



Policies and Procedures

Revised October 2, 2020

Table of Contents

Governing Documents	4
Mission Statement	4
Guiding Principles	5
Statement on Diversity	5
Incorporation	5
International ACAC Executive Board	5
General Responsibilities	6
Specific Responsibilities	6
President	7
President-Elect	7
Past President	8
Vice President for Admissions Practices	9
Vice President for Advocacy and Outreach	9
Vice President for Communications	10
Vice President for Finance	10
Vice President for Inclusion, Access, and Success	11
Vice President for Membership	12
Vice President for Professional Development	12
Delegates to the NACAC Assembly	13
Committees	14
Standing Committees	14
Committee Member Responsibilities	15
Size and Scope	15
Terms of Committee Tenure	15
Appointment and Removal	15
Ad-Hoc Committees	16
Annual Conference	16
Attendance	16
Regional Institutes	17
Awards	17
The Peter Hauet Lifetime Achievement Award	17
Distinguished Service Award	17
Rising Star Award	17
Criteria	18
International ACAC Scholar Program	18
Criteria	18

Finance Policies	19
Financial Responsibility and Accountability	19
Executive Director	19
Finance Committee	20
Review, Approval, and Enforcement of the Fiscal Policy	20
Review and Purpose of Accounts and Reserve Fund	20
Savings Accounts	20
Money Market Accounts	20
Checking Account	20
Global Fund	20
International ACAC Scholar Program	20
Reserve Fund	21
Financial Operations	21
Budgeting and Finance Process	21
Routine Expenditures	21
Authorized Expenses	22
NACAC Annual Conference	22
International ACAC Annual Conference	22
NACAC Leadership Development Institutes (Winter and Summer)	23
NACAC Advocacy Day	23
Guiding the Way to Inclusion Conference	23
Conditions and Guidelines for International ACAC Business Travel	23
General Guidelines	23
Air Transportation	23
Ground Transportation	23
Lodging	23
Setting Fees for Services and Activities	23
Volunteer Services	24
Investment Policy	24
Responsibilities of the Finance Committee and the Executive Director	24
Responsibilities of the Investment Advisor	25
Conference Exhibitors, Sponsors, and Advertisers	25
Guiding Principles	25
Conference Exhibitors	26
Conference Sponsorship	26
Sponsorship Levels	26
Gold Sponsorship	26

Silver Sponsorship	26
Bronze Sponsorship	26
Conference Program Advertising	27
Auditing and Tax Return Policy	27
Insurance	27
Financial Information	27
Membership Policies	28
General Membership Policies	28
Membership Categories and Types	29
Institutional Membership	29
Organizational Membership	30
Individual Membership	31
Voting Status	32
Membership Criteria	33
The Membership Year	33
Membership Applications and Renewals	33
Membership Dues	34
Membership Standards	34
Membership Directory	35
Logo Use	35
Governance and Nominating Policies	35
Responsibility	35
Committee Structure	35
Election	36
Social Media Policies	36

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 functions of the Association.

Mission Statement

To facilitate global interaction among counselors and institutions in support of secondary students transitioning to higher education, while promoting professional standards that foster ethical and social responsibility.

Guiding Principles

We, International ACAC, undertake to be open and accountable with all policies, procedures, decisions, and actions. The Board, committees, sub-committees, and work groups will:

- Be in alignment with the organization’s mission, ethical statement (NACAC’s Guide to Ethical Practice in College Admission), and in support of its integrity;
- Be student-centered, fostering opportunities to be successful in navigating their journey to higher education;
- Be responsive to the membership and those who share in the organization’s mission;
- Be inclusive and mindful of its constituents’ international voice; and
- Be conducted in the spirit of collaborative knowledge-sharing.

Statement on Diversity

International ACAC values diversity and inclusion. We endeavour to fully pursue that goal by engaging any professional who is ethically contributing to the process of supporting students as they move from secondary schooling to higher education. We welcome all persons regardless of age, gender, sex, race, color, nationality, ethnicity, culture, religion, sexual orientation, socioeconomic status, or disability or handicap. We hope the engage professionals who represent an array of thoughts, backgrounds, and experiences.

Incorporation

International ACAC is incorporated in the Commonwealth of Virginia. Under Delaware law, where NACAC is registered, International ACAC is a non-stock corporation, which means it is not owned by shareholders. International ACAC is registered with the US government as a 501(c)(3), meaning it is a non-profit entity.

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 Admissions Practices
Vice President for Advocacy and Outreach
Vice President for Communications
Vice President for Finance
Vice President for Inclusion, Access, and Success
Vice President for Membership
Vice President for Professional Development

Delegates to the NACAC Assembly

General Responsibilities

In carrying out their functions for International ACAC, members of the Executive Board are subject to three primary legal obligations: a duty of care, a duty of loyalty, and a duty of obedience. The duties of care, loyalty, and obedience 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. The duty of obedience ensures that the Association is operating according to its governing documents and in accordance with the law.

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 their individual interests. Before an Executive Board member engages in a transaction, which they may 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 they 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.

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 *International ACAC Bylaws* and *Executive Board Policies and Procedures*;
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 their purview.

Time commitment for Executive Board Members: NACAC Conference (7 days), International ACAC Conference (7 days), planning and preparation (3-8 hours per week, on average, but

likely more in the lead-up to the annual Summer Conference and NACAC Conference). 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 President attends, at the expense of International ACAC and/or NACAC, the NACAC Leadership Development Institute (LDI) in July, and the Winter Leadership Meeting in February or March;
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 Executive Board meetings in a manner that will assure that the focus of the meetings remains 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 judge necessary to enrage International ACAC to accomplish its purposes;
7. Serves as counsel to the Association on concerns by the 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 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. Attends International ACAC Regional Institutes, as decided amongst the Leadership Team;
14. Serves next term as Past-President; and
15. Serves as a Delegate to the NACAC Assembly.

Time commitment as President: NACAC Conference (7 days), International ACAC Conference (7 days), NACAC Legislative Conferences (3 days each), planning and preparation (average 10-12 hours per week).

President-Elect

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 President-Elect attends, at the expense of International ACAC and/or NACAC, the NACAC Leadership Development Institute (LDI) in July, and the Winter Leadership Meeting in February or March;
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. In cooperation with the President and Past President, assures International ACAC representation and involvement in other allied associations;
8. Serves as a voting member of the Executive Board;
9. Serves as coordinator of the International ACAC Summer Conference;
10. Serves as Alternate Delegate to the National Assembly;
11. Attends International ACAC Regional Institutes, as decided amongst the Leadership Team;
12. Assists the President in the goals and objectives of International ACAC; and
13. Serves the next year as President and the following year as Past President.

Required Knowledge/Skills:

Demonstrated leadership skills

Previous board and/or committee experience (International ACAC or other)

Demonstrated commitment to diversity, equity, inclusion and justice

Strong oral and written communication skills

Ability to work with remote teams globally

Experience working with multicultural stakeholders and intercultural awareness

Previous event or conference planning experience

Time commitment as President-Elect: International ACAC Conference (7 days), NACAC Conference (7 days), NACAC Leadership Conferences (2 @ 3 days each), International ACAC Leadership Summit (2 days), planning and preparation (8-10 hours per week, more in the weeks leading up to the annual Summer Conference).

Past President

1-year term, 3-year commitment

1. The Past President attends, at the expense of International ACAC and/or NACAC, the NACAC Leadership Development Institute (LDI) in July, and the Winter Leadership Meeting in February or March;
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. Attends International ACAC Regional Institutes, as decided amongst the Leadership Team;
6. Supports, assists, and acts as general counsel to the President;
7. Serves as a voting member of the Executive Board; and
8. Represents International ACAC at the NACAC Assembly, serving as the Chief Delegate, providing training for the International ACAC delegation.

Time commitment as Past-President: NACAC Conference (7 days), International ACAC Conference (7 days), NACAC Legislative Conferences (3 days each), planning and preparation (average 8-10 hours per week).

Vice President for Admissions Practices

3-year term

Responsibilities

1. The Vice President for Admission Practices serves as chairperson of the Admissions Practices (AP) Committee. The AP Committee's responsibilities are
 - a. To educate admission and counselling professionals and their institutions regarding the nature of ethical standards as adopted and prompted by NACAC and International ACAC;
 - b. To promote awareness of ethical practices among students and their families.
2. Ensures the confidential nature of the work while reporting all appropriate actions of the Admission Practices Committee to the Executive Board;
3. Represents the Association in discussions and presentations of admission practices, ethical concerns, and challenges faced by members;
4. 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;
5. Periodically notifies the general membership on trends or issues relating to admission practices;
6. Responds to questions relating to admission practices from the membership and media; and
7. Serves as a voting member of the Executive Board.

Required Knowledge/Skills: The VP for Admission Practices should have an interest in making certain that all International ACAC members maintain the highest professional standards.

Time commitment: NACAC Conference (7 days), International ACAC Conference (7 days), planning and preparation (average 8-10 hours per week).

Vice President for Advocacy and Outreach

3-year term

Responsibilities

1. The Vice President for Advocacy and Outreach communicates information regarding school and college admission counselling to legislative bodies;
2. Monitors the granting of student visas and makes recommendations to International ACAC and NACAC;
3. Attends the NACAC Legislative Conference in Washington, DC in February/March. Expenses for this conference shall be covered by International ACAC and NACAC;
4. Oversees the planning of Regional Institute programming, by promoting and maintaining the cycle of Regional Institutes, including identifying potential project managers and hosts;

5. Serves as chairperson of the Advocacy and Outreach Committee, whose responsibilities include supporting the responsibilities of the Vice President; and
6. Serves as a voting member of the Executive Board.

Required Knowledge/Skills: The VP for Advocacy and Outreach should have an interest in governmental and political matters throughout the world. The VP for Advocacy and Outreach should have an interest in and monitor relevant policies worldwide and be able to develop advocacy plans to address issues relevant to International ACAC's international membership. The VP for Advocacy and Outreach should be interested in being able to develop strong relationships in multicultural settings.

Time Commitment: NACAC Conference (7 days), International ACAC Conference (7 days), planning and preparation time (3-8 hours per week).

Vice President for Communications

3-year term

Responsibilities

1. The Vice President for 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 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 VP for Communications serves as chairperson of the Communications Committee; and
8. Serves as a voting member of the Executive Board.

Required Knowledge/Skills: The VP for 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 Communications is responsible for developing periodic e-newsletter updates and posting them to the website. Press releases are also the responsibility of this office.

Time Commitment: NACAC Conference (7 days), International ACAC Conference (7 days), planning and preparation time (3-8 hours per week).

Vice President for Finance

3-year term

Responsibilities

10

1. Serves as chairperson of the Finance Committee. The Finance Committee:
 - a. Makes budget estimates;
 - b. 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; and
 - c. Develop a budget to be 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 in meetings and written communications;
4. Calls, plans, and organizes all Finance Committee meetings; and
5. Serves as a 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 VP for Finance provides checks and balances to ensure that both the Executive Director and Executive Board are fiscally responsible.

Time Commitment: NACAC Conference (7 days), International ACAC Conference (7 days), planning and preparation (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 Scholar Program;
3. Attends the Guiding the Way to Inclusion Conference.
4. Chairs the Inclusion, Access, and Success Committee;
5. Creates and promotes resources that support members' work by providing up-to-date information on financial aid and scholarship programs around the world for economically-disadvantaged international students.
6. Works with the Vice President for Membership to ensure all regions of the world are represented in the Association; and
7. Serves as a voting 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 supporting underrepresented populations at colleges and universities.

Time Commitment: NACAC Conference (7 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 a liaison with and promotes membership in 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 regarding 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 the 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, the NACAC Statement of Principles of Good Practice, and International ACAC membership policies;
12. The Vice President for Membership serves as chairperson of the Membership Committee; and
13. Serves as a voting 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 way 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 (7 days), International ACAC Conference (7 days), planning and preparation time and time spent on weekly maintenance or reviewing membership applications or concerns (3-8 hours per week).

Vice President for Professional Development

3-year term

Responsibilities

12

1. The Vice President for Professional Development is charged with the development, implementation, and evaluation of the professional development programs for all members;
2. Coordinates the International ACAC Pre-Conference Institute, and any other workshop development, at the annual International ACAC Summer Conference;
3. Works with all members of the Executive Board, and others as required, to develop programs, training models, and forums for professional issues and trends;
4. Coordinates curriculum, content, and session panellists for webinar and online offerings;
5. Coordinates the submission for the NACAC session proposal by the deadline, and coordinates the NACAC Imagine Grant submissions;
6. Oversees the coordination of the annual International ACAC Bus Tour;
7. The Vice President for Professional Development serves as chair for the Professional Development Committee; and
8. Serves as a voting member of the Executive Board.

Required Knowledge/Skills: The VP for Professional Development needs to have skills in the following areas:

1. Passion for on-going professional development and identifying members' talents and expertise to share through PD offerings;
2. The ability to develop content and curriculum for the annual conference, pre- and post-conference institutes, and Regional Institutes, and to find members to present them. Having attended past NACAC, CIS, or International ACAC Conferences and Regional Institutes is often helpful;
3. The ability to write and submit NACAC grant applications in a timely manner;
4. The ability to network and collaborate across the membership to organise presenters on relevant topics as professional development opportunities are created;
5. Knowledge of data and analysis;
6. The ability to manage a committee of volunteers across time zones to work on year-round projects as they relate to professional development opportunities;
7. Attention to detail, follow-through, and fiscal management and professional written and oral communication skills;
8. Collaboration and team work across the Board, International ACAC Headquarters, committees, NACAC International Office, and other state and regional affiliates for various professional development programs or needs as they arise;
9. Ability to remain up-to-date with current events and trends to best serve as a resource on professional development needs of the entire membership; and
10. Document, understand, and carry the vision and purpose of International ACAC and its strategic planning efforts.

Time Commitment: NACAC Conference (7 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, establish a task force of other delegates to research and work out resolutions to be implemented;
2. Are 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 voting members of the Executive Board.

Required Knowledge/Skills: Delegates to the NACAC Assembly are charged with representing international 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, Delegates must carefully consider all issues that will be debated in 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.

Delegates to the National Assembly do not have specific areas of responsibility on the International ACAC Executive Board. Therefore, 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 (7 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

Standing Committees

In accordance with the Bylaws, there are nine (9) Standing Committees:

1. Admission Practices
2. Advocacy and Outreach
3. Communications
4. Finance
 - a. Service
5. Governance and Nominating

6. Inclusion, Access, and Success
7. Committee on Issues of Diversity
8. Membership
 - a. Mentorship
9. Summer Conference

Committee Member Responsibilities

1. All committee members should attend all meetings of their respective committees;
2. Committee members should participate in active discussions and programming carried out by their respective committee; and
3. While not mandatory, attendance at the International ACAC Summer Conference and NACAC Conference is strongly encouraged.

Size and Scope

1. 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.
2. The Bylaws dictate the duties of each Standing Committee; however, the Executive Board and the committee chair may assign additional duties and actions to the committee that are consistent with the governing documents and Executive Board action previously taken.

Terms of Committee Tenure

1. The term of service for each Standing 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.
2. Terms of committee service for all Standing Committee members shall begin on 1 July of the year in which the member is appointed and approved for committee membership and shall end on 30 July of the third year of service.
3. 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.

Appointment and Removal

1. Interested persons from the general membership shall complete an application to join a Standing Committee.
 - a. The International ACAC Bus Tour Co-Director shall be an exception. This member will submit an application, specific to this role (in lieu of the committee application), under the timeline set forth by the VP for Professional Development.
2. The President, President-Elect, and respective Vice President or Committee Chair shall work in consultation to appoint qualified persons to Standing Committees.
3. In accordance with the Bylaws, a committee member may be removed from their committee assignment by a two-thirds majority vote of the Executive Board. There should be a recommendation of the committee chair to the President to bring forth a motion to remove a member. The member shall be notified of the result by the President.

Ad-Hoc Committees

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.

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.

The regular term of an Ad-Hoc Committee member is one year.

Annual Conference

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

Attendance

1. 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).
2. Membership in International ACAC is required to attend the Summer Conference.
3. Institutions and organizations shall be limited to two (2) attendees per institution or organization at the Summer Conference.
 - a. Colleges and universities that have more than one degree-granting campus shall be allowed two representatives from the main campus and one additional attendee from each of the other degree-granting campuses. Colleges and universities with 2+2 programs are not granted extra attendees.
 - b. Higher education institutions and organizations that employ a current Executive Board member or current Standing Committee member may send a third representative to the Summer Conference.
 - i. 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.
 - c. Higher education institutions and organizations that employ a past-president or past winner of any of the International ACAC annual awards may send a third representative to the Summer Conference, provided the past-president or award winner is one of those three.
 - d. Secondary schools are exempt from this rule; each secondary school shall be limited to four (4) attendees per institution.
 - e. EducationUSA and the U.S. Department of State shall be exempt from this rule.
4. Individuals not employed by an institution or organization, such as retirees or independent educational consultants who are self-employed, may attend the Summer Conference.

5. Whenever possible, no more than ten percent (10%) of the total Summer Conference attendees may be made up of the following two populations combined, with as close to an even split between populations as possible. Any additions will be at the discretion of the Executive Board:
 - a. Organizational members based anywhere in the world; and
 - b. Individual members based in the United States.
6. The Executive Board may offer a limited number of additional spaces, subject to size limitations of the Summer Conference, to institutions and organizations

Regional Institutes

Regional Institutes will follow a rotating schedule through the six regions, as established by IIE. They are East Asia & Pacific, Middle East/North Africa, The Americas, South & Central Asia, Sub-Saharan Africa, and Europe.

For the years 2017-2022, the regional rotation will be as follows:

2017/2020: East Asia & Pacific, Middle East/North Africa

2018/2021: The Americas, South & Central Asia

2019/2022: Sub-Saharan Africa, Europe

Awards

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

The Peter Hauet Lifetime Achievement Award

International ACAC established the Peter Hauet Lifetime Achievement Award in 2002 and named it after 2015's winner, Peter Hauet, to recognize the 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 professional and to the international college counselling community. The winner of this award will have the conference registration fee waived.

Distinguished Service Award

This award recognizes a member who has provided International ACAC with unique and/or outstanding service to our Association.

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 secondary to post-secondary education. The International ACAC Rising Star Award was established to honor those deserving of international recognition. Individuals

receiving a Rising Star Award nomination must have been International ACAC members for no more than five years.

Criteria

1. Nominees must be a current, active member of International ACAC.
2. Nominees for the Peter Hauet Lifetime Achievement Award and the Distinguished Service Award must have been a member of International ACAC for over three years.
3. The activity or accomplishments for which the nomination is made for the Distinguished Service or Rising Star Award must have occurred within the last five years.
4. Specific requirements and criteria are listed in the previous section.
5. Nominations for awards must be submitted to the Governance and Nominating Committee. Presentation of the awards will be made at the International ACAC Summer Conference.
6. Sitting members of the International ACAC Executive Board and Governance and Nominating Committee are not eligible (sitting members refers to those serving at the time the award is presented).

International ACAC Scholar Program

International ACAC has developed a counselor scholarship program to encourage participation in International ACAC conferences. The goal is to support counselors working with underrepresented populations who do not have the resources to attend the conference.

Applications are sought annually from counselors to attend the International ACAC Summer Conference. The program will cover conference fees, transportation, and all other fees deemed necessary for attendance by the Inclusion, Access, and Success Committee (please see page 20 for more detail about funding).

The Vice President for Inclusion, Access, and Success, along with their committee, will coordinate the nomination and selection process for this program.

Criteria

To be eligible for the program, the counselor must meet the following criteria:

1. Has not previously attended an International ACAC Summer Conference or NACAC Annual Conference.
2. Must complete and submit an application to the VP for Inclusion, Access, and Success and the Executive Director by December 1.

Priority is given to counselors who:

1. Are high-impact advising professionals;
2. Are working with high-achieving, low-income students;
3. Are working at national schools or community-based organizations that are unable to support their professional development;
4. Have submitted an application that demonstrates that they are working with students who will be viable candidates for study outside their home country; and/or

5. Demonstrate that their attendance at the annual Summer Conference will increase access to higher education; and/or

International ACAC provides International ACAC Scholars with a complimentary annual International ACAC membership. To receive an annual complimentary membership, Scholars must:

1. Have successfully completed participation in the Scholar Program;
2. Work at a school, university, or organization that meets the membership eligibility requirements of International ACAC;
3. Submit a renewal form each year using a “complimentary code” provided annually to waive member dues.
 - a. Renewal form assumes the scholar has maintained their membership in International ACAC. If there is a gap in years, the scholar may need to reapply for membership.

Those selected for the Scholar Program must meet International ACAC's membership eligibility. As part of the application review, Inclusion, Access, and Success committee members will refer to the association's membership policies to identify eligibility issues. Scholar program eligibility will be confirmed by the VP of Membership, once the final scholar cohort has been selected.

An individual selected for Scholar Program will be required to secure all necessary visas to participate in the program. If visas are not secured, the individual will forfeit the award and all Scholar Program benefits, other than one year's membership in International ACAC.

Finance Policies

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.

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. The following are the specific responsibilities related to the financial officers of the Association.

Executive Director

The Executive Director will:

1. Serve as the liaison with the Association's insurance broker, investment managers, and accounting and audit firms;
2. Monitor and advise the Finance Committee on insurance coverage;
3. Be responsible for contracting with an auditing firm to conduct audits or review of accounts for the Association;
4. Monitor the Association's overall financial health and stability;

5. Serve as the liaison to the Association's contracted accounting firm on related matters; and
6. Hold the accounting records as required to:
 - a. Satisfy generally-accepted accounting principles;
 - b. Enable preparation of reports for the Executive Committee and the Finance Committee; and
 - c. Meet Internal Revenue Service requirements and auditors' recommendations.

Finance Committee

The Finance Committee will

1. Review budget estimates and actuals of the annual budget;
2. Make recommendations to the Executive Board on investment, insurance, and audit policies when needed; and
3. Review International ACAC financial matters.

Review, Approval, and Enforcement of the Fiscal Policy

The Fiscal Policy will be reviewed and updated by the VP for Finance, the Finance Committee, and the Executive Director on an annual basis, prior to the International ACAC summer board meeting.

Review and Purpose of Accounts and Reserve Fund

Savings Accounts

To maintain 25% of the Association's annual operational costs. This account is managed by the VP for Finance.

Money Market Accounts

This is the main source of investment for future budget years. This account is managed by the VP for Finance.

Checking Account

Should maintain a balance of \$50,000 in order for the Executive Director maintain account expenditures on a daily basis. This account is managed by the Executive Director in consultation with the Vice President for Finance in consultation with the Executive Board.

Global Fund

This account will hold the funds for the purpose of funding three member-focused programs: The International ACAC Scholar Program, Conference Bursaries, and Member Opportunity Grants. This account is managed by the VP for Finance.

International ACAC Scholar Program

Each year, International ACAC commits to fully funding 12 to 15 Scholars to attend the pre-conference institute, the annual Summer Conference, and a post-conference bus tour. This commitment will include:

1. Round-trip air travel from the Scholar's home of record to the Summer Conference site;
2. On-campus lodging during the pre-conference institute and conference;

3. Visa fees if these present significant financial hardship to the Scholar;
4. Medical insurance for the duration of the time a Scholar is in-country for program activities;
5. Transportation to and from the site of the post-conference bus tour; and
6. Membership in International ACAC for five years.

Fully funding the International ACAC Scholars is the first priority of the Global Fund. In the event there are not sufficient external funds in a given year, International ACAC will support the Scholar program through its own financial resources that year.

Reserve Fund

International ACAC shall strive to maintain a reserve fund of no less than 200% of one year's annual operating expenses (exclusive of the Annual Conference expenses), to ensure the Association's ability to meet our annual financial obligations.

Financial Operations

Budgeting and Finance Process

1. International ACAC's fiscal year runs from January 1 to December 31.
2. 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.
3. By June 15, committee chairs must submit a budget proposal for their committee for the subsequent year. The proposal must include a brief description of any activity or project to be conducted. All estimated and anticipated expenses must be itemized.
4. Committee chairs must receive itemized accounting, with receipts, for money spent on programs and activities that fall under their area of responsibility. Approved expense reports will be forwarded to the Executive Director for reimbursement.
5. 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 Executive Board. Notification and accounting of investments will be provided to the Executive Board upon request and at each of its meetings.

Routine Expenditures

1. Checks are to be authorized and signed for by the Executive Director under the approval and supervision of the Vice President for Finance
2. The authority to use an International ACAC credit or debit card is given to the Executive Director. An individual on the presidential team and/or the Assistant Director will be given a second association credit card. This can be impacted by the current bank's rules regarding residency for credit card issuance.
3. For all expenditures
 - a. Under \$200, the Executive Director does not need pre-approval.
 - b. For expenses between \$200 and \$5000, the Executive Director must have written approval from the Vice President for Finance.

- c. For expenses above \$5000, the Executive Director must have written approval of the Vice President for Finance and either the President or President-Elect.
 - d. Any check the Executive Director writes as self-reimbursement, regardless of the amount, should go through the standard approval process. This includes reimbursement for expenses less than \$200.
4. When issuing disbursements, itemized bills, invoices, or expense reports must be presented to the Executive Director for accounting purposes (scanned copies are acceptable). Requests for reimbursement should be made as soon as possible after expenditures and, if presented later than 60 days post-expenditure, will be at the discretion of the Vice President for Finance.

Authorized Expenses

International ACAC is an association of volunteers, and 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 Association as follows.

For all expenses, a completed reimbursement form shall be submitted to the International ACAC Executive Director and Vice President for Finance as soon as possible, and no later than 60 days after the event for which the expenses were incurred.

NACAC Annual Conference

1. NACAC waives the registration fees for the NACAC Annual Conference for all Delegates to the National Assembly.
2. 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, NACAC and International ACAC General Membership Meetings, and for Assembly Delegates, the NACAC Assembly.
3. International ACAC Executive Board members' expenses are reimbursed up to the following amounts, if their institutions will not cover NACAC expenses:
 - a. Members who reside in the United States: up to \$1750 and
 - b. Members who reside outside the United States, up to \$2750.

International ACAC Annual Conference

1. Executive Board members and the university's on-site coordinator shall have their annual conference registration fee and on-campus housing costs waived.
2. The President-Elect, in cooperation with the Executive Director, may waive the registration and/or housing fees of any members of the NACAC Board of Directors

NACAC Leadership Development Institutes (Winter and Summer)

International ACAC shall budget and cover all expenses not covered by NACAC in order to facilitate the attendance of the President, President-Elect, and Past President at the Winter and Summer Leadership Development Institutes.

NACAC Advocacy Day

International ACAC shall budget and cover all expenses not covered by NACAC in order to facilitate the attendance of the Vice President for Government Relations to attend NACAC's Advocacy Day and attendant meetings.

Guiding the Way to Inclusion Conference

1. International ACAC shall budget and cover all expenses not covered by NACAC in order to facilitate the attendance of the Vice President for Inclusion, Access, and Success at the annual Guiding the Way to Inclusion Conference.

Conditions and Guidelines for International ACAC Business Travel

General Guidelines

1. Board members should first approach their own institutions to cover travel costs prior to submitting expense reports to International ACAC.
2. Board members should use the most time- and cost-efficient means of economy class travel.

Air Transportation

1. Travel will be at the lowest economy fare available.
2. Make reservations at least 30 days in advance, except in extraordinary circumstances.
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 airport or hotel shuttles instead of taxis or rental cars whenever reasonable.
2. When a rental car is needed, choose the least expensive option that will serve the purpose of the trip.
3. Mileage accumulation on personal vehicles will be reimbursed at the US Government mileage rate.

Lodging

1. Taking into consideration the location of meeting, book hotel rooms at the lowest possible rate.
2. Because of the nature of international travel, accommodations shall be single rooms.

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 Executive Board has attempted to protect the members, especially in secondary schools, from intrusive communications.

The Annual Conference, Pre- and Post-Conference Workshops, Counselor Bus Tours, and Regional Institutes shall have fees that will meet projected costs or make a profit.

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

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 or given for such presentations.

Investment Policy

The Leadership Team, Vice President for Finance, and the Investment Subcommittee of the Finance Committee shall review this policy annually, and recommendations for modification shall be suggested to the Executive Board for approval. The investment policy outlines the investment objectives, guidelines, and performance expectations for International ACAC's investment accounts. The policy has been established in respect to anticipated short- and long-term financial needs of the Association.

The Vice President for Finance and the Executive Director 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.

Responsibilities of the Finance Committee and the Executive Director

The responsibilities include, but are not limited to the following:

1. Selecting qualified investment managers;
2. Expressing the acceptable risk tolerance for the accounts;
3. Establishing reasonable investment objectives;
4. Monitoring and evaluating performance results to assure that the policy guidelines are being adhered to and investment objectives are being met;
5. Ongoing monitoring of the investment policy to assure its consistency and relevance with current activities and financial condition of the Association;
6. Inform the Executive Board of any significant changes in the ownership, organizational structure, financial condition, or senior staffing of the investment advisor's firm; and
7. 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.

Responsibilities of the Investment Advisor

The investment advisor is hired to provide investment advice and has the discretion to manage International ACAC's portfolio within the guidelines of this policy. In addition, they will:

1. Ensure the allocation is appropriate for International ACAC's investment objectives;
2. Continually monitor all parts of the investment portfolio, make changes when either market conditions or portfolio conditions warrant modification;
3. Inform International ACAC when changes have been made; and
4. Provide regular (monthly, quarterly, and annually) reports to the Finance Committee and the Executive Board.

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.

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.

Conference Exhibitors, Sponsors, and Advertisers

International ACAC will seek and accept exhibitors, sponsorships, and advertising, in connection with the annual Summer Conference, that support and reflect its mission and core values. The Finance Committee will review all exhibitor, sponsorship, and advertising applications and provide recommendations to the Leadership Team. The Finance Committee and/or the Leadership Team reserves the right to refuse any exhibitor, sponsor, or advertiser whose activities are not in line with the mission of International ACAC.

International ACAC will accept no cash or gift, pledge of support, or non-cash gift of services, or enter into any relationship 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.

Guiding Principles

1. International ACAC will maintain complete control, consistent with any donor restrictions acceptable to International ACAC, of all funds provided by corporations, foundations, and individuals.
2. International ACAC will not accept any support which implies or requires endorsement of products or services.
3. Acknowledgements of corporate support will be limited to the company's name, logo, or slogan that is an established part of the supporters' identity, trade name, address, telephone number and, if applicable, link to website, as outlined below.
4. 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.

Conference Exhibitors

Each year at the Summer Conference International ACAC runs an Exhibit Hall, designed to showcase products and services that support the work of the membership. While membership is not required to hold a booth in the Exhibit Hall, only International ACAC members may attend conference activities outside the Exhibit Hall.

All Exhibitor applications are reviewed by the Finance Committee. Preference is given to those applications from International ACAC members and/or organizations which have exhibited in previous years' conference(s). Universities are ineligible to exhibit at the Summer Conference.

All accepted Exhibitors must sign and adhere to the terms of the Conference Exhibitor Contract, the terms of which are reviewed each year by the Finance Committee.

Conference Sponsorship

International ACAC accepts sponsorship for events at the Annual Summer Conference and will only accept support from organizations whose activities, products, and services support the work of the membership and are consistent with the mission of the Association. Sponsors must be members of International ACAC and all sponsorship applications are reviewed by the Finance Committee.

Sponsorship Levels

International ACAC offers conference event sponsorship at four levels. The Finance Committee shall review, set prices for, and when appropriate, amend, the sponsorship levels each year in advance of opening sponsorship opportunities to the membership.

Gold Sponsorship

1. Signage at the opening session, throughout the conference, and lawn signage throughout the duration of the conference.
2. Full-page ad in the conference program.
3. Complementary booth at the Exhibit Hall (excluding college and university sponsors).
4. Twelve-month logo placement on www.internationalacac.org.

Silver Sponsorship

1. Signage at sponsored event.
2. Half-page ad in the conference program.
3. 75% reduction in price of booth in Exhibit Hall (excluding college and university sponsors).
4. Six-month logo placement on www.internationalacac.org.

Bronze Sponsorship

1. Signage at sponsored event.
2. Quarter-page ad in conference program.
3. 50% reduction in price of booth in Exhibit Hall (excluding college and university sponsors).
4. Four-month logo placement on www.internationalacac.org.

Conference Program Advertising

Member organizations and institutions may purchase advertising space in the Annual Conference Program. Options include:

1. Inside front or back cover (full-page, color).
2. Full-page, black and white.
3. Half-page, black and white.
4. Quarter-page, black and white.

The Finance Committee will review and, in conjunction with the Leadership Team, set the prices for each level of advertising.

Auditing and Tax Return Policy

Before the annual Summer Conference, 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 General Membership Meeting, held at the NACAC Conference.

Within each five-year period, there will be a review and audit (not necessarily in the same year) of International ACAC's financial statements by a certified public accountant.

The Vice President for Finance, in collaboration with the Executive Director, will provide the accountant with the immediate past fiscal year's financial records and the accountant will assist the Executive Director in filing tax forms with the Internal Revenue Service by the appropriate deadlines. 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 but not limited to a Commercial Liability and Damage policy, a Professional Liability Directors and Officers policy, a Worker's Compensation and Employer's Liability policy, and a Disability policy (if required by individual state statute).

Financial Information

Executive Director

Theresa Carroll Schweser
PO Box 7693
Arlington, VA 22207
tschweser@internationalacac.org
T: 678-827-1622

Banking

Bank of America
Arlington, VA 22207
T: 703-271-2201

Vice President for Finance

Tracy How

Director of Admissions and Enrollment
Flintridge Sacred Heart Academy, California
finance@internationalacac.org

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 International ACAC is a privilege, not a right. The Executive Board has established that membership shall be extended at the discretion of the Membership Committee, the Vice President for Membership, and the Executive Board.
 - a. Members are expected to adhere to high standards of individual personal conduct. Conflicts of interest, whether real or perceived, discourse that is disrespectful, and unprofessional conduct undermine trust in our work.
 - b. Members will not engage in clearly recognizable offensive behavior or other personal conduct that is contrary to the best interests and purposes of International ACAC.
 - c. Actions that violate such tenets will bar prospective applicants from membership and may result in revocation of membership for existing members.
 - d. Members who have had their membership revoked may not reapply for membership for at least one calendar year.
3. Membership in 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 International ACAC throughout their career.
4. Member profiles must be updated when an individual changes jobs (this may require a change in category or dues) within 90 days
5. Members 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 are allowed to continue as an individual member, for up to 12 months, if remaining unemployed.
6. Members will identify one primary professional role when applying for or renewing International ACAC membership.

- a. International ACAC members will pick one membership category option based on their primary professional role and will have access to the International ACAC resources allotted to that specific membership category.
 - 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 category; 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 International ACAC.
7. Organizations and individuals that do not align with the mission of International ACAC will not be eligible for membership. This may include:
 - a. Organizations or individuals who are contracted and paid by universities or colleges on a per capita basis or are referred to as ‘commissioned agents’ are not eligible for International ACAC membership.
 - b. Organizations or individuals that both market or recruit on behalf of universities or colleges *and* provide college advising services to students are not eligible for International ACAC membership.
 8. Members found to have provided false or incomplete information in their profiles during the application or renewal process are subject to review by the Membership Committee and/or the Admissions Practices Committee. The results of such a review may lead to required alterations to a member’s profile, revocation of membership, or other disciplinary action.
 9. Members whose new or renewal membership applications are declined can file an appeal of the decision to the Executive Board.

Membership Categories and Types

A member’s membership category with International ACAC must accurately reflect the member’s current roles and duties. All International ACAC members are required to submit their new details if their roles have changed. Any current active International ACAC member who requests a membership category change will be asked to submit updated details of their new organization; membership will need to be approved again. Individuals who had been but are not currently active International ACAC members (i.e. if the membership lapses) will need to submit a new application to be reviewed by the membership committee. To ensure members are in the correct category, an audit of a member’s category may be scheduled at any time by the VP of Membership.

Institutional Membership

1. Members in this category must be directly employed by the institution listed in their member profile.

2. Membership Types

a. Secondary School

- i. A 'high school' must offer a curriculum that results in a high school diploma or comparable credential.
- ii. The school may be asked, upon discretion of the VP for Membership, to provide documentation in English to prove that the school is recognized by its country's government, e.g. Ministry of Education, or a recognized accreditation body. Prospective secondary school members may also be asked to provide their school's CEEB code.
- iii. Members should use a school domain email address. During the period when the member is transferring school, they may use a personal email address.
- iv. Each institution must designate one 'primary member.' Additional staff may join as 'additional members.'
- v. New applicants will be required to provide their school profile and/or other equivalent documents. The counselor's name should be stated clearly on the school profile and/or the school's official website. If this is not available, applicants will be required to provide a letter of employment from their headmaster or head of school.

b. Post-secondary

- i. A "post-secondary" can be defined as:
 1. An accredited undergraduate degree or diploma granting college or university.
 2. An accredited college or university campus that has its own distinct admissions office rather than a centralized recruiting process.
 3. Each institution must designate one 'primary member.' Additional staff may join as 'additional members.'
- ii. For-profit colleges and universities are not eligible for membership in International ACAC.
- iii. Each institution must designate one 'primary member.' Additional staff may join as 'additional members.'

Organizational Membership

1. For-Profit Organizations

- a. 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.
- b. The work of the entire organization is taken into account when determining eligibility for membership.

- c. A for-profit organization must demonstrate at least 3 years of operations.
 - d. Each organization must designate one 'primary member.' Additional staff may join as 'additional members.'
2. Non-Profit Organizations
- a. Non-profit organization shall be defined as a corporation or association that conducts business for the benefit of the general public without shareholders and without a profit motive.
 - b. Non-profit organizations should be recognized within their state or national system as a non-profit (equivalent of the 501 (c) 3 in the United States).
 - c. The work of the entire organization is taken into account when determining eligibility for membership.
 - d. A non-profit organization must demonstrate at least 3 years of operations.
 - e. Each organization must designate one 'primary member.' Additional staff may join as 'additional members.'
3. Community-Based Organizations
- a. Organizations whose primary function is to provide pro-bono college counseling services directly to students. The students they serve should have limited opportunities to access information about higher education and be located in a specific geographic zone.

Individual Membership

1. Individual
- a. Independent Educational Consultants (IEC) applying for this category must provide literature or website links with relevant information and may be asked to submit a description of the college counselling services they provide.
 - b. Persons registered as voting members of NACAC or members of CIS in the Independent Educational Consultants category are eligible as Individual Members of International ACAC, regardless of company size.
 - c. Small For-Profit Organizations
 - 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).
2. Retired
- a. Members in this category should have previously been engaged in the international admissions industry for a minimum of 10 years.
 - b. Members in this category should not be consistently employed in the international admissions industry in either a part-time or a full-time role.
 - c. Members in this category may take part in periodic consulting or freelance work within the industry, though any term of such income should be limited to no more than a year.

3. Student
 - a. Members in this category should be enrolled in, or recently graduated from, an accredited graduate program and will be approved for membership for up to two years.
 - b. Members in this category should be engaged in graduate studies related to international university admissions.
 - c. Applicants may be asked to submit an official transcript or other documentation in support of their graduate program enrollment.

Voting Status

1. Eligibility for voting membership and the privileges of voting membership are outlined in the International ACAC bylaws.
2. Members will be asked to indicate their individual voting eligibility during the application and renewal process.
3. 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 and
 - 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 and
 - 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 and
 - ii. Are not voting members of another NACAC affiliate.
 - g. Retired members who are not voting members of another NACAC affiliate.
4. 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. For Profit Organizational members-
 - c. Non-profit Organizational members within the United States who perform the majority of their duties inside of the United States and its territories or are voting member of another NACAC affiliate.

- 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.
- e. Student members.

Membership Criteria

1. All members must:
 - a. Abide by the bylaws and policies of International ACAC
 - b. Abide by the NACAC's Guide to Ethical Practice in College Admission (GEP)
 - c. Abide by 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 Individual Members must submit a reference from an active International ACAC's Institutional Member (high school or college/university).
3. International ACAC members are reminded to represent their current membership category at any International ACAC associated conferences or Regional Institutes. A member who is registered in one category will not be able to represent any other membership category at any International ACAC associated conferences or Regional Institutes.
4. All members are encouraged to join NACAC and, when appropriate, indicate 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 15 of each year.
3. New member applications and renewal requests for the upcoming year will become available by November 1 of the preceding year.
4. New member applications and renewal requests will be accepted and approved through September of each year.
5. New memberships beginning after September 1 will expire Dec. 31 of the following year.

Membership Applications and Renewals

1. Complete new institutional membership applications will be reviewed by the Membership Committee within two weeks of submission.
 1. For Individual and Organization Applications only - The Membership Committee will aim to make a decision on an application within two to four weeks.
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.
5. Applicants from existing for-profit organizations may be asked, at the discretion of the VP for Membership, to submit a letter of reference from an active institutional member of International ACAC as part of their membership application review.
6. New or start-up companies who do not have sufficient experience to qualify for International ACAC membership will be asked to reapply after six months to one year of further operation with updated information on their organization, partnerships, and scope of work.
7. Applicants for Student membership may use a current professor or the instructor in charge of their program as a reference for their application.

Membership Dues

1. Member benefits will begin once a member application is approved and dues have been paid.
2. International ACAC reserves the right to cancel membership if dues remain unpaid for more than 30 days after renewal or approval.
3. Members who change categories during the year due to a shift in employment may be asked to submit additional dues when appropriate.
4. Transfer of dues:
 1. If a member 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 a membership year.
 2. The member whose dues are being transferred will be made inactive unless their dues are paid in full.
5. Additional credit card transactions necessitated by member error may be subject to a processing fee.

Membership Standards

1. All members of International ACAC must agree to follow the NACAC's Guide to Ethical Practice in College Admission.
2. 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.
3. Members are expected to conduct themselves in a professional and respectful manner.
4. Failure to adhere to these expectations may result in exclusion from future events,

5. revocation of membership, or other disciplinary action, as outlined in General Membership Policies, Section 2.

Membership Directory

1. International ACAC maintains a membership directory (hosted on the Association's website) for the use of its members. Members are responsible for maintaining the accuracy of their own membership profile.
2. Information in the directory is meant for individual use by current members only. Members are asked not to create mailing lists for their institutions or organizations to send unsolicited or mass emails to members. Failure to adhere to this directory use policy could result in disciplinary action, at the discretion of the Executive Board.
3. Exhibitors at the annual summer conference will receive a mailing list of conference attendees, minus those members who have opted out, to be used one time prior to the conference.

Logo Use

1. International ACAC members in good standing may display the International ACAC logo on their websites, business cards, and promotional materials.
2. Members may state they are members of International ACAC. They may not purport to hold any additional relationships with International ACAC such as being approved by or a partner of International ACAC.
3. The International ACAC logo may not be altered.
4. If membership lapses, the logo must be removed from all materials.
5. Any violations of the Logo Use Policy will be directed to the Vice President for Membership for investigation and resolution.

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 Delegates to the NACAC Assembly 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:

1. Past-President (Current)—Chair,
2. Author of the most recent version of the Bylaws (Generally a recent Past-President),
3. Assembly Delegate (1),

4. International ACAC member serving as a Vice President on the Board of Directors (1),
5. At-Large International ACAC members selected by the standard process for Committee selection (at least 5),
6. International ACAC President-Elect (Ex-officio),
7. International ACAC Executive Director (Ex-officio)

The Executive Board must approve the GNC 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. The GNC shall present to the Executive Board a slate of one or more nominees for each elected position to be filled. Whenever possible, the GNC shall make every effort to provide geographic and institutional balance, which roughly parallels the geographic and institutional diversity of International ACAC's voting membership.
2. The GNC may structure the slate in such a way that allows the membership to vote for candidates that meet the geographic and institutional balance of International ACAC's voting membership and/or that addresses the current needs of the Association, as outlined in the International ACAC By-Laws.
 - a. The Executive Board approves the final slate of candidates.
3. 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 or Delegates to the NACAC Assembly.

Social Media Policies

International ACAC's social media outlets are designed to be forums through which members can voice questions and concerns and post announcements of interest to all page members.

As members use the social media outlets, particularly the International ACAC Facebook community, they are asked:

1. To be mindful:
 - a. Is the post or comment helpful for all?
 - b. Is the post or comment relevant to the university application process for counselors and university members?
 - c. Is the post non-self-promotional in nature? The selling or promotion of goods or products by for-profit organizations is prohibited.
2. To be respectful:
 - a. Make room for others; everyone has a right to be heard.

- b. Interacting on social media can be time-consuming for posters and readers. Please keep posts concise and to the point.
 - c. If comments and discussion are more relevant to specific members, rather than the community's membership. Please consider private messaging or emailing.
3. To be positive and truthful:
- a. When posting or commenting, please limit information that might spread rumors or cannot be supported by facts.
 - b. Ask yourself, "will this post help our students?"

Instead of adding the comment "following" to the posts you are interested in, use the 'turn on notifications for this post' feature in the Facebook group.

All members are expected to be aware of and adhere to the International ACAC Membership Standards when operating in the International ACAC social media sphere. If members participate in or view discussions on social media that violate our policies, they should feel free to submit a complaint via our Social Media Complaint Form (InternationalACAC.org > Resources > Web Resources > Social Media Guidelines). All complaints will be investigated and resolved by the Communications Committee in conjunction with the Executive Board.