

Association for Assessment and Research in Counseling

Bylaws

Revised September 2019

Approved ACA Governing Council

March 2020

**XIII. BYLAWS OF THE ASSOCIATION
FOR ASSESSMENT AND RESEARCH IN COUNSELING**
(revised September 2018)

Article I - Name, Affiliation, Mission, Vision, Purpose, Plan

Section 1. **NAME.** The name of this organization shall be the Association for Assessment and Research in Counseling, hereinafter referred to as AARC.

Section 2. **AFFILIATION.** AARC is a division of the American Counseling Association, hereinafter referred to as ACA, and shall be subject to the provisions of its Bylaws which apply to a division and to individual members.

Section 3. **MISSION;** The mission of AARC is to provide an organization for counselors, educators, students, researchers, and other professionals that advances the counseling profession. AARC develops human and professional resources to create, disseminate, and provide assessment and research for counseling.

Section 4. **VISION;** The vision of the Association for Assessment and Research in Counseling (AARC) is to recognize and advance excellence in assessment and research in the counseling profession.

Section 5. **STRATEGIC PLAN.** AARC shall have a Strategic Plan that guides the energies of its members and leaders and the allocation of AARC's financial resources.

Article II -- Membership

Section 1. **QUALIFICATIONS FOR MEMBERSHIP.** Members shall qualify in the following ways:

- a **PROFESSIONAL MEMBERS.** Persons may become a Professional Member if they hold a master's degree or higher in counseling or a closely related field from a college or university accredited by the Council for Higher Education Accreditation. The completion of at least two courses in measurement or in closely related subjects, such as statistics or research design. Proof of academic credentials may be requested.

- b **REGULAR MEMBERS.** Persons meeting the following requirements may apply for Regular Member status in AARC. Evidence of an interest in the field of counseling, with at least one year of professional experience in one or more of the areas of specialization listed below, or in other areas deemed to be relevant by the Membership Committee is needed.
 - (i) planning, administering, and conducting test programs;
 - (ii) providing scoring services;
 - (iii) interpreting and using test results;
 - (iv) developing and distributing evaluation instruments
 - (v) teaching college level courses in evaluation and measurement
 - (vi) conducting research concerned with personnel and guidance aspects of evaluation and measurement.

- c **STUDENT MEMBERS.** Students engaged in full-time graduate study in the fields of measurement and evaluation or counseling may be admitted as Student Members, upon application and endorsement by their respective faculty adviser. Student Members shall be entitled to vote and hold office in AARC. Student membership shall not exceed a period of three (3) years.

- d. **RETIRED MEMBERS.** AARC members who are retired may request a retired membership status. The requirements for retired member status shall be the same as those for ACA retired members. Membership fees for retired members shall cover the cost of the journal, newsletters, and any other operating costs, rounded up to the nearest dollar.

Section 2. ANNUAL DUES. Annual dues of AARC shall be established by the AARC council, subject to the approval of the majority of voting members at a regular AARC business meeting.

Section 3. ASSESSMENTS. The AARC council may, from time to time, recommend that an assessment be levied upon members of AARC. A recommendation for such an assessment, together with a statement of the purpose of such an assessment, shall be distributed to all members at least 30 days prior to the next AARC business meeting, at which time such a recommendation shall be discussed and voted upon by the voting members of AARC. A recommendation shall be considered to be adopted if approved by a majority vote of those attending the business meeting subsequent to the distribution of the recommendation.

Section 4. NON-PAYMENT OF DUES. Members shall become inactive by non-payment of dues in accordance with the Bylaws of ACA.

Article III -- The Executive Council

Section 1. COMPOSITION OF THE EXECUTIVE COUNCIL. The Executive Council of AARC, hereinafter referred to as the AARC Council, shall consist of the President, President-Elect, immediate Past-President, Secretary, Treasurer, three Members at Large, the representative to the ACA Board of Directors; all executive council members shall be voting members of AARC and ACA, in accordance with the Bylaws of ACA.

Section 2. FUNCTIONS OF THE AARC COUNCIL. The AARC Council shall serve the following functions:

1. Make all necessary policy decisions on behalf of AARC during the interim between business meetings of AARC.
2. Formulate general policies concerning the objectives and purposes of AARC and recommend such action as seems necessary to implement these policies to the voting members of AARC for adoption.
3. Select the name of one nominee for ACA President-Elect for presentation to the ACA committee on Nominations and Election.
4. Prepare a Slate of Nominees for AARC representatives to the ACA Board of Directors.
5. Have the final responsibility for all meetings of AARC at the national level.
6. Coordinate the relationships of AARC with its state divisions, with other divisions of ACA, and with other organizations.
7. Consider all proposed amendments to these Bylaws.

Section 3. MEETINGS OF THE AARC COUNCIL.

1. The AARC Council shall meet at least once each year. A meeting of the AARC Council shall be held at the time and place of each National Convention of ACA.
2. At least one-half of the members of the AARC Council shall constitute a quorum throughout any meeting of the AARC Council at which official business is transacted.

Section 4. TERMS OF OFFICE.

1. The President-Elect shall be elected for a one-year term, and shall then succeed to the Presidency for a one-year

term, and then to the Past-Presidency for a one-year term.

2. The Secretary shall be elected for a two-year term.
3. The Treasurer shall serve for a two-year term.
4. One Member at Large shall be elected each year to serve for a three-year term.
5. The representative to the ACA Governing Council or other governance bodies shall be elected to serve for a three year term as recommended by ACA.
6. The number of Division Representatives to the ACA legislative or policy making governance body specific by ACA shall be elected for terms prescribed by ACA.
7. In the event of a vacancy in any office but that of President or President-Elect, the AARC Council shall, by majority vote, elect a successor to serve until the next annual election. If a vacancy occurs in the office of President, the President-Elect shall complete the unexpired term and shall then serve a full term in his or her own right. If a vacancy occurs in the office of President-Elect, the Past-President shall perform the duties of the President-Elect until the next election. If an officer-elect-elect resigns or otherwise is unable to serve, then the candidate with the highest votes on the same slate shall assume the next office.
8. Officers may be re-elected, except that any person who has been elected to the office of President-Elect may not again be a candidate for that office within five years of his or her previous candidacy.
9. The start of the term of office of elected officers of AARC shall coincide with that of ACA's elected officers.

Section 5. PRESIDENT. The duties of the President shall be:

1. To exert leadership in the achievement of the purposes of AARC.
2. To preside at business meetings of AARC, of the AARC Council and of the Executive Committee.
3. To appoint chairpersons of temporary committees of AARC, which are established under the office of President, except as otherwise specified in these Bylaws.
4. To serve ex officio on all committees of AARC.
5. To submit such reports and other information as may be requested or required by ACA.
6. To perform such other duties as directed by the Executive Council.

Section 6. PRESIDENT-ELECT. The duties of the President-Elect shall be:

1. To perform the duties of the President in the event of the resignation, absence, incapacity, or death of the President.
2. To serve as a member of the AARC Council and of the Executive Committee.
3. To serve as co-chair of the Membership Committee.
4. To perform such other duties as directed by the Executive Council.

Section 7. PAST PRESIDENT. The duties of the immediate Past President shall be:

1. To serve as a member of the AARC Council and of the Executive Committee.
2. To serve as Chairperson of the AARC Committee on Nominations and Elections.
3. To perform the duties of the President-Elect in the event of the resignation, absence, incapacity, or death of the President-Elect.
4. To perform such other duties as directed by the Executive Council.

Section 8. SECRETARY. The duties of the Secretary shall be:

1. To serve as a member of the AARC Council and of the Executive Committee.
2. To keep records of the proceedings of the meetings of AARC, the AARC Council and the Executive Committee.
3. To notify ACA of amendments to these bylaws adopted by the membership.
4. To notify AARC candidates as to the election results, when requested by the President.
5. At the direction of the President, to transmit within 30 days to the AARC Newsletter editor, the names of AARC officers following their election or appointment, so that the AARC membership may be so informed.
6. To solicit such written reports of standing and temporary committees for the Council and the AARC business meeting as called for in Article VII, Section 4.
7. To perform the customary functions and duties of the AARC Council.
8. To perform such other duties as directed by the Executive Council.

Section 9. TREASURER. The duties of the Treasurer shall be:

1. To serve as a member of the AARC Council and of the Executive Committee.
2. To review and approve requests for disbursement which have been authorized by the AARC Council or the Executive Committee.
3. To review periodic financial audit statements from ACA, with specific reference to the finances of AARC.
4. To present reports of the financial status of AARC to the AARC Council, the Executive Committee, and the AARC membership at each meeting of these bodies.
5. To present a proposed budget to the AARC Council.
6. To present the AARC budget to the ACA Governing Board.
7. To perform such other duties as directed by the Executive Council.

Section 10. MEMBERS-AT-LARGE. The duties of the three Members-at-Large shall be:

1. To serve as members of the AARC Council.

2. To participate at the request of the President in AARC activities related to the functions of the AARC Council, which are extrinsic to the duties of other officers of AARC.
3. To perform such other duties as directed by the Executive Council.

Section 11. AARC ELECTED AARC REPRESENTATIVES TO THE ACA GOVERNANCE BODY.

1. To serve as a member of the AARC Council.
2. To represent AARC on the ACA Governing Council, or other stipulated executive governance body with duties and responsibilities specified by the ACA and by the Executive Council of AARC.
3. To perform such other duties as directed by the Executive Council.

Article IV -- Officers

Section 1. OFFICERS. The officers of AARC shall be composed of the President, President-Elect, immediate Past President, Secretary, and Treasurer. They shall also be referred to as the Executive Committee. (See Article VII, Section 1 of (2)).

Article V -- Fiscal Year and Dues

Section 1. FISCAL YEAR. The fiscal year of AARC shall coincide with the fiscal year of ACA.

Article VI -- Representation

Section 1. REPRESENTATION IN ACA. AARC shall provide delegates to the ACA elected governance bodies in accordance with the provisions in the ACA Bylaws and these Bylaws. Other representatives of AARC on ACA Committees shall be recommended by the President with the approval or authorization of the AARC Council unless otherwise specified in these Bylaws.

Section 2. REPRESENTATION OUTSIDE ACA. AARC shall seek actively to cooperate with other groups having similar purposes, within the provisions of the ACA Bylaws. Such representatives shall be appointed by the President with approval of the AARC Council.

Article VII -- Committees

Section 1. COMMITTEES OF AARC. There shall be Standing Committees and Temporary Committees to further the work of AARC.

1. Standing Committees
 - (1) EXECUTIVE. There shall be an Executive Committee of the AARC Council, composed of the President, President-Elect, immediate Past President, Secretary and Treasurer, which shall perform the functions of the AARC Council between meetings of the Council.
 - (2) NOMINATIONS AND ELECTIONS. There shall be a Standing Committee on Nominations and Elections, the composition of which shall consist of the three most recent Past Presidents available to serve.
 - (3) OTHER STANDING COMMITTEES. There shall be such other Standing Committees as may

from time to time be established by the AARC Council to deal with matters of a continuous or recurring character related to the accomplishment of the general purposes of AARC.

- (4) NUMBER OF MEMBERS. Unless specified in these Bylaws, each Standing Committee shall be composed of at least three voting members of AARC, including the chairperson.
 - (5) TENURE. Member of the Standing Committees, except the Executive Committee, will normally serve the three-year terms on a rotating basis and they may be reappointed. Members of the Executive Committee will serve for their respective terms of office.
 - (6) DISCONTINUANCE. Standing Committees, except the Executive Committee and Committee on Nominations and Elections, may be discontinued by the AARC Council.
2. Temporary Committees. The AARC Council or the President may establish Temporary Committees to deal with matters of an immediate or non-recurring character related to specific purposes of AARC
- (1) NUMBER OF MEMBERS. The number of members of each Temporary Committee shall be determined at the time the committee is established, by the Board or President establishing the Temporary Committee.
 - (2) TENURE. The term of service for members of each Temporary Committee shall expire with the term of the President, but may be renewed.
 - (3) DISCONTINUANCE. Temporary committees shall be discontinued at the time which shall be specified when each committee is established, unless action to the contrary shall have been taken by the AARC Council prior to such termination date.

Section 2. DESIGNATION OF COMMITTEES. Except as otherwise provided in these Bylaws, all other committees shall be designated as Standing Committees or Temporary Committees at the time they are established, such designation to be determined by the AARC Council on the basis of the criteria set forth in Section 1, a (3-6), and Section 1, b. of this Article.

Section 3. METHOD OF APPOINTMENT. Except as otherwise provided in these Bylaws, the chairperson of each committee shall be designated by the President, unless a specific chairperson designation is made by the AARC Council. The appointment of other committee members shall be made by the President or by the Committee Chairperson with the approval of the President from among the voting members of AARC.

Section 4. MEETINGS. Meetings of committees shall be called by the chairperson and the chairperson of each committee shall submit a written report of the committee's activities and recommendations to the AARC Council, and to the AARC membership at the time of the business meeting.

Article VIII -- Nominations and Elections

Section 1. PROCEDURES. The procedures set forth shall be used by the Committee on Nominations and Elections in filling the elective offices of AARC specified in Article III, Section 1.

1. The Committee shall canvass by mail or newsletter announcement the voting members of AARC for nominations to the elective offices of AARC and stipulated representatives to ACA governance bodies.
2. Except as here specified, all Regular Members and Emeritus Members shall be eligible to be nominated for any office in AARC. Any person who has been elected to the Office of President-Elect may not again be a candidate for that office within five years of his or her previous candidacy.

3. Guided by the nominations, the Committee shall prepare a slate containing not fewer than two names for each AARC office to be filled.
4. The Committee shall select the nominees to appear on the aforementioned slates on the basis of qualifications for the office, number of nominating votes received from the AARC membership geographical location, field of interest, and the consent of the nominee.

Article IX -- Meetings

Section 1. PROGRAM MEETINGS. The major program meetings of AARC shall be held in conjunction with the ACA convention.

Section 2. BUSINESS MEETINGS.

1. The annual business meeting of AARC national conference should be held during the AARC national conference. Should an AARC national conference not be held, the business meeting will be scheduled for the ACA convention.
2. The voting members present at a scheduled business meeting shall constitute a quorum for the purpose of conducting the business of AARC.

Article X -- State or Regional Divisions

Section 1. CHARTERS. Procedures for the issuance, amending, and revocation of AARC State or Regional Division charters shall be as prescribed in rules of procedures established by the AARC Council and ACA.

Article XI -- Amendments

Section 1. AMENDMENTS WITH PREVIOUS NOTICE. Procedures for the amendment of these Bylaws, with previous notice, shall be as follows:

1. Amendments may be proposed by the AARC Council or by the Bylaws Committee, or by a petition signed by 25 voting members of AARC and sent to the secretary of AARC at least 120 days, or such shorter period as the AARC Council may prescribe, in advance of an AARC business meeting. Copies of all proposed amendments other than those initiated by the Bylaws Committee shall be submitted by the Secretary to the Bylaws Committee for study and recommendation.
2. Proposed amendments, together with such comments or recommendations as may have been formulated by the AARC Council, the AARC Bylaws Committee, or the petitioners, if any, shall be distributed by the Secretary in writing via direct communication or via an official AARC publication, to the voting members of AARC at least 30 days prior to the next AARC business meeting, at which time such proposals shall be discussed and voted upon.
3. Proposed amendments shall be considered to have been adopted if approved by a majority of votes cast at the next AARC business meeting following their distribution to the voting members of AARC AND if approved by the ACA Governing Council.

Section 2. AMENDMENTS WITHOUT PREVIOUS NOTICE. These Bylaws may be amended without previous notice by 90 percent of the votes cast at the AARC business meeting, provided a quorum of the AARC Council is present. This amendment is subject to the approval of the ACA Governing Council.

Article XII -- Parliamentary Authority

Section 1. ROBERT'S RULES OF ORDER. newly revised, 1971 edition (by Henry Martin Robert), as from time to time amended. shall govern the proceedings of AARC.

Article XIII-- Nondiscrimination

Section 1. This association shall not discriminate against any individual on the basis of ethnic group, color, creed, sex, affectional or sexual orientation and/or handicapping condition.

Article XIV- Institutional Affiliate

Section 1 - Upon approval of the AARC Council, institutions can become an institutional affiliate of AARC, paying such annual dues as may be set by the AARC Executive Council.