

**BYLAWS OF
THE WESTERN ASSOCIATION FOR COLLEGE ADMISSION COUNSELING**

ARTICLE I. MEMBERSHIP

1. Voting membership in the Western Association for College Admission Counseling (WACAC) shall be extended to the following:
 - a. Individuals employed by secondary schools, two- and four-year colleges and universities in the states of California and Nevada, or colleges and universities which have regional offices in California or Nevada, which are not for profit and are accredited by a state or regional accrediting agency, and which are in agreement with the purposes of WACAC and NACAC and adhere to the National Association for College Admission Counseling (NACAC) Statement of Principles of Good Practice. The individuals shall be charged by their institutions with responsibility for providing counseling, admission, and/or financial aid services.
 - b. Individuals representing organizations, agencies, and institutions in the states of California and Nevada, which are not for profit and which provide postsecondary counseling, admission and financial aid services, and which are in agreement with the purposes of WACAC and NACAC and adhere to the National Association for College Admission Counseling (NACAC) Statement of Principles of Good Practice.
 - c. Independent counselors who provide postsecondary education counseling, admission, or financial aid services, or whose primary activities consist of providing information or services related to counseling, admission and financial aid services, and who are in agreement with the purposes of WACAC and NACAC and adhere to the National Association for College Admission Counseling (NACAC) Statement of Principles of Good Practice.
 - d. Retired individuals who were actively engaged in counseling, admission, or financial aid services at WACAC and/or NACAC member institutions, or who were voting members of WACAC and/or NACAC, and in each case, no longer working full time to provide counseling, admission, or financial aid services, renewable annually.
2. Only voting WACAC members who are in good standing on the day of any General Membership meeting may be entitled to vote on matters presented to the membership for action at such General Membership Meeting. Each member so entitled to vote shall have one vote on each matter presented for consideration. Members shall not be entitled to vote by proxy.
3. Associate nonvoting membership may be extended, upon satisfaction of such criteria as may be established from time to time by the Executive Board, to:

- a. Individuals who are employed by organizations, agencies, or institutions which are for profit and who provide counseling, admission, or financial aid services for postsecondary education, and who are in agreement with the purposes of WACAC and NACAC and adhere to the National Association for College Admission Counseling (NACAC) Statement of Principles of Good Practice.
- b. Students seeking careers in counseling, admission, or financial aid services renewable annually for two years and thereafter only at the discretion of the Executive Board upon review of membership application.

ARTICLE II. RECOGNITION AND TERMINATION OF MEMBERSHIP

1. To be approved for membership a qualifying individual shall be required to:
 - a. File a completed application with the Membership Chair.
 - b. Be approved for membership under procedures approved by two-thirds vote of the Executive Board.
 - c. Pay the dues applicable in accordance with Article III of these Bylaws.
2. Membership shall be recognized by official letter to the applicant from the Membership Chair and the President of this corporation, and each applicant shall be listed on the WACAC membership roster.
3. Membership in WACAC may be terminated by action of the Executive Board for:
 - a. Failure to comply with provisions of the Statement of Principles of Good Practice of NACAC.
 - b. Failure to maintain status as an individual member under Article I of these Bylaws.
 - c. Failure to pay annual dues within 60 days after July 1 of each membership year.
4. The annual term of membership shall be July 1 to June 30.

ARTICLE III. DUES

1. Any change in the annual dues of WACAC shall be determined by the Executive Board and approved by a majority of the voting members present at the General Membership Meeting or by a majority of voting member ballots returned in a mail ballot.
2. Dues may vary between voting and nonvoting members and between and within the different types of members designated in Article I of these Bylaws.

ARTICLE IV. REGIONAL AFFILIATION

1. The Western Association for College Admission Counseling is a regional association of the National Association for College Admission Counseling comprised of the states of California and Nevada.
2. The governing documents of WACAC shall remain consistent with NACAC's governing documents. Within one year after the adoption of any amendment to NACAC's governing documents, WACAC shall review its governing documents and shall adopt any amendment required to maintain consistency with NACAC's governing document.
3. Any change in the geographical composition of WACAC shall be presented for approval to the Executive Board of NACAC based on the guidelines for state or regional charters of affiliation outlined in Article V of the NACAC Bylaws.

ARTICLE V. GENERAL MEETINGS

1. A General Membership Meeting shall be held at least once a year upon the call of the President. Proper call to general meetings shall be sent in writing at least two months in advance.
2. The place of the meeting shall be determined by the Executive Board.
3. As required by NACAC, one-fifth of the voting members of WACAC present at the General Membership Meetings held at the annual WACAC and NACAC conferences shall constitute a quorum for the transaction of business.
4. The voting membership shall have full responsibilities, unless specifically delegated to the Executive Board, to:
 - a. Elect the officers of WACAC based on the slate presented by the Nominating Committee.
 - b. Approve any changes in the dues set forth by the Executive Board.
 - c. Approve the annual budget as set forth by the Executive Board.

ARTICLE VI. THE EXECUTIVE BOARD

1. The Executive Board shall, except as otherwise provided herein, act for, and have and exercise the authority of, the General Membership in directing the affairs of WACAC between regular General Membership meetings. The Executive Board shall at all times act in accordance with the procedures stated within the bylaws and mission of WACAC. Specifically the Executive Board shall:

- a. Approve application procedures for membership in WACAC.
 - b. Approve the appointment of committee chairs by the President, after consultation with the President-Elect.
 - c. Establish special committees to respond to WACAC's needs and appoint chairs thereof.
 - d. Exercise those powers and responsibilities delegated to it by the General Membership.
2. The Executive Board shall consist of the following positions:
- a. President (Elected - succeeds to Past President)
 - b. President-Elect (Elected - succeeds to President)
 - c. Past-President, Chief Delegate and Chair of the Nominating Committee and the Governance and Bylaw Review Committees (Elected)
 - d. Secretary/Treasurer and Chair of the Fiscal Policy Committee (Elected)
 - e. Delegates to the National Assembly of NACAC (Elected)
 - f. Chair of the Membership Committee (Appointed)
 - g. Chair of the Admission Practices Committee (Appointed)
 - h. Chair of the Government Relations Committee (Appointed)
 - i. The Chair of Diversity, Equity and Access (Appointed)
 - j. Chair of the Professional Development Committee (Appointed)
 - k. Chair of the Technology and Research Committee (Appointed)
 - l. Chair of the College Fair Committee (Appointed)
 - m. Chair of the Public Relations and Publications Committee (Appointed)
 - n. Chair of the Inter-Associations Relations Committee (Appointed)
 - o. Administrative Assistant (non-voting member of the WACAC Executive Board) (Appointed)
3. Elections

- a. Individuals considered by the Nominating Committee for candidacy for any one of the four elected offices must be voting members of WACAC. Candidates for the office of delegate must be voting members of WACAC and hold current membership in NACAC by July 1 of the membership year prior to taking office.
 - b. Members of the nominating committee shall not seek office.
 - c. Presentation of a ballot consisting of two candidates per office, as selected by the Nominating Committee and approved by the Executive Board. Should fewer than two candidates for an individual office be nominated, this should be noted on the ballot.
 - d. Presentation and election of candidates shall occur by mail within one week of the closure of the General Membership meeting held at the annual spring conference. Write-in nominations are in order. Election decisions shall be determined by a simple majority of ballots returned within 21 calendar days of the ballot mailing date.
 - e. Only NACAC members of WACAC may vote to elect assembly delegates.
 - f. The terms of newly elected officers shall begin at the conclusion of the General Membership Meeting of the spring conference.
 - g. An unexpired term of the WACAC President shall be completed by the President-Elect who may, subject to his/her availability and approval by majority vote of the Executive Board, serve the normal term of the President.
 - h. The balance of an unexpired term of any other WACAC officer shall be filled from the person eligible, subject to Section 3a of this Article, by an appointment of the President, subject to the approval by majority vote of the Executive Board.
 - i. No person shall hold elected national and regional offices simultaneously.
4. Appointments
 - a. President, after consultation with the President-Elect, appoints committee chairs subject to approval of Executive Board.
 - b. The Executive Board approves the appointment of the Administrative Assistant upon recommendation of the President.
 5. Members of the Executive Board shall be entitled to full membership privileges in all General Membership meetings.
 6. Any officer may be removed from service at any time, upon the affirmative vote of two-thirds of the voting members of the Executive Board.

ARTICLE VII. DUTIES, RESPONSIBILITIES, POWERS, AND TERMS OF EXECUTIVE BOARD POSITIONS

1. The President of WACAC shall:
 - a. Call, preside over, and prepare the agenda for meetings of the Executive Board.
 - b. Call and preside over any meetings of the general membership.
 - c. Serve as an ex officio member of all WACAC committees.
 - d. Serve as a Delegate to NACAC's National Assembly.
 - e. Assume such other responsibilities as directed by the General Membership or the Executive Board.
 - f. Serve as primary liaison with NACAC.
 - g. Oversee all awards given at the annual WACAC conference.
 - h. Serve a one year term and succeed to the office of Past President.
 - i. Appoint standing committee chairs, after consultation with the President-Elect, subject to the approval of the Executive Board.
2. The President-Elect of WACAC shall:
 - a. Serve as Conference Chair.
 - b. Consult with the President on the appointment of standing committee chairs.
 - c. Serve as a Delegate to NACAC's National Assembly.
 - d. Serve as additional liaison with NACAC.
 - e. Serve a one year term and succeed to the Office of the President.
 - f. Assume such other responsibilities as directed by the President.
3. The Past President of WACAC shall:
 - a. Serve as Chair of the Nominating Committee.
 - b. Serve as Chair of the Governance and Bylaw Review Committee.

- c. Serve as Chief Assembly Delegate to NACAC's National Assembly.
 - d. Assume such other responsibilities as directed by the President.
 - e. Serve a one year term.
4. The Secretary/Treasurer of WACAC shall:
- a. Be responsible for all financial records of the corporation.
 - b. Report the financial condition and results of operations of WACAC to the Executive Board and General Membership.
 - c. Be responsible for the payment of all bills of the corporation.
 - d. Arrange for annual audit of the financial statements of WACAC by an independent public accountant and distribute to the membership copies of said report.
 - e. Serve as Chair of the Fiscal Policy Committee.
 - i. The Chair of the Fiscal Policy Committee will be responsible for initiating, implementing and maintaining a financial investment policy that provides strong investment stewardship of WACAC's operating and supplemental funds
 - f. Assume such other responsibilities as directed by the President.
 - g. Serve a three-year term.
 - h. Serve as second alternate Delegate.
5. The Chair of the Membership Committee shall:
- a. Solicit membership for both WACAC and NACAC.
 - b. Maintain membership records of WACAC and provide NACAC with such records as may be requested.
 - c. Work in conjunction with the Administrative Assistant on the membership directory and other projects.
 - d. Assume such other duties as may be requested by the President.
 - e. Serve a three year term.

6. The Chair of the Admission Practices Committee shall:
 - a. Be responsible for monitoring adherence to the Statement of Principles of Good Practice (SPGP) of NACAC.
 - b. Investigate alleged admission practice violations and take appropriate action as outlined in NACAC's SPGP.
 - c. Educate members and non-members regarding ethical practices.
 - d. Assume such other responsibilities as directed by the President.
 - e. Serve a three-year term.
7. The Chair of the Government Relations Committee shall:
 - a. Provide leadership in identifying areas of governmental policy affecting the mission of WACAC.
 - b. Assume such other responsibilities as directed by the President.
 - c. Serve a three year term.
8. The Chair of Diversity, Equity and Access shall:
 - a. Provide leadership to ensure that issues of diversity, culture, access, equity remain at the forefront of the thinking and actions of WACAC members and the educational community.
 - b. Assume such other responsibilities as directed by the President.
 - c. Serve a three-year term.
9. The Chair of the Professional Development Committee shall:
 - a. Develop programs for the enhancement of professional and ethical college counseling at secondary and postsecondary levels.
 - b. Assume such other responsibilities as directed by the President.
 - c. Be responsible for the nomination process and selection of the Emery Walker New Counselor Award and Steve Hankins New Counselor Awards.
 - d. Serve a three year term.
10. The Chair for Technology and Research shall:

- a. Provide leadership for the review and update of the WACAC web site.
 - b. Coordinate research projects.
 - c. Assume such other responsibilities as directed by the President.
 - d. Serve a three-year term.
11. The Chair of the College Fair Committee shall:
- a. Coordinate all WACAC College Fairs.
 - b. Provide leadership in coordinating NACAC-sponsored college fairs in the Western Region.
 - c. Assume such other responsibilities as directed by the President.
 - d. Serve a three-year term.
12. Chair of the Public Relations and Publications Committee
- a. Coordinate all public relations activities for WACAC.
 - b. Oversee the content and production of the WACAC publications. (The WACAC Newsletter should be published at least 3 times per year.)
 - c. Assume such other responsibilities as directed by the President.
 - d. Serve at three-year term.
13. Assembly Delegates.
- a. Serve as delegates from the Western Region to the National Assembly held at the NACAC annual meeting.
 - b. Assume such other responsibilities as directed by the President.
 - c. Serve a three-year term.
14. Chair of the Nominating Committee shall:
- a. Be the Past-President.
 - b. Be responsible for the nomination process and election of vacant positions on the Executive Board.

15. The Chair of the Governance and Bylaw Review Committee shall:
 - a. Be the Past-President.
 - b. Be responsible for the annual review of the WACAC Bylaws and the governance structure of WACAC.

16. Administrative Assistant
 - a. Provide administrative support to the Executive Board.
 - b. Collect all dues and forward to the Secretary/Treasurer.
 - c. Serve as registrar for the annual WACAC conference.
 - d. Assume responsibilities for recording and reporting the minutes of all Executive Board and General Membership meetings.
 - e. Assume such other responsibilities as directed by the President.

ARTICLE VIII. STANDING COMMITTEES

1. There shall be the following standing committees of this corporation:
 - a. Membership Committee
 - b. Admission Practices Committee
 - c. Government Relations Committee
 - d. Diversity, Equity and Access
 - e. Professional Development Committee
 - f. Technology and Research Committee
 - g. College Fair Committee
 - h. Public Relations and Publications Committee
 - i. Nominating Committee
 - j. Governance and Bylaw Review Committee
 - k. Fiscal Policy Committee

1. Inter-Association Relations Committee
2. The committee chairs shall appoint their committee members.
3. The authority granted standing committees by these bylaws and the Executive Board shall be exercised in a manner which is consistent with Executive Board actions.
4. The Executive Board may assign other duties to any of the standing committees.
5. Standing committees will act in accordance with WACAC bylaws and mission.
6. Each standing committee shall be composed of at least three persons who hold voting membership in WACAC. The President of WACAC is an ex officio member of all committees.
7. Each standing committee may establish one or more commissions or subcommittees to respond to defined issues. The membership of such commission or subcommittee shall be within the discretion of the standing committee.
8. Each standing committee shall present an annual written report, in a form prescribed by the Executive Board, at the annual General Membership Meeting.

ARTICLE IX. DELEGATES TO THE NATIONAL ASSEMBLY

1. Delegates to the National Assembly of the National Association for College Admission Counseling are elected by the NACAC voting members within WACAC. To be eligible for election as a delegate, alternate delegate, or to be appointed to the position, a candidate must be a voting member of WACAC and from a voting NACAC member institution or a voting individual member of NACAC.
2. Only one person employed by a NACAC member organization, agency, or institution shall serve in the same delegation.
3. Each elected delegate shall serve a term of three years, and shall take office July 1 in the year they were elected.
4. Each alternate delegate shall serve until his/her successor is either elected or appointed.
5. Delegates shall serve no more than two consecutive terms. Incumbents must maintain membership in WACAC and NACAC. Each delegate shall continue to be qualified for up to 60 days following a change in his/her employment.
6. Election of delegates shall be conducted in the following manner:
 - a. Whenever vacancies occur, the Nominating Committee will review the roster of

potential candidates for the positions and present a ballot of two candidates per position after approval by the Executive Board. Should fewer than two candidates per position be nominated, this should be noted on the ballot.

- b. The election decisions are determined by a simple majority of returned ballots by stated return date.
 - c. Ballots shall be sent to NACAC voting members who are members of WACAC.
7. Delegates to the National Assembly hold voting seats on the Executive Board of the corporation.
 8. The President of WACAC shall notify the Executive Director of NACAC of election results no later than June 30 in the election year.
 9. Whenever possible one-half of the elected delegates shall be employed by secondary institutions and organizations, agencies and institutions which provide postsecondary counseling, admission, and financial aid services. In addition, whenever possible one-half of elected delegates shall be employed by postsecondary institutions. Furthermore, every effort shall be made to give consideration to traditionally underrepresented members as delegates to the Assembly.

ARTICLE X. CALLING OF MEETINGS

1. The President of WACAC shall:
 - a. Annually call the General Membership Meeting at least two months prior to the meeting.
 - b. Call special meetings of the General Membership upon majority vote of the Executive Board and with two weeks advance notice to the General Membership.
 - c. Call the Executive Board for regular meetings at least three times a year and shall call a special meeting of the Executive Board at the request of any four Executive Board members.
 - d. Written notice of every General Membership Meeting shall be mailed to each member at least two months before such meeting. Written notice of every regular or special meeting of the Executive Board shall be mailed to each member at least fifteen days prior to the meeting. Each such notice of a special meeting shall state the purposes for which the meeting is called.

ARTICLE XI. PARLIAMENTARY AUTHORITY

1. The latest edition of Robert's "Rules of Order" shall govern all matters of WACAC not governed by these Bylaws.

ARTICLE XII. QUORUM

1. One-fifth of the voting members registered at any conference of WACAC shall constitute a quorum when such a meeting has been called in accordance with these Bylaws.
2. Seven of the voting members of the Executive Board of WACAC shall constitute a quorum at any Executive Board meeting.

ARTICLE XIII. AMENDMENTS

1. The Articles of Incorporation and Bylaws may be amended at a General Membership Meeting or by mail ballot. If by mail ballot, two-thirds affirmative vote on the ballots returned by stated return date constitute the decision to change amendments. If at a General Membership meeting, two-thirds affirmative vote of the quorum present are required to constitute a decision to change amendments.
2. Article VIII in the Articles of Incorporation shall not be subject to amendment.
3. A four-fifths affirmative vote of the quorum is required for amendments to these Articles and Bylaws not mailed to the membership two weeks prior to a General Meeting.

ARTICLE XIV. ADOPTION OF ARTICLES AND BYLAWS

1. A two-thirds vote of approval of the voting members of the WACAC present at a General Membership Meeting or through mail ballot of the voting membership is required for adoption of these Articles of Incorporation and Bylaws.

ARTICLE XV. MONITORING OF BYLAWS

1. WACAC recognizes the need to annually monitor consistency with the governance documents of NACAC. This will be done at the General Membership Meeting each spring in accordance with guidelines provided to the President and President-Elect by NACAC.

(Amended May 25, 1995)

(Amended December, 1995)

(Amended May, 1996)

(Amended June 5, 1997)

(Amended February 26, 1999)

(Amended June 9, 2000)

(Amended June 8, 2001)

(Amended September 26, 2002)

(Amended June 9, 2004)

(Amended September 22, 2005)

(Amended June 1, 2006)

(Amended September 25, 2007)