

# Policies and Procedures Manual

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# GOVERNING DOCUMENTS, VISION AND STATEMENT OF INCLUSIVITY

### **Bylaws**

The [bylaws](#) for the Texas Association for College Admission Counseling (also referred to as Texas ACAC or TACAC) were updated by an ad hoc committee and approved by the membership on October 21, 2020.

### **Vision Statement**

*TACAC develops professionals committed to providing the highest quality counseling to ensure students' access to and persistence through post-secondary education.*

TACAC is **action-oriented**. The association:

- Promotes access to post-secondary education for all Texans
- Provides professional continuing education opportunities for members
- Keeps abreast and when necessary acts on legislative issues that affect college admissions and secondary education
- Supports the role of college counseling professionals in their schools and recognizes the importance of the service they provide
- Supports ethical practices concerning student rights and the college admission process.

**Values** of our association:

- Service
- Professionalism
- Mutual respect
- Cooperation and communication
- Creativity and innovation
- Diversity and individualism
- Ethics



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## **Statement of Inclusivity**

The executive board of the Texas Association for College Admission Counseling is committed to creating a constructive climate for intellectual and scholarly growth, meaningful interaction, and common endeavors as we guide students through the college search process and support our members in their professional growth within the association. Diversity, equity, and inclusion are key to the work that we do.

As an organization, we embrace the diversity of our members and celebrate the expanding diversity of students and educators across Texas. Our mission to value diversity thrives on a plurality of backgrounds, experiences, viewpoints, and positionalities. We recognize that power imbalances, organizational/institutional bias, and systems of oppression can stand in the way of students and educators achieving their full potential. We are committed to cultivating mutual respect, empathy, and understanding amongst our members. As an organization, we affirm all people regardless of their age, culture, intellectual and physical ability, ethnic origin, gender identity, gender expression, marital status, military experience, nationality, race, religion, sexual orientation, and socioeconomic status.

To these ends, we engage in the following practices and pursuits:

- Create an inclusive organizational environment that is broadly accessible and welcoming to individuals of diverse identities, experiences, and aspirations.
- Foster an equitable, intellectual and social climate that is inclusive and respectful for all members. We acknowledge that categories of difference are fluid and not necessarily fixed. We respect individual rights to self-identification and expression; we encourage activities, gatherings, and conversations in which individuals from all walks of life are empowered to lend their voice and fully participate.
- Provide resources and space for distinctive programming that further our diversity-related and equity-oriented goals and our shared interests and ideals.
- Encourage our members to be conscientious, critical thinkers, as well as considerate, responsible leaders.
- In order to hold ourselves accountable, we commit to the ongoing evaluation of our policies, practices, and programs to assess our progress in fostering diversity, equity, and inclusion.

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## **NACAC Code of Ethics and Professional Practice**

Prior to the 2020 Virtual Conference the National Association for College Admissions Counseling (NACAC) Assembly Delegates voted via written consent to approve the replacement of the *Code of Ethics and Professional Practices* (CEPP) with the best practices document, [Guide to Ethical Practice in College Admission](#). This change went into effect immediately.

## TACAC LEADERSHIP

### **TACAC EXECUTIVE BOARD**

The TACAC executive board, established to assist the TACAC president in carrying out the purposes of the association, is made up of the following:

- President
- President-Elect
- Immediate Past President
- Treasurer
- Delegates to the National Assembly of NACAC
- Standing Committee Chairpersons
- Executive Assistant (ex-officio, non-voting)
- Treasurer-Elect (ex-officio, non-voting)
- Immediate Past Treasurer (ex-officio, non-voting)

**Executive Board Responsibilities:** The members of the executive board shall have the responsibility of carrying out their accepted roles in benefit to the association and its members. Each board member will support the vision of the association and value the inclusivity of all members. By assuming their role on the board, they acknowledge that the best interest of TACAC must prevail over their individual interests. The board will be responsible for: policy/decision-making on behalf of the members; coordinating committee activities to promote the vision of the association; approving the annual budget; monitoring the disbursement and investment of funds; establishing, reviewing and updating procedural policies and responsibilities.



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**Executive Board Meetings:** Meetings of the executive board are called at the discretion of the president. Meeting times and sites should coincide, whenever possible with other meetings where members participate. Online meetings will be made available at the discretion of the executive officers. It is suggested, the board meet during the following times:

- Spring Meeting - Prior to Annual Conference (March/April)
- Summer Meeting - During Leadership Development Institute (June)
- Fall Meeting - During NACAC Conference (September/October)
- Winter Meeting - Mid-January

In the event that an executive board member does not attend two of the scheduled executive board meetings, the president shall have the power to remove that member and to appoint an eligible member to fill the vacancy.

## **TACAC EXECUTIVE OFFICERS**

The TACAC executive officers shall consist of the following:

- President
- President-Elect
- Immediate Past President
- Treasurer
- Treasurer-Elect (ex-officio, non-voting)
- Immediate Past Treasurer (ex-officio, non-voting)
- Executive Assistant (ex-officio, non-voting)

**Executive Officer Responsibilities:** The executive officers shall have the responsibility of managing the day-to-day operations of the association. Included in these responsibilities are the creation or dissolution of standing, special, or ad-hoc committees, as deemed necessary to carry out the work of the association.

**Executive Officer Meetings:** Executive officers will meet more frequently than board meetings. Monthly meetings are suggested, but their frequency is at the discretion of the president. These meetings should be held virtually. The president shall call and oversee meetings of the executive officers.

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## **Selection of Executive Officers**

The selection of executive officers will be completed through an application and review process led by the immediate past president, as chair of the Awards and Nominations Committee. The announcement of upcoming, planned vacancies will be communicated to the membership following the timelines established in the Application & Selection Timeline (below). The announcement will include position available, location of documents related to the position, and window for application.

The immediate past president will present final candidates to the executive officers prior to the official slate announcement. The immediate past president will advise the nominees of their selection and coordinate the completion of the Executive Board Commitment Form which must be signed by candidate and candidate's employer if applicable. Costs associated with serving in the committee chair position must be shared with the candidate and employer.

It is preferred that candidates for executive officer positions have prior executive board service for a minimum of two years.

## **TACAC PRESIDENTS' COUNCIL**

The TACAC Presidents' Council shall consist of the following:

- President
- President-Elect
- Immediate Past President

**Presidents' Council Responsibilities:** The presidents' council shall have the responsibility to communicate and coordinate the work of the executive board to align with the vision of the association. As leaders, each member of the presidents' council will act as a liaison to specific standing, ad hoc, and special committees.

## **VACANCIES**

If a vacancy occurs in the executive board other than executive officers and/or delegates, the president shall have the power to appoint eligible members to fill vacancies.



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In the event that an executive board member does not attend two of the scheduled executive board meetings, the president shall have the power to remove that member and to appoint an eligible member to fill the vacancy.

## **POSITION DESCRIPTIONS**

### **PRESIDENT**

The president shall be the principal elected officer of the association and shall succeed to the office of immediate past president after serving a term of one year. The president has the responsibility to:

- Oversee the work of the executive board, executive officers, and presidents' council to include setting meetings, agendas, and distributing information
- Supervise the executive assistant to include daily responsibilities and end-of-year performance evaluation
- Assign presidents' council liaisons to each standing, ad-hoc and special committees
- Coordinate and plan Leadership Development Institute
- Plan and coordinate the two annual membership meetings
- Understand Robert's Rules of Order and appoint a parliamentarian (if needed) to run executive board and general membership meetings
- Review the requested annual budget from the Finance Committee and make updates with the assistants of the executive officers prior to the executive board vote
- Assist the treasurer in the disbursement of association funds by routinely reviewing the budget, presenting non-budgeted major expenditures to the executive board, and ensuring adherence to the fiscal policies of the association
- Prepare and submit the president's column for the website
- Correspondence in recognition of the work done on behalf of the association
- Represent the association to NACAC Affiliate Presidents' Council (APC), including attendance at APC events, meetings; prepare annual report on the affiliate

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## **PRESIDENT-ELECT**

The president-elect shall be elected annually and shall succeed to the office of president after a term of one year. The president-elect has the responsibility to:

- Contribute to the work of the executive board, executive officers, and presidents' council by remaining informed on all association work and business
- Serve as a presidents' council liaison to assigned standing, ad-hoc and special committees
- Co-chair the annual TACAC conference
- Actively review and monitor association budget and investments
- Assist the treasurer ensuring adherence to the fiscal policies of the association
- Work alongside the treasurer-elect to adhere to the conference budget, future budget planning, and tasks associated with future fiscal policies
- Represent the association to the NACAC Affiliate Presidents' Council (APC), including attendance at APC events and meetings

## **IMMEDIATE PAST PRESIDENT**

The immediate past president will serve a one-year term upon completion of their term as president. The immediate past president has the responsibility to:

- Contribute to the work of the executive board, executive officers, and presidents' council by remaining informed on all association work and business.
- Offer counsel and historical perspective to the president
- Serve as a presidents' council liaison to assigned standing, ad-hoc, and special committees
- Serve on the Finance Committee
- Actively review and monitor association budget and investments
- Assist the treasurer ensuring adherence to the fiscal policies of the association
- Represent the association to the NACAC Affiliate Presidents' Council (APC), including attendance at APC
- Coordinate the transmission of association records to the president and executive assistant prior to completion of term
- Chair and coordinate any updates to the association bylaws
- As chair of the Awards and Nominating Committee, adhere to the guidelines set for the selection of committee and program chairs



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## **TREASURER**

The treasurer shall be an elected officer of the association and shall succeed to the office of immediate past treasurer after serving a term of one year. The treasurer has the responsibility to:

- Contribute to the work of the executive board and executive officers by remaining informed on all association work and business
- Ensure adherence to the fiscal policies of the association
- Serve as a presidents' council liaison to assigned standing, ad-hoc and special committees
- Manage monthly reconciliations
- Pay bills and perform other financial transactions
- Report on the financial condition and the operations of TACAC to the executive board and the membership at membership meetings
- Responsible for all expense outflow of the association
- Review financial operations. Monitor whether budgetary policy and program implementation are being properly carried out
- Serve as a chair of the Finance Committee
- Assume such other responsibilities as directed by the president
- Responsible for submitting quarterly reports for each executive board meeting

## **TREASURER-ELECT**

The treasurer-elect shall be elected annually and shall succeed to the office of treasurer after a term of one year. The treasurer-elect has the responsibility to:

- Review, with the treasurer, the budget reports and investment statements
- Work with the immediate past treasurer to collect and review committee budget requests, assist the treasurer in building an annual budget for annual executive board approval.
- Shadow tax prep and insurance renewal
- Present the treasurer report in the absence of the treasurer
- Serve as an ex-officio, non-voting member of the Finance Committee
- Assume such other responsibilities as directed by the president.
- Serves as the primary budget officer for the annual conference, and works closely with the president-elect in conference planning
- Work alongside the president-elect to adhere to the conference budget, future

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budget planning, and tasks associated with future fiscal policies

## **IMMEDIATE PAST TREASURER**

The immediate past treasurer will serve a one-year term upon completion of their term as treasurer. The immediate past treasurer has the responsibility to:

- Train the treasurer-elect on the budget proposal process
- Renew annual association insurance
- Assist treasurer with tax preparation
- Serve as head of the investment account. The treasurer will be the main contact, but the immediate past treasurer will monitor and report on the financial condition.
- Assume such other responsibilities as directed by the president
- Serve as a member of the Finance Committee

## **EXECUTIVE ASSISTANT**

The executive assistant shall be employed by the executive board to conduct the business of TACAC and to administer its headquarters office in accordance with policies and procedures established by the executive board. The executive assistant's employment or dismissal and all matters related thereto shall require a majority vote of the executive officers. The executive assistant is compensated on a monthly basis for services provided. The executive assistant has the responsibility to:

- Serve as an ex-officio, non-voting member of the executive board and executive officers.
- Attend all meetings of the executive board and executive officers.
- Provide administrative support to the executive board and association leadership
- Provide continuity of operations through annual leadership transitions
- Assist association's president in annual report preparation as requested
- Keep the records of the association
- Record and retain the minutes of all meetings
- Maintain an updated Policies and Procedure Manual. The manual revision will be directed by the immediate past president and will include the executive assistant
- Membership services

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- Maintain an official database of member records and information
- Process new membership applications and renewal invoices
- Respond to individual requests for membership information
- Coordinate the membership renewal process
- Collect and process membership dues
- Provide current membership reports to the members of the executive board and the association's national office on an as-needed basis
- Assist the Awards and Nominating Committee with preparation of membership rosters and voting lists at the annual conference.
- Information support services
- Manage TACAC's website
- Participate in reviewing planning the association's annual budget with the TACAC executive officers Budget Committee.
- Assist and provide support to the association's treasurer, including sending statements and collecting and depositing all payments made to the association
- Inventory TACAC property and materials
- Other duties as assigned

## **NACAC ASSEMBLY DELEGATES**

NACAC Assembly Delegates shall serve a three-year term on the executive board and are selected through a general membership election. Candidates for NACAC Assembly Delegate will be chosen based on an application process overseen by the Awards and Nominating Committee. NACAC Assembly Delegates have the responsibility to:

- Contribute to the work of the executive board, by remaining informed on all association work and business
- Represent TACAC concerns at the national level
- Review and monitor association budget and investments
- Attend national assembly meetings and business sessions at the annual NACAC conference and report to the general membership and executive board to keep them informed on key issues and discussions before NACAC
- Confer with other delegates regarding matters of discussion and decision at the national assembly
- Consider the views of TACAC membership and executive board in determining how to vote in the national assembly



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- Keep informed on all NACAC issues and proposals
- Review bylaws annually as led by the chief delegate
- Assist the president and executive board when deemed necessary
- One delegate will serve as a member of the Finance Committee

## **COMMITTEE CHAIRS**

Committee chairs shall serve a three-year term on the executive board and are selected through an application process. Committee chairs will oversee the work of the standing committees outlined in the TACAC bylaws. In addition to the work of the committee, committee chairs have the responsibility to:

- Contribute to the work of the executive board, by remaining informed on all association work and business
- Work with presidents' council liaison in completing and communicating the work of their committee and sub-committees
- Actively review and monitor association budget and investments
- Assist the treasurer ensuring adherence to the fiscal policies of the association
- Participate in executive board meetings, to include the submission of committee reports documenting the work of the committee
- Participate in the training and development of committee members
- Serve on ad-hoc committees to complete the work of the association

## 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 for the operation of the association listed below. Each standing committee is led by co-chairs. Subcommittees are led by program chairs:

- Admission Practices
- Advancement
- College Fairs
  - NACAC Fairs



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- Austin National Fair
- Dallas-Fort Worth National Fair
- Houston National Fair
- Regional Fairs
- Communications
- Conference Planning
- Government Relations
- Inclusion, Diversity, Equity, and Access
  - Diversity Peer Educator Program
  - Special Interest Group
- Membership
  - Fellows Program
  - Mentorship Program
- Professional Development
  - Admission and College Counseling Institute
  - Drive-In Workshops
  - Middle Management Institute
  - Webinars

## **Committee Member Responsibilities**

Each standing committee of the association shall consist of current members. All standing committee chairs, who are members of the executive board, are expected to attend all regularly scheduled and ad-hoc meetings as are deemed necessary by the president to appropriately conduct the business of the association. Additionally, executive board members are expected to attend the annual state conference and are strongly encouraged to be a member of the NACAC, attend its annual meeting each year, required to be a member of TACAC, and attend all board meetings.

## **Size and Scope**

Committees should consist of two co-chairs and at least two committee members

## **Terms of Committee Tenure**

The term of service for each standing committee member shall be three (3) years.

## **Appointment and Removal**

Committee and program chairs shall be appointed by the president with consultation of the president's council after the official application process.



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## **Ad-Hoc Committees**

The executive officers may create or dissolve standing, special, or ad-hoc committees as it deems necessary to carry out the work of the association.

## **Selection of Committee Chairs**

The selection of committee chairs will be completed through an application and review process led by the immediate past president, as chair of the Awards and Nominations Committee. The announcement of upcoming, planned vacancies will be communicated to the membership following the timelines established in the Application & Selection Timeline (below). The announcement will include position available, location of documents related to the position, and window for application.

Prior to the application(s) opening, the immediate past president will be responsible for review and update of the committee-specific questions for applicability to the vacancy.

The immediate past president will present final candidates to the executive officers for approval. Upon approval, the president will advise the committee chair designee of the decision and coordinate the completion of the Executive Board Commitment Form which must be signed by candidate and candidate's employer if applicable. Costs associated with serving in the committee chair position must be shared with the candidate and employer.

Vacancies that arise due to an incomplete term will be evaluated by the executive officers to determine the best timeline to fill the position. The president may appoint a member to fill a vacancy with the approval of the executive officers.

## **Selection of Program Chairs**

The selection of program chairs will be completed through an application and review process led by the current committee chair(s) and presidential liaison to the committee. The announcement of upcoming, planned vacancies will be communicated to the membership following the timelines established in the Application & Selection Timeline (below). The announcement will include position, location of documents related to the position, and window for application.

Prior to the application(s) opening, the past president will be responsible for review and update of the committee-specific questions for applicability to the vacancy.

The presidential liaison will present final candidates to the executive officers for approval. Upon approval, the president will advise the program chair designee of the decision and coordinate the completion of the program chair commitment form which must be signed by candidate and candidate's employer, if applicable. Costs associated



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with serving in the program chair position must be shared between the candidate and employer.

Vacancies that arise due to an incomplete term will be evaluated by the executive officers, in consultation with the committee chairs, to determine the best timeline to fill the position. The president may appoint a member to fill a vacancy with the approval of the executive officers.

## Application & Selection Timeline



### Committee Chair Expectations

The following are expectations for all association members chairing any association committee. We strive for excellence in the leadership and management of all standing, advisory, and ad hoc committees. As a volunteer, committee chairs play a major role in making TACAC's governance effective and productive.

#### Maintain Active TACAC Membership

Committee chairs must be active members of TACAC at the time of their appointment and maintain their membership throughout their term of service. Committee chairs are also strongly encouraged to be a member of NACAC.

#### Offer Experience and Expertise

Committee chairs offer TACAC their experience and expertise. Chairs are expected to set committee goals, develop strategies to implement programs, meet deadlines, and communicate responsibilities to committee members. Prior experience with the TACAC committee for which the member is preferred as it allows for continuity and efficiency during the transition of committee chairs.



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## Secure Support of Institution or Organization

Leadership in TACAC requires commitment and support from each member of the executive board and their institution or organization. That support must include a willingness to give of one's time, talents, and financial resources. In most cases, the member's home institution provides the financial resources and/or permits time away from professional responsibilities to participate on the executive board. Each committee chair will be provided a cost of service estimate to share with their institution/organization and will be required to submit an executive board commitment form signed by their immediate supervisor prior to beginning board service.

## Participate in the Work of the Executive Board

Committee chairs commit to fully participate in the work of the executive board for a three-year term, in addition to leading their committee. Committee chairs are required to attend four regular executive board meetings held each year: summer, fall (at the NACAC annual conference), winter and spring (at the TACAC annual conference). Chairs will be asked to prepare ideas and reports in advance of each executive board meeting. Executive board members commit to year-round service to TACAC by accepting fiduciary and leadership responsibilities of the organization. Committee chairs are expected to provide monthly updates to the designated member of the presidents' council. Committee chairs may be asked to work on projects, review materials, and offer opinions throughout the year. The timing and scope of the work will vary based upon the responsibilities, activities, and programs of the committees and executive board.

## Recruit and Develop Committee Members

Committee chairs will be responsible for leading activities and programs related to their specific committee. It is imperative that each chair build a committee to facilitate the work of the organization. Committee chairs will reach out to volunteers interested in serving to share ideas, expectations and needs of their committee. Development of committee members is a priority. During the final year of service, committee chairs are expected to work with new chair designees for a seamless transition of the role.

## **Program Chair Expectations**

The following are expectations for all association members serving as program chairs. We strive for excellence in the leadership and management of all standing, advisory, and ad hoc committees. As a volunteer, program chairs play a major role in making TACAC's professional development effective and productive.

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## Maintain Active TACAC Membership

Program chairs must be an active member of TACAC at the time of their appointment and maintain their membership throughout their term of service. Program chairs are also strongly encouraged to be a member of the NACAC organization.

## Offer Experience and Expertise

Program chairs offer TACAC their experience and expertise. Program chairs are expected to implement committee goals, facilitate programs by meeting deadlines and adhering to established budgets, and communicate responsibilities to program committee members. Prior experience with a TACAC committee is preferred. Program chairs will serve a three-year term that begins and ends at the annual conference. As an exception, MMI and ACCI program chairs will transition at the completion of their third facilitated program.

## Secure Support of Institution or Organization

Leadership in TACAC requires commitment and support from each program chair and their institution or organization. Program chairs will serve a three-year term. That support must include a willingness to give of one's time, talents, and resources. In most cases, the member's home institution provides the technological and financial resources and/or permits time away from professional responsibilities to facilitate the program. Each program chair will be provided a cost of service estimate to share with their institution/organization and will be required to submit a program chair commitment form signed by their immediate supervisor prior to beginning board service.

## Recruit and Develop Committee Members

Program chairs will share responsibility with committee chairs for leading activities and programs related to their specific program. It is imperative that a committee is formed to facilitate the work of the organization. committee and program chairs will reach out to volunteers interested in serving to share ideas, expectations and needs of their committee. Development of committee members is a priority. During the final year of service, program chairs are expected to work with new chair designees for a seamless transition of the role.

**INSERT SITE SELECTION PROCESS HERE**

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## ANNUAL CONFERENCE

TACAC shall hold an annual conference at a time, date, and location approved by the executive board. The annual conference committee is led by the conference chair and president-elect.

Annual conference subcommittee chair(s) shall be appointed by the conference chair in consultation with the president-elect.

### **Attendance**

- The total number of attendees shall be set by the conference committee upon consultation of the executive board/president's council and host site.
- Individual attendance to the conference is subject to receipt of the conference fee. There may be a staggered fee for TACAC members and non-TACAC members.

### **Super Conference**

Participation in a super conference is approved by the executive board. The presidents' council will negotiate the MOU with the leadership of other affiliates in the super conference partnership. It is recommended that the conference coordinator and conference chair represent TACAC on the super conference committee.

### **Cancellations**

In the event that the conference cannot be held in person, the conference coordinator and conference chair will determine whether the conference will move to a virtual format or be cancelled with the approval of the executive board.

### **Site Selection**

The selection of future conference locations will follow the guidelines of TACAC's Site Selection Policy.

## MEMBERSHIP

### **GENERAL MEMBERSHIP POLICIES**

1. Membership categories, guidelines, and eligibility shall be defined in the TACAC bylaws and further clarified in this policy document.
2. Members should support the purpose and mission of TACAC.



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3. Membership in TACAC is a privilege, not a right. Approval of membership falls at the discretion of 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 TACAC.
  - c. Actions that violate such tenets will bar prospective applicants from membership and may result in revocation of membership for existing members.
4. Membership in TACAC is linked to unique individuals.
  - a. Persons joining in the organizational and institutional membership categories serve as representatives of their employers/institutions
  - b. Members are encouraged to maintain their account with TACAC throughout their career.
5. Members should submit complete and accurate information upon applying for membership or renewal.
6. Members found to have provided false or incomplete information in their profiles during the application or renewal process are subject to review by the membership committee and the executive board. The results of such a review may lead to required alterations to a member's profile, revocation of membership, or other disciplinary action.
7. Members whose new or renewal membership applications are declined can file an appeal of the decision to the executive board.
8. Following the guidance of the bylaws, the association has the right to revoke membership, without a return of membership fees, for members who do not adhere to our standards or act in a manner against what our organization stands for. This is further outlined in the Membership Standards section of this Policies and Procedures Manual.



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## **MEMBERSHIP DEFINITIONS AND VOTING STATUS**

### **Membership Categories**

<b>Members who pay their membership individually</b>	<b>Institutions &amp; Organizations who pay for their members</b>
Individual - Higher Education	Institution - Higher Ed (College or University) Higher Ed Institution Employee
Individual - Secondary	Institution - Secondary (High School or ISD) Secondary Institution Employee
Individual - Organization	Organization (CBO, Private Practice, Non-Profit) Organization Employee
Individual - Independent	
Retiree	
<b>Non-Voting members of other state and regional ACAC affiliates</b>	
Non-voting Individual - Higher Education	
Non-voting Individual - Secondary	
Non-voting Individual - Organization	
Non-voting Individual - Independent	

A member's membership category with TACAC must accurately reflect the member's current roles and duties. All TACAC members should submit their new details if their roles have changed.



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## Voting Status

Membership in the association is a privilege made available to eligible individuals who perform the majority of their professional duties in the state of Texas. Please note, a voting member of TACAC may not be a voting member of any other NACAC affiliate. These voting membership categories include:

### Voting

<b>INSTITUTIONS</b>	<ul style="list-style-type: none"><li>-Not-for-profit two- and four-year colleges, universities and other post-secondary institutions, accredited in accordance with policies and procedures approved by the Executive Board.</li><li>-Primary and secondary schools, accredited in accordance with policies and procedures approved by the Executive Board.</li><li>-Not-for-profit primary and secondary school districts and college and university systems, accredited in accordance with policies and procedures approved by the Executive Board.</li></ul>
<b>ORGANIZATIONS</b>	<ul style="list-style-type: none"><li>-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.</li><li>-Not-for-profit organizations whose primary activities consist of working at 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.</li></ul>
<b>INDIVIDUAL</b>	<ul style="list-style-type: none"><li>-Professionals employed by secondary or post-secondary institutions or organizations in the state of Texas.</li><li>-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.</li><li>-Retired persons who were actively engaged in providing counseling, admission, or financial aid services.</li><li>-Regional representatives of not-for-profit two- and four-year colleges, universities, and other post-secondary institutions, accredited in accordance with policies and procedures approved by the Executive Board, who perform the majority of their professional duties in the state of Texas.</li><li>-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.</li></ul>



# Policies and Procedures Manual

## Non-voting

<b>EDUCATIONAL INSTITUTIONS</b>	-Degree-awarding two- and four-year colleges, universities and other postsecondary institutions that are active candidates for accreditation according to the policies and procedures approved by the Executive Board.
<b>ORGANIZATIONS</b>	-For-profit 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.
<b>INDIVIDUAL</b>	-Persons who provide teaching and/or training to professionals who work with students in the transition to postsecondary education and are employed in a post-baccalaureate or graduate program at a not-for-profit institution accredited according to policies approved by the Executive Board. -Students seeking careers in counseling, admission or financial aid services.

## Membership Standards

1. All members:
  - a. Abide by the bylaws and policies of TACAC
  - b. Uphold the TACAC membership standards as outlined in this document
  - c. Support the NACAC [\*Guide to Ethical Practice in College Admission\*](#)
  - d. Support and uphold TACAC's Statement of Inclusivity outlined in this document under Governing Documents
  - e. Complete membership application fully and accurately at the initiation of membership
  - f. Complete annual renewal forms fully and accurately
  - g. Should update their information immediately should any changes in their roles occur.
2. TACAC and its members are 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 this document.
5. Any member of the association shall have their membership terminated automatically by failure to pay TACAC dues, failure to comply with association policies, or for other good cause.
6. Any member proposed for discipline shall be provided due process in accordance with policies and procedures approved by the executive board. The executive board shall have the right to remove a member of the executive board at any time. Removal of an executive board member shall require an affirmative vote of the entire board. Any board member proposed for removal shall be provided due process in accordance with policies and procedures of TACAC.

# Policies and Procedures Manual

## **Accountability and Due Process**

TACAC is committed to providing an environment for our members that is conducive to collaboration and support. Members are accountable to the standards outlined in this document and within the bylaws. Should anyone within the association act outside of the membership standards outlined here, an individual member of TACAC may reach out to any member of the executive board to share feedback and concerns that they would like addressed. However, a formal process is in place so that individual members can anonymously (or not) issue a formal complaint with the association. The process for submitting a formal complaint against a member of TACAC is:

1. Submit the appropriate form located on the MemberClicks landing page here: [link forms](#).
2. The complaint goes to an ad hoc committee that consists of a delegate, a membership co-chair, and a TACAC member-at-large for processing and resolution.
  - a. This ad hoc committee will be published here so that members are aware of who is serving.
  - b. The ad hoc committee will acknowledge receipt of the complaint within a week.
3. If a complaint is received about an executive board member or officer, the committee will follow the [bylaws](#) and serve as a proxy for the complainant in the process.
4. In the event that the complaint is against a member of the ad hoc committee, the complaint will go to the executive assistant to determine the appropriate executive board liaison for processing and resolution.
5. Complaints regarding the executive assistant should be sent directly to the president.
6. Upon final resolution, the complainant (if complaint is not submitted anonymously) will receive notice from the appropriate channel.

## **Membership Applications and Renewals**

1. The membership year begins on September 1 and ends on August 31.
2. Applying for new membership:
  - a. New member applications will open in July.
3. Renewing your membership
  - a. Current members will automatically receive communication about renewing in mid-June.
  - b. Members should log in to their [membership portal](#) and update their individual profile/institutional profile by July 1.
  - c. Individual membership - individual members can renew their membership in June.



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- d. Institutional/organizational membership - members who are part of an organization will have their membership renewed by their organization contact.
4. Members who do not renew by September 30 will be considered “lapsed” and will lose access to their membership portal and membership benefits.

### **Membership Dues**

1. Membership dues exist for all membership categories.
  - a. The executive board will review annual membership dues each year, typically during the spring meeting, and recommend adjustments to the membership dues as needed.
2. Member benefits will begin once a member application is approved and dues have been paid. Membership in TACAC is considered inactive until dues are paid.
3. Transfer of dues:
  - a. 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.
  - b. The member whose dues are being transferred will be made inactive unless their dues are paid in full.

### **Membership Directory**

1. TACAC maintains a [membership directory](http://www.tacac.org) (hosted on the Association’s website: [www.tacac.org](http://www.tacac.org)) for the use of its members.
2. Members are responsible for maintaining the accuracy of their own membership profile.
3. Access to the directory and guideline for use
  - a. Only current, paid members have access to the membership directory.
  - b. 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.
  - c. TACAC does not sell a list of its members. Member lists may only be included for approved exhibitors or sponsorships of TACAC events/programs.
4. More detailed information related to the data security and privacy of the membership directory can be found in the Data and Security portion of this manual.

### **Meetings and Voting**

1. The president, with the approval of the executive officers, shall call the membership to two general meetings of the membership – one held at the annual TACAC conference and one held at the annual NACAC conference.

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2. Only voting members in good standing on the sixtieth (60) day prior to and through the day of any membership meeting shall be entitled to vote. Each member, so entitled to vote, may vote online or in person.
3. Notice of every general membership meeting shall be given to each member entitled to vote at such meeting not less than thirty (30) days but not more than sixty (60) days, before the meeting.
4. By a majority vote of all the executive officers, the executive officers may postpone or cancel the general membership meetings if events beyond the reasonable control of the association make it impractical or illegal for the association to hold such a meeting.
5. One-tenth (1/10) of the voting members of TACAC entitled to vote and registered at the annual TACAC conference on the close of registration the day preceding the membership meeting shall constitute a quorum for this meeting.
6. One-tenth (1/10) of the voting members of TACAC entitled to vote and registered at the annual NACAC conference on the close of registration the day preceding the membership meeting shall constitute a quorum for this meeting.
7. Electronic voting may be used for the election of executive officers and assembly delegates by the entire membership and changes to the bylaws by the entire membership. If utilizing electronic means of voting, the period allowed for voting members to vote shall be no less than 14 calendar days.

## DATA AND SECURITY

TACAC takes the protection of membership data and financial information very seriously. As such, the association uses three main platforms that relate to sharing and processing membership data and financial information. The first is MemberClicks, our membership database and where the directory is stored. The second is Moolah, which TACAC uses to process payments for membership fees, conferences, etc. The third is Google Suite (G-Suite), which is used for storing executive board and committee notes and serves as the communications platform for the executive board.

### **MEMBERCLICKS**

1. MemberClicks is our third-party vendor that serves as our membership database and website management.
  - a. As outlined in their [Privacy Policy](#), MemberClicks complies with the provisions regarding the collection, use, and retention of personal data, as defined under the [European Union's General Data Protection Regulation \(GDPR\)](#).
  - b. MemberClicks is a participant in the Privacy Shield Program. You may review MemberClicks' status as a Privacy Shield certified company by clicking here <https://www.privacyshield.gov/list>.
2. Membership Directory



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- a. TACAC members have the option to opt in or out of being listed on the membership directory when they submit their membership and renewal applications.
  - i. The membership directory is viewable by all current, paid members of TACAC with login access to MemberClicks. Members can only see the information submitted in the membership application.
- b. Membership List Rental
  - i. Sponsors and exhibitors at the annual conference can buy a membership list and a mailing list of conference attendees, omitting those members who have opted out. Sponsors and exhibitors must request this list and pay the posted fee when they register for the conference.

### **MOOLAH AND AUTHORIZE.NET**

1. Moolah, a registered partner of Visa & MasterCard, is our third-party vendor used for processing payments for conference, membership dues, etc. Moolah provides the merchant account, which enables TACAC to accept credit cards and deposit the funds to association accounts. Authorize.Net is the secure method in which the merchant account connects to the card processing networks.
  - a. Moolah is Payment Card Industry Data Security Standard (PCI DSS) compliant.
  - b. Payscape/Payroc (Moolah Payments) is made of two companies - NMI and First American. They are both level 1 PCI compliant software services and their PCI Compliance are both linked below:
    - i. [Network Merchant Inc. \(NMI\)](#)
    - ii. [First American Payment Systems \(FAPS\)](#)

### **GOOGLE SUITE (G SUITE)**

1. As an organization, TACAC uses G-Suite to communicate amongst ourselves and to our members. It is also used to store organization records.
  - a. As outlined in the [Google Cloud Security and Compliance Whitepaper](#), G-Suite complies with the provisions regarding the collection, use, and retention of personal data, as defined under the [European Union's General Data Protection Regulation \(GDPR\)](#).
  - b. Within G-Suite, shared drives have been created for all TACAC committees and shared with the committee chair email address. The shared drive should house all committee materials.

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- c. A TACAC G-Suite user guide is available for committee chairs who maintain accounts under the TACAC G-Suite. The user guide can be viewed [here](#).

## COMMUNICATIONS

TACAC delivers communications in a variety of media. It is critical that all official TACAC communication maintain consistency in messaging and branding. The communications committee chairs will coordinate mass communications to the membership and manage social media presence.

### **BRANDING GUIDELINES**

Executive board members may access the [TACAC Brand Guidelines](#) here for use in completing TACAC work. Any questions on branding should be directed to the communications committee for guidance.

### **SOCIAL MEDIA**

TACAC currently manages the following social media spaces:

#### **Facebook**

- <https://www.facebook.com/TexasACAC>

#### **Instagram**

- <https://www.instagram.com/TexasACAC>

#### **Twitter**

- <https://twitter.com/TexasACAC>

### **TACAC Social Media Policies**

TACAC's social media outlets (Facebook, Instagram, and Twitter) are designed to be forums through which members can voice questions and concerns, in addition to posting announcements of interest to all page members.

TACAC general social media pages are maintained by the communications chairs and presidents' council.

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Committee social media pages are maintained by committee and program chairs.

Individuals interested in creating a program-specific social media page should seek approval from the communications chairs and presidents council. Upon approval, new social media pages will be required to adhere to the standards of the TACAC Policies and Procedures Manual. As members use the social media outlets, particularly the TACAC Facebook community, they are asked:

1. To be mindful:
  - a. Is the post or comment helpful for all viewership?
  - b. Is the post or comment relevant to the university application process for counselors and university members?
  - c. Posts should not be self-promotional.
  - d. The selling or promotion of goods or products by for-profit organizations is prohibited.
2. To be respectful:
  - a. Make room for others; everyone has a right to be heard.
  - b. Interacting on social media can be time-consuming for posters and readers. Please keep posts concise and to the point.
  - c. If comments and discussion are more relevant to specific members, rather than the community's membership. Please consider private messaging or emailing.
3. To be positive and truthful:
  - a. When posting or commenting, please limit information that might spread rumors or cannot be supported by facts.
  - b. Ask, "will this post help our community?"

## FISCAL POLICY

The [Fiscal Policies](#) for TACAC were updated by the Finance Committee and approved by the executive board on October 3, 2020.

Updates to the Fiscal Policy may be recommended by any TACAC member. As updates are needed, the past treasurer and Finance Committee will review, recommend edits, and write policies to be placed in the Fiscal Policy.

## TACAC AWARDS

Every year, TACAC recognizes the work and achievements of our members with various awards. A call for nominations will be sent by the chair of the Awards and



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Nominating Committee to TACAC members. The chair of the nominations committee will assemble a committee made up of executive board members and the general membership to assist in the selection of award recipients. Yearly awards will be announced at the annual TACAC conference. For a full list of previous recipients visit [www.tacac.org/awards](http://www.tacac.org/awards).

## **FOUNDERS' AWARD**

Established in 1986 by the TACAC executive board, the Founders' Award recognizes members whose contributions to the association and the profession are "above and beyond the call of duty" and exemplary of exceptional talent and devotion to students. These awards are designated as "Founders' Awards" in honor and recognition of the charter members of TACAC.

## **HONORARY LIFETIME MEMBER**

Enacted in 1987, the status of Honorary Lifetime Membership was established by the executive board to recognize inspired leadership and extraordinary service to students in the college admission process.

## **FRIENDS OF TACAC**

Honors individuals or organizations who make significant contributions to TACAC or our mission. These awards could be used to recognize non-members or associate non-voting members for their donated services, monetary contributions, legislative support or other contributions which foster the growth of TACAC.

## **WILLIAM W. FLEMING AWARD**

On April 21, 1996, the executive board inaugurated an annual award to recognize an individual who has achieved unquestioned excellence in counseling young people in the transition from high school to college. The award honors a TACAC member who has served students at least 10 years and who has been assessed by colleagues as meeting high standards of honesty, decency and commitment to a good match between student and college. The award is named in honor of William W. Fleming, who served at TACAC's first Public Service Chair and remained a loyal TACAC member throughout his career. Most important, he always cared about helping young people find a good college match.



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## **RISING STAR AWARD**

This award, created by the executive board in 2000, honors individuals who have five years or less experience with TACAC but who have given outstanding service to the organization.

## **LYNN CALDWELL SLAUGHTER MENTORSHIP AWARD**

Established by the executive board in 2018 in honor of Lynn Slaughter's contributions to TACAC through the mentoring of fellow professionals, this award is given to TACAC members in recognition of outstanding commitment to the mentoring and development of TACAC members. Mentoring is an essential component in the success of our field. Outstanding mentors are willing to share their knowledge to enhance the professional and personal development of others in our organization. This award will recognize individuals who have excelled at mentoring others in their growth and commitment to our field and organization.

## **Award Nominations and Selection**

### **Nominations**

TACAC offers our members an opportunity to nominate candidates for TACAC awards. A call for nominations will be sent to all members to include instructions on when nominations will be accepted. The announcement of award recipients will be done during the annual conference.

### **Selection**

The selection of award recipients will be made by the Awards and Nominating Committee. The committee will be chaired by the immediate past president. The committee will be made up of executive board members and general association members.

# UPDATE AND REVIEW OF THE POLICIES AND PROCEDURES MANUAL

The TACAC Policies and Procedures Manual will be maintained by the executive assistant and made available to all members of the organization. The Policies and Procedures will be reviewed yearly by the executive board no later than the summer board meeting.



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Updates to the Policies and Procedures Manual may be recommended by any TACAC member. As updates are needed, the president will create an ad hoc committee chaired by the immediate past president and made up of members of the executive board and general members. The committee will review, recommend edits, and write policies to be placed in the Policies and Procedures Manual.