

Policies and Procedures

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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 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.
- Be rooted in supporting ethical behaviour and best practices as outlined in NACAC's Guide to Ethical Practice in College Admission.

Statement on Diversity

International ACAC values diversity, equity, and inclusion. Informed by our mission statement and guiding principles, we support and enhance professionals who are ethically advising students as they move from secondary schooling to higher education, post-secondary experiences, and other pathways. Our members confront multiple facets of diversity-related challenges in their respective regions. International ACAC strives to provide the necessary resources and support to overcome these obstacles. Given that our global membership, staff, and community partnerships are dynamic and evolving, continual work and learning are required to further diversity, equity, and inclusion.

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
Executive Vice President for Finance
Vice President for Admissions Practices
Vice President for Communications
Vice President for Diversity, Equity, and Inclusion
Vice President for Global Affairs
Vice President for Member Engagement
Vice President for Membership and Data
Vice President for Professional Development
Vice President for Support, Access, and Success
Representatives to the Executive Board

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 or those of other entities or organizations. Potential board members should understand that their involvement in governance in other organizations might forestall involvement on the International ACAC Executive Board. 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 and International ACAC;
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 Executive Vice President for Finance 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 Board Retreat (3 days). NACAC Conference attendance is optional); International ACAC Conference with Board Retreat (7 days). Attendance at the International ACAC Conference is required; planning and

preparation (3-8 hours per week, on average, but likely more in the lead-up to the Annual Conference). For additional time required by International ACAC, please see specific Executive Board position description. All time commitments are non-inclusive of travel time.

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 Engagement and Development (LEAD) meeting in July;
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 any ad-hoc committees deemed necessary;
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 Executive Vice President for Finance;
12. Coordinates with the Executive Director on the annual report submitted to NACAC;
13. Attends International ACAC Regional Institute(s), as decided amongst the Leadership Team; and
14. Serves next term as Immediate Past President.

Time commitment as President: NACAC Conference (7 days), International ACAC Conference (7 days), NACAC Leadership Engagement and Development (LEAD) meeting (3 days), International ACAC Leadership Retreat (3 days), International ACAC Regional Institute(s) (3 days each), planning and preparation (average 10-12 hours per week). All time commitments are non-inclusive of travel time.

President-Elect

1-year term, 3-year commitment

Responsibilities

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

1. The President-Elect attends, at the expense of International ACAC and/or NACAC, the NACAC Leadership Engagement and Development (LEAD) meeting in July;
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 an ex-officio member of all International ACAC committees, including the Governance and Nominating Committee, to enhance understanding of the Association's leadership, governance, and management;
5. Participates, as requested, in other conferences or events;
6. In cooperation with the President and Past President, assures International ACAC representation and involvement in other allied associations;
7. Serves as a voting member of the Executive Board;
8. Serves as chair of the International ACAC Annual Conference and oversees all subcommittee chairs;
9. Attends International ACAC Regional Institute(s), as decided amongst the Leadership Team;
10. Assists the President in the goals and objectives of International ACAC; and
11. 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 Engagement and Development (LEAD) meeting (3 days), International ACAC Leadership Retreat (3 days), International ACAC Regional Institute(s) (3 days each), planning and preparation (8-10 hours per week, more in the weeks leading up to the Annual Conference). All time commitments are non-inclusive of travel time.

Immediate Past President

1-year term, 3-year commitment

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

1. The Immediate Past President attends, at the expense of International ACAC and/or NACAC, the NACAC Leadership Engagement and Development (LEAD) meeting in July;
2. Serves as Chair of the Governance and Nominating Committee;
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 Institute(s), as decided amongst the Leadership Team;
6. Supports, assists, and acts as general counsel to the President; and
7. Serves as the Association's historian;
8. Educates Executive Board on and ensures that all members keep at the forefront of their work the duties of care, loyalty, and obligation, and their fiduciary responsibilities to the Association; and

9. Serves as a voting member of the Executive Board.

Time commitment as Past President: NACAC Conference (7 days), International ACAC Conference (7 days), NACAC Leadership Engagement and Development (LEAD) meeting (3 days), International ACAC Leadership Retreat (3 days), International ACAC Regional Institute(s) (3 days each), planning and preparation (average 8-10 hours per week). All time commitments are non-inclusive of travel time.

Executive Vice President for Finance

3-year term

Responsibilities

1. Serves on the Leadership team;
2. Develops and presents an annual budget to be approved at the Executive Board meeting held during the NACAC conference;
3. Provides fiscal oversight (checks and balances) for the Executive Director and reviews financial transactions;
4. Manage monthly expenditures (including salary and benefits to staff) in coordination with the Executive Director, and review monthly financial statements to ensure accuracy and fiscal responsibility;
5. Oversee and approve reimbursements of Executive Board members, grants to members, and bursary processes for organization activities;
6. Makes budget estimates for each committee in coordination with the VP of each committee;
7. Works with the President-Elect on the budget of the annual conference;
8. Recommends to the Executive Board investment and audit policies and supervises all other International ACAC financial matters, as well as prepares financial reports for the Executive Board;
9. Reports on the financial condition and results of operations of International ACAC to the Executive Board and general membership in meetings and written communications;
10. Serves as a voting member of the Executive Board.

Required Knowledge/Skills: The Executive Vice President 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 Executive Vice President for Finance provides checks and balances to ensure that both the Executive Director and Executive Board are fiscally responsible.

Time commitment: NACAC Board Retreat (3 days). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional; International ACAC Conference with Board Retreat (7 days). Attendance at the International ACAC Conference is required; International ACAC Leadership Retreat (3 days); planning and preparation time (3-8 hours per week). All time commitments are non-inclusive of travel time.

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 counseling professionals and their institutions regarding the nature of ethical practices, 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;
    a. This includes the standing Admissions Practices session at the annual summer conference, as all NACAC affiliate AP chairs are asked to organize a session at their conference.
    b. Attend virtual AP affiliate chair meetings organized by NACAC.
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;
7. Upon the conclusion of their term, the outgoing Vice President for Admissions Practices shall serve for one year as an ex-officio member of the Admissions Practices Committee; and
8. Serves as a voting member of the Executive Board.

Required Knowledge/Skills: The Vice President for Admission Practices should have an interest in making certain that all International ACAC members remain student-centered in their ethical practices.

Time commitment: NACAC Board Retreat (3 days). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional; International ACAC Conference with Board Retreat (7 days). Attendance at the International ACAC Conference is required; planning and preparation time (3-8 hours per week). All time commitments are non-inclusive of travel time.

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 the public at large;
2. Responsible for the upkeep of the International ACAC website and the management of social media accounts with support from HQ;

3. In conjunction with the Vice President for Membership and Data, works with outside organizations that 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 generating social media content, online conference guides, and Regional Counselor Resources;
7. Responsible for developing periodic e-newsletter updates and posting them to the website;
8. Press releases are also the responsibility of this office;
9. The Vice President for Communications serves as chairperson of the Communications Committee;
10. Upon the conclusion of their term, the outgoing Vice President for Communications shall serve for one year as an ex-officio member of the Communications Committee; and
11. Serves as a voting member of the Executive Board.

Required Knowledge/Skills: The Vice President for Communications should have skills in the use of email and web-based communications.

Time commitment: NACAC Board Retreat (3 days). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional; International ACAC Conference with Board Retreat (7 days). Attendance at the International ACAC Conference is required; planning and preparation time (3-8 hours per week). All time commitments are non-inclusive of travel time.

Vice President for Diversity, Equity, and Inclusion

3-year term

Responsibilities

1. Serve as chairperson of the Diversity, Equity, and Inclusion Committee.
2. Works with the Committee to educate counseling professionals and proactively share best practices, key knowledge, and information with the DEI committee, Executive Board, and membership;
3. Maintain a keen awareness of DEI matters and the global specifics of International ACAC;
4. Represent the Association in discussions and presentations of diversity, equity, and inclusion;
5. Work collaboratively throughout International ACAC to initiate, advocate for, drive, and measure the programs, policies, and practices needed to create and cultivate an open and inclusive environment;
6. Provide expertise and partner in the development and implementation of DEI training for the Executive Board, committees, and membership;
7. Upon the conclusion of their term, the outgoing Vice President for Diversity, Equity, and Inclusion shall serve for one year as an ex-officio member of the Diversity, Equity, and Inclusion Committee; and

8. Serve as a voting member of the Executive Board.

Required Knowledge/Skills: This position requires an exceptional collaborator and an inspiring, courageous leader with outstanding people and management skills. The Vice President is responsible for collaborating with committees and the larger organization in order to create spaces for increased participation and contribute to a sense of belonging. The candidate should have previous experience in DEI initiatives.

Time commitment: NACAC Board Retreat (3 days). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional; International ACAC Conference with Board Retreat (7 days). Attendance at the International ACAC Conference is required; Guiding the Way to Impact Conference (4 days); planning and preparation time (3-8 hours per week). All time commitments are non-inclusive of travel time.

Vice President for Global Affairs

3-year term

Responsibilities

1. Serves as liaison between the Regional Council and Executive Board to facilitate Regional Council meetings and provide regular updates to the Executive Board;
2. Participates in the NACAC Affiliate Government Relations Meetings to represent International ACAC;
3. Oversees the planning of Regional Institute programming by promoting and maintaining the cycle of Regional Institutes, including identifying potential project managers and hosts;
4. In collaboration with the Leadership team, develop advocacy plans to address issues relevant to International ACAC's international membership.
5. Serves as chairperson of the Global Affairs Committee;
6. Attends meetings of the Regional Council;
7. Make appointments due to a vacancy on the Regional Council;
8. Upon the conclusion of their term, the outgoing Vice President for Global Affairs shall serve for one year as an ex-officio member of the Global Affairs Committee; and
9. Serves as a voting member of the Executive Board.

Required Knowledge/Skills: The Vice President for Global Affairs should have an interest in governmental and political matters throughout the world. The Vice President for Global Affairs 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 Vice President for Global Affairs should be interested in being able to develop strong relationships in multicultural settings.

Time commitment: NACAC Board Retreat (3 days). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional; International ACAC Conference with Board Retreat (7 days). Attendance at the International ACAC Conference is required; planning and preparation time (3-8 hours per week). All time commitments are non-inclusive of travel time.

Vice President for Member Engagement

3-year term

Responsibilities

1. The Vice President for Member Engagement 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. Reports membership engagement activity to the Executive Board and the general membership;
5. Oversees the nomination and voting procedures for the GEM awards (twice annually) with the Membership Engagement committee, with additional support from HQ;
6. Reviews proposals for Gathering Grants, which provide funding for networking events for International ACAC members held throughout the world;
7. Works closely with the Vice President for Membership and Data to identify areas of growth for membership and develop targeted engagement strategies;
8. Works closely with the Vice President for Communications to enhance the positive image of International ACAC and to make members more visible;
9. Develops, maintains, and implements membership policies and procedures;
10. The Vice President for Member Engagement serves as chairperson of the Member Engagement Committee;
11. Oversees sub-committees with a specialized focus on membership engagement responsibilities;
12. Upon the conclusion of their term, the outgoing Vice President for Member Engagement shall serve for one year as an ex-officio member of the Member Engagement Committee; and
13. Serves as a voting member of the Executive Board.

Required Knowledge/Skills: The Vice President for Member Engagement is charged with finding ways to increase our membership, especially the membership of overseas secondary counselors. Ideas about how to reach out to these members and market International ACAC would be especially helpful.

Time commitment: Planning and preparation time, and time spent on weekly maintenance, reviewing membership applications, or concerns (3-8 hours per week). International ACAC Conference with Board Retreat (7 days). Attendance at the International ACAC Conference is required. NACAC Board Retreat (3 days). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional. All time commitments are non-inclusive of travel time

Vice President for Membership and Data

3-year term

Responsibilities

1. The Vice President for Membership and Data annually produces the membership directory and other membership information, in coordination with HQ;

2. Works closely with the VP Membership Engagement to identify areas of growth for membership and develop targeted engagement strategies
3. Works with the Vice President for Communications to ensure member records are accessible on the International ACAC website;
4. Communicates with each member institution and individual members regarding their membership status;
5. Reports membership and data activity to the Executive Board and the general membership;
6. Monitors the web-based membership database for accuracy;
7. Develops, maintains, and implements membership policies and procedures, including recommendations to the Executive Board about membership dues;
8. 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;
9. Serves as chairperson of the Membership and Data Committee;
10. Oversees sub-committees with a specialized focus on membership and data responsibilities;
11. Upon the conclusion of their term, the outgoing Vice President for Membership and Data shall serve for one year as an ex-officio member of the Membership and Data Committee; and
12. 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 Vice President for Membership and Data periodically downloads data and should have a good background in Excel. As new members join International ACAC via the online system, the Vice President for Membership and Data reviews their applications and either approves or rejects their request for membership.

Time commitment: Planning and preparation time, and time spent on weekly maintenance, reviewing membership applications, or concerns (5-10 hours per week). International ACAC Conference with Board Retreat (7 days). Attendance at the International ACAC Conference is required. NACAC Board Retreat (3 days). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional. All time commitments are non-inclusive of travel time.

Vice President for Professional Development

3-year term

Responsibilities

1. The Vice President for Professional Development is charged with the development, implementation, and evaluation of the professional development programs for all members;
2. Organizes and manages PD subcommittees and projects, including recruiting subcommittee chairs, goal setting, program development, scheduling, and coordination with headquarters staff;
3. Oversees the International ACAC Pre-Conference Institute and other workshop development at the annual International ACAC Annual Conference;

4. Oversees curriculum, content, scheduling, and speakers for webinar and online offerings;
5. Oversees the coordination of the annual International ACAC Bus Tour;
6. Oversees the coordination of the Mentor Year Program;
7. Works with members of the Executive Board and others as required to develop additional programs, training models, and forums for professional issues and trends;
8. Serves as chair for the Professional Development Committee; and
9. Serves as a voting member of the Executive Board.
10. Upon the conclusion of their term, the outgoing Vice President for Professional Development shall serve for one year as an ex-officio member of the Professional Development Committee.

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

- Passion for ongoing professional development and identifying members' talents and expertise to share through professional development offerings;
- 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;
- The ability to network and collaborate across the membership to organize presenters on relevant topics as professional development opportunities are created;
- Knowledge of data and analysis;
- The ability to manage a committee of volunteers across time zones to work on year-round projects as they relate to professional development opportunities;
- Attention to detail, follow-through, fiscal management, and professional written and oral communication skills;
- Collaboration and teamwork 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;
- 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
- Document, understand, and carry the vision and purpose of International ACAC and its strategic planning efforts.

Time commitment: NACAC Board Retreat (3 days). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional; International ACAC Conference with Board Retreat (7 days). Attendance at the International ACAC Conference is required; planning and preparation time (3-8 hours per week). All time commitments are non-inclusive of travel time.

Vice President for Support, Access, and Success

3-year term

Responsibilities

1. The Vice President for Support, 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 Impact Conference;
4. Chairs the Support, 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 and Data to ensure all regions of the world are represented in the Association;
7. Works with the Vice President for Global Affairs to ensure we are drawing Scholar Program applicants from all regions of the world;
8. Creates and selects subcommittee chairs for various aspects of the committee's work to ensure its success;
9. Upon the conclusion of their term, the outgoing Vice President for Support, Access, and Success shall serve for one year as an ex-officio member of the Support, Access, and Success Committee; and
10. Serves as a voting member of the Executive Board.

Required Knowledge/Skills: The Vice President for Support, 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 Board Retreat (3 days). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional; International ACAC Conference with Board Retreat (7 days). Attendance at the International ACAC Conference is required; Guiding the Way to Impact Conference (4 days); planning and preparation time (3-8 hours per week). All time commitments are non-inclusive of travel time.

Representatives to the Executive Board

3-year term

Responsibilities

1. Are assigned to serve as support and liaison to a Vice President;
2. Serve as chairs to specific task forces or committees, as assigned by the President or President-Elect; and
3. Serve as voting members of the Executive Board.

Required Knowledge/Skills: Representatives to the Executive Board do not have specific areas of responsibility on the International ACAC Executive Board. Therefore, Representatives are asked to identify issues, take on ad-hoc responsibilities, or assist other Executive Board members with their portfolios. Each Representative is assigned area(s) of responsibility and is attached to a specific Vice President. Each Representative has specific duties and commitments at the Annual Conference, throughout the year in conjunction with

the Vice President/area of responsibility, and involvement in Regional Institute planning and participation.

Time commitment: NACAC Board Retreat (3 days (plus travel). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional); International ACAC Conference with Board Retreat (7 days (plus travel). Attendance at the International ACAC Conference is required); planning and preparation time (3-8 hours per week).

Regional Council and Regional Representatives

3-Year Term

In accordance with the Bylaws, the Regional Council shall support and advise the International ACAC Executive Board on regional issues and concerns. The Regional Council consists of eight Regional Representatives from regions defined by the Executive Board. The Regional Council will liaise with and report to the Vice President for Global Affairs to determine the goals of the Executive Board for their particular region.

If a Regional Representative were to leave the region they represent, they may continue to serve for three months or until the Annual Conference, whichever is sooner. In the event of a vacancy within the Regional Council, the President and Vice President for Global Affairs shall jointly appoint a replacement, with the approval of both the Executive Board and the Regional Council. Restrictions on simultaneous Regional Council and standing committee service are set out under 'Standing Committees; Appointment and Removal.

Election Cycle

1. The Governance and Nominating Committee (GNC) shall present to the Executive Board a slate of nominees for each region of the Regional Council. Whenever possible, the GNC shall make every effort to provide geographic and institutional balance reflective of International ACAC's diverse membership.
2. Elections for the Regional Council shall coincide with the Executive Board election cycle and follow the same timeline and communication process.
3. The GNC shall assist in soliciting eligible candidates from the membership in the respective regions for the Regional Representative positions.
4. The GNC may structure the slate in such a way that allows members within each region to vote for candidates who meet the geographic and institutional balance of International ACAC's membership and/or address the current needs of the Association, as outlined in the International ACAC Bylaws.
    a. The Executive Board shall approve the final slate of candidates.
5. Elections shall be conducted by electronic ballot and completed annually by March 30. All International ACAC members in good standing are eligible to vote for the Regional Representative of their respective region.
6. The GNC, in collaboration with the Communications Committee, shall promote the election, ensure equal visibility for all candidates, and promote voting and member involvement through various social media platforms.

Time commitment: Attendance at the International ACAC annual conference is required, with all Regional Representatives expected to attend a meeting with the Executive Board prior to the start of the conference. Anticipated contribution of 3-8 hours per week throughout the year, non-inclusive of travel time. If a member is unable to attend the meeting with the Executive Board and the conference due to extenuating or unforeseen circumstances, remote attendance to the annual meeting with the Executive Board will be made available.

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. Communications
3. Diversity, Equity, and Inclusion
4. Global Affairs
5. Governance and Nominating
6. Member Engagement
7. Membership and Data
8. Professional Development
9. Support, Access, and Success

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 Annual 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.

    a. The positions of International ACAC Bus Tour Co-Director, Pre-Conference Institute Chair, Mentor Year Program Co-Chair, and Webinar Chair shall be the exceptions. These members will submit an application specific to this role (in lieu of the committee application), under the timeline set forth by the Vice President for Professional Development.
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 positions of International ACAC Bus Tour Co-Director, Pre-Conference Institute Chair, Mentor Year Program Co-Chair, and Webinar Chair shall be the exceptions. These members will submit an application specific to this role (in lieu of the committee application), under the timeline set forth by the Vice President 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. Any member of a standing committee may be removed from service at any time upon the affirmative vote of two-thirds of the voting members of the Executive Board.
4. Members may not serve simultaneously on more than one standing committee or on both a standing committee and the Regional Council. Concurrent service on the Governance and Nominating Committee (GNC) is permitted alongside service on one other standing committee or the Regional Council. This restriction does not apply to ex-officio service or responsibilities assigned to officers under the P&P.

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.

International ACAC Mentor Year Program

The International ACAC Mentor Year Program provides a focused, familiar community for professionals seeking growth through mentorship. Through 1:1 Mentor/Mentee relationships, regular participant meetings, and regular committee updates, Mentees will build their skill set, knowledge base, and resources for their own personal and professional development and for the benefit of the student populations they serve.

Applications are sought annually from International ACAC members to participate in the Mentor Year Program as either a Mentor or a Mentee. Participation is entirely voluntary and virtual, and participants will be expected to conduct their own Mentor/Mentee meetings throughout the year, with additional facilitated all-group meetings and events hosted by the Mentor Year Program Committee.

The Chair for the Mentor Year Program, along with their committee, will coordinate the nomination and selection process for this program.

Criteria

To be eligible as a Mentee for the program, a member must meet the following criteria:

1. Mentees must apply to the Mentor Year Program through the official application.
2. Mentees are required to complete the training manual asynchronously with their Mentor.
3. Mentees will commit to the program components of: orientation sessions, 1:1 relationship with their Mentor, and attending the all-group meetings hosted during the Mentor Year cycle (August - June).
4. Mentees are responsible for attending the scheduled meetings with their Mentor, providing identified topics that they want to receive guidance and support from their Mentor to achieve.
5. Mentees are encouraged to set the agenda and conversation topics, sharing with their Mentor in advance of meetings in order to make the most of their time together.
6. Mentees are encouraged to reach out to the Committee at any time during the year if they have any questions or concerns about any program component or if they are unable to participate to the fullest degree; if 1:1 meetings need to be rescheduled, it must be done in a timely and respectful manner with as much advance notice as possible.
7. Mentees are suggested to have 0-3 years of experience in the professional industry and have been a member of International ACAC for 1+ year.

To be eligible as a Mentor for the program, a member must meet the following criteria:

1. Mentors must apply to the Mentor Year Program through the official application.
2. Mentors are required to complete the training manual asynchronously with their Mentee.
3. Mentors will commit to the program components of: orientation sessions, a 1:1 relationship with their Mentee, and attending the all-group meetings hosted during the Mentor Year cycle (August - June).

4. Mentors are responsible for attending the scheduled meetings with their Mentee, providing support, assistance, resources, and further guidance on topics that the Mentee wants to cover, and assisting with identifying and reaching achievable goals.
5. Mentors can rely on the support network of the Committee and other Mentors, as needed.
6. Mentors commit to being actively available on an ongoing basis throughout the year to answer questions and provide resources in a timely manner; if 1:1 meetings need to be rescheduled, it must be done in a timely and respectful manner with as much advance notice as possible.
7. Mentors are suggested to have 5+ years of experience in the profession and have been a member of International ACAC for 2+ years.

Those selected for the Mentor Year Program must meet International ACAC membership eligibility criteria for the entire duration that they participate in the program. If the participant changes positions during their term as a Mentor or Mentee, they are required to immediately inform the Mentor Year Program Committee as well as the Membership Committee to ensure they still meet membership eligibility requirements.

Annual Conference

International ACAC shall hold an annual conference at a time, date, and location approved by the Executive Board. A Pre-Conference Institute and Bus Tour will be held in conjunction with the annual conference as optional fee-based activities.

Attendance

1. The total number of attendees at the Annual 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 Annual Conference.
3. The President-Elect, in consulting with official representatives of the host institution(s), shall set registration guidelines for the annual conference. This shall include a maximum number of attendees per institution (secondary, post-secondary, and/or organizational).
4. Whenever possible, no more than ten percent (10%) of the total Annual 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.
5. The Executive Board may offer a limited number of additional spaces, subject to size limitations of the Annual 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, Southeast Asia & Oceania, Middle East & North Africa, The Americas, South & Central Asia, Sub-Saharan Africa, and Europe.

The rotation of locations is as follows, rotating indefinitely on this two-year cycle unless an exception is approved by a vote of the Executive Board:

1. East Asia, Southeast Asia & Oceania, Middle East & North Africa, and Sub-Saharan Africa
2. The Americas, South & Central Asia, and Europe

A project manager is appointed to every Regional Institute to be responsible for the planning and management of the event, working as a team with International ACAC HQ Staff; the Vice President for Global Affairs; and the event host institution. The Project Manager is appointed by the Vice President for Global Affairs, with the approval of the Executive Board.

The Project Manager for a Regional Institute is a volunteer position; however, they must be willing to commit an average of 3-8 hours per week. It is equally important for the Project Manager to have both the understanding and support of their supervisor and institution. It is also required to have their acknowledgement that this is a commitment from the time of appointment, all the way through the completion of the event, and posting of curriculum materials and professional development resources following the event. As the Regional Institute Project Manager, International ACAC will provide the following financial support in recognition of this important volunteer role: The registration fee for the International ACAC Annual Conference, prior to the Regional Institute, will be waived or refunded. Regional Institute travel, lodging, and meal costs will be funded.

Webinars

International ACAC shall hold webinars on professional development topics and topics to support International ACAC events and activities.

Awards

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

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 counseling 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 Annual 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).

Panetha Nychis Ott Member of the Year Award

The Panetha Niches Ott Member of the Year Award award is bestowed upon a member nominated by the Executive Board in recognition of their significant contributions to International ACAC throughout the year. This award honors the legacy of the late Panetha Niches Ott, whose illustrious career exemplified a steadfast commitment to service, advocacy, and ethical practices in college admission counseling.

Criteria

1. Nominees must be a current, active member of International ACAC.
2. Nominees must have served in a volunteer capacity within International ACAC during the period between the previous Annual Conference and the Annual Conference at which the award recipient is announced.
3. Nominees must not be current or former members of the International ACAC Executive Board.
4. Nominations shall be submitted by members of the International ACAC Executive Board and administered by the chair of the Governance and Nominating Committee.
5. The Chair of the Governance and Nominating Committee shall verify nominee eligibility, compile nomination materials, and present all eligible nominations to the Executive Board for discussion.
6. The recipient of the Panetha Niches Ott member of the Year Award shall be selected by vote of the International ACAC Executive Board.

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.

Applicants are sought annually to

1. Enroll in the Scholar Mentor Program for the first year, and
2. Attend the International ACAC Conference the following year provided they remain eligible for the program.

The program will cover conference fees, transportation, and all other fees deemed necessary for attendance by the Support, Access, and Success Committee (please see page 20 for more detail about funding).

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

All applicants who are not selected for the Scholar Program will be given the opportunity to be considered for membership and enrol in the International ACAC Virtual Scholar Institute (VSI) which provides a dedicated pathway for unselected applicants to become members and also access PD and resources. The VSI will include Virtual PD opportunities including Mentorship Circles (with support from the Mentor Year Program) and access to webinars, web resources, and other PD opportunities offered by members. Additional support will be provided through opportunities to apply for bursaries and Opportunity Grants, and scholarships for Regional Institutes where they qualify.

Criteria

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

1. Has not previously attended an International ACAC Annual Conference or NACAC Annual Conference.
2. Must complete and submit an application to the Vice President for Support, 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 Conference will increase access to higher education

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, Support, 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 Vice President for Membership and Data, once the final scholar cohort has been selected.

An individual selected for the 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. Travel costs to the nearest consulate or embassy to obtain a visa will be provided if these costs present significant financial hardship to the Scholar. Scholars who are denied a visa to attend the annual conference will be invited to apply for the Scholar Program in the following cycle to attempt the process a second time. Assuming the Scholar continues to meet eligibility criteria and fully participates in the program during their selection year, the Scholar will be given priority consideration for the following year's cohort. Scholars who start the visa acquisition process but are unable to complete it in the current year, will be given complimentary membership for the current year and can attend the conference as part of the Scholar Program the following year so long as they engage and continue to meet eligibility requirements.

International ACAC Gathering Grants Program

Gathering Grants facilitate member connections from around the world. Members are encouraged to host casual social and networking events with colleagues in their local area. Multiple grants will be offered per calendar year at an amount designated by the Executive Board according to the annual operating budget. Selection of these members will be determined based on the plan for the gathering and the region of the gathering, with a focus on spreading the grants over multiple regions and emphasis placed on supporting members who have not received a Gathering Grant in the past.

The Vice President for Member Engagement, along with members of their committee, will coordinate the nomination and selection process for this program.

Criteria

To be eligible to receive a Gathering Grant, a member must agree to the following requirements:

- Recipients must apply for a Gathering Grant through the official application.
- Recipients must sign and submit a Gathering Grant Award Agreement before hosting their event.

- Recipients must submit required documentation, as outlined in the Agreement, within 30 days after completion of the event or program.
- Recipients must meet International ACAC membership eligibility criteria for the entire duration of the year in which they host the event.

Finance Policies

The Executive Vice President for Finance 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, Executive Vice President for Finance, the Executive Director, and the Executive Vice President for Finance. 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 Executive Vice President for Finance 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 Executive Vice President for Finance; and
    c. Meet Internal Revenue Service requirements and auditors' recommendations.

Review, Approval, and Enforcement of the Fiscal Policy

The Fiscal Policy will be reviewed and updated by the Executive Vice President for Finance and the Executive Director on an annual basis, prior to the International ACAC July 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 Executive Vice President for Finance.

Money Market Accounts
This is the main source of investment for future budget years. This account is managed by the Executive Vice President for Finance.

Checking Account
Should maintain a balance of $50,000 in order for the Executive Director to maintain account expenditures on a daily basis. This account is managed by the Executive Director in consultation with the Executive 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 Executive Vice President 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 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 Annual 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 for 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 Executive Vice President for Finance 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 Executive 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 Executive Vice President for Finance.
    c. For expenses above $5000, the Executive Director must have written approval of the Executive 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 Executive Vice President for Finance.

Authorized Expenses

NACAC Board Retreat and Conference

1. NACAC waives the registration fees for the NACAC Annual Conference for NACAC Affiliate Presidents Council members.
2. Airfare to/from the conference/retreat venue and lodging should be paid by the Board members' institution/organization if possible. If a Board member's institution/organization cannot pay for these expenses for any reason, International ACAC can provide financial support if requested. This request must be made formally by email to the Executive Vice President for Finance and Executive Director no later than March 1 for returning Board members and May 1 for newly appointed Board members. Airfare costs must be approved by the Executive Vice President for Finance prior to booking.

    a. Reimbursement is contingent upon attending the Executive Board meeting and Membership Meeting.
    b. Registration for the NACAC Conference can be expensed only at the "Early Bird" or least expensive rate offered by NACAC.
    c. The expenses incurred by registration costs for the NACAC Conference are separate from the travel stipend amounts listed below.
3. International ACAC requires booking non-US members' airfare via the designated travel booking website, eliminating the need to submit for reimbursement and avoiding wiring/exchange rate expenses.
4. International ACAC Executive Board members' expenses (airfare, meal per diem, and approved ground transportation) are covered up to the following amounts, if their employer will not cover NACAC expenses. Board members should first approach their own employer to cover travel costs prior to submitting expense reports to International ACAC.
    a. Members who reside in the United States: up to $2500; and
    b. Members who reside outside the United States: up to $3500.
5. International ACAC will cover meal expenses (breakfast, lunch and dinner) during the Board Retreat (prior to the start of the NACAC conference). These expenses are separate from the travel stipends listed above.
6. Ground transportation during the Board Retreat dates to and from required Board Retreat events can be submitted for reimbursement or charged to the official organization transportation accounts.

International ACAC Annual Conference and Retreat

1. Executive Board members and the university's on-site coordinator shall have their annual conference registration fee and on-campus housing costs waived. Meals will also be covered.
2. Ground transportation to and from the airport, and to off-site events that require Board attendance can be submitted for reimbursement or charged to the official organization transportation accounts.
3. 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 Trustees and/or NACAC Staff.
4. Airfare to/from the conference/retreat venue will be paid by the Board members' institution. If a Board member's institution cannot pay for airfare for any reason, International ACAC can provide financial support; however, sufficient documentation will be required. This request must be made formally by no later than March 1 for returning Board members and May 1 for newly appointed Board members. Airfare costs must be approved by the Executive Vice President for Finance prior to booking.

NACAC Leadership Engagement and Development (LEAD) Meeting

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 annual Leadership Engagement and Development (LEAD) meeting.

Guiding the Way to Impact Conference

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

Conditions and Guidelines for International ACAC Business Travel

General Guidelines

1. Board members should first approach their own employer 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. All air transportation will be booked through the approved booking website.
2. Travel will be at the lowest economy fare available, except basic economy.
3. Make reservations at least 60 days in advance, except in extraordinary circumstances.
4. 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. If using a ride share app, use group/corporate accounts when available.
    a. It is expected to always use the lowest cost transportation option.
    b. Only approved International ACAC members are eligible to use the group/corporate ride share accounts.
3. When a rental car is needed, choose the least expensive option that will serve the purpose of the trip.
4. Mileage accumulation on personal vehicles will be reimbursed at the US Government mileage rate.

Lodging

1. International ACAC HQ Staff will book hotel rooms on behalf of the Executive Board for all required hotel stays or will offer a digital platform option for group bookings.
2. Because of the nature of international travel, accommodations shall be single rooms.
3. Members arriving a day early or staying later will have to pay for their own accommodation if International ACAC is paying for their expenses.

Funding Guidelines

- Per Diem Information
    - Per diem allowances are allowed for all Executive Board members, Headquarters staff, contractors, and any other members who are required to travel to events on behalf of the organization (including Regional Institute Project Managers, Regional Institute travel grant recipients, Scholars, etc.) when International ACAC is covering travel expenses.
    - Per diem allowances are available on days of travel to/from required events.

- Reimbursement will happen up to the amounts listed below:
  - Full day: $80 maximum
    - Full day per diem is available only if the travel includes international flights.
  - Breakfast: $15
  - Lunch: $25
  - Dinner: $40
- Receipts must be included for all reimbursements.

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 Tour, 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 Executive 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 and the Executive Vice President for Finance 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 Executive 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 Executive Vice President for Finance 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 Executive Vice President for Finance 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 Executive Vice President for Finance 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 Conference and Regional Institutes, that support and reflect its mission and core values. The Sponsorship Chair will review all exhibitor, sponsorship, and advertising applications and provide recommendations to the Leadership Team. The Sponsorship Chair 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 Annual 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 Sponsorship Chair. 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 Annual 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 Sponsorship Chair and Executive Vice President for Finance.

Conference Sponsorship

International ACAC accepts sponsorship for events at the Annual 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 Sponsorship Chair.

Sponsorship Levels

International ACAC offers conference event sponsorship at multiple, tiered levels. The Sponsorship Chair shall review the sponsorship guidelines each year and, working with the Executive Vice President for Finance, set prices for, and when appropriate, amend, the sponsorship levels, names, and benefits provided each year in advance of opening sponsorship opportunities to the membership. These decisions are to be made with input from HQ, and any other conference committee directly impacted from any proposed changes, and with the approval of the Conference Chair (President-Elect).

Sponsorship Deliverables and Communication

The Sponsorship Chair will continuously coordinate with Sponsors, Suppliers, and International ACAC Headquarters Staff to produce any required deliverables for Sponsorship.

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 Sponsorship Chair will review and, in conjunction with the Leadership Team, set the prices for each level of advertising.

Sponsorship Chair

The Sponsorship Chair will be appointed following an application process managed by the President-Elect and the Executive Vice President for Finance. Upon appointment, the Sponsorship Chair will report to the President-Elect and Executive Vice President for Finance.

Auditing and Tax Return Policy

Before the Annual Conference, the Executive Vice President for Finance 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 Executive 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

Interim Executive Director	Margaret Andrade PO Box 7693 Arlington, VA 22207 mandrade@internationalacac.org T: 678-827-1622

Banking	Bank of America Arlington, VA 22207 T: 703-271-2201
Executive Vice President for Finance	Shilpa Gupta University Advisor UWC South East Asia 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 and Data Committee, the Member Engagement Committee, the Vice President for Membership and Data, the Vice President for Member Engagement, 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.
    e. The International ACAC Facebook group is a member benefit and, as such, will be available only to current members. The group is a closed group in which only current members are permitted to participate. Non-renewed members will be removed within 45 days of their membership expiring. If renewing their membership in the future, the member must request to rejoin the Facebook group once their renewal has been processed.
3. Membership in International ACAC is linked to unique individuals. Each person must maintain their own membership in International ACAC.
    a. Persons joining in the Small Organization, Organizational, and Institutional categories serve as representatives of their organization; therefore, they should join the membership category that aligns appropriately with both their organization type and their professional role.
    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 or if any of the following changes apply:
    a. Their organization name changes.
    b. The primary services that the organization offers change.
    c. Additional services with fees requirements are added to the organization's offerings.
    d. Professional email address or other contact information changes.
    e. The employee size within the organization changes (increase or decrease of employees).
5. Membership in International ACAC is not guaranteed at the time of renewal (or update) if the current member is:
    a. changing membership categories, or
    b. moving to a new organization that is not eligible for membership based on International ACAC's Policies and Procedures.
6. Where the Membership and Data Committee finds that individuals or organizations no longer meet the eligibility standards for membership as outlined in the International ACAC Policies and Procedures at the time of renewal (or update), they will no longer qualify for International ACAC membership, and their membership will be revoked.
7. Current International ACAC members should inform the Membership and Data Committee of any updates to their membership category within 90 days of transitioning to a new role and/or a new membership category. Changes in membership category or organization will require a review from the Membership and Data Committee and continued membership is not guaranteed.
8. 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.
9. 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.
10. 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 <u>both</u> recruit on behalf of universities or colleges for a fee *and* provide college advising services to students/families for a fee are not eligible for International ACAC membership.

11. 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 and Data 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.
12. 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 Vice President for Membership and Data.

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 Vice President for Membership and Data, 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. 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.'

iv. All post-secondary members' primary professional role must involve the direct admissions and/or direct recruitment of international undergraduate students.

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 three years of operations OR the applicant/primary member for the organization must demonstrate at least 2 years of prior professional experience relevant to the constituency (e.g., as an IEC or secondary/post-secondary counselor), provided the organization operates in accordance with International ACAC Policies and Procedures.
    d. Each organization must designate one 'primary member.' Additional staff may join as 'additional members.'
2. Non-Profit Organizations
    a. 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 to 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 should demonstrate at least three years of operations. At the discretion of the Vice President for Membership and Data and Vice President for Member Engagement, a non-profit organization may be recommended for membership with mentor support where evidence or length of operations is insufficient and the purpose of the organization is to support an underserved community.
    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. Independent Educational Consultants (IEC)
    a. Prospective members applying for this category must provide literature or website links with relevant information and may be asked to submit a description of the college counseling services they provide.
    b. Prospective members applying for Individual/IEC membership must demonstrate two years of experience as an IEC.
    c. Current members transitioning to an IEC role must:
        i. Have two years of combined experience as a secondary school counselor/post-secondary representative or in work directly related to supporting students in accessing post-secondary education; and
        ii. Been an active member of International ACAC for a minimum of two years.
    d. 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, Small Organizations (IEC), and For-Profit Organizations (IEC) depending on the size of the company.
2. Small For-Profit Organizations
    a. Members in this category should work in a small company with three or fewer employees (including administrative support, part-time and full-time employees, and/or freelance/seasonal hires).
    b. Prospective members applying for this category must provide literature or website links with relevant information and may be asked to submit a description of the services they provide.
    c. Prospective members applying under the Small Organization category as an IEC must demonstrate two years of experience as an IEC.
    d. Current Members transitioning to a Small Organization as an IEC must:
        i. Have two years of combined experience as a secondary school counselor/post-secondary representative or in work directly related to supporting students in accessing post-secondary education; and
        ii. Been an active member of International ACAC for a minimum of two years
3. Individual Associate
    a. An education professional working in an independent, consultancy/short-term contractual role supporting organizations and/or secondary and post-secondary institutions in recommended ethical practices related to supporting students transitioning to higher education.
    b. Previous membership with International ACAC and relevant professional membership of five years or more is required to be considered in this membership category.
4. Retired
    a. Members in this category should have previously been engaged in the international admissions industry for a minimum of ten 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.

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 members 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.

Membership Criteria

1. All members must:
    a. Abide by the bylaws and policies of International ACAC
    b. Abide by International ACAC membership standards

    c. Complete a membership application fully and accurately at the initiation of membership
    d. Complete annual renewal forms fully and accurately
2. New applicants in individual and organization membership categories may be asked by the Membership and Data Committee to provide a reference from a current International ACAC member should they require more information during the vetting process. If requested, the reference cannot be a current member of the International ACAC Executive Board.
3. References for individual and organizational membership categories must be able to speak to both applicant's role within the organization and the organization's activities, as well as confirm they are in alignment with International ACAC's mission.
4. 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.
5. All members are encouraged to join NACAC and, when appropriate, indicate International ACAC as their designated affiliate.

Membership Dues Waivers

1. Membership Dues may be waived in the following cases:
    a. International ACAC Scholars are provided with a complimentary annual International ACAC membership.
    b. Up to one-hundred membership dues waivers will be awarded annually at the discretion of the Membership Committee.
    c. Fifty dues waivers per year may be granted at the joint discretion of the Vice President for Membership and Data, President, President-Elect, Immediate Past President, and Executive Vice President for Finance.

The Membership Year

1. The membership cycle is tied to the calendar year.
2. All member accounts expire on January 30 of each year.
3. New member applications for the upcoming year will become available in September of the preceding year.
4. Renewal requests for existing members will become available in August of the preceding year.
5. New member applications and renewal requests will be accepted and approved through September of each year.
6. New memberships beginning after August 1 will expire on December 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 Vice President for Membership and Data, to submit a letter of reference from an active institutional member of International ACAC as part of their membership application review.

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.
6. All new applicants for membership will pay a non-refundable application fee. The application fee can be applied against the membership dues for any applicants who are approved for membership.
7. For applicants who are not approved for membership, the application fee is non-refundable.
8. Members who renew after January 31 will renew for the appropriate cost of their membership category but also pay an administrative fee.

Membership Standards

1. International ACAC members are committed to the principles outlined in NACAC's Guide to Ethical Practice in College Admission (GEPCA).
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, 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 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 Member Engagement 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 officers to the Executive Board 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. All reports will be presented to the Executive Board for approval. The GNC is also responsible for managing the Annual Awards: The Peter Hauet Lifetime Achievement Award, Distinguished Service Award, and Rising Star Award.

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. Immediate Past President (Current)—Chair
2. Current or Former Member of the Executive Board (at least 2)
3. Current Subcommittee Chair
4. Current Regional Representative
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 shall assist in soliciting eligible candidates from the membership for the Executive Board.
3. 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.
4. 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 to the Executive Board Nominees.
5. The GNC, in collaboration with the Communications Committee, shall promote the election and ensure all candidates receive equal visibility. Additionally, the GNC will also promote voting and encourage member involvement through various social media platforms.

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. Avoid voicing political views or sharing news that is not related to our organization's mission.
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. When a member’s post violates our rules they will be contacted by moderators from the Communications Committee. In the event that a post is deemed derogatory or the member is uncooperative upon moderator intervention, an Official Warning will be issued. Official Warnings will escalate with the Second Official Warning resulting in a 6 month period of suspended activity on the page and the Third Official Warning resulting in permanent removal from the group