



Bylaws

Article I. **Membership**

- Section 01 Membership in the International Association for College Admission Counseling (International ACAC) is a privilege made available to eligible institutions, organizations and individuals as defined by these bylaws and policies and procedures approved by the Executive Board.
- Section 02. All members must be in agreement with International ACAC's bylaws and comply and adhere to the National Association of College Admissions Counseling's (NACAC) Statement of Principles of Good Practice (SPGP).
- Section 03. Criteria and qualifications for each category of voting and non-voting members shall be set forth in these Bylaws and in the policies and procedures approved by the Executive Board.
- Section 04. **Voting Membership**
- (a) Voting membership in International ACAC shall be extended to:
 - (i) Institutions or organizations located outside of the United States and its territories that are not served by other NACAC Affiliates.
 - (ii) Individuals who perform the majority of their duties outside of the United States and its territories that are not served by other NACAC Affiliates.
 - (iii) Individuals who work in the United States and its territories but whose primary duties are international.
 - (iv) Retired persons who were actively engaged in providing counseling, admission, or financial aid services
 - (b) A voting member of International ACAC may not be a voting member of any other NACAC Affiliate.
 - (c) All voting members have the right to be elected to the Executive Board, to serve on committees, to receive International ACAC publications and other mailings and attend International ACAC meetings, programs and

other events, and shall include the following:

- (i) Educational Institutions
 - 1) Accredited not-for-profit two and four year colleges, universities and other postsecondary institutions.
 - 2) Other accredited two and four-year colleges, universities and other post-secondary institutions as approved by the Executive Board.
 - 3) Primary and secondary schools as approved by the Executive Board.
 - 4) Not for-profit primary and secondary school districts and college and university systems.
- (ii) Organizations
 - 1) Not-for-profit community-based organizations which provide counseling, admission, or financial aid services only to students at the state, province or local level on an on-going basis
 - 2) Not-for-profit organizations whose primary activities consist of working on a multi-state, national or international level and providing counseling, admission, or financial aid services to students or to the college admission counseling or financial aid professions.
- (iii) Individuals
 - 1) Persons employed by voting member institutions and organizations whose professional activities consist primarily of counseling, admission, or financial aid services.
 - 2) Independent educational consultants or counselors who are self-employed and provide counseling, admission, or financial aid services to students and/or their parents as approved by the Executive Board.
 - 3) Retired professionals who were actively engaged in providing counseling, admission or financial aid services.
 - 4) Persons who were employed at a voting member institution or organization during the current year or immediately preceding membership year who are no longer employed by any member or member-eligible institution.

Section 05. **Associate Nonvoting Membership**

- (a) All Nonvoting members have the right to serve on committees, receive International ACAC publications and other mailings and attend International ACAC meetings, programs and other events, and shall include the following:
 - (i) Educational Institutions
 - 1) Degree awarding two and four year colleges, universities and other postsecondary institutions that are active candidates for accreditation according to policies and procedures approved by the Executive Board.
 - (ii) Organizations
 - 1) Organizations that provide products and/or services to the counseling, admission, or financial aid professions or in support of students in the International ACAC region in the transition to postsecondary education.
 - (iii) Individuals
 - 1) Persons employed by nonvoting member institutions and organizations whose professional activities consist primarily of counseling, admission, or financial aid services as approved by the Executive Board.
 - 2) Students seeking careers in counseling, admission, or financial aid services, renewable annually for up to two years and thereafter only at the discretion of the Executive Board upon review of membership application.

Section 06. Each educational institution or organization member shall designate a principal representative who shall represent and, in the case of a voting member, vote for, such member. The professional responsibilities of the principal representative of a voting member must include providing services and/or products to the counseling, admission or financial aid profession or in support of students in the transition to postsecondary education.

Article II. Responsibilities of the Membership

Section 01 The members shall act in accordance with the NACAC Statement of Principles of Good Practice. Members are encouraged to identify themselves and their institutions or organizations as International ACAC members and subscribers to the Statement of Principles of Good Practice. Such identification shall not be used in a manner that suggests or implies endorsement by either NACAC or International ACAC.

Section 02 Only voting International ACAC members who are in good standing shall be entitled to vote on matters presented to the membership for action. Each member so entitled to vote may vote in person, electronically, or by proxy executed in writing by the member.

Article III. **Approval, Recognition, and Termination of Membership**

Section 01 Membership in the International Association for College Admission Counseling is a privilege made available to eligible individuals as defined in the association's Bylaws and by criteria established by the Executive Board.

Section 02 The vice president for membership approves membership for qualifying individuals who meet the stated criteria and submit a completed application with payment of full dues. If the applicant does not clearly meet the requirements set in Article I, the application must be approved for membership by the Executive Board. Approved members are listed in the International ACAC membership directory.

Section 03 Membership in International ACAC may be terminated by a letter of resignation to the president or by action of the Executive Board for failure to comply with the provisions of the Bylaws or the Statement of Principles of Good Practice.

- (a) A member who is on temporary leave from an overseas college counseling position may request to remain as a voting member. Such a request shall be made to the president. Approval will be determined by the Executive Board and may not be granted for more than two years.
- (b) A member who does not continue to qualify for International ACAC voting membership due to a change in employment status or location shall, except in the case of Article III, Section 3a above, become a nonvoting associate member at the next membership renewal.
- (c) Membership shall terminate automatically if the conditions of eligibility cease to exist or on a finding that the member was ineligible at the time the member was approved.

Article IV. **Dues**

Section 01 The annual dues of International ACAC shall be determined by the Executive Board and approved by a majority of the members voting in person, electronically, or by proxy. The membership must be notified of a proposed change in the dues structure not less than fourteen days prior to the voting period.

Section 02 Dues may vary between voting and nonvoting members and between and within different categories of members designated in Article I of these Bylaws.

Section 03 The term of membership shall be January 1 to December 31.

Article V. **Regional Association**

Section 01 The International Association for College Admission Counseling is an Affiliate association of the National Association for College Admission Counseling.

Section 02 The governing documents of International ACAC shall remain consistent with NACAC's governing documents.

Article VI. **General Meetings**

Section 01 General Membership Meetings shall be held in conjunction with the Summer Conference and the NACAC Annual Conference.

Section 02 One tenth of the voting members of the International Association present at any meeting shall constitute a quorum for the transaction of business.

Section 03 The voting membership shall have full responsibility, unless specifically delegated to the Executive Board to:

- (a) Elect officers of International ACAC based on a slate presented by the Nominating Committee.
- (b) Approve dues set forth by the Executive Board.
- (c) Approve the annual budget as set forth by the Executive Board.
- (d) Amend the International ACAC bylaws

Article VII. **The Executive Board and Officers**

Section 01 The Executive Board of International ACAC shall have as its primary purpose to provide general direction and policies for International ACAC. The Executive Board shall, except as otherwise provided herein, have the authority to direct the affairs of International ACAC. Each member of the Executive Board shall:

- (a) Participate in the administration of the corporation, planning the association programs, evaluating the association's effectiveness, budgeting and exercising financial stewardship on all matters.
- (b) Assist the president and perform such other duties as they pertain to his/her office.
- (c) Advocate for the profession, for the members, and for public policy.
- (d) Address multicultural concerns and infuse diversity and access into the goals, programs, and policies of International ACAC.

- (e) Work with NACAC and other regional affiliates to implement professional development opportunities for use by their committee leadership and members.

Section 02 The International ACAC Executive Board shall consist of the following:

- (a) President
- (b) President-Elect
- (c) Past-President
- (d) Vice President for Admission Practices
- (e) Vice President for Finance
- (f) Vice President for Governmental Relations
- (g) Vice President for Membership
- (h) Vice President for Professional Development
- (i) Vice President for Technology and Communications
- (j) Vice President for Inclusion, Access and Success
- (k) NACAC Assembly Delegates

Section 03 Except as otherwise provided in Sections 8, 9 10, and 11 of this Article, the officers/Executive Board members of International ACAC shall be elected by the membership using a slate of one or more candidates.

- (a) The slate of candidates for vacant offices shall be proposed by a Nominating and Governance Committee.
- (b) Whenever possible, the Nominating and Governance Committee shall make every effort to provide geographic and institutional balance within the Executive Board that roughly parallels the geographic and institutional diversity of International ACAC's voting membership.
- (c) Candidates for all elected positions must be voting International ACAC and NACAC members.
- (d) During the months of March and/or April, ballots may be distributed and returned by International ACAC voting members. Ballots may be cast electronically as determined by the Nominating and Governance Committee.
- (e) The membership and NACAC Chief Executive Officer will be notified of the election results upon the close of the voting period.
- (f) Newly elected Executive Board members shall begin their term on July 1.

Section 04 No person shall hold national and regional office simultaneously.

- Section 05 The president-elect shall be elected annually and shall succeed in sequence annually to the office of president and past-president upon the annual completion of the term.
- Section 06 The term of office for all other Executive Board members shall be as follows:
- (a) Vice Presidents serve three-year terms, with a maximum of two consecutive terms in any VP office whether it is the same office or two different VP offices.
 - (b) NACAC Assembly Delegates -three years with a maximum of two consecutive terms of office.
- Section 07 Members of the Executive Board shall be entitled to the full membership privileges to which they are entitled at all General Membership Meetings.
- Section 08 An unexpired term of the president shall be completed by the president-elect who shall subsequently serve the normal term as president.
- Section 09 An unexpired term of the president-elect shall be filled from persons eligible by an appointment of the president, in consultation with the International ACAC Nominating Committee, subject to the approval of the Executive Board.
- Section 10 If a vacancy occurs in the office of the past-president, it shall be filled by the immediate active past president.
- Section 11 The balance of an unexpired term of office of any officer of International ACAC, other than the president, president-elect, or past-president shall be filled from the persons eligible under Section 3 of this Article. The unexpired term of office shall be filled by appointment by the president, subject to the approval of the Executive Board.
- Section 12 Any Executive Board member who is no longer eligible for office due to a change in employment status or location may, upon the affirmative vote of two-thirds of the voting members of the Executive Board, continue in office for the balance of his/her term.
- Section 13 An Executive Board member may be removed from office at any time upon the affirmative vote of two-thirds of the voting members of the Executive Board.

Article VIII. Powers and Responsibilities of Officers

- Section 01 The President of the International ACAC shall:
- (a) Conduct the business of the association in a professional manner, focusing on the development of and adherence to association policy.
 - (b) Call and preside over all meetings of the General Membership and Executive Board.
 - (c) Serve as the official spokesperson for the association.

- (d) Develop the agenda for all Executive Board and General Membership meetings.
- (e) Appoint members of ad hoc committees and replace any vacancies that occur in the committees of the association during his/her term, subject to the approval of the Executive Board.
- (f) Serve as an ex-officio member of all of International ACAC's Committees except the Nominating Committee.

Section 02 The President-Elect of International ACAC shall:

- (a) Appoint the members of the association's committees in consultation with the president, and appropriate vice president, subject to the approval of the Executive Board.
- (b) In the absence or disability of the President, he/she shall have all the powers of the president and shall perform all of the duties of the president without prejudice to his/her term of office as president-elect.
- (c) Coordinate the International ACAC summer conference.

Section 03 The Past President of International ACAC shall:

- (a) Call and preside at the Governance and Nominating Committee meetings.
- (b) Serve ex officio to any assigned committees.
- (c) Serve as a delegate to the NACAC Assembly.

Section 04 The Vice President for Finance of International ACAC shall:

- (a) Be responsible for financial oversight
- (b) Work closely with the executive assistant and monitor financial transactions
- (c) Report on the financial conditions and results of operations of the association and to the Executive Board and General Membership.
- (d) Authorize the submission of any reports required by federal authorities.

Section 05 The Vice President for Admission, Counseling, and Enrollment Practices of International ACAC, in consultation with the Executive Board, shall:

- (a) Represent the association in discussions and presentations of admission practices, ethical concerns and professional challenges faced by members.
- (b) Review annually new trends and procedures in counseling, college admission, and enrollment practices.
- (c) Chair the International ACAC Admission Practices committee

- Section 06 The Vice President for Professional Development of International ACAC shall:
- (a) Oversee the development, implementation and evaluation of the professional development programs for all members.
 - (b) In conjunction with the President-Elect, coordinate the annual summer conference.
 - (c) Work with all members of the Executive Board, and others as required, to develop programs, training models, and forums for professional issues and trends.
- Section 07 The Vice President for Membership of International ACAC shall:
- (a) Develop and evaluate membership retention and recruitment plans for both International ACAC and NACAC.
 - (b) Maintain International ACAC membership and directory information.
- Section 08 The Vice President for Technology and Communications of International ACAC shall:
- (a) Disseminate newsletters to International ACAC members through print and/or electronic means.
 - (b) Identify emerging technologies that can be used to communicate with members and constituencies
 - (c) Be responsible for content of the International ACAC website and work closely with the web designer for general maintenance and special projects
- Section 09 The Vice President for Governmental Relations of International ACAC shall:
- (a) Communicate information regarding school and college admission counseling to legislative bodies.
 - (b) Monitor the granting of student visas and make recommendations to International ACAC and NACAC.
- Section 10 The Vice President for Inclusion, Access and Success shall:
- (a) Promote sensitivity to human differences and guide the expansion of equal access for all students to postsecondary educational opportunities.
 - (b) Promote, coordinate, and manage the Counselor Scholarship Program
 - (c) Work with the Vice President for Membership to ensure all regions of the world are represented in the Association.
 - (d) Chair the Inclusion, Access and Success Committee

Article IX. Committees

- Section 01 The Executive Board may organize association committees as needed. Each committee shall be chaired by an International ACAC voting member who is responsible for the oversight and administration of the committee's stated responsibilities. Unless the chairpersons are also vice presidents, committee chairs are not voting members of the Executive Board.
- (a) The Admissions Practices Committee shall be chaired by the Vice President for Admission, Counseling, and Enrollment Practices. The committee shall educate admission and counseling professionals and their institutions regarding ethical college admission standards adopted and promoted by NACAC.
 - (b) The Inclusion, Access and Success Committee shall develop and recommend goals which promote sensitivity to human differences and guide the expansion of equal access for all students to postsecondary educational opportunities.
 - (c) The Governance and Nominating Committee shall review governing documents, related policies and recommend amendments. The committee shall review eligibility for Assembly delegates and officers and nominate a slate of nominees for Executive Board offices. The committee shall be chaired by the immediate active Past President of International ACAC and at least two other current or former Executive Board officers. The committee members must be approved by the Executive Board at or before the annual NACAC conference.
 - (d) The Government Relations Committee shall communicate information regarding school and college admission counseling to legislative bodies. The chair of this committee shall be the Vice President for Governmental Relations.
 - (e) The Membership Committee shall review membership categories and make recommendations regarding changes. This committee shall also review and approve new requests for membership. The chair of this committee shall be the Vice President for Membership
 - (f) The Finance Committee shall act as an advisory board for all financial matters of International ACAC. The committee overall role is review, study, and make recommendations on all of International ACAC's financial affairs and investments. It is also responsible for proposing an annual budget for International ACAC for presentation to the Executive Board, as well as investigating and proposing ways of increasing revenue and limit expenditures. It shall also review, on an annual basis, all areas of financial activity in an effort to promote and maintain sound fiscal management. The committee shall be chaired by the Vice President for Finance.
- Section 02 The chairpersons of committees may appoint their committee members, subject to their confirmation by the President and approval by the Executive Board. The President of the Overseas Association shall submit a report of all committee membership by December 15 to the NACAC Executive Director.

- Section 03 The Executive Board may assign other duties to any of the committees. The authority granted committees by these Bylaws and the Executive Board shall not be exercised in a manner which is inconsistent with Executive Board actions previously taken.
- Section 04 Each committee of the association shall be composed of at least three International ACAC members.
- Section 05 Each committee shall present an annual written report to the president in the form prescribed by the Executive Board and annually review the International ACAC procedural manual.
- Section 06 Any member of a committee may be removed from service at any time, upon the affirmative vote of two-thirds of the voting members of the Executive Board.

Article X. **Delegates to the National Assembly**

- Section 01 International ACAC Delegates to the NACAC Assembly shall be elected by voting members of International ACAC who are also voting members of NACAC using a slate of candidates.
- (a) The slate of candidates shall be proposed by the Nominating Committee.
 - (b) 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.
 - (c) Candidates must be voting International ACAC and NACAC members.
 - (d) To be eligible for election as a delegate or to be appointed to the position, a candidate must be the principal representative of a voting NACAC member institution or organization or a voting individual member of NACAC by July 15 immediately preceding the next annual meeting of the Assembly through his/her term of service.
 - (e) Only one person employed by a member organization, agency or institution shall serve in the same delegation.
- Section 02 Delegates serve a term of three years. Delegates shall begin their term of office not later than July 15 of the year in which they may be seated in the Assembly. The Chief Delegate will be elected by the delegates at the Annual Conference.
- Section 03 If, due to growth in International ACAC, additional Assembly Delegates are allowed the President will appoint Delegates in consultation with the International ACAC Nominating Committee, subject to the approval of the Executive Board until such time as the next election can be held to elect a delegate to the position.
- Section 04 In order to remain as delegates of the NACAC Assembly incumbents must continue to qualify as voting members of International ACAC and NACAC.

Each delegate shall continue to be qualified for up to 60 days following a change in his/her employment.

- Section 05 Delegates shall serve no more than two consecutive terms.
- Section 06 Delegates to the National Assembly hold voting seats on the Executive Board of International ACAC.
- Section 07 Delegates shall actively support the activities of the International ACAC Executive Board.
- Section 08 Alternate delegates shall be appointed by the International ACAC Executive Board to fill delegate vacancies as needed.

Article XI. **Calling of Meetings**

- Section 01 The President of International ACAC will:
- (a) Call General Membership Meetings twice each year in conjunction with the annual summer conference and the annual NACAC conference
 - (b) Hold Executive Board meetings at least twice each year.
 - (c) Send notice of General Membership Meetings to each member entitled to vote at such meetings at least one month before such meeting.

Article XII. **Parliamentary Authority**

- Section 01 The latest edition of "Robert's Rules of Order" shall govern all matters of International ACAC not governed by these Bylaws.

Article XIII. **Quorum**

- Section 01 One-tenth of the voting members of International ACAC entitled to vote and registered at the Summer Conference on the close of registration the day preceding the General Membership meeting shall constitute a quorum for this meeting when such meeting has been called in accordance with these Bylaws.
- Section 02 One-tenth of the voting members of International ACAC entitled to vote and registered at the NACAC Conference on the close of registration the day preceding the General Membership meeting shall constitute a quorum for this meeting when such meeting has been called in accordance with these Bylaws.
- Section 03 One-tenth of the voting members of International ACAC entitled to vote shall constitute a quorum for any electronic vote when such meeting has been called in accordance with these Bylaws.
- Section 04 A simple majority of voting members of the Executive Board shall constitute a quorum for an Executive Board Meeting when such a meeting has been called in accordance with these Bylaws.

Article XIV. **Amendments**

Section 01 The Bylaws may be amended by a two-thirds vote of International ACAC voting members voting in person, electronically or by proxy.

Article XV. **Adoption**

Section 01 A two-thirds vote of approval of the voting members of the International Association at a General Membership Meeting or through mail ballot of the voting membership is required for adoption of these Bylaws.

- *Adopted October 1, 1992*
 - *First General membership meeting at 48th NACAC Conference, Los Angeles, CA.*
- *Amended Oct 2, 1997*
 - *General Membership Meeting at 53rd NACAC Conference, San Francisco, CA.*
- *Amended Sept. 20, 2001*
 - *General membership meeting at 57th NACAC Conference; San Antonio, TX.*
- *Amended Sept. 22, 2005*
 - *General membership meeting at 61st NACAC Conference; Tampa, FL.*
- *Amended July 15, 2006*
 - *General membership meeting at 13th OACAC Conference; Fort Worth, TX.*
- *Amended September 24, 2009*
 - *General membership meeting at 64th NACAC Conference; Baltimore, MD.*
- *Amended November, 2012*
 - *Electronic vote.*
- *Amended July, 2014*
 - *General membership meeting at 21st OACAC Conference; Tampa, FL.*
- *Amended September, 2014*
 - *Electronic vote.*
- *Amended July 2015*
 - *General membership meeting at 22nd OACAC Conference, Eugene, OR.*
- *Amended September 2015*
 - *General membership meeting at 71st NACAC Conference, San Diego, CA.*