

CONSTITUTION OF THE PACIFIC NORTHWEST ASSOCIATION
FOR COLLEGE ADMISSION COUNSELING

The constitution was adopted unanimously at the charter meeting held on Saturday, May 8, 1965, at Willamette University.

ARTICLE I. NAME AND PURPOSE

Section 1. The name of this association shall be the Pacific Northwest Association for College Admission Counseling (PNACAC), chartered regional affiliate of the National Association for College Admission Counseling (NACAC).

Section 2. The purpose for which this corporation is organized is exclusively educational and charitable and no other. In furtherance thereof, its mission is:

- a. To develop and maintain high standards which foster ethical and social responsibility among those involved in the process of planning for post-secondary education.
- b. To develop and to promote the Statement of Principles of Good Practice and to monitor adherence thereto.
- c. To promote and protect the interests of students involved in the post-secondary education planning process.
- d. To develop the professional competence and to meet the professional needs of individuals involved in admissions procedures.
- e. To engage in and report research pertinent to the purposes of the corporation.
- f. To educate those involved in the process of planning for postsecondary education.
- g. To develop services related to the process of planning for postsecondary education and admission.
- h. To communicate information to members and other appropriate parties.
- i. To provide opportunities for interaction between and among members, the various segments of the corporation, other parts of the educational community and appropriate organizations and agencies.
- j. To interpret to various publics any information, data, opportunities relevant for the student's post-secondary education planning.
- k. To strive for the inclusion of the traditionally underrepresented and eligible NACAC members to leadership roles in both the National Association and its state or regional affiliates.

Section 3. The Constitution and By-Laws of PNACAC shall be consistent with NACAC's governing documents. Within one year after adoption of any amendment to NACAC's governing documents, PNACAC shall review its Constitution and By-Laws towards adopting any amendment required to maintain consistency with NACAC's governing documents.

ARTICLE II. MEMBERSHIP AND VOTING

Section 1. Members shall support the purposes of PNACAC.

Section 2. Criteria and qualifications for each category of voting and non-voting members shall be set forth in these Bylaws and in the policies and procedures approved by the Executive Board. To be eligible to serve on the Executive Board individuals must have voting membership in PNACAC.

Section 3. Members shall comply with the Statement of Principles of Good Practice (SPGP), defined by the National Association for College Admission Counseling. All members are accountable for compliance with the SPGP and have the responsibility to educate their colleagues about the SPGP.

Section 4. Voting membership in the Association may be extended to categories of institutions and

organizations in the states of Alaska, Idaho, Montana, Oregon and Washington (henceforth to be referred to as the "PNACAC region") and individuals other than retired members who perform the majority of their professional duties in those states. Voting members shall include the following:

- a. Educational Institutions
 1. Not-for-profit, degree-granting, two- and four-year colleges, universities and other postsecondary institutions, accredited in accordance with policies and procedures approved by the Executive Board.
 2. Primary and secondary schools listed in resources approved by the Executive Board.
 3. Not-for-profit primary and secondary school districts and accredited college and university systems.
- b. Organizations
 1. Not-for-profit community-based organizations which provide counseling, admission, or financial aid services only to students at the state or local level on an on-going basis.
 2. Not-for-profit organizations whose primary activities consist of working on a multi-state, national or international level and providing counseling, admission, or financial aid services to students or to the college admission counseling or financial aid professions.
- c. Individuals
 1. Persons employed by voting member institutions and organizations whose professional activities consist primarily of counseling, admission, or financial aid services.
 2. Individuals who are employed by not-for-profit, accredited colleges and universities outside the PNACAC region but who perform the majority of activities in counseling, admissions, or financial aid services within the PNACAC region and who do not hold voting privileges in any other state or regional affiliate of NACAC.
 3. Independent educational consultants or counselors who are self-employed or employed by a company providing counseling, admission or financial aid services to students and/or their parents.
 4. Retired persons who were actively engaged in providing counseling, admission, or financial aid services.
 5. Persons who were employed at a voting member institution or organization during the current year or immediately preceding membership year who are no longer employed by any member or member-eligible institution.
 6. Past-Presidents of PNACAC who are NOT currently affiliated with an institution/organization that is a member of PNACAC, will automatically be granted an individual voting membership each year for \$0.

Section 5. Non-voting members shall be known as Associate Members and shall include the following:

- a. Educational Institutions
 1. Not-for-profit, degree-granting two- and four-year colleges, universities and other postsecondary institutions that are active candidates for accreditation according to policies and procedures approved by the Executive Board.
 2. Accredited, not-for-profit two- and four year colleges, universities and other postsecondary institutions located outside the PNACAC region.
- b. Organizations
 1. Organizations that provide products and/or services to the counseling, admission, or financial aid professions or in support of students in the transition to postsecondary education.

c. Individuals

1. Persons employed by non-voting member institutions or organizations.
2. Persons who are employed by institutions or organizations that have not joined PNACAC but are eligible for voting or non-voting membership.
3. Students seeking careers in counseling, admission, or financial aid services.
4. A Past-President of PNACAC who is currently affiliated with an institution/organization that is a member of PNACAC will automatically be granted a non-voting individual membership each year for \$0. Past-Presidents will retain their voting rights with their institutional membership.
5. Honorary membership shall be conferred upon individuals at the discretion of the Board. Such members shall have all the privileges of membership except the right to vote.

Section 6. Business items requiring a vote of the membership, including election of officers, but excluding amendments to the Constitution or By-Laws, may be voted on in a regular or special meeting of the Association, by mail, or electronically (but not in combination). Response to mail or electronic ballot must be done within thirty days of the date ballots are distributed.

ARTICLE III. MEETINGS

At least one general meeting of the membership shall be held annually upon the direction of the Executive Board. In addition, the assembly delegates may call a meeting during the time of the annual National Association for College Admission Counseling conference. Additional meetings may be called at the discretion of the Executive Board.

ARTICLE IV. OFFICERS AND EXECUTIVE BOARD

Section 1. The officers of the Association shall be a president, a president-elect, the immediate past president, a secretary, and a treasurer selected from the voting membership.

Section 2. Delegates and alternate delegates shall be elected to the NACAC Assembly for three year terms by NACAC voting members who are also PNACAC members. All other members of the PNACAC Executive Board who serve as the principal representative of a voting NACAC member institution or a voting individual member of NACAC and who plan to attend the NACAC national conference shall be designated as potential "alternate delegates" for that year. In the event that one or more elected delegates are unable to participate in the national conference, the PNACAC president will appoint one of the designated potential "alternate delegates" to the delegate position. In electing delegates and/or selecting alternate delegates to these positions, care shall be taken to balance representation of the membership with respect to issues including organization type and geography.

Section 3. The Executive Board shall be composed of the officers of the Association, the Assembly delegates, and chairs of standing committees. National college fair chairs and PNACAC members of standing NACAC committees shall be considered ex-officio, non-voting members of the Executive Board. Attendance at Executive Board meetings by ex-officio members is encouraged; however, travel expenses are not provided unless approved by the board in advance.

Section 4. Ex-officio, non-voting members may be appointed by the Executive Board.

Section 5. Notice shall be given to the Chief Executive Officer of NACAC immediately following the election or appointment of PNACAC delegates to the Assembly and the name of its president and president-elect.

ARTICLE V. DUTIES OF THE OFFICERS AND THE EXECUTIVE BOARD

Section 1. The duties of the president shall be:

- a. To preside over the Executive Board.
- b. To preside at meetings of the Association and prepare the membership meeting agenda.
- c. To appoint any committees deemed advisable.
- d. To serve as an ex-officio member of all committees.
- e. To co-coordinate the program(s) for the general meetings(s).
- f. To serve as delegate for the national Assembly.

Section 2. The duties of the president-elect shall be:

- a. To serve as chair of the annual PNACAC Conference.
- b. To assist the president as requested.
- c. To serve as a delegate for the National Assembly

Section 3. The duties of the secretary shall be:

- a. To be responsible for the records of the Association
- b. To be responsible for the minutes of all meetings.
- c. To be responsible for the distribution of all necessary notices.
- d. To serve as historian to maintain and update PNACAC historical records.

Section 4. The duties of the treasurer-elect shall be:

- a. To serve as a signer for organizational funds
- b. To collect membership dues and any special assessments
- c. To make deposits
- d. To arrange payment of invoices
- e. To serve on the Finance Committee

The duties of the treasurer shall be:

- a. To be responsible for the financial records of the Association.
- b. To be responsible for the funds of the Association.
- c. To be responsible, with the treasurer-elect for the payment of all bills.
- d. To make an annual financial report to the Association.
- e. To lead the finance committee and prepare the annual budget.

The duties of the past-treasurer shall be:

- a. To chair the Finance Committee
- b. Prepare reports for the Internal Revenue Service, sustain articles of incorporation, and to oversee all responsibilities entailing government compliance
- c. Secure and monitor insurance for the organization and its officers
- d. Consult with the President concerning appropriate duties in support of organizational finances to be assigned to the organization's executive assistant

Section 5. The duties of the immediate past-president shall be:

- a. To preside at any meetings of the Association in the absence of the president.
- b. To assemble a Nominations Committee and serve as its chairperson.
- c. To monitor compliance with NACAC governing documents.
- d. To serve as chief delegate for the national Assembly.

Section 6. The duties of the assembly delegates (or alternate delegates) shall be:

- a. To prepare for national Assembly meetings by reading materials distributed by national and PNACAC leadership, participating in discussion about issues that will come before the Assembly, making necessary travel arrangements, attending all sessions of the Assembly and representing the best interests of PNACAC in these meetings.
- b. To report Assembly actions to PNACAC.
- c. To call a meeting of PNACAC members present at the NACAC conference to discuss issues to be voted upon if deemed necessary.
- d. College or high school delegates may serve as chair or co-chair of one of the PNACAC standing committees as designated by the Executive Board.

Section 7. The duties of committee chairs shall be:

- a. To chair standing committees.
- b. To represent the best interest of PNACAC members at Executive Board meetings.

Section 8. The duties of the National College Fair chairpersons shall be:

- a. To oversee all aspects of the National College Fairs.
- b. To maintain communication between the local Fair Committee, PNACAC and its Executive Board, and the National College Fair Director.
- c. To serve as ex-officio, non-voting members of the Executive Board. Attendance at Executive Board meetings by ex-officio members is encouraged; however, travel expenses are not provided unless approved by the board in advance.

Section 9. The duties of the Communications Chair shall be:

- a. To develop and distribute information relevant to the mission of the Organization for the purposes of:
 1. Keeping the PNACAC membership informed of business and events
 2. Informing all members of the profession of PNACAC's mission and events
 3. Supporting membership development
- b. The Chair should engage a committee of members to support his or her efforts.

Section 10. The duties of the PNACAC Regional Fair chair shall be:

- a. To oversee all aspects of the PNACAC sponsored college fairs.
- b. To maintain communication between local fair committees and PNACAC Executive Board.

Section 11. The duties of the Executive Board shall be:

- a. To carry out the objectives of the Association.
- b. To prepare the agenda for the general membership meeting.
- c. To approve or deny applications for membership in the Association.

ARTICLE VI. AMENDMENTS

The constitution may be amended at any general meeting of the Association by a vote of two-thirds of the voting membership attending, provided that notice of any proposed amendment has been sent to each voting member at least two weeks prior to the date of said meeting.

ARTICLE VII. DISSOLUTION

In the event of dissolution of the corporation, its assets not required for the payments of its liabilities and obligations and not held upon condition requiring specific transfer or conveyance upon dissolution, shall be transferred or conveyed to one or more domestic or foreign corporations, societies or organizations engaged in activities substantially similar to one or more of those of this corporation and which at the time of transfer

or conveyance would qualify for exemption from taxation under provisions of sections 501(a) of the Internal Revenue Code of 1954 as an organization described in section 501 (c)(3) of the Internal Revenue Code of 1954, as those sections now exist or may hereafter be amended, or under the corresponding provisions of any subsequent federal income tax laws.

BY-LAWS

ARTICLE I. DUES

Section 1. Dues for each Membership category are set by the Executive Board and outlined in the Policy and Procedures Manual.

Section 2. Dues for both voting and non-voting members are applicable for the membership year of July1 – June 30.

Section 3. The fiscal year shall be from July 1 to June 30.

ARTICLE II. ELECTION OF OFFICERS AND MEMBERS OF THE EXECUTIVE BOARD

Section 1. The immediate past-president shall appoint a nominating committee of at least five members which should include two recent active past presidents. The committee's responsibility is to prepare a slate of candidates for the annual election.

Section 2. The terms of office shall be one year for the past-president, president and president-elect, the past treasurer, treasurer, and treasurer-elect and three years for the secretary.

Section 3. The office of president and president-elect in the same year shall be filled by representatives from either the student guidance (secondary school or independent counselors) or admissions (college) membership. Should the president be a secondary school member or independent counselor, the president-elect must be a college member, and vice-versa.

Section 4. An unexpired term of the president shall be completed by the immediate past-president who shall serve a subsequent term as past-president.

Section 5. Chairs of committees not otherwise chaired by assembly delegates shall be elected for three-year terms in rotating years. Care shall be taken to balance representation among various segments of the membership.

Section 6. To be eligible for election as a national assembly delegate, a candidate must be a member in good standing of PNACAC and also must be a NACAC voting member in good standing by July 15 of their election year through their term of service as a delegate. Delegates will have 60 days following change of employment to continue to serve if their new employer is not a PNACAC or NACAC member. Only one person employed by a member organization or institution shall serve as a delegate from PNACAC in the same Assembly. The national assembly delegates shall be elected by NACAC voting members who are also members of PNACAC. Delegates not in the presidential cycle will serve three-year terms.

Section 7. An unexpired term of the president-elect and other Executive Board members shall be filled from the membership by appointment of the President, subject to the approval of the Executive Board. The appointee shall serve only until the next general meeting when a successor shall be elected by a vote of the membership to complete that term of office on its original calendar.

Section 8. The method of voting for officers and members-at-large of the Executive Board shall be ballot if no spring meeting is held. Election shall be by majority vote of members present at the meeting or of ballots cast by mail.

Section 9. Any current member of PNACAC serving in any capacity at the National ACAC level which normally requires attendance at national meetings, automatically becomes an ex-officio, nonvoting member of PNACAC's Executive Board for the duration of his/her office or appointment.

ARTICLE III. STANDING COMMITTEES

Section 1. There shall be the following standing committees:

- a. Admission Practices Committee
- b. Awards and Recognition Committee
- c. Diversity, Equity & Access Committee
- d. Membership Committee
- e. Professional Development Committee
- f. Government Relations Committee
- g. Regional College Fair Committee
- h. Information and Technology Committee
- i. Inter-Association Committee
- j. Communications Committee

Section 2. The duties of the Standing Committees shall be:

- a. The Admission Practices Committee shall be responsible for monitoring the NACAC Statement of Principles of Good Practices as it applies to the PNACAC membership. To recommend a course of action in cases of violation of these principles by member institutions. To alert members of new practices and procedures in college admission and to formulate and recommend needed changes.
- b. The Awards and Recognition Committee duties shall be to request from the membership nominees for the Sister Shawn Marie Barry Distinguished Service to Youth Award, Rising Star Awards, and Exemplary Service Award, choose winners from the nominees and to present decisions on them to the Executive Board and the general membership. This committee shall also suggest and recommend other means of recognition for outstanding service or contributions to PNACAC and NACAC.
- c. The Diversity, Equity & Access Committee shall be responsible for developing policy recommendations and implementing programs to assist those who for some reason of poverty or other experiences, have been denied access to postsecondary educational opportunities. The DEA shall provide support and resources to underserved members of PNACAC.
- d. The Membership Committee shall be responsible for reviewing, developing and recommending activities to promote membership in PNACAC. The Membership Committee chair shall prepare and maintain a membership roster.
- e. The Professional Development Committee shall be responsible for developing policy recommendations and programs that will assist members in their professional growth and development.
- f. The Government Relations Committee shall be comprised of one PNACAC member from each state in the region acting as liaisons between members and the committee chair. The committee shall be responsible to effectively represent the best interests of PNACAC members to NACAC as well as to local, regional and national legislators.

- g. The Regional College Fair Committee shall consist of representatives of each regional fair offered by PNACAC, and will coordinate efforts of the fairs to equitably and successfully provide area students with access to the highest-quality fairs possible.
- h. The Information and Technology Committee shall be responsible for PNACAC website management, maintaining the PNACAC e-list and assist other chairs in posting and promoting individual committee matters of interest to the PNACAC membership.
- i. The Inter-Association Committee shall promote the value of PNACAC membership to corollary college counseling organizations that share a common vision and endorse and adhere to the SPGP of NACAC.
- j. The Communications Committee shall be responsible for distribution of information relevant to the mission of the Organization.

Section 3. The Executive Board may assign other duties to any of the standing committees.

ARTICLE IV. QUORUM

Section 1. One-third of the registered voting members attending the conference at which the business meeting occurs shall constitute a quorum for the transaction of business at regular meetings of the Association.

Section 2. A majority of the Executive Board shall constitute a quorum for the transactions of business at regular meetings of the Executive Board.

ARTICLE V. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Seventy-Fifth Anniversary Edition, shall govern the proceedings of this Association.

ARTICLE VI. AMENDMENTS

Amendments to the By-Laws may be made by two-thirds vote of the voting members attending any general meeting of the Association, without previous notification. [Amended 9/29/65, 9/18/70, 9/20/74, 4/29/77, 4/15/78, 4/20/79, 9/12/80, 6/13/85, 4/10/87, 4/22/88, 4/28/89, 4/26/91, 4/16/93, 4/11/96, 5/23/02, 5/29/03, 5/21/05, 5/19/06, 4/27/07 5/23/08, 5/21/09, 5/21/10, 9/29/10, 5/19/11, 9/19/13, 5/19/15, 5/25/16, 5/18/17, 11/16/17, 5/24/18]