

POLICY AND PROCEDURES MANUAL

OF THE
MARYLAND ASSOCIATION FOR COUNSELING AND DEVELOPMENT
A Branch of the American Counseling Association

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**Maryland Association For Counseling and Development
Executive Board 2005-2006**

Executive Committee

President Diane Finch mdfinch@erols.com	President-elect Awaiting ballot results	Past President Natalie Kauffman (443) 286-7152 (C) (410) 532-5387 (W) nkauffman@ndm.edu
Treasurer Rebecca Mitch rmitch@annearundelcounseling.com	Secretary Awaiting ballot results	Executive Secretary (<i>ex officio</i>) Juliann (Julie) L. Rice P.O. Box 1460 Columbia, MD 21044 (410) 884-4343 (P) (410) 828-9431 (F) Juliann.Rice@VerizonWireless.com

Division Presidents

MAADA Carol Shaw cas@dmv.com	MACES Awaiting Nominations	MAMCD Marsha Boveja marsha.boveja@rosemountcenter.com
MAME Carole Rayburn valentine.carole@starpower.net	MAMFC Kay T. Brawley kbrawley@mindspring.com	MAMHC Bill Arick tricocorp@verizon.net
MASERVIC Awaiting ballot results	MCDA Karol Taylor karoltaylor@comcast.net	MSCA Peggy Throne pthrone@yahoo.com

Committee Chairs

Bylaws/Parliamentarian No Chair	Compass Points Editor and Publication Policy Lee J. Richmond leejri@aol.com
Conference Planning Diane Finch mdfinch@erols.com	Ethics Carole Rayburn valentine.carole@starpower.net
Finance Rebecca Mitch rmitch@annearundelcounseling.com	Government Relations Penny Cummings penny.cummings@mepcom.army.mil Vicky Sawyer vsawyer2@washcoll.edu

Human Rights No Chair	Leadership Development No Chair
MACD Journal No Chair	NCC Contact Hours Lorie Logan-Bennett lbennett@umbc.edu
Nominations and Elections Natalie Kauffman nkauffman@ndm.edu	Professional Counselor Rehabilitation None
Professional Development Elizabeth Nyang enyang@aol.com	Public Relations No Chair
Technology Natalie Kauffman nkauffman@ndm.edu	Special/Ad Hoc No Chair

Chapter Representatives

Anne Arundel County Chapter	Baltimore County Chapter
Prince George's County Chapter	Montgomery County Chapter

2003 - 2006 Strategic Plan

Identity

The Maryland Association for Counseling and Development (MACD), a branch of the American Counseling Association and a partnership of divisions and chapters, is a professional organization of social scientists/practitioners that promotes the mental health, human potential and life-span development of all people.

Mission

The mission of MACD is to promote public confidence and trust in the counseling profession and to influence policies that affect professional counselors and the welfare of the diverse clients they serve. MACD supports professional counselors and counselors-in-training through a variety of professional development opportunities and support services.

Common Values

1. Caring for Self and Others: Belief in the worth and dignity of all people.
2. Promoting Ethical Practice: Commitment to promotion and ensuring adherence to the Code of Ethics and Standards of Practice of the American Counseling Association.
3. Respecting Diversity: Recognition of the importance of respecting and encouraging different perspectives, and valuing the contributions of all cultures, groups, and individuals.
4. Encouraging Positive Change: Belief that change in people, organizations, institutions, and society can be facilitated in a positive manner.
5. Acquiring and Using Knowledge: Commitment to the importance of increasing the knowledge on which professional practice is based.
6. Encouraging and Enhancing Leadership: Willingness to mentor and nurture leaders who will advocate for the profession and the clients it serves.
7. Promoting Collaboration: Belief in working in a collaborative manner for the overall benefit of the profession and the Association.

Goals and 3-year Objectives

1. Obtain parity with other licensed mental health practitioners.
 - a. Provide managed care organizations and other third party payees with information about counselor education and training.
 - b. Develop and support legislative initiatives and public policies that require third party insurance reimbursements to licensed mental health counselors.
 - c. Increase employability of professional counselors by working to remove restrictions on counselor employability and practices.
 - d. Develop and support legislation and policies that include licensed clinical professional counselors as providers in all private and governmental health care programs.
2. Promote the highest level of ethical and professional practice.
 - a. Provide situation-specific ethics workshops and disseminate procedures for reporting and resolving ethical violations.
 - b. Develop and disseminate a list of state and national contact persons with expertise regarding ethical issues for consultation purposes.

- c. Support rigorous educational and training standards for all professional counselors.
 - d. Work with the State Department of Education and Board of Examiners of Professional Counselors and Therapists to insure that continuing professional education standards are sufficient to maintain the highest level of professional practice.
 - e. Advocate for policies that increase the amount of release time and monetary reimbursement available for the continuing educational purposes of school, college, and agency counselors.
 - f. Continue member access to a low cost, professional liability insurance program.
3. Increase membership to at least 700.
- a. Conduct an annual membership drive that targets licensed clinical professional counselors, school counselors, counselor educators, graduate students, and Maryland members of ACA.
 - b. Target lapsed members from previous years for membership renewal.
 - c. Establish a “ Click and Paste” email approach to member recruitment by encouraging current members to encourage a colleague to join by cutting and pasting an email to them.
 - d. Establish a university professor and student representative contact at every Maryland university to facilitate recruiting.
 - e. Continue to improve member services and highlight these improvements.
4. Provide varied professional development opportunities for professional counselors to ensure the highest quality of continuing training.
- a. Continue to offer incentives substantial monetary discounts to members attending MACD professional development activities.
 - b. Promote activities that stress the importance of career counseling in life /career development.
 - c. Promote activities that stress the importance of assessment, program evaluation, and research on counseling effectiveness to the practice of professional counseling.
 - d. Charge division leaders with providing ample, quality educational opportunities for members of all divisions at the annual conference.
 - e. Provide several professional development workshops on varied topics of interest to professional counselors each year.
 - f. Provide high quality pre-conference and conference presentations.
 - g. Coordinate and disseminate information regarding upcoming divisional and external learning opportunities.
 - h. Conduct continuous professional development needs assessments to guide implementation of varied educational opportunities.
 - i. Provide fact sheets on special topics.
5. Promote an awareness of, and sensitivity to, equity and diversity issues.
- a. Promote the importance of counselor education regarding multicultural, gender, and sexual minority issues.
 - b. Advocate for the implementation of national standards for multi-cultural counselor training.
 - c. Provide multicultural, gender equity and sexual minority orientation training opportunities at the annual conference.

6. Foster the development of leadership potential in student and professional members.
 - a. Begin a program of mentoring students and professionals who show promise as future leaders of MACD.
 - b. Increase the number and diversity of members volunteering for leadership positions.
 - c. Develop a set of written procedures for budgeting, conference planning, etc., and offer training in these areas to emerging leaders.
 - d. Actively recruit and send emerging leaders to ACA - Southern Region conferences for specialized leadership training.
 - e. Enhance the frequency and quality of MACD leadership workshops.
 - f. Conduct an annual spring leadership retreat to facilitate presidential and board transitions.
8. Increase public awareness of, and support for, the counseling profession.
 - a. Maintain and improve the MACD web page to promote MACD and the profession.
 - b. Advocate for the professional use of school counselors.
 - c. Distribute literature and information that describes counseling and state and national counseling organizations.
 - d. Promote Counseling Awareness Month and other counseling awareness activities throughout the year.
 - e. Enhance the annual Association awards process and give numerous distinguished service awards to deserving members.
 - f. Continue to update and distribute an MACD brochure.
 - g. Develop public service announcements.
 - h. Nominate deserving MACD members for regional and national awards.
10. Increase legislative affairs and policy-making activities.
 - a. Establish and maintain a working relationship with the superintendent of Maryland SDE to collaborate on issues of importance to children as addressed by professional counselors.
 - b. Collaborate with other Maryland mental health groups on legislative initiatives and policy issues that meet the needs of Maryland citizens.
 - c. Monitor legislation and policies and testify for bills that meet the needs of Maryland's diverse citizenry.
11. Increase member awareness of the purpose and organizational structure of MACD.
 - a. Increase communication with members about MACD activities and resources.
 - b. Conduct a new member orientation at the annual conference.
 - c. Continue to publish a long-range MACD calendar of events in the MACD newsletter.
12. Improve the efficiency of MACD operations.
 - a. Use state-of-the-art software for bookkeeping and newsletter production.
 - b. Initiate a continuous process for strategic planning.
 - c. Maintain a savings deposit reserve for unexpected crises.
 - d. Establish a risk management plan for the MACD Executive Board.
 - e. Conduct a market analysis to guide future planning.
 - f. Continue advanced planning procedures for future conferences. Conference sites should

- be planned at least three years out.
13. Enhance communication with members through technological innovation.
 - a. Maintain and improve the MACD web-site.
 - b. Develop list-serves to enhance efficiency of communication among members.
 - c. Maintain an MACD e-mail address and toll-free number.
 - d. Publish the MACD newsletter four times annually.

 14. Explore and develop fundraising initiatives
 - a. Solicit and charge for advertising in the newsletter.
 - b. Produce high quality workshops and conferences.
 - c. Pursue cost-effective conference planning options.
 - d. Advertise private practice referrals on the web site.
 - e. Increase the number of vendors at conferences.
 - f. Approach vendors about sponsoring and financially supporting keynote speakers, breaks and lunches.
 - g. Pursue external funding for organizational activities.

Presidents of MACD 1958– 2005

1958 - 59	Dr. Anna Meeks	1990 - 91	Kathy McGuire
1959 - 60	Henrietta Howard	1991 - 92	Nancy Pipkin
1960 - 61	Otis D. Froe	1992 - 93	Dr. Lynn Linde
1961 - 62	Dr. Herbert Stern	1993 - 94	Mary Keene
1962 - 63	Irene Andrews	1994 - 95	Kim Long
1963 - 64	William Kline	1995 - 96	Dr. Beverly Eanes
1964 - 65	Graham Vinzant	1996 - 97	Richard Scott
1965 - 66	Lilliam Buckingham	1997 - 98	Lillian Parks
1966 - 67	Jean Anderson McIlyar	1998 - 99	Lisa Nickle
1967 - 68	Dr. Annabelle Ferguson	1999-00	Dr. Bradley Erford
1968 - 69	Bill Myer	2000-01	Dr. Jake Johnson
1969 - 70	Ken Rollins	2001-02	Betty Demmler
1970 - 71	Dr. John Giblette	2002-03	Dr. Marsha Boveja
1971 - 72	Larry Kurland	2003-04	Dr. Lee Richmond
1972 - 73	Amanda Reiblich	2004-05	Natalie Kauffman
1973 - 74	Bernice Sheridan	2005-06	Diane Finch
1974 - 75	Dr. David Rhoades		
1976 - 77	Dr. William Schafer		
1977 - 78	Dr. Don McBrien		
1978 - 79	Mary Kay Albrittain		
1978 - 79	Catherine Gordon		
1979 - 80	Jan Stocklinski		
1980 - 81	Dr. Rita Robinson		
1981 - 82	Dr. Thelma Daley		
1982 - 83	Beverly Winter		
1983 - 84	Dr. Walter Barwick		
1984 - 85	Edwin Craft		
1985 - 86	Goldie Smith-Watson		
1986 - 87	Dr. Gwen Dungy		
1987 - 88	Joan Grayson		
1988 - 89	Kay T. Brawley		
1989 - 90	Dr. Motiva Pickens		

Governance Procedures

These procedures outline the duties and responsibilities of MACD's Officers, Executive Committee, Divisions, Chapters, and Committees.

I. MACD President

A. Qualifications and Term of Office

1. The president is a member of the Executive Board and the Executive Committee.
2. The President's term of office begins July 1 and ends June 30 of the following year.
3. The President must maintain current membership in the American Counseling Association (ACA) and MACD.

B. Duties and Responsibilities of the MACD President

1. The President provides leadership, brings important issues to members' attention, address the concerns of members, evaluates progress of the organization, and exercises such powers as are necessary to uphold the best interest of the Association.
2. The President convenes and presides at all meetings of the Association, Executive Board, and Executive Committee.
3. The President is an *ex officio* member of all committees, except Nominations and Elections.
4. The President appoints the chairs of all committees, except the Nominations and Elections Committee and Finance Committee, for a term of one year. The President charges each committee with its tasks for the year.
5. The President establishes *ad hoc* committees as needed.
6. The President appoints a Parliamentarian/By-Laws Chair.
7. The President shall request a written report from each member of the Executive Committee to be presented at the Annual Business Meeting and at other designated times.
8. The President, with the assistance of the Executive Committee, completes the evaluation of the Executive Secretary by June 30 of each year.

C. Responsibilities of the MACD President as liaison to ACA

1. The President encourages all state division and branch officers to maintain membership in ACA.
2. The President shall represent the organization at the ACA Annual Conference and ACA – Southern Region Meetings.
3. The President, assisted by the MACD Executive Secretary, is responsible for state branch reports to ACA.
4. The President, assisted by the Executive Secretary, reports in writing to ACA any amendments to the State Branch Constitution or Bylaws at least 30 days prior to the effective date of their adoption and following Executive Board approval.

5. The President approves any articles or announcements about MACD for publication in ACA's newsletter, *Counseling Today*.
6. The President approves nominations and supporting materials for ACA branch awards.

II. MACD President-elect

A. Qualifications and Term of Office

1. The President-elect is elected at-large from among the individual members of the Association and serves for a term of one year.
2. The President-elect's term of office begins July 1 and ends June 30th of the following year, at which time the President-elect becomes MACD President.
3. The President-elect must maintain current membership in ACA and MACD.

B. Duties and Responsibilities of the President-elect

1. The President-elect performs the duties of the President in the absence or incapacity of the President.
2. The President-elect assumes the Presidency upon the death or resignation of the President.
3. The President-elect serves as a member of the Executive Board and Executive Committee.
4. The President-elect serves as a member of the Finance Committee.
5. The President-elect has incoming committee chairs (for his/her term as President) selected by August 1 to expedite preparation of the committees' agendas for the next year.
6. The President-elect carries out additional duties as directed by the President and Executive Board.

III. MACD Past President

A. Qualifications and Term of Office

1. The Past President serves the year immediately following the presidential year and is a member of the Executive Board and the Executive Committee.
2. The Past President's term of office begins July 1 and ends June 30 of the following year.
3. The Past President must maintain current membership in ACA and MACD.

B. Duties and Responsibilities of the Past President

1. The Past President serves as Chair of the Nominations and Elections Committee.
2. The Past President Co-chairs the MACD Annual Conference.
3. The Past President holds meetings as needed to monitor the MACD Strategic Plan and to complete the revised Strategic Plan for approval by the Executive Board.

IV. MACD Secretary

A. Qualifications and Term of Office

1. The Secretary is elected at-large from among the individual members of the Association and serves for a term of one year.
2. The Secretary's term of office begins July 1 and ends June 30 of the following year.
3. The Secretary must maintain current membership in ACA and MACD.
4. The Secretary may be re-elected to succeed him or herself for only one term.

B. Duties and Responsibilities of the Secretary

1. The Secretary is a member of the Executive Board and the Executive Committee.
2. The Secretary shall keep records of the meetings for the Executive Board and the Executive Committee. If he/she is unable to attend a Board meeting, he/she is responsible for designating a substitute.
3. The Secretary signs the official minutes of all meetings of the Association.
4. The Secretary carries out additional duties as directed by the Board and/or the President.

V. MACD Treasurer

A. Qualifications and Term of Office

1. The Treasurer is elected at-large from among the individual members of the Association and serves for a term of two years.
2. The Treasurer's term of office begins July 1 and ends June 30th of the second year of his/her term.
3. The Treasurer must maintain current membership in ACA and MACD.

B. Duties and Responsibilities of the Treasurer

1. The Treasurer represents the Association in assuring the receipt and expenditures of funds in accordance with MACD fiscal policies.
3. The Treasurer is a member of the Executive Board and Executive Committee.
4. The Treasurer has signatory authority for all banking transactions.
5. The Treasurer serves as Chair of the Finance Committee.
6. The Treasurer shall prepare a financial report for presentation at each Executive Board meeting and a report for the membership at the Annual Meeting.
7. The Treasurer carries out any other duties as may be directed by the President and the Executive Board.

Adopted April 23, 1988

1. Only the Treasurer will be able to sign checks, and their name will appear on the bank cards.
2. All requests for reimbursements will be submitted on the appropriate voucher form and with the appropriate receipts attached. If receipts or invoices are not attached, the voucher will not be honored.
3. All expenses are reimbursable only with the following exceptions:
 - a. Known expenses (conventions, travel, workshops, etc.) which must be accounted for later.
 - b. Third party checks (postage, printing, etc.) for which a voucher and invoice or bill must later be submitted.
4. Executive Board members may use funds from only those line items for which they are responsible. Officers and committee chairs may not exceed the amount approved in each line by more than ten percent (10%). Additional expenditures will not be honored without special action by the Board.
5. The Treasurer, in conjunction with the Executive Secretary, is responsible for having the auditor/CPA complete the Federal and State tax returns for MACD.
6. The Treasurer will arrange for an annual audit done by a CPA.
7. The annual audit will be presented by the Treasurer at the first Board meeting of the new fiscal year.
8. The financial procedures and formats will be modified to conform with standard practices as follows:
 - a. The voucher form will be modified to include organizational purpose;
 - b. Ledger sheets for reserve funds and a suspense account will be added to the records;
 - c. The Treasurer's report will include the bank fund (money market), reserve fund and general fund.

Adopted 1989

1. MACD vouchers must be submitted and signed by the president or the treasurer of a division to withdraw funds from the MACD account.
2. When submitting MACD vouchers for which payment for mileage is requested, the rate must not exceed the current rate allowed by the State of Maryland rates for travel in which one uses their personal vehicles.
3. The treasurer of MACD must turn over the books to the MACD treasurer-elect by August 1 of each year.
4. Line items for items 21 - 29 may carry forward credits/debits from year to year.

Adopted 3-10-90

If the address changes, it shall be required to file a change of address form for MACD within thirty (30) days using the new address. These forms will be sent to the following:

1. Maryland State Department of Assessment and Taxation

2. Comptroller of the Treasury Sales and Use Tax Division
3. Internal Revenue Service Center, Baltimore, Maryland

Adopted 10-13-98

1. The Treasurer, with the approval of the Executive Committee, may exercise flexibility in shifting excess funds on budget lines to cover shortfalls on other budget lines.

VI. MACD Executive Board

A. Composition of the Executive Board

1. The Executive Board shall consist of the elected officers of the Association: President, President-elect, Secretary, Treasurer, and immediate Past President.
2. The MACD Executive Secretary serves *ex-officio* without a vote.
3. Each active division shall be represented by the division president or the division president's designee.
4. Each active chapter shall be represented by the chapter president or the chapter president's designee.
5. The Parliamentarian/By-laws Chair is a member of the Executive Board.
6. Committee Chairs are *ex officio* members of the Executive Board

B. Duties and Responsibilities of the Executive Board

1. The Executive Board meets at least three times a year.
2. The Executive Board establishes policies for governing the affairs of the Association.
3. The Executive Board acts on recommendations from the President.
4. The Executive Board reviews proposed amendments to the bylaws.
5. The Executive Board grants charters to chapters upon recommendation of the President.
6. The Executive Board recommends the establishment of divisions in accordance with MACD By- laws and guidelines.
7. The Executive Board grants recognition to affiliate groups upon recommendation of the President.
8. The Executive Board, by a two-thirds (2/3) vote, may withdraw recognition of a division and will report such action to the appropriate national division.
9. The Executive Board, by a two-thirds (2/3) vote, may dissolve any chapter or affiliate group.
10. The annual Association dues are recommended and established by action of the Executive Board, with approval of a majority of the membership.
11. The Executive Board considers and adopts the budget presented by the President-elect.
12. All proposed amendments to the By-laws must be presented to the members of the Executive Board 30 days prior to the meeting of the Executive Board upon which action is requested.
13. Amendments to the By-laws may originate at the annual business meeting and may be approved for a mail ballot to be sent out within 90 days of presentation to the membership.
14. The Executive Board exercises such other powers and functions as are necessary or desirable to act in the best interests of the Association and that do not conflict with the By-laws.

VII. MACD Executive Committee

A. Composition of the Executive Committee

1. The Executive Committee consists of the President, President-elect, Immediate Past President, Treasurer, and the Secretary, each with a vote.
2. The Secretary serves as secretary for the Executive Committee.
3. The Executive Secretary serves as an *ex officio* member of the Executive Committee.

B. Duties and Responsibilities of the Executive Committee

1. The Executive Committee acts for the Executive Board within such guidelines and/or policies as established by the Executive Board.
2. The Executive Committee may be called into immediate session and/or telephone/electronic conference at the discretion of the President.

VIII. MACD Executive Secretary

A. Appointment and Compensation

1. The Executive Secretary is appointed by the Executive Committee. This appointment is for a one-year term. This appointment is reviewed annually.
2. The Executive Secretary shall be bonded.
3. The Executive Secretary shall receive such compensation from the Association as may be fixed by the Executive Board.
4. The Executive Secretary shall perform such duties as may be determined by the Executive Board and delegated by the President.
5. The Executive Secretary shall attend all meetings of the Executive Board and serve as *ex officio* member of the Executive Board and Finance Committee.

B. Specific Duties of the MACD Executive Secretary. The Executive Secretary shall:

1. Maintain a current, complete membership roster of the Association and its divisions, and send acknowledgements of membership to members.
2. Coordinate and collect dues for the Association and its divisions.
3. Submit an annual report to the President of accomplishments/activities for the year.
4. Assist the Nominations and Elections Committee in conducting Association elections.
5. Provide necessary information to the Finance Committee to assist in the development of a budget based on identified needs.
6. Coordinate printing contracts for the Association as requested.
7. Arrange for the annual financial audit.
8. Maintain up-to-date policy statements and by-laws.
9. Assist the President with any reports required by ACA.
10. Assist the President in preparation of support/informational documents necessary for conducting Association business.
11. Assure submission of all financial reports, quarterly or otherwise, as required by the IRS.

12. Coordinate all mass mailing of the Association, with specific control over the use of the Association's bulk mail permit.
13. Provide administrative support to the Conference Chair as requested. This shall include securing the site location.
14. Assist the President, if requested, in logistical arrangements for Executive Board meetings and/or other committee meetings held in Maryland.
15. Secure authorized signatures on bank signatory cards.
16. Send a list of all MACD members residing within each chapter area to chapters twice a year.
17. Assume responsibility for general correspondence with members or other interested parties requesting information.
18. Consult with the President on any other requests made by members not outlined specifically in MACD By-laws or policy.
19. Converse regularly with the MACD President for the purpose of in-person coordination.
20. Maintain Association archives, including:
 - a. Minutes of the Executive Board meetings provided by the current secretary
 - b. President's summary of activities, correspondence, etc., while in office.
 - c. Reports from Divisions
 - d. Reports from Chapters
 - e. Reports from Committees
 - f. Copies of *Compass Points*
 - g. Policies of the Association
 - h. Bylaws of the Association, chapters, and divisions
 - i. ACA Code of Ethics
 - j. MACD Conference summary and correspondence.
21. Assist in member recruitment and retention initiatives:
 - a. Design and/or review membership form on an annual basis.
 - b. Design and/or review membership invitation and brochure.
 - c. Plan and organize a yearly membership drive.
 - d. Make recommendations to the ACA Governing Council for any change in membership status.

C. MACD Executive Secretary Annual Evaluation

1. An annual review of the MACD Executive Secretary shall be completed no later than June 30th of each year.
2. A standard evaluation instrument will be used for this annual review. The Executive Secretary shall also have the opportunity to review the evaluation instrument and make recommendations as to its use.
3. The immediate Past President, Secretary, Treasurer, and current President of the Association are assigned the responsibility of completing separate evaluations of the Executive Secretary.

IX. MACD Divisions

A. Organization of Divisions

1. MACD divisions represent specialized areas of interest in counseling and development fields.
2. Divisions are organized in accordance with the MACD Bylaws and in accordance with ACA division structure.

B. Conditions for Formation of Divisions

1. A group of ACA division members in the State must indicate a desire to form a State division and set up a plan for development of such a division.
2. The group must have at least 20 charter members whom are also members of MACD before petitioning for a State divisional charter.
3. The group must draft a letter of intent that goes to the MACD Executive Board, Governing Council of ACA, and the appropriate ACA division.
4. MACD must notify the appropriate ACA division and ACA Headquarters that a State division is being formed.
5. The MACD Executive Board, with the approval of two-thirds (2/3) of the members present at the MACD Annual Conference, may grant a charter to the new division.

C. Organizational Functioning

1. Divisions are autonomous in the conduct of their affairs.
2. Each division incorporates in its name the following words: "A Division of the Maryland Association for Counseling and Development."
3. Division by-laws should be consistent with MACD By-laws and the national division of ACA bylaws.
4. A copy of division bylaws should be on file at MACD Headquarters.
5. All officers of a division must be members in good standing of MACD, ACA, and the appropriate ACA division.
6. Each division determines its own membership dues and notifies the MACD President and Executive Secretary, in writing, of any changes in dues.
7. Unless otherwise agreed upon, division dues are payable concurrently with MACD dues.
8. Division dues are paid one year in advance for the same 12-month period as the MACD dues; no provision exists for partial year dues.
9. Divisions hold elections of officers in a time frame that permits the succeeding officers to begin their term on July 1, and notify MACD by filing a division annual report on/before July 1.
10. The division president is responsible for drafting and presenting the division annual report and the division written report on activities to the MACD President on/before July 1 and sending a copy to the Executive Secretary to be entered into the archives.
11. Divisions plan business meetings and activities at the MACD Annual Conference, in coordination with the Conference Chair.
12. The MACD Executive Board has the power to dissolve any MACD Division by a two-thirds (2/3) vote.
13. Divisions determine whether division members must also be members of MACD.

X. MACD Chapters

A. Organization of Chapters

1. MACD chapters are organized by a group of MACD members from a relatively contiguous geographical area.
2. Groups wishing to form a chapter should contact the MACD President as the first step in the organizational process.
3. A petition must be drawn up and presented to the MACD Executive Board. The petition must contain the name of the chapter, a copy of its by-laws, and a list of at least 15 proposed members, all of whom must be current members of MACD.
4. If the geographical area is located in the area assigned to an existing chapter, it is necessary to ask the chapter to release the area(s) in question.
5. Granting of chapter status is a function of the Executive Board, on the recommendation of the President, and passed by a two-thirds (2/3) vote of members present at the annual business meeting.

B. Organizational Functioning

1. A chapter is autonomous in the conduct of its affairs.
2. Membership in chapters is open to any person eligible for membership in MACD.
3. Each chapter determines its own dues and is responsible for its own financial status.
4. Each chapter insures that a copy of its current by-laws is on file at MACD headquarters.
5. Each chapter should strive to maintain by-laws consistent with MACD By-laws.
6. Each chapter president must return the chapter annual report listing the newly elected officers, prior to July 1, to the President of MACD.
7. Chapter status may be withdrawn by the Executive Board by a two-thirds (2/3) vote.
8. A chapter incorporates in its name the following words: "A Chapter of the Maryland Association for Counseling and Development."

XII. MACD Affiliate Groups

A. Organization of Affiliate Groups

1. Affiliate Groups are organized on a state-wide or local basis to promote a professional interest not otherwise included in the ACA or MACD structure.
2. A group of MACD members may petition the Executive Board for affiliate group status. The petition must include the name of the affiliate group, a copy of its by-laws, and a list of proposed members.

B. Organizational Functioning

1. An affiliate group is autonomous in the conduct of its affairs.
2. Each affiliate group insures that a copy of its current by-laws is on file at MACD headquarters.

3. Each affiliate group should strive to maintain by-laws consistent with MACD By-laws.
4. Each affiliate group president/chair must return the annual report listing the newly elected officers, on/before July 1 to the MACD President.
5. Affiliate group status may be withdrawn by the Executive Board by a two-thirds (2/3) vote.
6. An affiliate group incorporates in its name the following words: "An affiliate of the Maryland Association for Counseling and Development."

XII. MACD Committees

A. General

1. Committees serve as an extension of the Presidency to aid in the advancement and improvement of the governance of the Association.
2. Committee chairs are appointed for one year and may be re-appointed.
3. Special *ad hoc* committees are named by the President and confirmed by the Executive Committee as needed to conduct special activities of the Association.

B. General Responsibilities of Committees

1. When budgeted, MACD funds are available for expenditures by committees. Committee chairs are responsible for monitoring expenses and remaining within the budgeted amount.
2. Committees may arrange for a meeting at the MACD Annual Conference and request a meeting room from the Conference Chair.
3. Committee meetings scheduled at times other than the MACD Annual Conference must be arranged by committee chairs.
4. Committee chairs are responsible for submitting plans of action, budget requests, and annual reports to the MACD President and Treasurer, as requested.
5. An annual written report of committee activities and status must be submitted to the President on or before July 1 of each fiscal year. This may include recommendations for activities for the committee for the upcoming year.
6. All committee chairs are responsible for keeping a file of their committee's work and providing orientation to new committee chairs.

COMMITTEES

Awards and Scholarships Committee

It is recognized that a vital function of any professional association is to recognize those in the profession who have made outstanding contributions to the profession. MACD also acknowledges the value of honoring those persons who have demonstrated outstanding support for guidance and counseling. The responsibilities of the Awards and Scholarships Committee are to:

- a. Establish and submit for approval to the Executive Board, prior to publication,

- guidelines for awards along with a proper nomination form. This should be done by November 1.
- b. Solicit names and nominations from divisions, chapters, and individuals
 - c. From the following categories, determine nominations:
 - i. MACD members who have made an outstanding contribution to the field of counseling and development (MACD's Outstanding Professional Achievement Award)
 - ii. Division or chapter with the best member service
 - iii. Division or chapter with outstanding programming (single program and/or series of programs.)
 - iv. MACD members who are retiring this year
 - v. Past President award
 - vi. Special Awards; divisions are invited to present special awards at the MACD Annual Conference.
 - vii. MACD members serving regional and national counseling organizations.
 - viii. The Movita Pickens Scholarship
 - d. Call for nominations should be issued by November 15. All nominees for these awards must be submitted to the Committee no later than January 31.
 - e. Review submitted nominations and make selections before the MACD Annual Conference.
 - f. Obtain certificates and plaques and arrange for the presentation with the President and the Conference Chair.
 - g. A written report of the activities of the Awards and Scholarships Committee must be compiled and submitted to the MACD President prior to July 1 for placement in the archives.

By-laws/Parliamentarian Committee

The purpose of the By-laws Committee and Parliamentarian is to review and monitor the Bylaws of MACD in order to insure the advancement and improvement of the governance of the organization. Additionally, the Parliamentarian assists the President in running meetings in an efficient and democratic manner. The President needs to stay in control of the meeting and at the same time keep the group focused on the motion at hand, or the issues on the agenda. Often, the Parliamentarian/by-laws Chair will refer to Robert's Rules to deal with the correct procedures for running the meeting.

- a. Amendments to by-laws may be proposed by Executive Board members, the Bylaws Committee, or by any individual member. A rationale should accompany such proposals.
- b. Proposed amendments must be accepted by the By-laws Committee Chair when submitted in writing at least ninety (90) days prior to the annual business meeting.
- c. The By-laws Committee must forward all proposed amendments to the Executive Board at least thirty (30) days prior to the Executive Board meeting.
- d. After the Executive Board has acted, the By-laws Committee must prepare a statement concerning proposed changes and/or amendments for publication to

- inform the general membership at least 30 days prior to the annual business meeting.
- e. The By-laws Committee must strive to maintain consistency with ACA Bylaws.
 - f. A written report of the activities of the Bylaws Committee must be compiled and submitted to the MACD President prior to July 1 for placement in the archives.

Compass Points Editor

MACD's official publication, *Compass Points*, shall be under the direction of an editor.

Compass Points will be published six (6) times per year in the style of a newsletter. Newsletters will be distributed during the months of July, September, November, January, March and May.

- a. General requirements for the *Compass Points* Editor:
 - i. Membership in MACD
 - ii. A degree in counseling
 - iii. Work as a counselor or in a related area
 - iv. Working knowledge of the overall counseling field and the major concerns of counselors.
 - v. Good command of written English (grammar, punctuation, etc.).
 - vi. The ability to write well.
 - vii. The ability to read and critically review the writings of others.
- b. *Compass Points* Editor's Responsibilities
 - i. Plan and coordinate the features of the six issues of *Compass Points*.
 - ii. Receive all news items for *Compass Points*.
 - iii. Contact those individuals who write columns to insure columns are forthcoming.
 - iv. Submit up-to-date report and budget for the coming year to the MACD President no later than December of each year.
 - v. Develop a plan for printing specifications.
 - vi. Deliver type-set copy to printer.
 - vii. Collate, address, and mail newsletters

Conference Planning Committee

The Conference Planning Committee plans for and carries out activities necessary for a successful annual conference. The immediate Past President Chairs or Co-chairs this committee. At a minimum, the committee puts out a call for programs, advertises the annual conference statewide, prepares the conference program, obtains keynote speakers, makes hotel and catering arrangements, and solicits exhibitors. A written report of the activities of the Conference Planning Committee is compiled and submitted to the President by July 1 for placement in the archives.

Ethics Committee

The purpose of the Ethics Committee is to monitor and improve the professional practice of the members and to notify the Executive Board of any violations of the Ethical Code of ACA.

- a. The Ethics Committee assists members understanding of the Ethical Standards of ACA.
- b. The Ethics Committee provides assistance to individuals or groups who are working to improve the conditions and standards under which professional counselors

- practice.
- c. The Ethics Committee develops and revises appropriate procedures for monitoring the ethical practices of members and for referring to ACA for hearing allegations of practices which violate ACA Ethics and Standards of Practice
 - d. The Ethics Committee makes recommendations to the MACD Executive Board.
 - c. The Ethics Committee distributes to the members any proposed changes in the Ethical Standards and subsequently makes appropriate reports and recommendations to the MACD Executive Board.
 - f. A written report of the activities of the Ethics Committee is compiled and submitted to the President by July 1 for placement in the archives.

Finance Committee

1. Composition of the Finance Committee
 - a. The Finance Committee shall consist of the President, President-elect, Past President, Secretary, and Treasurer. The Executive Secretary shall be an *ex officio* member.
 - b. The Treasurer shall serve as Chair of the Finance Committee.

2. Budget Preparation
 - a. Budget request forms shall be submitted to the President by all persons requesting funding for programs at a time designated by the Treasurer in consultation with the President.
 - b. The Executive Secretary shall submit budget requests to the Finance Committee Chair for all necessary administrative expenses including salaries, office supplies, etc.
 - c. Budget requests and plans of action will be used by the Finance Committee in developing a proposed budget for submission to the Executive Board.
 - d. The Executive Board considers the proposed budget, makes any changes deemed advisable and adopts a balanced budget to present to the members for their information at the annual convention.
 - e. The budget request forms shall be returned to their originators for any adjustments necessary as a result of the adopted budget.
 - f. The budget request forms must be re-submitted to the Finance Committee Chair for approval and signature of the MACD President and Finance Committee Chair.
 - g. The Finance Committee Chair will arrange for an annual audit that will be submitted to the Finance Committee upon completion, and will become part of the Finance Committee's annual report to the Executive Board.

3. Administration
 - a. The Finance Committee will supervise the MACD investment program and shall make the financial investment decisions that will most benefit the Association. These decisions must be unanimous.
 - b. Expenditures to be reimbursed by MACD shall be restricted to those indicated within each line item on the budget request form as approved by the President.
 - c. Identified line item expenditures incurred on official business of the Association

shall be authorized for reimbursement by the appropriate MACD officer or committee chair. The signature of the authorizing individual must appear on the expense voucher that is submitted to the Treasurer.

- 1) All expenditures must be justified and will include purpose(s), dates, places, persons, purchases, communications, expenses, etc.
 - 2) Expenditures must be justified for each particular budget category. Vouchers are to be used for reimbursement after expenditures are made.
 - 3) Vouchers for reimbursement of expenses must be submitted within thirty days.
- d. A written report of the activities of the Finance Committee is compiled and submitted to the President by July 1 for placement in the archives.

Government Relations

The purpose of the Government Relations Committee is to monitor pertinent legislation at the local, state and national levels. The Committee should consist of representatives from each area of professional counseling and educational settings. In major areas of legislative concern, such as the state regulation of our profession, the Government Relations Committee acts as a unit and proceeds with actions based on a majority vote of its members.

- a. Committee members are appointed by the MACD President for a one year term.
- b. The Committee is responsible for surveying the MACD membership to determine legislative priorities for the year.
- c. The Committee provides assistance to MACD chapters, divisions, or committees, or other ACA sub-groups requesting assistance, in the development and implementation of a legislative agenda.
- d. The Committee provides a legislative workshop for members at the MACD Annual Conference.
- e. A written report of the activities of the Committee must be completed by the Chair and submitted to the MACD President by July 1 for placement in the archives.

Human Rights Committee

Realizing that the counseling and development profession represents the promotion of awareness and building communications among all peoples, the Human Rights Committee is charged with facilitating these processes.

The responsibilities of the Human Rights Committee include:

- a. Acting as a consultant in providing human rights materials to any interested group who requests help with communications and coping skills.
- b. Working and coordinating activities with the division and chapters in human rights efforts.
- d. A written report of the activities of the committee is compiled and submitted to the President by July 1 for placement in the archives.

Leadership Development Committee

The Leadership Development Committee is charged with providing outstanding development activities for MACD's current and emerging leaders. The committee should, at a minimum, provide leadership development activities for a summer retreat/transition and a late summer workshop. A written report of the activities of the committee is compiled and submitted to the President by July 1 for placement in the archives.

MACD Journal Editor

The MACD Journal Editor is responsible for soliciting, editing, type-setting, and printing the annual MACD Journal. A written report of the activities of the MACD Journal Editor is compiled and submitted to the President by July 1 for placement in the archives.

NCC Contact Hours

A written report of the activities of the committee is compiled and submitted to the President by July 1 for placement in the archives.

Nominations and Elections Committee

The purpose of the Nominations and Elections Committee is to oversee the selection of officers necessary to the governance of MACD.

- a. The Nominations and Elections Committee shall consist of one person from each division and be chaired by the immediate Past-President.
- b. Nominations shall be solicited for each position through due notification in the Compass Points and through chapters and divisions. Nominees shall carry the endorsement of a division, a chapter, or ten (10) active members of the Association.
- c. All nominations and elections shall be completed prior to convening the annual business meeting.
- d. All officers shall assume duties as of July 1 of the fiscal year.
- e. The general elections shall be by mail ballot that may be sent through Compass Points.
- f. The Executive Board shall design and establish control mechanisms to facilitate the election process.
- g. Each nominee must submit a resume that will be condensed and distributed to the membership.

Professional Counselor Rehabilitation Committee

The Professional Counselor Rehabilitation Committee serves as a referral network for professional counselors in need of rehabilitation services. The committee chair works closely with the Board of Examiners of Professional Counselors to accomplish this goal. A written report of the activities of the committee is compiled and submitted to the President by July 1 for placement in the archives.

Professional Development

The purpose of the Professional Development Committee is to coordinate the planning of professional development opportunities for the MACD membership. The committee focus is two-fold: the provision of relevant, growth enhancing opportunities, and fundraising for MACD,

its divisions, and chapters. The Chair of the committee must:

- a. Use MACD Board meetings or leadership events to convene representative groups of division members for brainstorming of needed topics or issues to be covered during the upcoming year.
- b. Work closely with the President and Board to plan the year's professional development events, including conference and pre-conference events.
- c. Identify workshop dates, determine topics and co-sponsors, contract with presenters, approve speaker expenses, book hotel or other site arrangements, contact the CEU chair for authorization, design, print and distribute workshop advertising, identify individuals to work the event, procure refreshments, and procure transportation for speakers.
- d. Prepare a brief written report for each Board meeting detailing the committee activities.
- e. Compile a written report of the activities of the committee and submit it to the President by July 1 for placement in the archives.

Public Relations and Financial Development Committee

The Public Relations and Financial Development Committee works toward creating public awareness, understanding, recognition, and support of MACD's goals and programs. In addition, the committee engages in fundraising activities for special MACD initiatives and makes recommendations to the President. The responsibilities of the Committee include:

- a. Plan a statewide public relations campaign for the year, highlighting all special activities/programs sponsored by MACD during the year, utilizing, when possible, all forms of media.
- b. Collect/develop and disseminate a packet of public relations materials for division/chapter public relations chairs prior to September 1.
- c. Collect/develop/advertise materials about counseling and development to be made available to any interested person for a nominal fee.
- e. A written report of the activities of the committee is compiled and submitted to the President by July 1 for placement in the archives.

Technology Committee

Due to the expanding amount of information and services available on, and provided by, the internet, the Technology Committee is charged with:

- a. Maintaining an up-to-date MACD web-page that will contain, but not be restricted to the information below.
- b. Mission Statement and Strategic Plan for MACD
- c. Calendar of events
- d. Online version of recent *Compass Points* newsletters.
- e. Detailed information on the annual conference and upcoming workshops.
- f. Executive Board members and MACD contact information.
- g. Links to other counseling websites and resources.
- h. Listing of divisions and chapters. Each division/chapter may have a separate page containing information provided by division/chapter leadership.
- i. Other information deemed necessary by the President or Executive Board.

- j. Maintaining a list-serve for both the Executive Board and membership. These list serves will enable
- k. Members to discuss various topics and seek and provide information.
- l. A written report of the activities of the Technology Committee is compiled and submitted to the President by July 1 for placement in the archives.

Special/Ad Hoc Committees

- a. Special/Ad Hoc Committees shall be formed as needed to conduct the activities of the Association. An *ad hoc* committee shall be appointed by the President and confirmed by the Executive Board.
- b. Special/Ad Hoc committees, unless otherwise specified, are appointed for one (1) year terms.

APPENDIX A

MARYLAND ASSOCIATION FOR COUNSELING AND DEVELOPMENT POLICY AND PROCEDURE FOR PROCESSING COMPLAINTS OF ETHICAL VIOLATIONS

(Modeled after the ACA Policy and Procedure
adopted by the ACA Board of Directors, March 15-17, 1984)

The Maryland Association for Counseling and Development, hereinafter referred to as the "Association" or the "MACD", an educational, scientific and charitable organization, is dedicated to enhancing the worth, dignity, potential and uniqueness of each individual, and to render service to society.

The Association, in furtherance of its objectives, administers Ethical Standards which have been developed and approved by the MACD Board of Directors.

The purpose of this document is to facilitate the work of the MACD Ethics Committee by specifying procedures for processing cases of alleged violations of the MACD Code of Ethics, codifying options for sanctioning members, and stating appeal procedures. The intent of the Association is to monitor the professional conduct of its members in order to assure sound ethical counseling practices.

The Ethics Committee

The Ethics Committee is a standing committee of the Association. The Committee consists of four (4) appointed members, including the Chair. Two members are appointed annually for a two (2) year term by the President-Elect; appointments are subject to confirmation by the MACD Board of Directors. Any vacancy occurring on the committee will be filled by the President in the same manner, and the person appointed shall serve the unexpired term of the replaced member. Committee members may be appointed to not more that one (1) additional consecutive term. The Chair of the Committee is appointed annually by the President, subject to confirmation of the MACD Executive Board.

Responsibilities of the Ethics Committee

1. Educating the membership as to the Association's ethical standards.
2. Monitoring and periodically upgrading the documents and procedures pertinent to the ethical standards.
3. Receiving and processing cases on ethical stances from consumers or from members of the Association.
4. Receiving and processing questions.

In processing complaints about alleged ethical misconduct, the Committee will compile an objective factual account of the dispute in question and make the best possible recommendation for the resolution of the case. The Committee shall, in taking any action, do so only for cause, shall only

take that degree of disciplinary action which is reasonable, shall utilize these procedures with objectivity and fairness, and shall act only in furtherance of the interests and objectives of the Association and membership.

Of the four (4) voting members of the Committee, a vote of three (3) is necessary to conduct business and a unanimous vote is necessary to expel a member from the Association.

Members of the Committee

The members of the Ethics Committee must be conscious that their position is extremely important and sensitive and their decisions involve the rights of many individuals, the reputation of the counseling profession, and the careers of the members. The Committee members have an obligation to act in an unbiased manner, to work expeditiously, to safeguard the confidentiality of the Committee's activities, and to follow procedures that protect the rights of all individuals involved.

The Chair

The Committee Chair has the additional responsibilities of:

1. Receiving (via MACD Headquarters) complaints that have been certified for membership status of the accused.
2. Notifying the complainant and the accused of receipt of the case.
3. Notifying the members of the Ethics Committee of the case within ten (10) days after it is received.

4. Following up on the necessary arrangements for case reviewers and hearings.
5. Presiding over the meetings of the Committee.
6. Preparing and sending (by certified mail) communications on the recommendations and decisions of the Committee.

Procedures for Submitting Complaints

All correspondence, records, and activities of the MACD Ethics Committee will remain confidential. The procedures for submission of complaints to the Ethics Committee are as follows:

1. If feasible, the complainant should discuss with utmost confidentiality the nature of the complaint with a colleague to see if he/she views the situation as an ethical violation.
2. Whenever feasible, the complainant is to approach the accused directly to discuss and resolve the complaint.
3. The third step is for the complainant to contact the president of the state division to determine if the complaint can be resolved at the division level via the division ethics committee.
4. In cases where a resolution is not forthcoming at the division level, the complainant shall prepare a formal written statement of complaint, stating the details of the alleged violations and shall submit it to the MACD Ethics Committee. Action or consideration by the MACD Ethics Committee may not be initiated until this requirement is satisfied.
5. Written statements must include a statement indicating the section or sections of the Ethical Standards that are allegedly being violated as well as the date(s) of the alleged violation.
6. All complaints that are directed to the MACD Ethics Committee should be mailed to: MACD President, P.O. Box 249, Columbia, MD 21045. The envelope must be marked "CONFIDENTIAL". This procedure is necessary to assure confidentiality for the person submitting the complaint and the person accused in the complaint.

Processing Complaints

1. The MACD President shall:
 - (a) check on the membership status of the accused in the case.
 - (b) confer with legal counsel and secure a legal opinion, and;
 - (c) send the case to the Chair of the MACD Ethics Committee within ten (10) working days after it is received in the MACD Headquarters.

Staff verification of membership of the accused and MACD legal opinion on the legitimacy of the complaint shall be included among the documents sent to the Committee.

2. Within ten (10) days of receipt of a written statement of the alleged violation of ethical practices, the Chair of the MACD Ethics Committee shall do the following:
 - (a) acknowledge receipt of the complaint;
 - (b) review the complaint and the recommendations from the MACD legal counsel;
 - (c) direct a letter to the complainant acknowledging receipt of the complaint, informing the complainant that the case will be investigated by the Committee, and

- outlining the procedures to be followed in the investigation;
 - (d) direct a letter to the accused member informing the member of accusations lodged against the accused, asking for a response and requesting that relevant information be submitted to the Chairperson within thirty (30) days;
 - (e) direct a letter to the members of the MACD Ethics Committee notifying them of the case and presenting them with an action agenda for investigation.
3. The MACD Ethics Committee will review the case and make recommendations for disposition and/or resolution of the case.
 4. The MACD Ethics Committee Chair may ask the President of MACD to appoint an investigation committee to gather and submit relevant information concerning the case to the Committee.

Options Available to the Ethics Committee

After reviewing the information submitted by the accused, the Ethics Committee shall have the powers to:

1. Dismiss the charges.
2. Notify the accused that the practice in which the member engages, that is the subject of the complaint, is unethical and allow the accused to voluntarily cease and desist in the practice.
3. Notify the accused member of his/her right to a formal hearing on the case before the MACD Ethics Committee. The accused shall within (10) days of receipt of the notice notify the MACD Ethics Committee Chair of his/her decision in the matter. The Chairperson shall, if requested, schedule a formal hearing on the case, in which instance, the hearing shall be conducted at the earliest convenient time.
4. Conduct a hearing if:
 - i. The accused member requests in a letter to the Committee that a hearing be convened, such letter should state the position of the accused and any defense he or she may have, or
 - ii. The Committee's preliminary investigation indicates additional information is needed.

A hearing shall be held subject to the following conditions:

- (a) The complainant shall be present and the accused shall have the option of being present at the hearing .
- (b) Both the complainant and the accused, and any witnesses and/or legal counsel that they may invite to attend, must pay their own expenses.
- (c) Witnesses may be brought to make statements at the hearing by either party (complainant or accused).
- (d) Legal counsel for MACD shall have the privilege of the floor and shall advise the Ethics Committee.

Procedures and Hearings

The Chair of the Ethics Committee shall convene the Committee for the hearing. The Chair of the Ethics Committee shall notify the complainant and the accused of the procedures to be followed

during the hearing including the date and place for the hearing, and any further claims of the complainant or defense of the accused. The procedures as to a hearing shall include the following:

1. Any hearing shall be held in a private room, and no observers shall be admitted. The President of MACD shall designate the place for the hearing. A record shall be made of the proceedings and preserved for a least three (3) years from the date of the hearing.
2. The Ethics Committee Chair shall preside over all sessions.
3. Legal counsel may act only as advisers of the parties involved. Witnesses may be brought to make statements at the hearing by either party.
4. The complainant and the accused shall be present at the hearing if possible. The complainant shall prove that he or she reasonably believes a violation of ethical standards occurred.
5. The Committee shall be the sole finder of fact. It shall be the Committee's responsibility to weigh the evidence presented and judge the creditability of the witness. After the hearing or investigation and examination of all information or statements, the Ethics Committee shall deliberate in private and by majority vote of the members present, make one of the following recommendations:
 - (a) Dismiss the case and indicate that the available statements and information do not support the accusation.
 - (b) Issue a reprimand to the accused member and make suggestions for corrective actions, subject to review by the Ethics Committee.
 - (c) Withdraw membership eligibility of the accused member in MACD for a specific period of time.
 - (d) Place the accused member on probation for a specified period of time, subject to review by the Ethics Committee.
 - (e) Expel the member from MACD permanently.
 - (f) If the accused is found guilty, and after any appeal has been exhausted, the Committee may notify the appropriate State Licensing Boards of the guilty person's status with MACD. Notice will also be given to the National Board of Certified Counselors.
6. At the conclusion of a hearing, the Chair shall forward all materials, including the record of the hearing, along with a written summary of the work of the Committee and its recommendations to the MACD President, and notify all persons concerned with the allegations of the decision made by the Committee.
7. Should a member resign from the Association after a complaint has been brought against him or her and before the Ethics Committee has completed its deliberations, that member is considered to have been expelled from the Association for failure to respond timely and completely to the Ethics Committee.

Appeal Procedures

Appeals will be heard only in such cases wherein the appellant presents evidence that the sanction imposed by the Committee has been arbitrary or capricious or that the procedures outlined in this "Policy Document" have not been followed.

The complainant and accused shall be advised of the appeal procedure by the Chair of the MACD Ethics Committee. The following procedures shall govern appeals:

1. A three (3) member review committee composed of the President of the MACD, the

President of the MACD Division with which the accused member is most closely identified, and the immediate Past President of the MACD. The MACD attorney shall serve as legal advisor.

2. The appeal must be in writing to the MACD President and indicate the basis upon which it is made.
3. The appeal will be forwarded to the President of the MACD.
4. The review committee shall review all materials considered by the MACD Ethics Committee.
5. Within thirty (30) days of this review, the members on the review committee shall submit to the President of the MACD a written statement giving their opinion regarding the decision of the Ethics Committee. Each member shall concur with or dissent from the decision of the Ethics Committee.
6. The MACD President will reach a decision based on the considered opinions of the review committee from the following alternatives:
 - (a) Support the decision of the Ethics Committee.
 - (b) Reverse the decision of the Ethics Committee.
7. The parties to the appeal shall be advised of the action in writing.
 1. If dissatisfied, either party may take the case to the ACA Ethics Committee.

Legal counsel may be brought to hearings as advisors for the complainant or the accused, but they may not participate beyond advising. Legal counsel for MACD has the privilege of the floor and shall advise the review committee.

Records

Records of the MACD Ethics Committee and the review committee shall be filed in the MACD central files.

Procedures for Submitting and Interpreting Questions of Ethical Conduct

The procedures for submitting questions to the Ethics Committee are as follows:

1. Whenever possible, the questioner is first advised to consult other colleagues seeking interpretation of questions.
2. If Step No. 1 does not prove successful, the questioner should contact the Chair of the MACD Ethics Committee to determine if the Committee can interpret such a question.
3. The MACD Ethics Committee Chair or his or her designee shall:
 - (a) confer with legal counsel.
 - (b) direct a letter to the questioner acknowledging receipt of the question, informing the member that the questions will be interpreted by the Committee and outlining the procedures to be involved in the interpretation.
4. The Ethics Committee will review and interpret the question and, if requested by the questioner, make recommendations for conduct.
5. If dissatisfied, the questioner may submit the question to the ACA Ethics Committee.

Non-member Accusations

The MACD Ethics Committee recognizes the rights of non-MACD members to file grievances concerning a member. Ordinarily this non-member will be a client of an MACD member who believes that the MACD counselor has acted unethically.

In such cases, the complainant shall use the following procedure:

1. In writing, contact the Chair of the MACD Ethics Committee outlining those behaviors he/she feels were unethical in nature.
2. The Ethics Committee shall deal with the case pursuant to the Ethical Procedures.

APPENDIX B

MARYLAND ASSOCIATION FOR COUNSELING AND DEVELOPMENT FINANCIAL ACCOUNTING SYSTEM

Maryland Association for Counseling and Development will begin using this new system starting July 1, 1995. The new disbursement vouchers and revenue forms are modeled after the IRS form 990. That is, the first digit(s) correspond to the numbers on the 990. The new Division/Chapter report will also follow this same format so that it will be easier to file the 990 in November of each year.

These new forms will make the reports to the Board and the auditors easier and more timely. The system will also allow concerned members to keep track of revenue and expenditures.

I. Revenue

1000	Contributions, gifts, grants
2000	Program Services
2010	CEU
2020	Labels
2030	Lists
2040	Other
3000	Dues MACD
3010	MACES
3020	MAME
3030	MAMCD
3040	MSCA
3050	MCDA
3060	MAMHC
3070	MASERVIC
3080	MAMFC
4000	Interest
4010	Checking
4020	Savings
4030	Other
7000	Investment Income
9000	Special Events and Activities

9010	Conf. MACD
9020	Conf. Non-MACD
9030	Conf. Exhibitors
9040	Others
9050	Workshop MACD
9060	Workshop Non-MACD
9070	Workshop Exhibitors
9080	Others

II. **FUNCTIONAL EXPENSES**

2200	Grant and Allocations (Scholarships & Honor...)
2210	Executive Director
2220	Scholarships
2230	Others
3000	Fundraising
3100	Accounting/Audit
3200	Legal Fee
3300	Supplies
3310	Administration
3320	Membership
3330	Other
3400	Telephone
3500	Postage and shipping
3510	Administration
3520	Membership
3530	Elections
3540	Newsletter
3550	Other
3700	Equipment
3800	Printing and Publications
3810	Administration
3820	Membership
3830	Newsletter
3840	Governance Manual
3850	Membership Directory
3860	Other

3900 Travel and Lodging
3910 ACA
3920 SRBA
3930 Fall Conf.
3940 Other

4000 Conferences, conventions, meetings
4010 Board Meeting
4020 Leadership Conference
4030 Fall Conference
4040 SRBA
4050 ACA
4060 Workshops
4070 Other

4300 Other Expenses

4310 Standing Committee _____
(Name)

4320 Special Committee _____
(Name)

4330 Other _____

MACD Revenue Record

Completed By: _____ Date: _____

NAME	PURPOSE (CODES)	CHECK /RECEIPT NUMBER	AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

All items must be paid for in advance. Divisions of MACD will forward a voucher, signed by the Division President, to the Treasurer of MACD for charges to their account. The cost of labels to a division will be five cents each plus shipping after first free set in October of each year.

(*) Free to Divisions President only

(**) Not available

MACD INVOICE

SOLD TO: _____
SHIP TO: _____

Customer Account No.	Order Number	Date	Invoice Number
QUANTITY	DESCRIPTION	UNIT PRICE	Total Amount

Signature:

Date:

Amount:

