



National Association for  
College Admission Counseling

## STATE OR REGIONAL GUIDELINES FOR **Determining Consistency with NACAC Governing Documents**

*Approved by NACAC Assembly, October 2000, effective January 1, 2001*

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The National Association for College Admission Counseling (NACAC), pursuant to action by its Assembly, adopts the following guidelines to assist its state or regional associations chartered for affiliation in complying with Section 2 of Article V of NACAC's Bylaws.

### **A. Name**

The name of state or regional associations chartered on or after October 1, 1995, shall be consistent with the national association. State or regional associations chartered before October 1, 1995, are strongly encouraged to change their names to be consistent with the national association. Where the chartered state or regional association has the word Admissions in its name or in the name of a committee, the word Admission should be substituted therefore.

### **B. Mission**

Each chartered state or regional association shall, in its governance documents, declare its adherence and support for the purposes, goals, and objectives of NACAC. Each chartered state or regional association is encouraged to adopt a mission statement which sets forth these purposes, goals, and objectives. (Article III of NACAC's Articles of Incorporation which sets forth NACAC's purposes, goals, and objectives represents NACAC's mission statement.

### **C. Membership**

#### **1. Voting Membership Categories**

In addition to any other voting membership categories, each chartered state or regional association shall extend voting membership to those categories of individuals, organization, agencies, and institutions eligible for voting membership in NACAC.

#### **2. Nonvoting Membership Categories**

Each chartered state or regional association may establish classes of nonvoting membership for those individuals, organizations, agencies, and institutions which are in agreement with the purposes of NACAC.

### **D. Assembly Delegation Qualification**

Each chartered state or regional association shall, in its governance documents, include a provision that clearly recognizes that delegates to the NACAC Assembly, other than chartered state or regional association presidents, shall be elected by NACAC voting members who are members of such state or regional association.

### **E. Notices**

Each chartered state or regional association shall, in its governance documents, include a provision requiring

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that notice be given to the Executive Director of NACAC immediately following the election or appointment of such chartered state or regional association's delegates and alternate delegates to the Assembly and the name of its president and president-elect.

### **F. Continuing Eligibility of Assembly Delegates**

Each chartered state or regional association shall, in its governance documents, provide that in order to remain a delegate to the Assembly, each incumbent must continue to be a person charged with responsibility for admitting students or with responsibility for guiding students in planning for postsecondary education, or with responsibility for performing services relating to the counseling or admission of students or financial aid services, as defined in Article I of the Bylaws of NACAC; provided an incumbent shall be deemed to continue to be a person charged with such responsibilities until the 60th day following the termination for any reason of such incumbent's qualifying employment or the date on which such incumbent accepts nonqualifying employment, whichever occurs first.

### **G. Assembly Delegates—Sources**

Each chartered state or regional association shall, in its governance documents, provide that whenever possible, one-half of the delegates elected by such state or regional association shall be employed by voting member secondary institutions and voting member organizations, agencies, and institutions which provide postsecondary counseling, admission, and financial aid services, and one-half of the delegates elected by such state or regional association shall be employed by voting member postsecondary educational institutions. Such governance documents shall also provide that whenever possible, each state or regional association should make every effort to give consideration to traditionally underrepresented members as delegates to the Assembly.

### **H. Standing Committees**

Each chartered state or regional association shall maintain an Admission Practices Committee that shall be charged with the responsibility for considering allegations of infractions of the Statement of Principles of Good Practice in accordance with the Monitoring Procedures.

It is recognized that each chartered state or regional association shall be entitled to create its own standing committee structure to reflect its own concerns. However, it is recommended that each chartered state or regional association maintain, at a minimum, committees that address the concerns of finance, governance, government relations, human relations and professional development.

### **I. Parliamentary Authority**

To ensure procedural consistency throughout NACAC, each chartered state or regional association shall rely on the latest edition of Robert's Rules of Order to resolve procedural issues.

### **J. Maintenance of Consistency**

Each chartered state or regional association shall, in its governance documents, recognize the need to annually monitor consistency with the governance documents of NACAC. To facilitate the monitoring process, the national office shall annually provide a copy of these guidelines to each chartered state or regional association president, with a copy to each chartered state or regional president-elect. A copy of the NACAC specific objectives detailing the purposes set forth in the Articles of Incorporation of NACAC shall be provided with each such notice.

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### **K. Effective Date**

Each chartered state or regional association shall have revised its governance documents in a manner in conformity with these Guidelines as required by Section 2 of Article V of NACAC's Bylaws within two years after the adoption of any amendment to NACAC's governing documents.