

Executive Council Operating Procedures



Effective May 2023

These procedures provide guidelines for the Executive Board, Executive Council, Chapters, Divisions, and Committees of OCA. They are compliant with the OCA and ACA Bylaws.

ADOPTED
May 20th, 2023

AMENDED

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GUIDELINES FOR EXECUTIVE DIRECTOR

The Executive Director shall:

1. Oversee the day-to-day operations of the Association and manage all administrative details, including: banking, record keeping, budgeting, reporting, bookkeeping, memberships, events, conferences, and website maintenance.
2. Communicate with and support the officers and chapter/division/committee leadership in their roles with the OCA. Ensure all chapters and divisions abide by the OCA bylaws and the American Counseling Association (ACA) directives.
3. Correspond with the ACA and the ACA Midwest Region. Provide an updated list of officers and leadership annually and notify of any changes to bylaws.
4. Communicate with and maintain our provider authority with the Counselor, Social Worker, Marriage and Family Therapists (CSWMFT) Board of Ohio. Work with the Professional Development Committee (PDC) to maintain CE records, renew our Provider License with CSWMFT, and upload CE events/workshops to CE Broker.
5. Maintain the Association's non-profit status with the IRS and State of Ohio. Store and maintain financial, continuing education, and meeting documents as required by the IRS, State of Ohio, and Association bylaws.
6. Maintain working relationships and agreements with: OCA Lobbyist (Government Advantage Group) to monitor state legislative actions that potentially impact Counselors in Ohio, the Ohio School Counselors Association (OSCA) to co-manage the All Ohio Counselors Conference (AOCC) with OCA, and the conference management company (The Meeting Connection) that is hired to oversee all aspects of the AOCC.
7. Schedule and manage four Executive Council meetings each year.
8. Communicate with and attend OSCA Executive Council Meetings on behalf of OCA.

GUIDELINES FOR OCA OFFICERS

PRESIDENT

The President shall:

1. Perform the responsibilities outlined in Article VII of the OCA bylaws.
2. Confer with the Executive Director to set the dates for all Executive Council meetings for the year and announce them at the first Executive Council meeting.
3. Confer with the Executive Director to prepare the agenda for Executive Council meetings.
4. Preside at all association, Executive Council, and Executive Board meetings.
5. Attend at least one meeting for each chapter, division, and committee.
6. Initiate the election, by the Executive Council, of delegates to the Midwest and ACA Conventions.
7. Respond to requests and correspondence from ACA.
8. Inform the Executive Council of all actions taken by the association.

9. Work closely with the President-Elect to help ensure a smooth transition at the end of the year.
10. Shall attend, as a delegate, the ACA annual convention and the Midwest Regional Conference. Should the President be unable to attend, the President shall appoint an alternative Executive Board member to attend in their place.
11. Act as OCA's liaison to the AOCC and assist in the transition of AOCC responsibility to the President-Elect.

PRESIDENT-ELECT

The President-Elect shall:

1. Perform the duties outlined in Article VII of the OCA bylaws.
2. Serve as co-chair of the AOCC and annual spring conference
3. Attend at least one meeting for each chapter, division, and committee.
4. Collaborate with the President and other Executive Board members in order to transition into the presidency term.

PAST-PRESIDENT

The Past-President shall:

1. Perform the responsibilities outlined in Article VII and Article VIII of the OCA bylaws.
2. Serve as chair of the Nominations and Elections Committee.
3. Serve as a mentor to the President and the Executive Board.
4. Serve as a mentor to the Chapters, Divisions, and Committees.

SECRETARY

The Secretary shall:

1. Perform the responsibilities described in Article VII of the OCA bylaws.
2. Send copies of all meeting minutes to the Archives (Dropbox) after Executive Committee approval.
3. Turn all records of the association over to the newly elected secretary immediately, but no later than 30 days, after the expiration of their term.

TREASURER

The Treasurer shall

1. Perform the responsibilities outlined in Article VII of the OCA bylaws.
2. Provide results from a background check (BCI) prior to starting the position.
3. Account for all income from memberships, registrations, scholarships, travel expenses, etc.
4. Provide a system of control for expenditures within amounts authorized by the Executive Council.
5. Work with the Executive Director in planning and monitoring the budget.
6. Work with the Executive Director to arrange for a documented review of books at the end of the fiscal year.

7. Send copies of the budget, the treasurer's records, deposit slips, canceled checks, and treasurer's reports to the Archives (Dropbox) by the end of each fiscal year.
8. Keep an accurate record of all funds received and disbursed.
9. Pay invoices and due bills. Any costs over \$500 must be approved by two officers.
10. Receive and deposit association dues and disburse appropriate dues and rebates to Division and Chapters.
11. Void all checks not cashed in 90 days.
12. Arrange for a transfer of funds and records to the new treasurer within 30 days of the close of the fiscal year and after such records have been audited.
13. Pay only bills that are received within 60 days of the billing.

GUIDELINES FOR OCA DIVISIONS

All OCA Division Representatives shall

1. Follow the guidelines in Article III of the OCA bylaws.
2. Submit a list of officers and committee chairs to the Executive Director by June 1st of each year and financial records (bank statements and income/expense sheet) by July 1st of each year.
3. Send a representative (officer or other) to all Executive Council meetings. Ensure this representative is a Professional Member of the OCA so that your Division has a vote on all issues.
4. Officers must maintain membership in the OCA, the ACA, and corresponding National Division.
5. Communicate and collaborate with the Executive Board regarding goals and objectives and future directions of the Division and OCA.
6. Serve as a communication link between the OCA and division membership.
7. Submit regular news items about your Division activities to the Media, Public Relations, and Membership Committee.
8. Submit a summary of Division activities at OCA Executive Council Meetings.
9. A general OCA service fee of five dollars (\$5) will be charged for each regular member and one dollar (\$1) for each student member of an OCA Branch Division who is also a member of OCA. This general service fee can be waived as a part of a separate formal contract between an OCA Division and OCA to provide significant financial support for lobbying efforts and/or other major services.

GUIDELINES FOR OCA CHAPTERS

All OCA Chapter Representatives shall

1. Follow the guidelines in Article IV of the OCA bylaws.
2. Submit a list of officers and committee chairs to the Executive Director by June 1st of each year and financial records (bank statements and income/expense sheet) by July 1st of each year.

3. Send a representative (officer or other) to all Executive Council meetings. Ensure this representative is a Professional Member of the OCA so that your Chapter has a vote on all issues.
4. Officers must maintain membership in the OCA and the ACA.
5. Communicate and collaborate with the Executive Board regarding goals and objectives and future directions of the Chapters and OCA.
6. Serve as a communication link between the OCA and Chapter membership.
7. Submit regular news items about your Chapter activities to the Media, Public Relations, and Membership Committee.
8. Submit a summary of Chapter activities at OCA Executive Council Meetings.
9. Chapters will receive a 20% membership rebate monthly.

GUIDELINES FOR OCA COMMITTEES

The Executive Council should follow the guidelines for committees as described in Article IX of the Bylaws. OCA Divisions and Chapters should be invited and encouraged to submit the names of members willing to serve on committees. The chair and all members of the committee must be members of OCA. Each committee should meet at least three times each year and shall provide a summary of activities at each Executive Council meeting. Chairs should inform the Media, Public Relations, and Membership Committee of committee activities so the editor can inform the membership. The chairs should inform the Executive Director, President, and President-Elect of all meetings and are expected to attend all meetings requested by the Executive Director and/or President. Committees are responsible to send a representative to all Executive Council meetings. Please ensure that this representative is a Professional Member of OCA to be eligible to vote on all issues. All committee chairs will serve for a three-year term.

The 10 existing standing committees are: (1) Awards Committee; (2) Finance Committee; (3) Graduate Student Committee; (4) Insurance Advocacy Committee; (5) Leadership Development Committee; (6) Government Relations Committee; (7) Media, Public Relations, and Membership Committee; (8) Diversity, Equity, Inclusion, and Cultural Dignity Committee; (9) Professional Development Committee; and (10) Political Action Committee.

AWARDS COMMITTEE

The committee shall be composed of the chair and other members as designated.

This committee shall

1. Maintain information about existing OCA awards: The Dave Brooks Award, the Herman J. Peters Award, The Charles “Chuck” Weaver Award, The Graduate Student Award, The Professional Leadership Award, The Research and Writing Award, The Susan J. Sears Counselor of the Year Award, The Public Policy and Legislative Award, and the Tom Davis Outstanding Mentor Award.
2. Develop new or special awards with the approval of the Executive Council.
3. Distribute nomination forms for awards to membership.

4. Collaborate with the Executive Board and the Diversity, Equity, Inclusion, and Cultural Dignity Committee to ensure awards are equitable across membership.
5. Select those to be honored and purchase appropriate plaques.
6. Present awards at the annual AOCC Conference.

FINANCE COMMITTEE

The finance committee shall be composed of the Executive Director, President, President-Elect, Past-President, Treasurer, and Finance Committee Chair.

This committee shall

1. Prepare a yearly budget to be presented to the Executive Council.
2. Review and revise the budget as needed throughout the year and present those revisions to the Executive Council for approval.
3. The Finance Committee Chair shall not be the OCA Treasurer.
4. The Finance Committee Chair will serve a three year term.

GRADUATE STUDENT COMMITTEE

The committee shall consist of the co-chair or chair and other members as designated.

This committee has the overall responsibility of supporting graduate student academic excellence through specific programming outlined below.

This committee shall

1. Execute the annual Graduate Student Poster Presentation at the Fall AOCC conference.
2. Host at least one Graduate Student Panel per year within the context of an OCA sponsored conference.
3. Aspire to take on an additional academic related advocacy task per year as a committee with the approval of the OCA Executive Director.
4. The designated co-chair will communicate with the OCA Executive director on at least a quarterly basis during attendance at Quarterly meetings.

INSURANCE ADVOCACY COMMITTEE

The committee shall consist of the chair and other members as designated. This committee serves as a liaison between OCA members in clinical practice and insurance companies, coordinates efforts with the Behavioral Health Providers for Insurance Advocacy Coalition, and provides professional guidance pertaining to insurance issues to OCA members through education, resourcing, and other efforts.

The committee shall

1. Provide regular education/training related to working with insurance companies for our membership.
2. Establish and maintain a resource library about insurance issues for our members.

3. Coordinate services with the Behavioral Health Providers for Insurance Advocacy Coalition. The chair of the committee shall serve as OCA's representative to that group.
4. Disseminate communications to and from the Behavioral Health Providers for Insurance Advocacy Coalition for OCA members.
5. Assist in troubleshooting issues that may arise for OCA members in working with insurance companies by establishing working connections with insurance company policy makers and administrators.

LEADERSHIP DEVELOPMENT COMMITTEE

The committee shall consist of the chair and other members as designated. This committee has the overall responsibility for strategically recruiting, training, and supporting diverse leaders from within the association to promote a successful and successive leadership style for all OCA volunteer roles.

This committee shall:

1. Demonstrate to the OCA community that leadership development is a membership benefit.
2. Work collaboratively with OCA committees, divisions and chapters to recruit diverse current or discerning graduate students, new professionals, and seasoned professionals for leadership roles.
3. Certify three Leadership Certificate Program (LCP) cohorts each year (Winter, Summer, Fall) designed to equip leaders with the most important tools and information they need to successfully hold any leadership position within OCA. Topic areas include but are not limited to membership growth, servant leadership, OCA history and governance, finances, legislative advocacy, the CE approval process, and mentorship.
4. Provide opportunities for networking and community building among LCP participants to strengthen relationships within the OCA community.
5. Provide ongoing encouragement and mentorship to new LCP graduates and communicate new opportunities for OCA leadership roles.

GOVERNMENT RELATIONS COMMITTEE

This committee shall be composed of: the chair of the Government Relations Committee (Presidential Appointment); representative(s) from the contracted lobbyists; the OCSWMFT Board Liaison (Appointed by the GRC Chair, confirmed by the OCA president); the PAC chairperson (Presidential Appointment); OCA Coalition Liaisons (GRC Appointment); a representative from each division and chapter (appointed by the respective division/chapter EC and confirmed by the GRC Chair), and other at large members interested in government affairs and advocacy (appointed by GRC Chair).

This committee shall:

1. Examine closely all bills pertaining to counseling that are filed with the legislature.

2. Monitor the progress of bills pertaining to counseling.
3. Work closely with legislators, researchers, and universities to inform, study, and develop new legislation to advance the field of counseling and to serve our clients.
4. Serve as members of coalitions with goals similar to those of counselors (i.e., Coalition for Healthy Communities and the Mental Health Providers Coalition).
5. Provide testimony at legislative hearings.
6. Plan and lead the annual Legislative Advocacy Day.
7. Communicate with ACA headquarters regarding national legislation.
8. Communicate and collaborate with the OCSWMFT Board Liaison, OCA Lobbyists, and OCA Executive Board.
9. Assist in the creation of official OCA statements in response to legislative and advocacy needs (e.g., crisis situations/events).
10. Engage membership through OCA presentation, quarterly newsletters, podcasts, and other consumable media to engage membership on GRC happenings and membership experiences.

MEDIA, PUBLIC RELATIONS, AND MEMBERSHIP COMMITTEE

The committee shall consist of the committee chair, committee members, and (1) committee liaison to each of the MPRM subcommittees as designated. This committee has the overall responsibility of (1) creating and/or disseminating information on behalf of OCA and its chapters, divisions, committees, and task forces, (2) assisting OCA with retaining current members and acquiring new members, and (3) providing guidance and oversight of the MPRM subcommittees: PODCAST SUBCOMMITTEE and AMBASSADOR PROGRAM SUBCOMMITTEE.

This committee shall

1. Maintain an active presence on OCA's social media platforms, as well as OCA's LinkTree.
2. Publish *The Counselor Connection* newsletter on a triannual basis.
3. Create and/or disseminate video content via OCA's official YouTube channel.

DIVERSITY, EQUITY, INCLUSION, AND CULTURAL DIGNITY COMMITTEE

The committee shall consist of the chair and five other members as designated. This committee has the overall responsibility for cultivating and preserving a culture of inclusion and dignity, to increase accountability and take steps to embrace and represent our diverse membership. This diversity includes, and is certainly not limited to, race, ethnicity, socioeconomic status, religion and spirituality, sexual/affectional orientation, gender identity and expression, national origin, genetics, ability status, immigration and refugee status, age, and veteran status.

This committee shall

1. Serves to benefit all OCA members and the broader community without the need to “opt-in” as one would an OCA division or chapter.
2. Complete an OCA member survey regarding diversity, equity and inclusion, supporting all OCA chapters and divisions in presenting at least one program annually related to these issues for their members and target audience.
3. Formally collaborate with the Ohio Counselors for Social Justice (OCSJ), the Ohio Association for Multicultural Counseling & Development (OAMCD), the Society for Sexual, Affectional, Intersex, and Gender Expansive Identities of Ohio (SAIGEO), and the OCA Govt. Relations Committee to identify and assist with related systemic level advocacy in Ohio.
4. Recruit new participants for the OCA Speakers Bureau to enhance training and speaker diversity, and initiate outreach to and collaborate with OACES to assist with enhancing the multicultural component of the counselor education programs across Ohio.
5. Engage in community outreach and annual assessment of OCA members’ needs for DEICDC-related programs and events.
6. Additionally, the committee aims to continue promoting an inclusive and equitable environment to strengthen creative collaboration, understanding, and meaningful dialogue among OCA divisions, chapters, general members and beyond.

PROFESSIONAL DEVELOPMENT COMMITTEE

The committee shall consist of the chair and other members as designated. This committee has the overall responsibility for the continuing education components of conferences, workshops, and programs.

This committee shall

1. Approve programming and issue continuing education units.
2. Communicate with professional development and national certifying and state licensure bodies (OCSWMFT) through the OCA Executive Director.
3. OCA Chapters, Divisions, and Committees will submit applications for the Professional Development Committee to review and approve for CE approval.
4. Gather, archive (Dropbox), and provide information about approved conferences, workshops, and programs to the Executive Director for the continuing education provider renewal including marketing flyers, ads, presenter credentials, program content, surveys, and exams.
5. Engage in biannual audit with state licensure body to retain provider status.

POLITICAL ACTION COMMITTEE

The OCA PAC is a voluntary, non-profit, unincorporated committee that is not affiliated with any political party. The committee is to assist the counseling profession’s continued growth through legislative and advocacy efforts. It is comprised of individuals licensed in the state of Ohio as the following: Counselor Trainees (CTs), Licensed Professional Counselors (LPCs), Licensed

Professional Clinical Counselors (LPCCs), and Licensed Professional Clinical Counselors with Supervisor Designation (LPCC-S).

The OCA PAC Board of Trustees shall:

1. Have general supervision, management, and control of the affairs and activities of the OCA PAC as described in PAC bylaws.
2. Establish and carry out all policies and programs of the OCA PAC.
3. Make disbursements of the OCA PAC funds only for the purposes defined by PAC bylaws.
4. Engage and consult with the OCA Executive Board, Government Relations Committee, and OCA Lobbyists.

GUIDELINES FOR CHAPTER, DIVISION, AND COMMITTEE PROBATIONARY STATUS

Should an OCA chapter, division, or committee not meet the above requirements and/or become inactive, the OCA Executive Board will move the chapter, division, or committee to a probationary status until the above requirements are met. The past-president, who serves as a mentor to chapters, divisions, and committees will assist those in a probationary status to meet requirements. Those chapters, divisions, and committees who remain in probationary status for over a year will be made inactive.

GUIDELINES FOR OCA INTEREST GROUPS

An OCA Interest Group is a community for OCA members who share a common interest in a specific counseling area. OCA Interest Groups allow participants to engage in discussion, share resources and ideas, as well as network and interact with other OCA members. OCA Interest Groups will vary in context, structure, and activity level and are open to all interested OCA members.

To establish an interest group, individuals shall

1. Create, disseminate, and obtain results from a needs assessments sent to OCA members.
2. Develop a purpose and mission statement.
3. Establish a list of individuals who are interested in participating in the group.
4. Complete and submit the *OCA Interest Group Request Form*, which will be reviewed by the OCA Executive Board.

Once approved, OCA Interest Groups shall

1. Have a designated chair and/or co-chairs that will communicate with OCA's Executive Board.
2. Chair and/or co-chairs will attend all OCA Executive Council Meetings.
3. Provide the Executive Director with updates on initiatives, accomplishments, etc. to share with the Executive Council.

4. Interest group members must be active OCA members and may only engage in activities that are compatible with the goals, purpose, and mission of OCA.
5. OCA Interest Groups must get approval from the OCA Executive Board prior to writing and distributing any policy or position statements.
6. Continuing education topics/workshops must receive approval by the appropriate committees (i.e., Professional Development Committee).
7. All activities of OCA Interest Groups are performed on behalf of OCA and require the Executive Board's knowledge and approval.

GUIDELINES FOR OCA LIAISONS

ETHICS LIAISON

The ethics liaison is appointed by the Executive Board and will serve for a 3 year term.

The ethics liaison shall

1. Educate the membership concerning ethical standards
2. Process all ethics complaints through the ACA Ethics Committee and forward those complaints to the NBCC and OCSWMFT Board.

OCSWMFT BOARD LIAISON

The liaison will be selected by the OCA executive committee and serve at the behest of the president for a 3 year term.

The OCSWMFT board liaison shall

1. Be an active member in the Government Relations Committee.
2. Act as a connection between the Ohio Counseling Association and the OCSWMFT Board.
3. Attend (or send a proxy) to all OCSWMFT bi-monthly meetings and provide a summary of pertinent changes, queries, rules, and other important notes to the OCA executive committee and Government Relations Committee.
4. Provide feedback, ask questions, and represent OCA for the Ohio Counselor's Board Members with an emphasis of the mission of OCA at the core of their duties.
5. Other duties as prescribed by the president of OCA.

ACA MIDWEST LIAISON

The liaison will be selected by the OCA executive committee and serve at the behest of the president for a 3 year term.

The ACA Midwest liaison shall

1. Act as a connection between the Ohio Counseling Association and the ACA Midwest leadership.
2. Attend (or send a proxy) to all ACA Midwest meetings and provide a summary of pertinent changes, queries, rules, and other important notes pertaining to ACA Midwest.

GUIDELINES FOR PAST-PRESIDENT CABINET

As someone who has served within the Ohio Counseling Association, Past-Presidents have a tremendous amount of talent, knowledge, and insights to offer the current generation of the OCA leaders. As such, the OCA Past-President's Cabinet is intended to bridge the gap between past leadership and the present. Individuals who have served in this capacity have the opportunity to continue to serve OCA as a mentor, consultant, and advisor to the current President and Executive Board.

The OCA Past-President Cabinet shall consist of the current OCA Past-President and all OCA Past-Presidents who are willing to volunteer. Duties may include:

- Respond to requests from the President for thoughts, suggestions, and insights regarding a variety of issues.
- Serve as a mentor to rising leaders in OCA.
- Provide historical context for OCA policies, procedures, and structure.

GUIDELINES FOR AFFILIATE PARTNERSHIPS

The Ohio Counseling Association shall maintain a formal, mutual and non-binding partnership with the Ohio School Counselor Association (OSCA) and abide by all standards, expectations, and agreements set forth by both organizations. Each organization will designate a non-voting liaison to the other organization's Executive Counsel and/or Board of Directors.

The Ohio Counseling Association shall designate the Executive Director to serve as its liaison to OSCA. The liaison will participate in all meetings of the Board of Directors, serve as a communication link and assist in any joint efforts. In the event the Executive Director is unable to participate in a meeting, another member of the Executive Committee will be designated to participate in place of the Executive Director. Reimbursement for travel will be done according to the provisions described within these Operating Procedures.

GUIDELINES FOR THE JOURNAL OF COUNSELING PRACTICE

The editorial board shall consist of the executive editor, associate editor, and/or assistant editor as well as editorial members as designated. This editorial board has the overall responsibility for managing manuscript submissions to the *Journal of Counseling Practice*.

This editorial board shall:

1. Evaluate manuscripts submitted to the *Journal*.
2. Communicate with authors regarding their submission status.
3. Provide disposition decisions and editorial feedback to authors in a timely manner.
4. Publish peer reviewed articles.

GUIDELINES FOR NOMINATIONS AND ELECTIONS

NOMINATIONS AND ELECTIONS

This committee shall be chaired by the Past-President and should follow the procedures as outlined in Article IX of the OCA bylaws.

This committee shall

1. Invite all Chapter, Division, and Committee representatives and all OCA members to submit recommendations for nominations, prior to January 30th, for the office of President-Elect. The qualification of the President-Elect is as follows:
 - a. Completed the OCA Leadership Certification Program or in the process of completing prior to July 1 as the term begins.
 - b. Maintains a Licensed Professional Clinical Counselor (LPCC) credential
 - c. Professional Member of OCA and ACA
 - d. At least 2 to 3 years of OCA leadership experiences
 - e. Good standing with OCSWMFT board
2. Utilize the Professional Development Committee, OCA Listserv, and OCA Membership Emails to issue a call for nominations from the membership at large with the deadline for such nominations being January 30th.
3. Screen recommendations and establish a slate to be presented to the Executive Council for approval by February 1st of each year.
4. Use SurveyMonkey or similar online voting software to ensure one vote per member and fair counting of the votes.
5. Conduct a run-off election in the case of a tie in any of the elected offices.
6. Announce the results of the election on the website, email, and social media before ACA annual conference

SUCCESSION OF OFFICERS

The procedures for the succession of officers are described in Article VI, Section 3 and 4.

Each of the officers, with the exception of Treasurer, shall serve a one-year term, which shall coincide with the fiscal year.

The President-Elect shall automatically become President, and the President shall become Past-President of OCA at the end of the fiscal year.

FILLING VACANCIES

The procedures for the filling of vacancies are described in Article VI, Section 5.

In the event of a vacancy in the office of President, the President-Elect shall complete the term of President as well as his/her own term. A new President-Elect will be elected per Article VIII. In the event of the resignation, death, or incapacitation of any other officer other than President, the OCA Executive Council shall appoint a member to fill the remainder of the term of office within

30 days. In the event of a vacancy in the office of Treasurer, the books are to be turned over to the chairperson of the Finance Committee who shall see that the books are audited within a reasonable time by a CPA.

GUIDELINES FOR BUDGET REQUESTS

A budget request is a formal document that is required when seeking funding from OCA. All budget requests are reviewed by the OCA Executive Board and Finance Committee, in order to ensure OCA has sufficient funding and that the funding being requested will be going to appropriate activities that support the mission and purpose of OCA. Those interested in completing a budget request will submit the *OCA Budget Request Form*. Decisions regarding the funding request will be provided within 30 days.

GUIDELINES FOR REIMBURSEMENT REQUESTS

A reimbursement request is a formal document that is required when seeking reimbursement for attending events on behalf of OCA. All reimbursement requests are reviewed by the OCA Executive Board and Finance Committee, in order to ensure OCA has sufficient funding and that the funding being requested will be going to appropriate activities that support the mission and purpose of OCA. Those eligible for reimbursement requests are individuals who have been delegated and/or are required to attend events on behalf of OCA, such as the ACA National Convention. Delegates of these events must complete and submit the *OCA Reimbursement Form*. Reimbursement requests must be submitted a minimum of 30 days prior to the event and decisions regarding the reimbursement request will be provided within two weeks. Individuals who receive funding from outside entities (e.g., place of employment, university, etc.) may not be eligible for the complete reimbursement, depending on the amount provided by the outside entity.

Delegates of OCA shall:

1. Travel via personal auto or commercial airlines, as appropriate and cost effective. Airfare will be reimbursed at the air coach rate. An original airline receipt must accompany the request for reimbursement.
2. Local transportation costs, such as taxi fares, tolls, and parking at the airport will be reimbursed only if receipts are provided.
3. If time or distance permits, a personal vehicle may be used for travel. Reimbursement will be made at the rate of that year's government reimbursement rate plus parking. Parking and tolls must be substantiated by original receipts. The reimbursement rate includes the cost of gas, insurance, mechanical issues, etc. No additional reimbursement will be given for such costs.

GUIDELINES FOR DELEGATES TO MIDWEST REGION LEADERSHIP INSTITUTE, ACA NATIONAL CONVENTION, AND ACA INSTITUTE FOR LEADERSHIP TRAINING

Delegates to the Midwest Region Meetings and ACA Conference shall be the President, President-Elect, and up to a maximum of two other delegates elected by the Executive Council (one of whom can be the Past-President). For the ACA Institute for Leadership Training, the President and President-Elect will select up to two delegates who may receive grants for registration and/or travel.

Delegates to these conventions shall:

1. Attend Midwest and Branch leadership meetings and regional business meetings at the ACA National Convention.
2. Prepare a written report to members to be presented at the next Executive Council meeting following the conference.
3. Will receive a maximum reimbursement of \$500. Delegates must complete a reimbursement request and provide appropriate receipts.

GUIDELINES FOR ACA MIDWEST CHAIR-ELECT NOMINATION PROCESS

The OCA Executive Board may nominate an OCA leader for the ACA Midwest Chair-Elect position annually. Individuals who have been nominated will need to provide the OCA's Executive Director with a copy of the CV, highlighting their leadership resume. The Executive Director will email the current ACA Midwest Chair the name of the individual and their CV. A representative from OCA must be present at the ACA Midwest meeting where nominations and voting will occur and read a letter of support for the individual's nomination.

GUIDELINES FOR CREATING AND DISSEMINATING OFFICIAL OCA STATEMENTS

The OCA Executive Board shall create and disseminate official statements to matters that pertain to the OCA and its mission, purpose, and values. OCA Executive Board members may call upon other OCA leaders to contribute to the creation of an official statement (e.g., SAIGEO leadership should a statement need to be created that pertains to the LGBTQ+ community).

GUIDELINES FOR REVIEWING BYLAWS AND SUPPORTING DOCUMENTS

OCA Bylaws and supporting documents (e.g., operating procedures) should be reviewed at least annually at the beginning of the new term. Updates should be created should changes occur to any procedures. OCA chapters, divisions, and committees are also asked to review and update their applicable documentation annually and provide those updates to the OCA Executive Director in a timely manner.