~~Act~~ as an active liaison with existing ARCDAA ~~ARCA~~ student chapters reviewing any petitions from student organizations at universities who wish to become an ARCDAA ~~ARCA~~ student member association, ~~and~~ making recommendations on such petitions to the Board of Directors, and maintaining a list of approved ARCDAA student chapters.

Section 5. Committee Procedures.
Before a Committee or Temporary Workgroup ~~may~~ undertakes a ~~any~~ project that may affect ~~which might involve~~ the financial interests or public relations of ARCDAA ~~the member association~~, the project must first be ~~shall have been~~ approved by either by a majority vote of the members at a business meeting~~,~~ or by the Board of Directors.

Article IX – Member Association Affiliation

Section 1. Member Association Affiliation with ACA.
As a chartered division ~~branch organizational affiliate~~ of ACA ~~Association~~, ARCDAA ~~ARCA~~ is subject to all applicable provisions and shall comply with the ACA Articles of Incorporation and Bylaws.

Section 2. ARCDAA ~~ARCA~~ Member Association Affiliates.
The Board of Directors is authorized to take appropriate action to promote the formation of state member associations to operate under the auspices of ARCDAA's ~~ARCA's~~ national association.

Article X – State Member Associations

Section 1. Organization and Charter.
A group of members from ARCDAA ~~ARCA~~ who desire to organize and become chartered as a state member association of ARCDAA ~~ARCA~~ shall file an application with the Board of Directors.

Section 2. Governance.
A state member association shall be autonomous in the conduct of its affairs, but said conduct must be consistent with the Bylaws of ACA and ARCDAA. ~~ARCA's Bylaws and organized in accordance with ACA and Bylaws and Branch bylaws~~

Section 3. Establishment.

(a) A group of individual members seeking ~~who desire~~ to be chartered as a state member association of ARCDAA ~~ARCA~~ shall petition through the President or a designated representative appointed by the President ~~his/her appointed representative~~. The grant of a charter shall be dependent upon approval from the Board of Directors and the members of ARCDAA ~~ARCA~~ at the annual business meeting.

(b) Bylaws that are consistent with ARCDAA's ~~ARCA'S~~ Bylaws and a list of officers and members of the proposed state member association, together with their occupational titles, shall accompany the charter application.

(c) The President or a designated representative appointed by the President ~~his/her appointed representative~~ shall submit the application and Bylaws to the Board of Directors for action. Interim approval from the Board of Directors will be sufficient to allow the state member association to plan activities until the charter can be ratified by ARCDAA's ~~ARCA's~~ membership at the next business meeting.

Section 4. Requirements.

(a) Amendments to the Bylaws of any state ~~State~~ member association shall be reported to the ARCDAA President within 30 days for approval by ARCDAA's ~~ARCA's~~ Board of Directors.

(b) A state member association shall collect its own fees and have complete control over the management of any funds to be expended for local purposes.

(c) Within 30 days of their election or appointment, the names of the officers of each state member association shall be sent to the ARCDAA President ~~of ARCA~~. Between March 1 and May 1 of each year, the Secretary of each state member association shall send an annual report of the association's activities and status, including a complete list of the members, to the ARCDAA President ~~of ARCA~~.

(d) All officers of a state member association must ~~shall~~ be members in good standing of that association and ARCDAA ~~ARCA~~.

Article XI - Student Member Associations

Section 1. Student members of ARCDAA ~~ARCA~~ who desire to organize and become

recognized as an ARCDAA ~~ARCA~~ student chapter shall submit proposed Bylaws to the ARCDAA President for consideration by the Board of Directors.

Section 2. Governance.
A Student Chapter shall be autonomous in the conduct of its affairs but said conduct must be consistent with the Bylaws of ACA and ARCDAA ~~ACA and ARCA's Bylaws~~.

Section 3. A Student Chapter must be affiliated with a recognized graduate program in rehabilitation counseling or clinical rehabilitation counseling.

Section 4. Establishment.

(a) A group of student members who desire to be recognized as a student chapter of ARCDAA ~~ARCA~~ shall petition through the submission of proposed Bylaws to the ARCDAA ~~ARCA~~ Board of Directors. These Bylaws are to be consistent with the Bylaws of ACA and ARCDAA ~~ACA and ARCA's Bylaws~~. These Bylaws must include a saving clause.

(b) Amendments to the Bylaws of a ~~the~~ Student Chapter shall be reported to the ARCDAA ~~ARCA~~ President within 30 days for approval by ARCDAA's ~~ARCA's~~ Board of Directors.

(c) Within 30 days of their election or appointment, the names of the officers of the student chapter shall be sent to the ARCDAA President ~~of ARCA~~.

(d) Between March 1 and May 1 of each year, the Secretary of each Student Chapter shall send an annual report of the association's activities to the ARCDAA President and Student Representative ~~of ARCA~~. All officers and voting members of the student chapter shall be members in good standing of ~~ACA and~~ ARCDAA ~~ARCA~~.

Article XII - ARCDAA ~~ARCA~~ Business Affairs ~~of Member Association~~

Section 1. Severable or Transferable Interest.
No member shall have any severable or transferable interest in the property of ARCDAA ~~the member association~~. Upon dissolution of ARCDAA ~~a member association~~, none of its property or assets shall be distributed to any of the members. All such property or assets shall be transferred to ACA.

Section 2. Member Association Year.
~~The~~ ARCDAA's fiscal year ~~of the member association~~ shall coincide with ~~the~~ ACA's ~~ACA'S~~ fiscal year.

Section 3. Reports.
The Board of Directors shall submit reports of their activities at the annual business meeting and at such other times as ARCDAA's ~~ARCA'S~~ President may direct.

Article XIII – Publications

Section 1. Official Publications.

(a) Subject to the Bylaws of ACA, the official journal of this member association shall be designated as the *Rehabilitation Counseling Bulletin* ~~Rehabilitation Counseling Bulletin~~.

(b) The nature and content of *RCB* ~~this journal~~ shall be such that it promotes the general purpose of ARCDAA ~~this member association~~ as given in the Bylaws.

(c) The *RCB* ~~RCB~~ editor(s) will hold a minimum of one meeting per year with the editorial board and report the results of the meeting to the Board of Directors.

Section 2. Other publications.
The Board of Directors may authorize from time to time such other publications as may be deemed desirable.

Section 3. The editor of *RCB* ~~this member association's official journal~~ shall become a member of the Board of Journal Editors, a standing committee of ACA.

Section 4. The newsletter for ARCDAA ~~ARCA~~ will serve as the Association's newsletter. The Board of Directors shall appoint ~~appoints~~ an Editor ~~editor~~ for the ARCDAA newsletter ~~for ARCA~~. ~~The editor of the newsletter for ARCA may with~~ With the approval of the ARCDAA ~~member association~~ President and Board of Directors, the Editor may appoint any ~~other staff for the~~ additional newsletter staff ~~for ARCA~~ deemed necessary.

Article XIV – Amendments to the Bylaws

Section 1. Amendment.
These Bylaws may be amended from time to time in accordance with the process outlined by the ARCDAA policies and procedures ~~of ARCA~~ and are subject to approval by ACA Advisory ~~Governing~~ Council.

(a) The Board of Directors recommends amendments for approval by ARCDAA ~~the member association~~.
  (1) Members of the Board of Directors may propose amendments for the ~~whole consider for recommendation for~~ approval by ARCDAA ~~the member association~~.
  (2) Proposed amendments may be submitted to the Board of Directors for consideration of recommendation for approval through the President upon petition signed by at least 5% of voting members of ARCDAA ~~the member association~~.

(b) At least 30 days prior to ARCDAA ~~member association~~ action, the Board of Director's recommended amendments shall be made available to all members.

(c) Amendments recommended by the Board of Directors shall be acted upon by ARCDAA ~~the member association~~ by either of the two following methods:
  (1) By the affirmative vote of at least two-thirds of the members present at a scheduled meeting of ARCDAA ~~the member association~~ with at least 30 days notification of members as required in subsection (b) ~~sub-section (c)~~ of this section.
  (2) By the affirmative vote of at least two-thirds of the members voting in a mail, email, or secure electronic ballot.

Article XV - Parliamentary Authority

The rules contained in Robert's Rules of Order (Revised) by Henry M. Robert shall govern the proceedings of ARCDAA ~~this organization~~ not otherwise specified in the Bylaws.

(As amended March 2010)
(As amended December 2013)
(As amended November 16, 2015, by ballot vote)

(As amended January 2019)
(As amended December 2021)
(As amended TBD 2026)