



## **Executive Board Policies and Procedures**

**Revised  
September 30, 2015**



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- The Past-President is responsible for annually reviewing and updating the Policies and Procedures manual.
- The President is responsible for ensuring that International ACAC is in compliance with the policies specified in this manual.
- Executive Board members are expected to be aware of the policies, to comply with them, and to oversee compliance of their respective committee members.

### **International ACAC Executive Board**

The Executive Board of International ACAC serves to advise the President and provide administrative leadership in developing and implementing policies, programs, and services for the Association. Membership of the Executive Board includes:

- President
- President-Elect
- Past President
- Vice President for Admission Practices
- Vice President for Finance
- Vice President for Governmental Relations
- Vice President for Inclusion, Access and Success
- Vice President for Membership
- Vice President for Professional Development
- Vice President for Technology and Communications
- NACAC Assembly Delegates

### **General Responsibilities**

In carrying out their functions for International ACAC, members of the Executive Board are subject to two primary legal obligations: a duty to care and a duty to loyalty. The duties of care and loyalty are the common law terms for the standards that the law uses to gauge the legality of a governing member's acts or omissions. The duty of care calls upon each member of the Executive Board to participate in the decisions of the Board and to keep informed with respect to such decisions. The duty of loyalty requires Executive Board members to exercise their powers in the interest of International ACAC, rather than in their own personal interest or the interest of another entity or person.

By assuming office, each member of the Executive Board acknowledges that with regard to any activity or opportunity, the best interest of International ACAC must prevail over his/her individual interest. The Executive Board members shall not use his/her International ACAC position for individual personal advantage. Before an Executive Board member engages in a transaction, which he or she should know may be of interest to International ACAC, the Executive Board member must disclose the transaction to the Executive Board in sufficient detail and give adequate time to act or decline with regard to such transaction. A corporate opportunity arises when an Executive Board member knows that he or she can participate in a transaction, which would possibly fall within, or compete with, International ACAC's present or future activities. The Executive Board member must affirmatively present the opportunity to the Executive Board before participating in the transaction outside International ACAC.

## Governing Documents

The NACAC Bylaws and International ACAC Bylaws shall supersede all sections of these Board Policies and Procedures. The Board Policies and Procedures shall provide administrative direction to International ACAC and its Executive Board to effectively carry out the Bylaws and the functions of the Association.

## Specific Responsibilities

Each member of the International ACAC Executive Board has these specific responsibilities:

1. To participate fully in all meetings of the Executive Board (in-person and virtually). There are at least two Executive Board meetings each year held in conjunction with the NACAC and International ACAC annual conferences. Additionally, there are periodic meetings held via telephone, web chat, or other remote meetings platforms throughout the year;
2. To serve as a voting member of the Executive Board, International ACAC, and NACAC;
3. To become familiar with and uphold the *Bylaws of International ACAC and Board Policies*;
4. To provide progress reports as requested by the President in advance of Executive Board meetings;
5. To prepare, if appropriate, budget proposals for submission to the International ACAC Finance Committee for consideration in the Association's overall operating budget development; and
6. To maintain an accurate accounting of expenditures, including receipts, for all International ACAC programs and initiatives within his/her purview.

*Time Commitment for Executive Board Member: NACAC Conference (6 days), and International ACAC Conference (7 days), Planning and Preparation (3- 8 hours per week). For additional time required by International ACAC, please see specific Executive Board position description.*

**President**, 1-year term; 3-year commitment

### **Responsibilities**

The International ACAC Presidency requires a three-year commitment as President-Elect, President, and then Past President.

1. The Presidents attends, at the expense of International ACAC and/or NACAC, the NACAC Leadership Development Institute (LDI) in July, and the Legislative Conference (February or March) in Washington, D.C;
2. Serves as chairperson and a voting member of the Executive Board;
3. Presides at General Membership meetings and at meetings of the Executive Board;
4. Conducts board meetings in a manner that will assure that the focus of board meetings remain in the best interest of International ACAC;
5. Serves as an ex-officio member of all International ACAC committees;
6. Appoints the chairperson of the ad hoc committees which are judged necessary to enable International ACAC to accomplish its purposes;

7. Serves as counsel to the Association on concerns by membership;
8. Serves as official spokesperson for the Association, with the right to delegate this responsibility;
9. Guides the work of the Executive Board in regard to Strategic Planning;
10. Prepares the agenda for the Executive Board and General Membership meetings;
11. Shares financial responsibility as outlined for the Vice President for Finance;
12. Submits the annual report to NACAC;
13. Participates in International ACAC Regional Institutes;
14. Serves next term as Past-President; and
15. Serves as a delegate to the NACAC Assembly.

*Time Commitment as President: NACAC Conference (6days), International ACAC Conference (7 days), LDI (3 days), NACAC Legislative Conference (3 days), Planning and Preparation time (average of 8-10 hours per week), Regional Institutes (3-6 days).*

**President-Elect**, 1-year term; 3-year commitment

**Responsibilities**

1. The President-Elect attends, at the expense of International ACAC and/or NACAC, the NACAC Leadership Development Institute (LDI) in July, and the Legislative Conference (February or March) in Washington, D.C.;
2. Attends all Executive Board meetings and in the absence of the President, serves as interim chairperson of the Executive Board;
3. Succeeds to the office of the President in the event of a vacancy in that office;
4. Serves as ex-officio member of all International ACAC Committees to enhance understanding of the Association's leadership, governance, and management;
5. Serves as a member of the Governance and Nominating Committee;
6. Participates, as requested, in other state or regional conferences;
7. Assists in the development and implementation of professional development opportunities for the General Membership and the Executive Board;
8. In cooperation with the President and Past President, assures International ACAC representation and involvement in other allied associations;
9. Serves as coordinator of the International ACAC Summer Conference;
10. Serve as the Alternate Delegate for the NACAC Assembly;
11. Assists the President in the goals and objectives of International ACAC; and
12. Serves next term as President, and the following year as Past President.

*Time Commitment as President-Elect: NACAC Conference (6 days), International ACAC Conference (7 days), LDI (4 days), NACAC Legislative Conference (4 days), Planning and Preparation time (average of 8-10 hours per week).*

**Past President**, 1-year term; 3-year commitment

**Responsibilities**

1. The Past President attends, at the expense of International ACAC and/or NACAC, the NACAC Leadership Development Institute (LDI) in July;
2. Serves as chair of the Governance and Nominating Committee. The Governance and Nominating Committee reviews and selects the slate of candidates for each office and the nominees for the annual awards;
3. Reviews and recommends updates to the Bylaws;
4. In cooperation with the President and President-Elect, assures International ACAC representation and involvement in other allied associations;
5. Assists in the development and implementation of professional development opportunities for the General Membership and the Executive Board members;
6. Supports, assists and acts as general counsel to the President;
7. Serves as a member of the Executive Board; and
8. Represents International ACAC at the NACAC Assembly, serving as the Chief Delegate, and provides training for the International ACAC delegation.

*Time Commitment as Past President: NACAC Conference (6 days), International ACAC Conference (7 days), LDI (4 days), Planning and Preparation time (average of 5-8 hours per week).*

**Vice President for Admission Practices**, 3-year term

**Responsibilities**

1. The Vice President for Admission Practices serves as chairperson of the Admission Practices (AP) Committee. The AP committee's responsibilities are: to educate admission and counseling professionals and their institutions regarding the nature of ethical standards as adopted and prompted by NACAC and International ACAC and to assist them to fully integrate such policies and procedures into their practice; to review annually the Statement of Principles of Good Practice of NACAC especially to how it relates to international students; to promote the adoption of similar standards by nonmembers within the profession; and to promote awareness of ethical practices among students and their families;
2. Directs the Admission Practices Committee in a review of the Statement of Principles of Good Practice, the monitoring procedures and any other International ACAC-related policies when deemed appropriate;
3. Ensures the confidential nature of the work while reporting all appropriate actions of the Admissions Practices Committee to the Executive Board;
4. Represents the Association in discussions and presentations of admission practices, ethical concerns and challenges faced by members;
5. Assists in the preparation and presentation of professional development opportunities and materials for International ACAC members, admissions practices counterparts, other allied associations and students as deemed appropriate;



6. Periodically notifies the General Membership on trends or issues relating to admission practices;
7. Responds to questions relating to admission practices from the membership and media; and
8. Serves as a member of the Executive Board.

***Required Knowledge/Skills***

This VP for Admission Practices should have an interest in making certain that all International ACAC members maintain the highest professional standards. NACAC's SPGP is the guide that members are asked to follow and in the rare case when an institution or individual does not abide by the SPGP, this VP for Admission Practices is responsible for investigating alleged violations.

*Time commitment: NACAC Conference (6 days), International ACAC Conference (7 days), Planning and Preparation time (3-8 hours per week).*

**Vice President for Finance**, 3-year term

***Responsibilities***

1. Serves as chair of the Finance Committee. The Finance Committee makes budget estimates, recommends to the Executive Board investment and audit policies and supervises all other International ACAC financial matters as well as preparing financial reports for the Executive Board. The budget shall be developed approved at the Executive Board meeting held during the NACAC conference;
2. Provides fiscal oversight (checks and balances) for the Executive Director and reviews financial transactions;
3. Reports on the financial condition and results of operations of International ACAC to the Executive Board and general membership at meetings and in written communications;
4. Calls, plans and organizes all Finance Committee meetings; and
5. Serves as member of the Executive Board.

***Required Knowledge/Skills***

The VP for Finance needs to have basic accounting/bookkeeping skills. Although the Executive Director is responsible for the day-to-day financial activities of International ACAC, the Vice President for Finance provides checks and balances to ensure that both the Executive Director and Executive Board are fiscally responsible.

*Time Commitment as VP for Finance: NACAC Conference (6 days), International ACAC Conference (7 days), Planning and Preparation time (3-8 hours per week).*

### **Vice President for Government Relations, 3-year term**

#### **Responsibilities**

1. The Vice President for Government Relations communicates information regarding school and college admission counseling to legislative bodies;
2. Monitors the granting of student visas and make recommendations to International ACAC and NACAC;
3. Attends the Legislative Conference in Washington, D.C. in February/March. Expenses for this conference shall be covered by NACAC and International ACAC;
4. Serves as the managing coordinator for the Regional Institute programming;
5. Serves as a member of the Executive Board.
6. The Vice President for Government Relations serves as chairperson of the Government Relations Committee. The Government Relations Committee's responsibilities include supporting the responsibilities of the Vice President.

#### **Required Knowledge/Skills**

The VP for Government Relations should have an interest in governmental and political matters.

*Time Commitment: NACAC Conference (6 days), International ACAC Conference (7 days), Legislative Conference (3 days), Planning and Preparation time (3-8 hours per week).*

### **Vice President for Inclusion, Access and Success, 3-year term**

#### **Responsibilities**

1. The Vice President for Inclusion, Access and Success promotes sensitivity to human differences and guides the expansion of equal access for all students to postsecondary educational opportunities;
2. Promotes, coordinates, and manages the International ACAC Scholarship Program;
3. Attends the Guiding the Way to Inclusion (GWI) Conference. Expenses for this conference shall be covered by International ACAC;
4. Chairs the Inclusion, Access and Success Committee; and,
5. Works with the Vice President of Membership to ensure all regions of the world are represented in the Association;
6. The Vice President for Inclusion, Access and Success serves as chairperson of for Inclusion, Access and Success Committee. The Inclusion, Access and Success Committee's responsibilities include supporting the responsibilities of the Vice President; and
7. Serves as a member of the Executive Board.

#### **Required Knowledge/Skills**

The VP for Inclusion, Access and Success should have a strong interest in college and university access for all student populations, financial aid and scholarship programs

for international students, and promoting attendance of underrepresented populations at colleges and universities.

*Time Commitment: NACAC Conference (6 days), International ACAC Conference (7 days), Guiding the Way to Inclusion Conference (4 days), Planning and Preparation time (3-8 hours per week).*

### **Vice President for Membership**, 3-year term

#### **Responsibilities**

1. The Vice President for Membership maintains and, through various activities, increases the membership of International ACAC;
2. Coordinates and implements membership drives;
3. Serves as liaison and promotes membership with NACAC;
4. Annually produces the membership directory and other membership information;
5. Works with the Vice President for Technology and Communications to ensure member records are accessible on the International ACAC website;
6. Communicates with each member institution and individual members concerning their membership status;
7. Reports membership activity to the Executive Board and the general membership;
8. Monitors the web-based membership database for accuracy;
9. Works closely with the VP for Technology and Communications to enhance positive image of International ACAC and to make members more visible;
10. Develops, maintains, and implements Membership Policies and Procedures;
11. Manages the processing and review of new member applications in accordance with NACAC bylaws, International ACAC bylaws, and NACAC SPGP and International ACAC Membership Policies;
12. The Vice President for Membership serves as chairperson of the Membership Committee. The Membership Committee's responsibilities include supporting the responsibilities of the Vice President; and
13. Serves as a member of the Executive Board.

#### **Required Knowledge/Skills**

The International ACAC member records are stored on our website and all changes are made online. The VP for Membership periodically downloads data and should have a good background in the use of Excel. As new members join International ACAC via the online system, the VP for Membership reviews their applications and either approves or rejects their request for membership.

The VP for Membership is charged with finding ways of increasing our membership, especially the membership of overseas secondary counselors. Ideas about how to

reach out to these members and to market International ACAC would be especially helpful.

*Time Commitment: NACAC Conference (6 days), International ACAC Conference (7 days), Planning and Preparation time and weekly maintenance or membership applications and concerns (3-8 hours per week).*

### **Vice President for Professional Development**, 3-year term

#### **Responsibilities**

1. The Vice President for Professional Development is charged with the development, implementation and evaluation of the professional development programs for all members;
2. Works in conjunction with the President-Elect to develop a slate of sessions and professional development activities at the annual International ACAC Conference;
3. Coordinates the International ACAC Pre-Conference Institute at the annual International ACAC Conference;
4. Works with all members of the Executive Board, and others as required, to develop programs, training models, and forums for professional issues and trends;
5. Coordinates the submission of the NACAC workshop proposal by the deadline, and coordinates the NACAC Imagine Grant submissions;
6. Coordinates the International ACAC annual Bus Tour;
7. The Vice President for Professional Development serves as chairperson of the Professional Development (PD) Committee. The Professional Development Committee's responsibilities include supporting the responsibilities of the Vice President; and
8. Serves as a member of the Executive Board.

#### **Required Knowledge/Skills**

The VP for Professional Development needs to have skills in the following areas:

1. The ability to develop workshop ideas for the annual conference and Regional Institutes, and finding members to present them. Having attended past NACAC, CIS or International ACAC conferences and Regional Institutes is often helpful;
2. The ability to write and submit NACAC grant applications in a timely manner;
3. The ability to network and collaborate across membership to organize presenters on relevant topics as Professional Development opportunities created;
4. Knowledge of data and analysis;
5. The ability to manage a committee of volunteers across time-zones to work on year round projects as it relates to professional development opportunities;
6. The ability to have attention to detail, follow through, fiscal management and professional writing and verbal skills;

7. Collaboration and team work across the Board, NACAC International Office, and Affiliate ACACs for various PD programs or needs as they arise; and
8. Remain up-to-date with current events and trends to best serve as a liaison for PD needs of the entire membership.

*Time Commitment: NACAC Conference (6 days), International ACAC Conference (7 days), Planning and Preparation time (3-8 hours per week).*

### **Vice President for Technology and Communications**, 3-year term

#### **Responsibilities**

1. The Vice President for Technology and Communications supports the efforts of International ACAC by striving to create a positive awareness of International ACAC by facilitating, enhancing and supporting the flow of information among members, the Executive Board and General Membership and public at-large;
2. Holds primary responsibility for the International ACAC website;
3. In conjunction with the Vice President for Membership, works with outside organizations who would like to access our membership database for emailing purposes;
4. Periodically provides email or written newsletters to the membership;
5. Serves as liaison between International ACAC and the NACAC Communications Office;
6. Responsible for delivering surveys, producing webinars, managing social media accounts, and online conference guides;
7. The Vice President for Technology and Communications serves as chairperson of the Technology and Communications Committee. The Communications Committee's responsibilities include supporting the responsibilities of the Vice President; and
8. Serves as a member of the Executive Board.

#### **Required Knowledge/Skills**

The VP for Technology and Communications should have skills in the use of email, and web-based communications. The VP for Communications is responsible for the upkeep of the International ACAC website and for the management of social media accounts. The VP for Technology and Communications is responsible for developing periodic e-newsletter updates and posting them on the website. Press releases are also the responsibility of this office.

*Time commitment: NACAC Conference (6 days), International ACAC Conference (7 days), Planning and Preparation time (3-8 hours per week).*

## Delegates to the NACAC Assembly, 3-year term

### **Responsibilities**

1. Delegates to the NACAC Assembly assist with identifying general membership concerns as they relate to NACAC and when necessary establishing a task force of other delegates to research and work out resolutions to be implemented;
2. Assigned to serve as support and liaison to a Vice President;
3. Serve as chairs to specific task forces or committees as assigned by the President or President-Elect;
4. Serve as voting members for International ACAC at the annual NACAC Assembly;
5. Represent the concerns of the International ACAC membership to NACAC officials and the International ACAC Executive Board when appropriate; and
6. Serve as members of Executive Board.

### **Required Knowledge/Skills**

Assembly Delegates are charged with representing overseas issues to the NACAC Assembly and as Assembly Delegates must consider how issues brought up and discussed in the NACAC Assembly may affect the General Membership. Prior to the NACAC Conference, Assembly Delegates must carefully consider all issues that will be debated at the NACAC Assembly. Delegates should have a passion for National Association policy and decision-making and be prepared to be involved in year-round NACAC business by reading Bulletins, Journals, research and other relevant communications shared with members by the national office.

Assembly Delegates do not have specific areas of responsibility on the International ACAC Executive Board. Therefore, Assembly Delegates are asked to identify issues, take on ad hoc responsibilities, or assist other Executive Board members with their portfolios. Each Delegate is assigned area(s) of responsibility and is attached to a specific Vice President. Each Delegate has specific duties and commitments at the annual Summer Conference, throughout the year in conjunction with the Vice President/area of responsibility, and involvement in Regional Institute planning and participation.

*Time commitment: NACAC Conference (6 days), International ACAC Conference (7 days), Planning and Preparation time (3-8 hours per week).*

### **Committees**

The Executive Board shall complete its work by using a committee structure that involves Executive Board members and members of the Association. The committees shall be organized in the following two groups: Standing Committees and Ad Hoc Committees.

1. Standing Committees
  - a. In accordance with the Bylaws, there are ten (10) Standing Committees: Admission Practices; Finance; Government Relations; Governance and

Nominating; Inclusion, Access and Success; Membership; Mentors; Service; Summer Conference; and Technology and Communications.

2. Ad Hoc Committees
  - a. In accordance with the Bylaws, the President shall have the power to create Ad Hoc Committees to meet the needs of the Association and complete the work of the Executive Board and its members.
  - b. Ad Hoc Committees shall be appointed for the remainder of the President's tenure. Upon completion of the President's term, the Ad Hoc Committee shall disband unless the successive President chooses to reappoint the committee. Membership of the committee in the successive term shall be determined by the successive President and approved by the Executive Board.
3. Committee Member Responsibilities
  - a. All standing and Ad Hoc committee members should attend all meetings held of their respective committee.
  - b. Committee members should participate in active discussions and programming carried out by their respective committee.
  - c. While not mandatory, attendance at the International ACAC Summer Conference and NACAC Conference is strongly encouraged.
4. Size and Scope
  - a. In accordance with the Bylaws, each committee shall be made up of at least three members, including the committee chair, who is also a voting member of the committee.
  - b. The Bylaws dictate the duties of each committee; however, the Executive Board and the committee chair may assign additional duties and actions to the committee that is consistent with governing document and Executive Board action previously taken.
5. Terms of Committee Tenure
  - a. Terms of committee service for all committee members shall begin 1 July of the year in which the member is appointed and approved for committee membership.
  - b. The term of service for each committee member shall last three (3) years. Upon completion of the term of service, the member may apply to remain on the committee for up to one (1) additional term of service.
  - c. In the event a committee member is removed from service or resigns from the committee, a replacement may be appointed for the remainder of that term of service.
  - d. This section only applies to Standing Committees. The term of service for ad hoc committees is one year. Members of ad hoc committees may be appointed indefinitely.
6. Appointment and Removal
  - a. Interested persons from the General Membership shall complete an application by (Insert date) to join a standing or Ad Hoc committee.
  - b. The President, President-Elect, and respective Vice President or Committee Chair shall work in consultation to appoint qualified persons to standing and ad hoc committees.

- c. In accordance with the Bylaws, a committee member may be removed from his or her committee assignment by two-thirds vote of the Executive Board. There should be a recommendation of the committee chair to the President, in the case of Ad Hoc committees, or the President-Elect, in the case of standing committees, to bring forth a motion to remove a member. The member shall be notified of the result by the President.



### Annual Conference and Regional Institutes

International ACAC shall hold an annual Conference and Regional Institutes at a time, date and location approved by the Executive Board.

#### 1. Attendance

- a. The total number of attendees at the Summer Conference shall be set by the Executive Board upon consultation with the official representatives of the host institution(s).
- b. Institutions and organizations shall be limited to two (2) attendees per institution or organization at the Summer Conference.
  - i. Secondary schools shall be exempt from this rule.
  - ii. EducationUSA and the U.S. Department of State shall be exempt from this rule.
  - iii. Individuals not employed by an institution or organization, such as retirees or independent educational consultants who are self-employed, may attend the Summer Conference.
  - iv. Whenever possible, no more than ten percent (10%) of the total Summer Conference attendees may be made up of these two populations combined:
    1. Organizational Members based anywhere; or,
    2. Individual Members based in the United States, with as close to a five percent (5%) each. Any additions will be at the discretion of the Executive Board.
- c. The Executive Board may offer a limited number of additional spaces, subject to size limitations of the Summer Conference, to institutions and organizations that have already registered two (2) attendees.
  - i. Higher education institutions and organizations that employ a current Executive Board member or current official committee member, as determined by the Executive Board, may send a third representative to the annual Conference. The term “current” shall be interpreted to mean the board or committee member is serving in an official capacity at the time of the Summer Conference

## Awards

International ACAC recognizes individuals who have made major contributions to the college counseling and admission profession. International ACAC members are invited to submit nominations for the following special recognition awards.

### Award Types

- a. The Peter Hauet Lifetime Achievement Award: International ACAC established the Lifetime Achievement Award in 2002 and named it after 2015's winner, Peter Hauet, to recognize an individual who has contributed to the profession in a significant and lasting manner. This award, which represents International ACAC's highest member tribute, is presented to an individual who, over a period of years, has performed outstanding service to International ACAC, to our profession, and to the international college counseling community. The winner of this award will have the conference registration fee waived.
- b. Distinguished Service Award: This award recognizes a person who has provided International ACAC with unique and/or outstanding service to our Association.
- c. Rising Star Award: This award recognizes a new member who is striving to make a difference within International ACAC. International ACAC's Rising Star Award honors individuals and programs that exemplify excellence and dedication to serving the needs of students in the transition from high school to college. The International ACAC Rising Star Award was established to honor those deserving of international recognition. They must be new members who are striving to make a difference within our Association through their work in committees and/or in their communities. Individuals receiving a Rising Star Award nomination must be professional members of International ACAC for no more than five years.

### Criteria

- a. The nominee must be an active member of International ACAC.
- b. The nominee must be a current International ACAC member.
- c. Nominees for the Peter Hauet Lifetime Achievement Award and the Distinguished Service Award must have been member of International ACAC for over three years.
- d. The activity or accomplishments for which the nomination is made must for the Distinguished Service Award and Rising Star Award must have occurred within the last five years.
- e. Specific requirements and criteria are listed in the previous section.
- f. Nominations for awards must be submitted by April 30 to the Governance and Nominating Committee. Presentation of awards will be made at the International ACAC Summer Conference.
- g. Sitting members of the International ACAC Board and GNC are not eligible

## Scholarship

International ACAC has developed a Counselor Scholarship Program to encourage participation in International ACAC conferences. The goal is to support counselors working with under-represented populations who do not have the resources to attend the conference.

1. The Executive Board annually seeks applications from counselors to attend the International ACAC Summer Conference.
2. The scholarship will cover conference fees, transportation, and all other fees deemed necessary for attendance by the Inclusion, Access and Success Committee.
3. To be eligible for this scholarship, the counselor must meet the following criteria:
  - a. Has not previously attended an International ACAC Summer Conference or NACAC Conference.
  - b. Complete an application and submit it to the VP for Inclusion, Access and Success and the Executive Director by December 1.
4. Priority will be given to counselors who:
  - a. Are from schools and/or countries that have not traditionally been represented at International ACAC
  - b. Due to the school setting or population, could provide a conference session of interest to our members
  - c. Have minimal college counseling resources in the community (e.g. lack of nearby International ACAC members or offices that could be used as resources)
  - d. Have submitted an application that demonstrates possible community impact on students and local community; that shows the counselor is working with students who will be viable candidates for study outside their country, and demonstrate that attendance to the International ACAC conference will increase access to higher education.

## Finance Policies

### **Introduction**

The Finance Committee will review the policies and procedures set forth in this manual during the annual NACAC conference and the International ACAC Executive Board, through majority decision, will approve any changes.

International ACAC is incorporated in the state of Virginia. Under Delaware law, where NACAC is registered, we are a non-stock corporation, which means we are not owned by shareholders. We are registered with the US government as a 501.c.3 organization, which means we are not for profit.

### **Financial Responsibility and Accountability**

All members of the Executive Board are responsible for the proper use and administration of the Association's finances; specifically, the President, Vice President for Finance, the Executive Director, and the Finance Committee. Responsibilities include monitoring the Association's fiscal health, maintaining the Association's bank and investment accounts, and making sure the Association has adequate insurance coverage. The following are the specific responsibilities related to the financial officers of the Association:

The Executive Director will:

1. Serve as the liaison with the Association's insurance broker, investment managers, and accounting/audit firm;
2. Monitor and advise the Finance Committee on insurance coverage;
3. Be responsible for contracting with an auditing firm to conduct annual audits or review of accounts of the Association;
4. Monitor the Association's overall financial health and stability;
5. Provide quarterly reports to the VP for Finance and President on the finances of the Association;
6. Serve as the liaison to the Association's contracted accounting firm on all payroll and payroll tax related items; and
7. Maintain the general ledger and other accounting records as required to:
  - a. Satisfy generally accepted accounting principles.
  - b. Enable preparation of reports for the Executive Committee and Finance Committee.
  - c. Meet Internal Revenue Service requirements and auditors' recommendations.

The Finance Committee will:

1. Review budget estimates and actuals of the annual budget;
2. Make recommendations to the Executive Committee on investment, insurance and audit policies;
3. Review all International ACAC financial matters, including all monthly operating reports;

4. In conjunction with standing committees, make recommendations regarding programming and membership fees; and
5. Work with the Association's chosen accounting firm to facilitate financial audits or review of accounts.

#### **Review, Approval, and Enforcement of the Fiscal Policy**

1. The Fiscal Policy will be reviewed and updated on an annual basis, prior to the International ACAC Summer Board meeting by the Finance Committee, which shall consist of:
  - a. VP for Finance - Chair
  - b. (4-6) Association members appointed by the President annually upon recommendation/consultation from the VP for Finance
  - c. Executive Director - Ex Officio
2. Changes to the Fiscal Policy will be approved by the Finance Committee and brought before the Executive Board for final approval at the July Board meeting.

#### **Review and Purpose of Accounts and Reserve Fund**

1. Banking
  - a. Savings Account
    - i. An account to maintain 25% of our annual operational costs.
  - b. Money Market Accounts
    - i. Based on Executive Board discussion in October 2012, this became a main source of investment for the future budget years.
  - c. Checking
    - i. Account should maintain a balance of 10,000 USD at all times in order for the EA to maintain account expenditures on a daily basis.
  - d. Scholarship
    - i. Account will hold the funds raised for the purpose of bringing high impact counselors to our Annual Conference.
2. The reserve fund provides for unexpected fluctuations in income or expenditure. International ACAC shall strive to maintain a reserve fund of no less than 80% of one year's annual operating expenses, inclusive of the Annual Conference, to ensure our ability to meet our annual obligations. The Finance Committee will provide guidance and suggestions to the Board regarding investment alternatives. The Executive Board should actively seek to ensure that the reserve does not exceed 120% of the annual operating expenses.
3. The checking account is managed by the Executive Director in consultation with the Vice President for Finance and the Executive Board.
4. All other accounts are managed by the Vice President for Finance.

## Financial Operations

### Budgeting and Finance Process

1. The fiscal year in which events occur is the fiscal year in which all expenses and revenues for those events are to be accounted in the budget. The fiscal year for the Association begins January 1 and ends December 31.
2. By June 15th committee chairs and appropriate Executive Board members must submit a budget proposal for their committee/function for the subsequent year. The proposal must include a brief description of any activity/project to be conducted. All estimated and anticipated expenses must be itemized. The budget proposals must be submitted to the Vice President for Finance so they may be reviewed by the Finance Committee at that meeting.
3. Committee chairs and appropriate Executive Board members must receive itemized accounting, with receipts, for money spent on programs and activities that fall under the committee's area of responsibility. Approved expense reports will be forwarded to the Executive Director for reimbursement.
4. Surplus Funds generated by International ACAC activities will be used to fund programs and/or projects deemed appropriate by the Executive Board. Monies in excess of the current year's expenses may be invested by the Finance Committee in the name of International ACAC, following consultation with and approval by the members of the International ACAC Board and the current President. Notification and accounting of investments will be provided to the Executive Board upon request and at each of their meetings.

### Routine Expenditures

Signature authority for bank accounts

1. All checks are to be authorized and signed by the Executive Director under the approval and supervision of the Vice President for Finance. In the absence of the Executive Director, checks may be signed by the President, Past President, Vice President for Finance or an additionally appointed VP with signing privileges.
2. The authority to use an International ACAC credit or debit card is given to the Executive Director and President only. At the end of the President's term, the card must be passed on to the successor.
  - a. For all expenditures
    - i. Under 200 USD the Executive Director does not need pre-approval.
    - ii. 200-5000 USD the Executive Director must have the written approval of the VP for Finance.
    - iii. Above 5000 USD the Executive Director must have the written approval of the VP for Finance and either the President or the President Elect.
3. When issuing disbursements, itemized bills, invoices, or expense reports must be presented to the Executive Director for accounting purposes (scanned copies are acceptable given the geographic nature of our organization). Requests for reimbursement should be made as soon as possible after expenditures and later

than 60 days reimbursement will be at the discretion of the VP for Finance and the President.

### Authorized Expenses

International ACAC is an association of volunteers, and much of its strength lies in the dedication, support, and commitment of its members and their institutions. It is recognized, however, that not all institutions are able or willing to assume the costs associated with leadership positions. The Association does not want the lack of financial support to prohibit the participation of members who may wish to assume leadership roles. As such, the Association will provide financial support for those assuming leadership positions within the organization as follows:

#### Registration Fees and Travel Expenses:

1. NACAC Annual Conference
  - a. NACAC waives the registration fees for the NACAC Annual Conference for all International ACAC Delegates.
  - b. Executive Board members may request reimbursement for registration, travel and hotel expenses in conjunction with their attendance at the NACAC conference. Reimbursement is contingent upon attending the Executive Board meeting, general membership meeting, and for assembly delegates, the NACAC Assembly.
  - c. International ACAC delegates and officers may be reimbursed up to \$1,750 USD if they reside in the United States, while those traveling from outside the United States may request up to \$2,750 USD if their institutions (i.e. high school or college) will not cover NACAC expenses.
  - d. A completed reimbursement form shall be submitted to the International ACAC Executive Director as soon as possible and no later than 90 days after the conference.
  - e. Reimbursement for Executive Board members who have their expenses paid by their institutions will be made directly to the home institution. Those who are partially funded by their institutions will have reimbursements issued to both the institution and the board member as appropriate. The Executive Board member may only request additional funding from International ACAC to cover the amount remaining to the established limit.
2. International ACAC Annual Conference
  - a. The President Elect and the Conference Committee have wide latitude in organizing the conference.
  - b. Complimentary Registrations
    - i. All persons who will be attending the conference must complete a conference registration form so that International ACAC will have housing, name badge and other required information. Even if all expenses will be waived or covered by someone else, they must submit a registration form.

- ii. Executive Board members and the on-site coordinator shall have their annual conference registration fee and on-campus housing costs waived. The President Elect may also waive the registration fees for additional individuals who have given up significant time to organize the conference.
    - iii. The winner of the Lifetime Achievement and Service awards will have their registration fees waived.
    - iv. Any invited U.S. State Department representative will have his/her registration fee waived as an invited speaker. According to U.S. State Department rules, transportation and other costs will be the responsibility of the U.S. State Department.
  - c. Ordinarily a representative of NACAC attends the International ACAC conference. NACAC guidelines state that NACAC will pay for this Board representative to attend the International ACAC annual conference. The International ACAC Executive Director shall bill NACAC for the registration fee and housing. The NACAC Board member shall bill NACAC for his/her transportation costs directly.
- 3. Scholarships
  - a. The VP for Inclusion, Access, and Success will coordinate the nomination and selection process for all International ACAC Annual Conference Scholarship recipients.
  - b. All registration, on-campus housing, and transportation costs will be funded by scholarship donations, contributions and the proceeds from the Silent Auction, the 5K Run, and other initiatives.
- 4. NACAC Leadership Development Institute (LDI)
  - a. International ACAC shall budget and cover all expenses not covered by NACAC in order to facilitate the attendance of Officers at the summer LDI. Attendees shall submit the International ACAC Reimbursement Form with receipts attached and all expenses noted to the Executive Director within 15 days of the end of the LDI. The Executive Director will reimburse them and/or their institutions for all costs and then will bill NACAC for all allowable costs.
  - b. Due to the nature of overseas travel, single hotel rooms at the lowest rate shall be reimbursed.
- 5. NACAC Legislative Conference
  - a. International ACAC shall budget and cover all expenses not covered by NACAC in order to facilitate the attendance of invited Officers and members of the Governmental Relations Committee to attend the NACAC Legislative Conference.
  - b. NACAC shall reimburse International ACAC for all transportation costs for the President and President-Elect and for one-half of the transportation costs and hotel and meal costs of the Vice President for Government Relations. The Executive Board Members shall submit a report with



receipts and all expenses noted to the Executive Director within 15 days of the end of the Conference. The Executive Director will reimburse them and/or their institutions for all costs and then shall bill NACAC for all allowable costs.

- c. Due to the nature of overseas travel, single hotel rooms at the lowest rate shall be reimbursed.

#### 6. Guiding the Way to Inclusion Conference

- a. International ACAC shall budget and cover all expenses not covered by NACAC in order to facilitate the attendance of invited Officers and members of the Governmental Relations Committee to attend the NACAC Legislative Conference.
- b. Due to the nature of overseas travel, single hotel rooms at the lowest rate shall be reimbursed.

See Appendix A for specific guidelines, allowances and limits.

#### Setting Fees for Services and Activities

The International ACAC Executive Board will consider requests for membership lists, mailing labels and email lists from individuals, organizations agencies, institutions or groups on an individual basis. Such requests should be educationally-related and in accordance with the mission of the Association. In the past, the Board has attempted to protect the members, especially in secondary schools, from intrusive communications.

The Annual Conference, Pre- and Post-Conference Workshops, and any International ACAC College Tours shall have fees that will meet projected costs or make a profit.

#### Bidding Projects and Contracts

1. Any contract entered into by the Association, directly or indirectly, must be authorized by the VP for Finance, the President and the President-Elect.

#### Volunteer Services

International ACAC members will not receive honoraria when directing or presenting any International ACAC workshop or educational session at the International ACAC Annual Conference. A non-member invited to make a presentation or workshop at the Annual Conference can be considered for a small honorarium but the precedent has been that honoraria are not offered nor given for such presentations.

#### Investment Policy

1. The Finance Committee shall review this policy annually, and any recommendations for modification shall be suggested to the Executive Board for approval. This investment policy outlines the investment objectives, guidelines and performance expectations for International ACAC's investment

- accounts. The policy has been established with respect to: anticipated short- and long- term financial needs of the association.
2. Procedure for Selecting an Investment Advisor:
    - a. The Vice President for Finance will interview and recommend hiring and/or replacing the advisor for the management of the accounts. This recommendation will be made to the Executive Board.
  3. Responsibilities of the Finance Committee
    - a. Include, but are not limited too
      - i. Selecting qualified investment managers.
      - ii. Expressing the acceptable risk tolerance for the accounts.
      - iii. Establishing reasonable investment objectives.
      - iv. Monitoring and evaluating performance results to assure that the policy guidelines are being adhered to and investment objectives are being met.
      - v. Ongoing monitoring of the Investment Policy Statement to assure its consistency and relevance with current activities and financial condition of the association.
      - vi. Inform the Executive Board of any significant changes in the ownership, organizational structure, financial condition, or senior staffing of the investment advisor firm.
      - vii. Keep the Executive Board informed on a timely basis of major changes in its investment outlook, investment strategy, asset allocation and other matters affecting the investment policies or philosophy.
  4. Responsibilities of the Investment Advisor
    - a. The Investment advisor is hired to provide investment advice and manages the portfolio In addition:
      - i. Perform ongoing risk analysis with the Finance Committee and ensure allocation is appropriate for International ACAC's current condition.
      - ii. Continually monitor all parts of the investment portfolio and alert and advise when either market conditions or portfolio conditions warrant modification.
      - iii. Regular (monthly, quarterly and annually) reporting to the Finance Committee and the Executive Board.
      - iv. The Investment Advisor shall have the latitude to temporarily maintain the account outside of the allowable asset allocation for a period not to exceed 90 days.
      - v. The investment advisor will communicate to and document for the Finance Committee the extent of non-compliance and provide a recommendation, including expected time frames, to bring the account allocation back to acceptable investment policy percentages.

## Investment Purposes and Procedures

1. The procedures outlined below will be followed to ensure the Investment Policy is consistent with the current mission of International ACAC and accurately reflects the current financial condition of the association.

- a. Short-Term Reserve Accounts

- i. Purpose:

1. The Short-Term Reserve Account is for investments expected to be held longer than one year but less than five years. Funds in this account are available to meet requirements of unexpected deficits, and for planned capital or programmatic expenditures.

- ii. Investment amount:

1. The maximum level may not exceed \$250,000 USD in any one short-term account. The Finance Committee and the Executive Board, along with the Executive Director, will establish this level and review and modify it in an ongoing manner based on current and anticipated needs.

- iii. Allowable Investments:

1. The Investment Advisor, under the supervision of the staff, shall be authorized to invest the International ACAC Short-Term Reserve Account as follows:
      - a. Federally insured certificates of deposit not to exceed the current Federal Deposit Insurance Corporation (FDIC) insured limit, including interest. Money market funds. Direct Obligations of the U.S. Government, its agencies and instrumentalities. Fixed income mutual funds that invest in securities that are direct obligations of the U.S. Government, its agencies or instrumentalities or collateralized by obligations of the U.S. Government, its agencies or instrumentalities fixed income mutual funds that invest primarily in investment grade bonds. Corporate Notes with a minimum rating of investment grade by one rating service.

- b. Long-Term Reserve Account

- i. Purpose:

1. To enhance the organization's purchasing power and to provide financial stability for International ACAC.

- ii. Investment Amount

1. A Minimum amount is set to \$150,000 USD by the Investment firm

- iii. Money from the Short Term Reserve that exceeds 120% of the Operating budget for the year will be added to the Long Term Reserve Account once a year.

- iv. Allowable Investments

1. Equities and fixed income: The Long-Term Reserve Account will be invested in a well allocated and broadly diversified portfolio using both equity and fixed income mutual funds. The performance of the portfolio over a three-year moving time frame is expected to be similar to a representative benchmark.

v. Performance Benchmarks.

1. The Long-Term Reserve Account will be evaluated quarterly on a total return basis.
2. A benchmark that is representative of the target asset allocation guidelines shown above.
3. Comparisons will show results for the latest quarter, and trailing one-year, three-year, and five-year periods. The expectations of the account are to achieve a total expected return that will exceed 6%. Actual returns should exceed the expected return about half of the time.

### External Funding

International ACAC will seek and accept sponsorships, funding and grants that support and reflect the mission and core values of International ACAC. The Finance Committee will review all sponsorships, funding and grants, and provide recommendations to the Executive Board.

### Sponsorship

1. International Association for College Admission Counseling believes it can best fulfill its mission of support to counseling and enrollment professionals as they help all students realize their full international educational potential, through the creation of a broad base of financial support from a variety of sources. However, in order to maintain its independence, objectivity and commitment to promoting high professional standards that foster ethical and social responsibility, International ACAC will avoid apparent conflicts of interest or where the mission, programs, projects and principles of International ACAC may be compromised. International ACAC is willing to consider partnerships with, and gifts from, the corporate sector. International ACAC recognizes that corporations, as profit-centered organizations, have obligations to their shareholders, boards and employees to be successful. International ACAC also recognizes that companies support the nonprofit sector out of a desire to be helpful and supportive but also with a sense that there must be some return or benefit to the company. Given these realities and both legal and ethical considerations, International ACAC is willing to negotiate partnerships and accept support from the corporate sector in ways that will benefit and recognize the supporting company while enabling International ACAC to better achieve its purpose as long as the proposition is not in conflict with International ACAC's objectives set forth.
2. General Guidelines: International ACAC will accept no cash or real property gift, pledge of support, or non-cash gift or services, or enter into any partnership with any company or other organization that produces products or services or take public positions that are inconsistent with the policies, positions, and mission of International ACAC.
3. Principles
  - a. International ACAC will at all times remain independent on its positions regarding educational, counseling or enrollment issues.

- b. International ACAC will solicit and accept support only for activities that are consistent with its mission.
  - c. International ACAC will accept funds for research, programs and other informational and educational activities only when the content of same is to be determined by International ACAC or an independent group designated by International ACAC.
  - d. International ACAC will maintain complete control, consistent with any donor restrictions acceptable to International ACAC, of all funds provided by corporations, foundations and individuals.
  - e. International ACAC will not accept any support which implies or requires endorsement of products or services.
  - f. Acknowledgments for corporate support will be limited to the company's name, logo or slogan that is an established part of the supporter's identity, trade name, address, telephone number and, if applicable, link to web site.
  - g. Recognition of major corporate support will be developed in cooperation with the donor company and will be consistent with the level of support, type of campaign support is restricted to and International ACAC's mission and purposes. International ACAC will seek to develop recognition opportunities which are appropriate and meaningful for both the supporting company and International ACAC.
  - h. International ACAC's intangible assets, including its name, reputation, research and other work, will be protected at all times. Donors will not be permitted to use International ACAC's name or other items for commercial purposes or in connection with the promotion of any product or service.
  - i. International ACAC reserves the right to refuse any donation of cash or real property, services, non-cash gifts, or any forms of support if such support is not in keeping with the above mentioned principles or for other reasons which International ACAC's Performance Committee deems appropriate.
  - j. International ACAC will comply with all federal, state and local laws in the conduct of its development activities.
  - k. International ACAC will respect the confidentiality of information relating to all individual and corporate records.
  - l. The cumulative total of all gifts to International ACAC from a donor in the fiscal year will qualify the donor's membership in the appropriate gift club.
4. Appropriateness of Proposals
- a. The Vice President for Finance will determine whether proposals for the funding of International ACAC activities provided by external sources (e.g. agencies, associations, and organizations, whether not-for-profit, governmental or commercial) are appropriate and whether they conform to the laws, rules and regulations binding the association. The Executive Board shall be informed of such proposals.

### Auditing and Tax Return Policy

1. Annual Fiscal Review. In July, the Finance Committee will review income and expenses for the current fiscal year and develop a budget for the next fiscal year, which will be presented to the Executive Board and subsequently the membership for approval at the NACAC meeting.
2. There will be an annual review or audit of International ACAC's financial statements by a certified public accountant.
3. The Vice President for Finance, in collaboration with the Executive Director, will provide the accountant with the immediate past fiscal year's financial records by March 1. The accountant will assist the Executive Director in filing tax forms with the IRS by May 15th. Extensions, if necessary, may be applied for by filing the appropriate forms with the IRS.

### Insurance

The Executive Director, in consultation with an insurance broker, will ensure that the Association has adequate insurance coverage including a Commercial Liability and Damage policy (usually required by the conference host institution), a Professional Liability Directors and Officers policy, a Workers' Compensation and Employer's Liability policy, and a Disability policy (if required by individual state statute).

### Legal and Financial Information

Executive Director

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## **APPENDIX A - Financial**

### **Conditions and Guidelines for International ACAC Business Travel**

#### **General Guidelines**

1. Members should first approach their own institutions to cover travel costs, prior to submitting expense reports to International ACAC.
2. Use most cost and time-effective means of travel.
3. Determine the least expensive mode of travel, such as air, personal car or rental car. (As a rule, if less than 4 hours - drive, over 4 hours - fly. Special circumstances such as the availability of low airfares may come into play.)
4. Original receipts must be submitted and an expense report form must be used. Instructions on the expense report should be followed.
5. After each trip, complete the International ACAC Expense Report form and submit with receipts attached to the executive Director for reimbursement.

#### **Air Transportation**

1. Travel will be the lowest coach fare available.
2. Make reservations at least 30 days in advance, except in extraordinary circumstance.
3. Ticket changes resulting in additional charges will be the responsibility of the individual, except in conditions created by International ACAC.

#### **Ground Transportation**

1. Use an airport or hotel shuttle instead of taxis or rental cars whenever possible. (This is contingent upon such variables as: number of individuals on the trip, length of stay, etc.)
2. When a rental car is needed, choose the least expensive one that will serve the purpose of the trip.
3. Mileage accumulation on personal vehicles will be reimbursed at the U.S. government mileage rate.

#### **Meals**

1. \$50.00 per day is the limit for meals and is based only on the amount spent.

#### **Lodging**

1. Book hotel rooms at the lowest possible rate.
2. Accommodations shall be single rooms.

## Membership Policies

### General Membership Policies

1. Member categories, guidelines, and eligibility shall be defined in the International ACAC bylaws and further clarified in this policy document.
2. Membership in the International ACAC is a privilege extended at the discretion of the Membership Committee, the Vice President for Membership, and the Executive Board.
3. Membership in the International ACAC is linked to unique individuals.
  - a. Persons joining in the Organizational and Institutional categories serve as representatives of their employers.
  - b. Members are encouraged to maintain their account with the International ACAC throughout their career.
4. Member profiles should be updated when an individual changes jobs (this will sometimes require a change in category or dues).
5. Members will identify one primary professional role when applying for or renewing International ACAC membership.
  - a. International ACAC members will pick one membership group option based on their primary professional role and will have access to the International ACAC resources allotted to that specific membership group.
  - b. International ACAC members who have multiple professional roles within the industry must identify those roles in their member profile.
  - c. International ACAC members will be listed in the directory under their primary professional role/membership group; secondary or tertiary roles will be listed as additional professional roles.
  - d. It is the expectation that, should an individual hold multiple roles, each role will be executed in accordance with the standards and policies of the International ACAC.
6. Members and the institutions and organizations they represent are forbidden from the practice of 'double dipping.'
  - a. The term 'double dipping' refers to the practice of receiving financial compensation from two (or more) stakeholders with potentially conflicting objectives (i.e. receiving a fee from both a college and a prospective student).
  - b. The mission of International ACAC is to foster interaction between institutions and counselors. The goal is to create a community in which counselors can connect directly with higher education institutions so that those counselors can be equipped with knowledge that will help them provide unbiased information to students. It has been determined that organizations that market or recruit on behalf of institutions and provide



college advising services to students do not align with our goals and mission.

7. Members found to have provided false or incomplete information in their profiles during the application or renewal process are subject to investigation by the Membership Committee and/or the Admissions Practices Committee. The results of such an investigation may lead to required alterations to a member's profile, revocation of membership, or other disciplinary action.

## Membership Categories and Types

### Category: Institutional

1. Members in this category must be directly employed by the institution listed in their member profile.
2. Membership Types
  - a. High School
    - i. Each institution must designate one "primary member." Additional staff may join as "additional members."
  - b. University
    - i. Each institution must designate one "primary member." Additional staff may join as "additional members."
    - ii. A "university" can be defined as
      1. An accredited degree-granting college or university.
      2. An accredited college or university campus that has its own distinct admissions office rather than a centralized recruiting process.
    - iii. For-profit colleges and universities are not eligible for membership in International ACAC.

### Category: Organizational

1. Membership Types
  - a. For-Profit Organizations
    - i. Each organization must designate one "primary member." Additional staff may join as "additional members."
    - ii. Companies with more than three employees (including part-time, full-time and freelance) who gain profit by their services will be designated as for-profit organizations.
    - iii. The work of an entire organization is taken into account when determining eligibility for membership.
  - b. Non-Profit Organizations
    - i. Each organization must designate one "primary member." Additional staff may join as "additional members."

- ii. Non-Profit Organizations shall be defined as a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.
- iii. Non-Profit Organizations should be recognized within their state or national system as non-profit (equivalent of 501( c) in the United States)
- iv. The work of an entire organization is taken into account when determining eligibility for membership.

**Category: Individual**

1. Membership Types

a. Individual

- i. Members in this category should work independently or in a small company with three or fewer employees (including part-time, full-time and freelance).
- ii. Persons registered as voting members of NACAC in the Independent Educational Consultant category are eligible as individual members of the International ACAC regardless of company size.

b. Retired

- i. Members in this category should have previously been engaged in the international admissions industry.
- ii. Members in this category should not be consistently employed in the international admissions industry on either a part time or full time role
- iii. Members in the category may take part in periodic consulting or freelance work within the industry, though the term of any source of income should be limited to less than a year.

**Voting Status**

- 1. Eligibility for voting membership and the privileges of voting membership are outlined in the International ACAC bylaws.
- 2. Voting membership is extended to:
  - a. Institutional members located outside of the United States and its territories.
  - b. Institutional members located within the United States who
    - i. perform the majority of their duties outside of the United States and its territories.
    - ii. are not voting members of another NACAC affiliate.
  - c. Organizational members employed by non-profit organizations located outside of the United States and its territories.

- d. Organizational members employed by non-profit organizations within the United States who
    - i. perform the majority of their duties outside of the United States and its territories.
    - ii. are not voting members of another NACAC affiliate.
  - e. Individual members located outside of the United States and its territories.
  - f. Individual members located within the United States who
    - i. perform the majority of their duties outside of the United States and its territories.
    - ii. are not voting members of another NACAC affiliate.
  - g. Retired members who are not voting members of another NACAC affiliate.
3. Non-voting membership is extended to:
- a. Institutional members located within the United States who perform the majority of their duties inside of the United States and its territories or are voting members of another NACAC affiliate.
  - b. Organizational members employed by non-profit organizations within the United States who perform the majority of their duties inside of the United States and its territories or are voting members of another NACAC affiliate.
  - c. Organizational members employed by for-profit organizations.
  - d. Individual members located within the United States who perform the majority of their duties inside the United States and its territories or are voting members of another NACAC affiliate.
4. Members in voting-eligible categories will be asked to indicate their personal voting eligibility during the application and renewal process.

### Membership Criteria

- 1. All members must
  - a. abide by the bylaws and policies of the International ACAC.
  - b. abide by the NACAC Statement of Principles of Good Practice.
  - c. abide by the International ACAC Membership Standards.
  - d. complete a membership application fully and accurately at the initiation of membership.
  - e. complete annual renewal forms fully and accurately.
- 2. Organizational and non-retired Individual Members must submit a letter of recommendation from an active Institutional Member of the International ACAC.

3. All members are encouraged to join NACAC and, when appropriate, indicate the International ACAC as their designated affiliate.

#### The Membership Year

1. The membership cycle is tied to the calendar year.
2. All member accounts expire on January 15th of each year.
3. New member applications and renewal requests will be accepted and approved through September of each year.
4. New member applications and renewal requests for the upcoming year will become available in mid-October of the preceding year.

#### Membership Applications and Renewals

1. Complete new membership applications will be reviewed by the Membership Committee within two weeks of submission.
2. Applicants for new membership are expected to respond to any additional questions or requests for information deemed necessary by the Membership Committee.
3. Active members should renew at the end of each calendar year to prevent a lapse in membership.
4. Renewals that necessitate a change in member category are subject to review by the Membership Committee.

#### Membership Dues

1. Membership will not be activated until dues are paid in full.
2. Members who change categories during the year due to a shift in employment may be asked to submit additional dues when appropriate.
3. Transfer of dues
  - a. If a membership in the institutional or organizational category was sponsored financially by an employer, that institution or organization has the option of transferring membership dues from one staff member to another over the course of the calendar year.
  - b. The member whose dues are being transferred will be made inactive unless their dues are paid in full.
4. Additional credit card transactions necessitated by member error may be subject to a \$5 processing fee.

## Governance and Nominating Policies

### Responsibility

The Governance and Nominating Committee (GNC) is responsible for reviewing all governing documents, related policies and recommended amendments. The committee shall review eligibility for Assembly delegates and officers and forward a slate of nominees for annual elections. The GNC will verify the veracity of election results. All reports will be presented to the Executive Board for approval.

### Committee Structure

The committee shall be chaired by the immediate Past President and all committee members are selected annually by the Chairperson. The GNC is comprised of individuals from the following areas:

- Two most recent Past-Past Presidents,
- Author of the most recent version of bylaws,
- International ACAC members serving on current NACAC Committees or Board
- President-Elect, and
- Other (as determined by the Past President).

The Executive Board must approve the Governance and Nominating Committee at or before the annual NACAC Conference.

*Time commitment: NACAC Conference (3-5 hours), International ACAC Conference (3-5 hours), Elections and Awards Planning and Preparation time (3-8 hours per week for 2-3 weeks).*

### Election

1. Slate - The Governance and Nominating Committee shall present to the Executive Board a slate of one or more nominees for each elected position to be filled. Whenever possible, the Nominating Committee shall make every effort to provide geographic and institutional balance, which roughly parallels the geographic and institutional diversity of International ACAC's voting membership. The Executive Board approves the final slate of candidates.
2. Voting - Elections must be completed annually by March 30 and shall be conducted by electronic ballot. All voting International ACAC members are eligible to vote for President-Elect and Vice President Nominees. Only voting NACAC members who list International ACAC as their affiliate of record may vote for Delegates to the NACAC Assembly.

### Membership Standards

All Members of International ACAC must agree to follow the NACAC Statement of Principles of Good Practice.

International ACAC is committed to bringing diversity to our organization and we seek to provide an environment in which diverse participants may learn, network and enjoy the company of colleagues in an environment of mutual human respect.

We expect all members to conduct themselves in a professional and respectful manner. Failure to adhere to these expectations may result in exclusion from future event, revocation of membership, or other disciplinary action, at the discretion of the Executive Board.

Any member of International ACAC may be removed at the discretion of the Executive Board by a 2/3 majority.

### Logo Use

International ACAC members in good standing may display the International ACAC logo on their websites, business cards and promotional materials. Members may state that they are members of International ACAC. They may not purport to hold any additional relationship with International ACAC such as being approved by International ACAC or being a partner of International ACAC. The International ACAC logo may not be altered. If membership lapses, the logo must be removed from all webpages.