



FOCUS

on NDCCA

What's Inside

Presidential News
 2023 Annual Conference
 Note from Executive Director
 Finding Your Passion

Bylaws
 Government Affairs Update
 North Dakota Mental Health
 Counseling Association
 NDSCA President Update

Updates from DPI and CTE
 Be A Nominator
 Scholarship Committee
 Update
 Silent Auction
 Ethics Topic

Presidential News

Welcome to our winter issue of the FOCUS! We are excited to bring you updates and information about upcoming events and relevant topics.

As we enter the winter season, I can't help but think about how fitting this year's conference theme is: "Wintering". Winter brings many reactions: some want to hunker down with a blanket by a fireplace, some want to get out into the snow and play, while some want to visit somewhere warmer. Whatever your initial response to hearing "Wintering" is, we hope you'll join us at the annual Midwinter conference this February.

My initial reaction to winter (and the recent blizzard warning) is to stay inside and get to work. NDCCA is going to be hard at work for our members this year in restructuring and rebuilding our practices and procedures.

- Past President, Becky Meidinger, headed up a revision of our bylaws (no small feat!);

- President-Elect, Chasity Odden Heide, led us in our first annual strategic planning this summer; and
- President-Elect-Elect, Danielle Luebke, and I are working on a governing council handbook.

While some of these tasks may not seem relevant to the whole organization, we believe they are integral to building up an organization that represents and meets the needs of all our members.

Do **you** want to be a part of this work? Or perhaps serve on our Governing Council? Please reach out to our board members and let us know. We encourage active participation and we appreciate hearing from our members. The Executive Council looks forward to continuing our work to build up a strong organization that will serve and support members for years to come.

Amy Geinert
 NDCCA President



**JOIN US IN BISMARCK, NORTH DAKOTA AND ONLINE!
IN-PERSON: FEBRUARY 12-13, 2023 · ONLINE: MARCH 1 – MAY 31, 2023**

We are just a few months away from NDCA's 2023 Annual Conference, *Wintering*. Providing quality professional development to members is a foundational goal for NDCA and we look forward to sessions that support your personal and professional growth! This year's conference fee will again cover access to both in-person sessions, as well as online sessions available later in the spring.

MEET THE KEYNOTE SPEAKERS

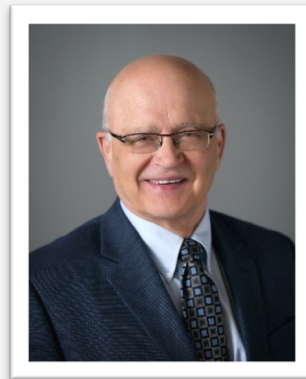
We are excited to announce three keynote speeches at this year's conference! We will hear from Drs. Jude and Julius Austin, Dr. Thomas Skovholt, and Dr. Jill Nelson. All experts in the realm of self-care, our speakers look forward to sharing their wealth of knowledge with counselors from North Dakota.



Dr. Jude Austin



Dr. Julius Austin



Dr. Thomas Skovholt



Dr. Jill Nelson

SHARE YOUR KNOWLEDGE

We are fortunate to live in a region full of talented professionals. If you have an idea to share with your colleagues, please consider presenting at conference! Proposals can be submitted [HERE](#).

CONFERENCE REGISTRATION INFORMATION

Conference registration is available online at <https://ndcounseling.org/annual-conference-registration> *If you prefer to print a registration form and mail it in, you will find the form at the same website.*

NDCA MEMBERSHIP

Whether or not you choose to attend conference, please be sure to renew your membership for the 2023 year! Membership can be found here: <https://ndcounseling.org/membership>

I look forward to seeing you all soon!

*Chasity Odden Heide
NDCA President-Elect*

Note from the Executive Director

The NDCA Executive Council and Governing Council have been so busy working on the nuts and bolts of NDCA to make sure we have a strong, stable foundation to run this organization. Rebecca Meidinger has been hard to work making sure our Bylaws are in ACA compliance (see below), Amy Geinert has been really working on increasing leadership capabilities and resources, Chasity Odden Heide has doing phenomenal planning for the NDCA Annual Conference in February 2023, and Danielle Luebke, has been working on getting into the swing of being on the board and providing crucial support for us.

As the conference planning is gearing up, please let me know if you would like to sponsor the NDCA conference or know anyone/organization who may! Our sponsorships are currently open, and if you know of anyone who would like to be a sponsor or have a table at the NDCA conference, please direct them to <https://ndcounseling.org/form-sponsorship> or Jenise Wilson at ndcajenise@gmail.com.

Jenise Wilson
NDCA Executive Director

Finding Your Passion

We all know since COVID our world has shifted and people's mental health needs have changed, whether it is in the school or out in the community in private practice, the need is overwhelming. Let's be honest, our job is exhausting maybe not physically but definitely emotionally and mentally. The unfortunate part is many times we don't see the outcome of our work, a client that is doing better and utilizing skills you taught them, or having an impact on a student from something you said or did. It is hard to keep going knowing more times than not you won't see the outcome. It is hard to be passionate when you don't see the results, not that we need the praise or pat on the back but once in a while renews our passion and purpose.

“Passion without purpose leads to frustration. Purpose without passion leads to procrastination. Passion with purpose leads to success.”

-Unknown

When we get out into the field after a few years we tend to forget why we got into counseling in the first place, we get into the everyday grind of work. We forget our reason we applied to graduate school to embark on this journey. We all know it wasn't by chance that we entered the field of counseling, we had a reason.

What was and what is your reason for entering and staying in the counseling field? One thing for me, that always sparks my passion, purpose and renews my fire within is going to the Annual Conference. Learning from other professionals helps me to not become stuck in the same old rut. Being able to network with other professionals who understand what I do on a daily basis is uplifting, because counseling can be a lonely job.

Oprah Winfrey said, *“Passion is energy, feel the power that comes from focusing on what excites you.”* What excites you? What sets your heart on fire? I would encourage you to join me at the ND 2023 Annual Conference to spark your passion and purpose again.

Danielle Luebke
NDCA President-Elect-Elect

Bylaws

During our last couple Focuses, I shared the Draft of the proposed Bylaws. Attached (at the end of the FOCUS) you will find an updated version of the draft. The only changes that have occurred are changing the names of the Executive Committee to Executive Council and the Governing Board to Governing Council. The Executive Council recommended this change to align with the language utilized by the American Counseling Association for similar groups of individuals.

I know some of you might be wondering why our Bylaws have been talked about so much lately. In 2017, as an association, we voted on some language updates that passed at our Annual Conference. Since we are a branch of the American Counseling Association (ACA), we must have our Bylaws reviewed by ACA every ten years and when we have changed the Bylaws. The updated Bylaws were sent to ACA and reviewed in late 2019. ACA has many areas that must be in place within our Bylaws per their Bylaws, Policies, and Procedures. There are nine compliance requirements; we only met three areas in the review.

Additionally, ten areas of standard articles need to be in place; we only had four sections present with all the outlined requirements. In other words, we were missing the mark in the ACA requirements for our Bylaws. As a branch of ACA, we must meet these requirements so we can continue to have the support of ACA and align ourselves with the larger association.

All of the recommendations from ACA were ways to protect our association, outline how our association runs, and, most of all, set the association up for continued growth and survival. Also, as an Executive Council and Governing Council, we want to increase transparency to our members through the Bylaws. All of this to say, we need these updates.

In coming up with the current draft, I reviewed the Bylaws of our southern neighbor, the South Dakota Counseling Association, since we have so many similarities in the communities that we serve and the rural feel of our areas. Additionally, South Dakota has been highly supportive of us as an association. Through the recommendations from ACA, the review of SDCA's Bylaws, and ACA's Bylaws, we ended up with the current draft you see here.

Again, as members, I ask you to review the attached draft and reach out with questions, concerns, thoughts, and anything so that we have the best Bylaws for our association's future. Please reach out to me at bmeidinger88@gmail.com. We will be voting on these bylaws during the Annual Conference on Monday, February 13th, 2023.

Finally, I will be looking for nominations for the President-Elect-Elect Election that will be taking place in February 2023 at the Annual Conference. If you have previously served for a year on the Governing Council, I challenge you to think about how you could serve the association as a part of the Executive Council. As I am in my last year on the Executive Council, I am so excited to see the fantastic things that Amy, Chasity, and Danielle have planned for the future. Whoever joins these exceptional leaders will have a beautiful time for growth in our association. So please reach out if you are interested in serving!

*Becky Meidinger
NDCA Past President*



NDCA

North Dakota Counseling Association

Government Affairs Update

The American Counseling Association ([ACA](#)), American Mental Health Counselors Association ([AMHCA](#)), and the National Board for Certified Counselors ([NBCC](#)) are working in collaboration with the Medicare Mental Health Workforce Coalition to urge your organization and your members to [Contact Congress Today](#) in support of passing the:

MENTAL HEALTH ACCESS IMPROVEMENT ACT ([S.828/H.R. 432](#))

Passing the Mental Health Access Improvement Act would provide:

- 225,000 Mental Health Counselors and Marriage and Family Therapists the *option to enroll* as Medicare providers.
- Create a new stream of income for eligible Professional Counselors.
- Increase access to care for our nation's older Americans, the disabled population, and increase veteran's provider choice for mental health care.

Where Are We Now:

- The U.S. House version of the bill passed out of the House Ways & Means Committee.
 - The next step is for the full House of Representatives to Vote on this bill.
- The U.S. Senate version of the bill was included in the Senate Finance Committee's draft package on improving the mental health workforce.
 - The Senate may vote on a final package prior to the close of the 2022 Congressional Session.,

YOU CAN SUPPORT THE PROFESSION:

Over the past decade we, along with partner organizations, have advocated for the successful passage of this bill. The bill has passed in both the House and Senate previously, but it has never happened at the same time. This is the **first** congressional session where passage of this bill in both chambers of Congress is realistic.

For bill passage to happen, we need you to advocate for this bill. There are two major steps you must take:

1. **CONTACT YOUR SENATE HEALTH STAFFER:** Below you will find a list of Senate Legislative Assistants. Please locate your Senator, and draft a brief e-mail to the staff contact informing them:

The benefit that constituents in the state will have once the Mental Health Access Improvement Act passes.

- Clearly describe the issues you and your clients face because of the outdated Medicare Policy. Please see the examples below, to help you draft your e-mail:
 - Provide a copy of the Medicare Mental Health Workforce Coalition Congressional [One Pager](#)
 - Note that outdated language in current Medicare coverage legislation has resulted in many individuals who rely on Medicare experiencing a variety of challenges to getting the care they need, including:
 - Limited access to more affordable treatment options
 - Lack of continuity of care when individuals in therapy either age into Medicare or become Medicare-eligible due to permanent disability
 - Lack of access to 40% of behavioral health professionals with a master's degree
 - Barriers to better integration of physical and mental health care
 - Lack of access to coordinated benefits for dual eligible beneficiaries and veterans with Medicare because LPC/MHCs and LMFTs are not recognized as Medicare providers
 - Likelihood of foregoing or discontinuing therapy altogether for individuals living in rural areas with few or no available Medicare providers

The Mental Health Access Improvement Act (S. 828/H.R.432) would close the gap in federal law that prevents MHCs/LPCs and LMFTs from being recognized as Medicare providers. The legislation would give Medicare beneficiaries immediate access to over more than 225,000 additional licensed mental health professionals and help close the widening treatment gap.

Kevin Cramer	ND	202-224-2043	Grace Bruno (Health Policy Adviser)	grace_bruno@cramer.senate.gov
------------------------------	--------------------	------------------------------	---	--

North Dakota Mental Health Counselors Association

Happy Fall!!

Here are some updates that occurred in the past few months:

NDMHCA just held our 2nd annual Fall Conference, which focused on Emotional Support Animal (ESA) letter-writing. Ariel Landrem from California presented on this over a 2-day span. The feedback was unanimous among our attendees that this was a needed topic and that much was learned. This training was hybrid in that we had both a virtual and in-person option and each person who paid the full conference amount received a digital copy of the conference. This digital copy can



also be purchased separately for those who did not have the opportunity to attend the conference this year.

If you are interested in purchasing the ESA letter-writing training, it is available on the NDCA Website at <https://ndcounseling.org/video-seminars.php>

We are currently receiving nominations for the Outstanding Mental Health Counselor of the Year award. Additional information about this award as well as the nomination form can be found on the NDCA website at <https://ndcounseling.org/outstanding-mental-health-counselor>.

Tori McConnachie
NDMHCA President

NDSCA President Update

The North Dakota School Counseling Association is busy planning for the annual Pre-Conference, which will take place on **February 11, 2023**. We are excited that we were able to secure the Career Academy again this year for our pre-conference venue!

Details on speakers are still being finalized, but we are planning on trauma and mental health as our topics for the event. More information will be sent out via the listserv and to all registered attendees prior to winter break. We are excited to see everyone in person again this year in February and hope you will join us!!

Another exciting project that we are currently working on is a regional mentorship & networking opportunity. We are working to put together regional groupings to provide all counselors across the state an opportunity to connect with counselors

in/around their region for networking, resource sharing, brainstorming and mentorship. We plan to push this out in January 2023!! Please watch the listserv for more information as we approach the beginning of January on how to access your regional group!!

**ONE
VISION.ONE
VOICE.**

April Foth
NDSCA President

Updates from DPI and CTE

North Dakota Scholarship Video

A video has been created regarding the new [North Dakota Scholarship](#) and can be viewed by clicking here. Students graduating in 2023 or 2024 can still use the old [Academic and CTE Scholarship](#) requirements. Starting with the Class of 2025, students can ONLY use the new [North Dakota Scholarship](#) requirements.

Please contact Jim Upgren at 701-328-2244 with any questions regarding the North Dakota Scholarship.

Be A Nominator!

Is there someone who is doing a great job or someone whose techniques, ideas, practices, capabilities, or approaches are stellar? Please nominate them for a NDCA award! We love honoring those who excel in their field!

You can submit your nomination at any time! The Awards Committee backed up the deadline to submit nominations to **December 30th** so there is more time to submit!

The criteria and guidelines for each award and the submission forms listed below are located on our webpage: www.ndcounseling.org under [Awards](#).

Glenn Dolan Award – An individual who has demonstrated able leadership, excellent rapport and service to the community, outstanding contributions to their organization

Innovations Award – An individual who has made innovative contributions in research or published articles in the field of counseling

Friend of Counseling Award – An individual who has demonstrated support for counseling in the state of North Dakota through his/her profession

Outstanding New Professional Award – An individual who has developed an outstanding program and demonstrates exceptional interpersonal skills

Member Emeritus Award – for NDCA members who have retired

Please submit award nominations by *December 30, 2022* to: Rebecca Ringham, Minot State University, Registrar's Office, 500 University Ave W, Minot, ND 58707 or Fax: 701-858-3386 or Email: rebecca.ringham@minotstateu.edu

If you are interested in helping select winners from the nominees submitted, please let us know! We are building the Awards Committee and would be delighted to include you as a member. If interested, email Rebecca Ringham – Awards Chair.

*Rebecca Ringham, M.S.
Awards Committee Chair*

Scholarship Committee Update

The NDCA Graduate Scholarship Application was sent to counseling program advisors at NDSU, University of Jamestown, University of Mary, UND, and MSU-M to make available to students. The deadline for application submission was November 10, 2022.

Each student who submitted an application will be notified by phone or email by the end of December in regard to the Scholarship Committee's decision on the awarding of the scholarship.

This year's scholarship committee readers include: Haley Jeannotte from Williston High School, Kristi Schaefer from Des Lacs-Burlington High School, Melissa Mickelson from Grand Forks Central High School and Erin Klingenberg from Valley City State University.

If you are interested in joining our committee, please email me at Holly.Kersten@k12.nd.us or call me at 701-679-2685. On behalf of NDCA, best wishes to all of our graduate students in their educational pursuits.

Silent Auction

Invitation to use your *creativity*!!! Let's make this the best silent auction to date!!

Who: All NDCA Members

What: Silent Auction

When: Midwinter Counseling Conference February 9-11, 2019

Where: Radisson Hotel, Bismarck, ND

Why: To support our graduate students as money raised goes into scholarship funds that NDCA awards

If you have any questions or to confirm your support in providing to the silent auction, please contact Holly Kersten, Grad Scholarship Chair at Holly.Kersten@k12.nd.us

Thank you in advance ☺

*Holly Kersten
Scholarship Committee Chair*

Ethics Topic: Social Media: 10 tips for Professional Counselors

Have you ever wondered what our Code of Ethics states about use of social media in and outside the professional setting? Here are 10 tips from ACA. More information may be found at www.counseling.org

Social Media: 10 Tips for Professional Counselors

American Counseling Association: Counselors Advocate

1. Make sure your professional social media accounts are separate from your personal accounts. It's a good idea to keep your personal accounts private (ACA Code of Ethics H.6.a.).
2. Learn everything you can about social media. Be sure you understand the various platforms' purposes and operations, including their privacy controls (H.1.a.).
3. Don't share confidential information on social media, even in closed/private settings. Non-professionals may have access to that information (H.6.d.).
4. Don't diagnose individuals in social media posts, even if they are public figures.
5. If you wouldn't say it in real life, don't post it online. Your statements have weight (C.6.c.). Keep in mind that values and beliefs shared online can make their way to clients, employers, counseling education programs, membership organizations, and other professionals.
6. Be accurate and appropriate in the portrayal of your education, licensure, accreditation, expertise, and memberships. The ACA advertising/promotion ethical standards apply to social media, too (C.3.).
7. Don't check out a client's social media profile without permission, even if it is public (H.6.c.). Keep in mind that personal virtual relationships with current clients are prohibited (A.5.e.).
8. Counselors and counseling-related organizations must develop a social media policy. Information about this policy must be included in informed consent documents for clients and should be posted on professional social media pages and websites (A.2.b.).
9. Social media policies should cover the risks, especially to confidentiality, and the benefits of interacting with counselors on social media, as well as the expectations clients should have when interacting with a counselor's professional social media account (H.6.b.).
10. Become familiar with—and follow—all of the social media guidelines listed in the 2014 ACA Code of Ethics

*Erin Klingenberg
Ethics Committee Chair*

North Dakota Counseling Association Bylaws

Article 1 - Name

The name of the Association shall be North Dakota Counseling Association. The Association is a branch of the American Counseling Association that shall comply with the ACA Article of Incorporation and Bylaws.

Article 2 - Mission

North Dakota Counseling Association will provide quality professional development opportunities, facilitate networking, advocate for the counseling profession, and promote leadership activities and encourage active involvement in the organization.

Article 3 - Members

Section 1. Membership in the State Branch shall be of one type – individual.

Section 2. Individual Membership shall be Professional, Affiliate, Student, or Retired

- a. Professional: Membership is available to any person that has earned a master's degree or higher in Professional Counseling or related profession, and who is actively engaged in counseling practice and/or education. All such persons shall become a Professional Member of the Association upon payment of dues and will end the last day of the calendar year. Professional Members shall be able to attend meetings and hold office in the Association.
- b. Affiliate: Membership is available to individuals whose interests, activities, and/or professional backgrounds are consistent with those of the Association, but do not hold or in the process of earning a graduate level degree in the field of Professional Counseling or related profession. All such persons shall become Affiliate Members of the Association upon payment of dues and will end the last day of the calendar year. Affiliate Members may not hold office in the Association.
- c. Student: Membership is available to any person who is currently enrolled in an approved program in Professional Counseling. All such persons shall become a Student Member of the Association, with the endorsement of the student's major advisor, upon the payment of dues, and will end the last day of the calendar year. Student Members shall be able to attend meetings and hold office in the Association.
- d. Retired: Membership is available to any person who is retired from the Counseling Program. All such persons shall become Retired Members of the Association upon the payment of dues and will end the last day of the calendar year. Retired Members shall be able to attend meetings and hold office in the Association.

Section 3. Dues

- a. Dues for members of the Association shall be recommended by the Executive Council and established by the Governing Council.

Section 4. Severance of Membership

- a. A member may be dropped from membership for any conduct that tends to injure the Association or to affect adversely, its reputation, or that is contrary to or destructive of its mission according to the ACA Bylaws and the ACA Code of Ethics. Any member charged with engaging in any such conduct shall be given notice of the precise nature of the charge, shall be given the opportunity to present evidence, through witnesses or

otherwise, shall be given the opportunity to confront witnesses and shall have the right to appeal to and have a hearing, limited to one hour in duration, before the Governing Council, whose decision shall be final.

- b. A member may be dropped from membership for the nonpayment of dues.

Article 4 – Officers of the Association

Section 1. Officers and Terms of Office

- a. The officers of the Association shall be the President, the President-Elect, the President-Elect-Elect, the immediate Past President, and the Executive Director.
- b. All officers of the Association, except the Executive Director, shall be elected at large from among the individual members of the Association and shall serve for one-year terms and until their successors are elected.
- c. The Executive Director shall be appointed by the Governing Council and shall serve at its pleasure.
- d. The President-Elect shall automatically become President of the Association one year after the commencement of the term of office as President-Elect, or upon the death or resignation of the President.
- e. The President-Elect-Elect shall automatically become President-Elect of the Association one year after the commencement of the term of office as President-Elect-Elect, or upon the death or resignation of the President or President-Elect. If a vacancy occurs within the President-Elect-Elect position, the position will be appointed by the President and approved by the Executive Council.
- f. An elected officer shall not be eligible to serve a second consecutive term, provided, however, that a President-Elect in succeeding to the office of the President by reason of death or resignation of the president shall serve a full one-year term as President in addition to serving the unexpired term of the resigned or deceased President.
- g. The term of office of any elected office of the Association shall begin on July 1 and the office selected shall serve for a period of one year and until a successor takes office.
- h. The elected officers for the Association shall be current members in good standing of the American Counseling Association and the Association.

Section 2. Duties of Officers

- a. The President shall be the chief elected office of the Association. The President shall be Chairperson of and preside at all meetings of the Association. The President shall serve as an ex-officio member on all committees. The President shall appoint special committees when deemed necessary. The President shall represent the Association at regional and national meetings or shall designate an Association member to represent the Association. The President shall delegate tasks to the Executive Director of the Association as directed by the Governing Council. The President shall perform the duties customary to that office and such additional duties as directed by the Governing Council.
- b. The President-Elect shall perform the duties of the President in the absence or incapacity of the President as determined by the Governing Council.
- c. The President-Elect-Elect shall perform the duties of the President in the absence or incapacity of the President and President-Elect as determined by the Governing Council.
- d. The Executive Director shall serve as the executive officer of the Association. The Executive Director shall serve as the Treasurer and Secretary of the Association. The Executive Director shall perform the duties customary to the offices of Treasurer and Secretary and such duties as may be directed by the Governing Council. The Executive Director shall be responsible to transact the Association's day-to-day business activities and operations. The Executive Director shall be an ex-officio member of the Executive Council and Governing Council.

Section 3. Nominations and Elections of Officers

- a. The Immediate Past-President shall serve as the Nominations and Election Committee Chair. The Nominations and Election Committee shall conduct the election of officers, according to the Policies and Procedures Manual, by ballot provided to the voting members of the Association via mail and internet.

Section 4. Compensation and Expenses of Officers

- a. None of the elected officers of the Association shall receive any compensation for services as such to the Association. The necessary expenses of the elected and appointed officers of the Association may be paid from the funds of the Association under the policies of the Governing Council established for such payments.
- b. The Executive Director shall be paid such compensation from the funds of the Association as may be fixed in the annual budget by the Governing Council.

Section 5. Removal of Officers

- a. Any elected Officer may be removed from office, with or without cause, upon a vote of a majority of the Governing Council members then in office to remove them from the Officer position, whenever the Governing Council members' judgment the best interest of the Association would be served thereby, provided that all the Governing Council members have at least ten days' notice of the proposed removal and the Officer at issue has an opportunity personally to address the Governing Council prior to the removal vote. Any officer appointed by the President may be removed with or without cause by the President

Article 5 - Meetings and Actions of the Membership

Section 1. Calling of Membership Meetings

- a. The Association shall hold membership meetings at a time and place fixed by the Governing Council, which shall give written notice thereof to the membership not less than three months prior to the time so fixed.

Section 2. Manner of Acting and Decision-Making

- a. A majority of the votes cast on a matter where a quorum is present shall be necessary for the adoption thereof unless a greater proportion is required by law or these Bylaws. If so arranged by the President or Executive Director with respect to any matters that may be voted on by voting members, including the election of the officers, such members may vote by postal mail or electronic ballot.
- b. If so arranged by the President or Executive Director, voting members may participate in a meeting where members are voting by means of a conference telephone or other telecommunication device that allows all persons participating in the meeting to hear each other and to have their views heard. Such participation in a meeting shall be deemed presence in person at such meeting.
- c. If and when the law is amended to so permit, this Bylaw shall empower the voting members to conduct and participate in meetings by electronic communications in which words are transmitted to all participants.
- d. Those voting members who have at least one-tenth of the votes entitled to be cast represented in person or by proxy shall constitute a quorum.

Article 6 – Governing Council

Section 1. Composition

- a. The Governing Council of the Association shall consist of:

- i. The officers of the Association.
- ii. The representatives of the Association Divisions according to the Policies and Procedures Manual.
- iii. The chairs of committees.
- iv. Each member shall have one vote except the Executive Director and any ex-officio members who shall serve without vote.

Section 2. Powers and Functions of Governing Council

- a. The Governing Council of the Association shall:
 - i. Establish policies to govern the affairs of the Association.
 - ii. Formulate operational policies appropriate for executive action and direct the execution thereof.
 - iii. Grant, deny, and revoke Division charters.
 - iv. Develop, promote, and execute plans that have the approval of the Association for promoting cooperation and affiliation with the other organizations having interests similar to those of the Association while remaining autonomous.
 - v. Act upon the reports of the Executive Council, Standing Committees, and such special committees as are responsible to it.
 - vi. Establish the duties of and hire an Executive Director.
 - vii. Adopt and amend By-Laws.
 - viii. Act upon the annual budget proposed by the President.
 - ix. Approve appointments of the chairpersons of the standing committees as submitted by the President.
 - x. Exercise such other powers and functions as may be necessary or desirable in the best interest of the Association, not in conflict with the Bylaws.

Section 3. Meetings of the Governing Council

- a. The Council of Directors shall meet a minimum of two times annually, once at the Association Conference and once as arranged by the President. Meetings may also be called by a majority of the Governing Council.
- b. In order to conduct an official meeting the Governing Council must have a quorum present consisting of a majority of the voting members of the Governing Council. Votes upon changes to the Bylaws, approval of the annual budget, and dissolution of a Division must have a quorum present of at least two-thirds of the voting members.
- c. Alternates for Division representatives must identify themselves as official designees at the time the roll call is taken for Council Members present. No member may represent more than one Division. Representatives must be members in good standing of the Division which they represent. Officers of the Association may not serve as official designees of a Division.

Section 4. Executive Council

- a. The Executive Council of the Governing Council shall consist of the President, Immediate Past President, President-Elect, President-Elect-Elect, and Executive Director. The Executive Director shall serve without vote. The Executive Council shall act for the Governing Council during the interim between meetings of the Governing Council but within the limits of such written policies as may be established by the Governing Council. Its duties shall include:

- i. The Executive Council shall act for the Governing Council within policies as may be established by the Governing Council. The Executive Council shall function primarily to address those issues which are necessary for the efficient operations of the Association where the time requirements necessitate immediate action. All actions and activities of the Executive Council shall be communicated to the Governing Council through minutes which are sent electronically within ten working days of an Executive Council meeting. The actions Governing Council at the next meeting.
- ii. The Executive Council shall be responsible for conducting the evaluation of the Executive Director on an annual basis, for negotiating renewal of their contract, and for determining the recommended salary of the Executive Director which will be included in the annual budget of the Association.

Article 7 – Committees

Section 1. Committees.

- a. The standing committees of the Association shall be the Ethics Committee, Government Affairs Committee, Scholarship Committee, and Awards Committee.
- b. The Policies and Procedures Manual will include operational guidelines, oversight, purpose, lifespan, and procedures for review for all committees (standing and special).

Section 2: Committee Chairs and Members

- a. Committee Chairs are appointed by the President with approval by the Governing Council. Committee members are appointed by the committee chair with approval by the President.

Section 3. Reports.

- a. Each committee shall make an annual report of its activities and status to the Governing Council at the end of each fiscal year.

Article 8 - Parliamentary Authority

The current edition of Robert's Rules of Order, Newly Revised, (edited by Henry M. Robert III and William J. Evans and published by Perseus-HarperCollins) shall govern the proceedings of all bodies of the Association except where otherwise specified by these Bylaws.

Article 9 – Bylaws

Section 1. Amending the Bylaws.

- a. These Bylaws may be changed or amended by either of the following methods:
 - i. Proposed amendments to the Bylaws may be presented to the Governing Council, by the Executive Council, the executive body of an Association Division, or by an individual member, provided that in the case of an individual member the proposed amendment must be submitted in writing to the Executive Director at least 60 days prior to a meeting of the Governing Council. The Executive Director shall transmit to the Governing Council for its consideration all such proposed Bylaws amendments, at least 30 days prior to the Council meeting.
 - ii. Proposed Bylaws amendments may be originated at a meeting of the Governing Council. Such amendments shall be submitted in writing not less than 45 days

following its origination by the Governing Council for a vote by electronic ballot to the Governing Council or at the next scheduled Council Meeting.

- b. All amendments to the Bylaws are subject to the approval/acceptance of the American Counseling Association Governing Council.

Section 2. Procedures

- a. To vote upon amendments to the Bylaws, the meeting must have a quorum present of at least two thirds of the voting members of the Governing Council. A majority vote is required to adopt any proposed amendment.
- b. Any proposed amendment may be referred by the Governing Council to the general membership by referendum procedure.

Section 3. Policies and Procedures

- a. Supplementary policies and implementation guidelines for these Bylaws are found in the Policies and Procedures Manual that will be kept current by the Executive Director.

Article 10 – Statement of Indemnification

Section 1. The Association will indemnify the officers and Governing Council members to the extent permitted by state law.

Adopted: December 15, 1956

Amended: November 13, 1958

Amended and Name Change: February 15, 1985

Amended: February 15, 1985

Amended: February 14, 1989

Amended: February 11, 1992

Amended: April 30, 1995

Amended and Name Change: February 11, 1998

Amended: July 20, 1999

Amended: February 2002

Amended: February 2, 2004

Amended: February 7, 2012

Amended: February 14, 2017

Membership Application
 January 1, 2023 – December 31, 2023

Name: _____

Phone: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

 How many years have you been with NDCA? New Member _____ year(s)

Step 1: North Dakota Counseling Association Membership (required for best conference rate and to register for specialty areas)

	NDCA Regular Membership	\$20
	NDCA Retired Membership	\$10
	NDCA Student Membership Please indicate: College/University and Advisor _____ Month/Year of Anticipated Graduation _____	\$10

Step 2: Areas of Specialty (may join more than one area of specialty)

Check All That Apply		Regular	Student	Retired	Charter Member (joined before 09/01/08)
	ND Association for Counselor Educators & Supervisors (NDACES)	\$20	\$5	\$5	\$10
	ND School Counselor Association (NDSCA)	\$40	\$10	\$10	-
	ND Mental Health Counseling Association (NDMHCA)	\$30	\$10	\$10	-
	ND Career Development Association (NDCDA) (Valid through 06/30/2023)	\$5	\$5	\$5	-

Step 3: Total Due

Step 1: Association Membership	\$	
Step 2: Specialty Area	\$	
TOTAL		\$

I give my consent to having my contact information shared as appropriate and approved per the NDCA Membership Disclosure Policy. _____ YES _____ NO

 Mail application with form of payment to: North Dakota Counseling Association, 507 N. 27th Street, Bismarck, ND 58501 OR register at ndcounseling.org → Membership.



CONFERENCE REGISTRATION FORM

NDCA ANNUAL CONFERENCE: FEBRUARY 12-13, 2023

NDSCA PRE-CONFERENCE: FEBRUARY 11, 2023 · VIRTUAL NDCA CONFERENCE: MARCH 1, 2023 – MAY 31, 2023

NAME AND ADDRESS

Name _____

Mailing Address _____

City _____ State _____ ZIP _____

Cell Phone _____

Work Phone _____

E-mail Address _____

Vegetarian Yes No

Other Dietary Accommodations _____

ADA Needs: Audio Visual Mobile

First-Time Attendee Yes No

Name for Badge _____

Name of School/Provider/Business _____

Work City _____ State _____

Work Setting/Level _____

Job Title _____

T-SHIRT SIZE (UNISEX) - \$20

This year's conference t-shirt will be a grey long-sleeved shirt with the annual conference logo on the left chest.

XS S M L XL 2X 3X 4X

CONFERENCE INFORMATION

Attending Monday Luncheon?: Yes No

Attendance (check one): In-Person Virtual Both

CONFERENCE ACKNOWLEDGEMENTS (INITIAL)

- ___ I have read and agree to the Cancellation and Refund Policies.
- ___ I have read and agree to the Consent to Use of Photographic Images.
- ___ I have read and agree to the Conference Commitment.

NDCA CONFERENCE RATES (CHECK ONE)

	by 1/15/23	onsite 1/15 – 2/13
NDCA Member	<input type="checkbox"/> \$150	<input type="checkbox"/> \$175
New Professional Member	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100
Student Member	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100
Retiree Member	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100
Nonmember General Attendee	<input type="checkbox"/> \$175	<input type="checkbox"/> \$200
Nonmember Student Attendee	<input type="checkbox"/> \$175	<input type="checkbox"/> \$200
One-Day Only	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100
(Check one day) <input type="checkbox"/> Sunday 2/12 <input type="checkbox"/> Monday 2/13		

NDSCA PRE-CONFERENCE RATES (CHECK ONE)

	by 1/15/23	onsite 1/15 – 2/13
NDCA Member	<input type="checkbox"/> \$60	<input type="checkbox"/> \$70
New Professional Member	<input type="checkbox"/> \$60	<input type="checkbox"/> \$70
Student Member	<input type="checkbox"/> \$60	<input type="checkbox"/> \$70
Retiree Member	<input type="checkbox"/> \$60	<input type="checkbox"/> \$70
Nonmember General Attendee	<input type="checkbox"/> \$80	<input type="checkbox"/> \$90
Nonmember Student Attendee	<input type="checkbox"/> \$80	<input type="checkbox"/> \$90

TOTAL REGISTRATION FEES

Conference Registration	\$ _____
NDSCA Pre-Conference	\$ _____
Awards Luncheon Ticket(s) - \$25	\$ _____
*For people who are not attending conference	
T-Shirt (optional) - \$20	\$ _____
Total Payment:	\$ _____

RETURN COMPLETED REGISTRATION FORM WITH PAYMENT OR PURCHASE ORDER TO: NDCA, Atten: Jenise Wilson, 507 N. 27th St., Bismarck, ND 58501

Full payment must be enclosed, or registration will not be processed. Make check or money order payable to the **North Dakota Counseling Association** in U.S. Funds.



CONFERENCE REGISTRATION FORM

NDCA ANNUAL CONFERENCE: FEBRUARY 12-13, 2023

NDSCA PRE-CONFERENCE: FEBRUARY 11, 2023 · VIRTUAL NDCA CONFERENCE: MARCH 1, 2023 – MAY 31, 2023

Registration Fee and Payments

Please add all fees and fill in the total on the Total Payment line. Full payment in U.S. funds must accompany the form or your registration will not be processed. A check must be provided. Please make checks payable to "North Dakota Counseling Association". Visa, MasterCard, American Express, and Discover are accepted. Registration forms can be completed online if you need to pay via credit or debit card.

Meals Included

As part of the registration, attendees will receive a breakfast, lunch and snack on Sunday, and a breakfast, lunch, and snack on Tuesday. This is included in the registration and will be at no extra cost for the attendees who purchase for the entire conference. If someone desires to only attend the luncheon, it will be \$25.

One Day Registration

A One Day Registration rate of \$100.00 is available. This rate will allow one day access to all education, round table, and poster sessions. CE's can be earned for any session attended during a One Day Registration. The registrant must pre-select the day they will attend the conference.

Additional Tickets to Awards Banquet

Additional tickets for the awards banquet are available for purchase at the rate of \$25.00 per ticket.

Persons with Disabilities

NDCA makes every effort to ensure that all activities are accessible to person with disabilities. All hotels are expected to be ADA compliant. We will make every effort to provide a variety of food selections at events in recognition of those with dietary restrictions. Please use the section on the registration form to communicate your needs. Feel free to attach additional notes.

Payment Plans

To assist with the payment of registration fees, NDCA accepts payments in installments. Installment payments are available to NDCA members only. A minimum payment of a third of the registration rate is required to set-up an installment plan. The full balance is required Friday, February 5th, 2023. After Friday, February 5th, 2023, unpaid balances will result in a cancellation of the registration and any payments will be forfeited. To register using the installment payment plan you must contact Jenise Wilson at 701-391-7399 or ndcajenise@gmail.com.

Purchase Orders

NDCA will accept purchase orders for conference registrations. The current registration rate at the time of payment will be due. Full payment of the conference registration is required 30 days prior to the first day of the conference. ***If the registration is not paid in full or cancelled 30 days prior to the first day of the conference, the registration will be cancelled, and no refunds will be issued.***

Cancellation and Refund Policies

All registration cancellations and refund request must be made in email/ writing and postmarked by January 31, 2023. You will receive a refund minus a \$50 cancellation fee (\$25 for Students/New Professional/Retired categories). No refunds will be granted after January 31, 2023. NDCA regrets that refunds will not be issued for no-shows. Submit all email refund requests to NDCA Registration at ndcajenise@gmail.com and all written refund requests to North Dakota Counseling Association at 418 N. Hannifin Street, Bismarck, ND 58501.

General Consent and Image Release

Attendance at, or participation in, NDCA meetings, conferences, and other activities constitutes an agreement for NDCA, or anyone authorized by NDCA, to record and use, as NDCA may desire in its sole and absolute discretion, all recordings and reproductions or depictions of such individual or attendees name, likeness, voice, persona, words, actions, and/or biography, which NDCA or anyone authorized by NDCA may make, including without limitation, the right to for NDCA, or anyone authorized by NDCA, to use such recordings, reproductions, or depictions in or in connection with any legitimate purposes, including for advertising, publicity, trade and editorial purposes, at any time in the future in all media now known or hereafter developed, throughout the world.

I acknowledge that I will not receive any compensation of any kind for the use of my image, voice and/or biography as set forth above and hereby release NDCA and/or its agents from any and all claims which arise out of or are in any way connected with such use.

Conference Commitment

NDCA is honored to provide a safe environment for the counselor community to come together annually to connect, engage, and learn. By registering to attend the NDCA Conference & Preconference, attendees agree to the following NDCA Conference Commitment:

I pledge to conduct myself with integrity, courtesy, and respect for others. I will support a harassment-free conference experience for everyone by maintaining the highest level of professionalism at all conference programs and events. I support and will foster a welcoming, safe experience for all attendees and conference staff.

Thank you for your commitment.

NDCA provides a harassment-free conference experience for everyone, regardless of age, culture, disability, ethnicity, race, religion/spirituality, gender, gender identity, sexual orientation, marital/partnership status, language preference, socioeconomic status, immigration status, or any basis proscribed by law.

We do not tolerate harassment of attendees, speakers, volunteers, partners, vendors, exhibitors, or staff or others at meetings, conferences, and other activities in any form. Participants violating these expectations may be asked to leave the conference at the sole discretion of NDCA.