

Hawai'i Association for College Admission Counseling

BYLAWS

As amended at the 2001 State Conference, General Membership Meeting: effective May 5, 2001

ARTICLE I. MEMBERSHIP

1. Voting membership in the Hawai'i Association for College Admission Counseling ("HACAC") shall be extended to the following:
 - a. Individuals employed by secondary schools, two- and four-year colleges and universities in Hawai'i, which are not for profit and are accredited by a state or regional accrediting agency, and which are in agreement with the purposes of HACAC and the National Association for College Admission Counseling ("NACAC"). The individuals shall be charged by their institutions with responsibility for counseling, admissions, and financial aid services.
 - b. Individuals employed by organizations, agencies, and institutions in Hawai'i, which are not for profit, and which provide postsecondary counseling, admission, and financial aid services, and which are in agreement with the purposes of HACAC and NACAC.
 - c. Institutional membership shall be provided to secondary schools, two- and four-year colleges and universities in Hawai'i, which are not for profit and are accredited by a state or regional accrediting agency, and which are in agreement with the purposes of HACAC and the National Association for College Admission Counseling ("NACAC").
 1. Each institutional membership shall have a maximum of three voting members.
 - d. Independent counselors in Hawai'i, who are members of NACAC, 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 HACAC and NACAC and adhere to the National Association for College Admission Counseling Statement of Principles of Good Practice.
 - e. Retired individuals in Hawai'i, who were actively engaged in counseling, admission, or financial aid services at HACAC and/or NACAC member institutions, or who were voting members of HACAC and/or NACAC, and in each case, no longer working full time to provide counseling, admission, or financial aid services, renewable annually.
 - f. Organizations, agencies, and institutions which are not for profit and provide postsecondary counseling, admission, and financial aid services, and further the purposes of which are in agreement with those of HACAC and NACAC and adhere to the National Association for College Admission Counseling Statement of Principles of Good Practice.
 - g. Not for profit primary and secondary school districts and college and university systems which are in agreement with the purposes of HACAC and NACAC and adhere to the National Association for College Admission Counseling Statement of Principles of Good Practice.
2. Only voting HACAC members who are in good standing of the day of any General Membership Meeting shall be entitled to vote on matters presented to the membership for action at such General Membership Meetings. 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 may be established from time to time by the Executive Board to:
 - a. Individuals, institutions, organizations and agencies outside the State of Hawai'i who would satisfy one of the criteria for membership in section 1 of this article.
 - b. College students seeking careers in counseling, admission, or financial aid services, renewable annually, and thereafter only at the discretion of the Executive Board upon review of membership application.
 - c. Associate nonvoting membership rights should include receiving HACAC publications and other mailings, and access to HACAC meetings, programs, and other events.

ARTICLE II. APPROVAL RECOGNITION AND TERMINATION OF MEMBERSHIP

1. To be approved for membership a qualifying individual, organization, agency, or institution, shall be required to:
 - a. File a completed membership application with the Membership Chairperson.
 - b. Be approved for membership by the Executive Board.
 - c. Pay the dues applicable in accordance with Article III of these Bylaws.
2. Approval of membership shall be recognized by official letter to the applicant from the Membership Chairperson and the President of this corporation. Each approved applicant shall be listed on the HACAC membership roster. Notice of such approval and membership shall be distributed in appropriate fashion to the general membership.
3. Membership in HACAC may be terminated by action of the Executive Board for:
 - a. Failure to comply with the provisions of the Statement of Principles of Good Practice of NACAC.
 - b. Failure to maintain status as an individual, organization, agency, or institution under Article I of these Bylaws.
 - c. Failure to pay annual dues within 60 days after September 1 of each year.

ARTICLE III. DUES

1. The annual dues of HACAC shall be determined by the Executive Board.
2. Dues may vary between voting and nonvoting members and between and within the different categories of members designated in Article I of these Bylaws.
3. The annual term of membership shall be September 1 to August 31.

ARTICLE IV. REGIONAL ASSOCIATION

1. The Hawai'i Association for College Admission Counseling is a state association.
2. Governing documents of HACAC shall remain consistent with NACAC's governing documents. Within one year after the adoption of any amendment to NACAC's governing documents, the Hawai'i Association shall review its governing documents and shall adopt any amendments required to maintain consistency with NACAC's governing document.

ARTICLE V. GENERAL MEETING

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 one month in advance.
2. The place of the meeting shall be determined by the Executive Board or the President.
3. One-tenth of the voting members of the Hawai'i Association present at any meeting 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 officers of HACAC based on a slate presented by the Nominating Committee.
 - b. Vote on the adoption of amendments of the Articles of Incorporation.

ARTICLE VI. THE EXECUTIVE BOARD AND OFFICERS

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 the Hawai'i Association for College Admission Counseling between General Membership Meetings. The Executive Board shall:
 - a. Approve applications for membership in the Hawai'i Association for College Admission Counseling.
 - b. Appoint the members of all standing committees.
 - c. Establish special committees to respond to HACAC's needs and appoint members thereof.
 - d. Exercise those powers and responsibilities delegated to it by the General Membership.

2. The Executive Board shall consist of the following officers of the Hawai'i Association for College Admission Counseling:
 - a. President
 - b. President-elect
 - c. Past-President, (Chairperson of the Nominating Committee)
 - d. Secretary
 - e. Treasurer
 - f. Hawai'i Chairperson, Kauai Chairperson, and Maui County Chairperson
 - g. Chairperson of the Membership Committee
 - h. Chairperson of the Admissions Practices Committee
 - i. Chairperson of the Government Relations Committee
 - j. Chairperson of the Human Relations Committee
 - k. Chairperson of the Professional Development Committee
 - l. Delegates to the National Assembly of the National Association
 - m. Chairperson of the National College Fair Committee
 - n. Chairperson of the Development Committee
 - o. Chairperson of the Community Relations Committee
3. Officers of the Hawai'i Association shall be elected in accordance with the following guidelines:
 - a. There shall be four elected officers to serve the corporation.
 - i. President (1 year term)
 - ii. President-elect (1 year term)
 - iii. Secretary (2 year term)
 - iv. Treasurer (2 year term)
 - b. Individuals considered by the Nominating Committee for candidacy for any one of the four elected positions must be a voting Hawai'i Association member.
 - c. Presentation of a single slate of candidates, as selected by the Nominating Committee.
 - d. Final election shall be by mail ballot of the voting membership and shall be completed one month prior to the scheduled date of the General Membership Meeting. Write-in votes are in order.
 - e. The terms of newly elected officers shall begin at the conclusion of the General Membership Meeting of the spring conference.
 - f. The NACAC Executive Director shall be notified of the election results.
4. No person shall hold national and state offices simultaneously.
5. Upon completion of the term of office, the Hawai'i Association President shall assume the position of Past President and shall serve as Chairperson of the Nominating Committee.
6. The President upon completion of his/her respective term of office shall not succeed himself/herself, but shall be eligible for election to another office.
7. Members of the Executive Board shall be entitled to full membership privileges in all General Membership Meetings.
8. An unexpired term of the Hawai'i Association President shall be completed by the President-elect who may, subject to his/her availability and approval by the majority vote of the Executive Board, serve the normal term of the President.
9. The balance of an unexpired term of any other Hawai'i Association officer shall be filled from the persons eligible, subject to Section 3b of this Article, by an appointment of the President, subject to the approval by majority vote of the Executive Board.

ARTICLE VII. DUTIES, RESPONSIBILITIES, AND POWERS OF OFFICERS

1. President of the Hawai'i Association for College Admission Counseling shall:
 - a. Call, preside over, and prepare the agenda for meeting of the Executive Board.
 - b. Call and preside over any meetings of the General Membership, or standing committees.
 - c. Serve as an ex-officio of all Hawai'i Association committees.
 - d. Appoint the members of the standing committees provided for in Article VIII of the Bylaws and other committees which are judged necessary to enable the Hawai'i Association to accomplish its purposes, subject to the approval of the Executive Board.
 - e. Assume such other responsibilities as directed by the General Membership and/or Executive Board.
2. The President-elect of the Hawai'i Association shall:
 - a. In the absence of the President, assume the office of President at any official Hawai'i Association function.
 - b. Assist the President whenever necessary.
 - c. Succeed to the office of President in the event of a vacancy in that office.
 - d. Serve as chairperson of the State Conference and Planning Committee.
 - e. Assume such other responsibilities as directed by the President.
3. The Past President shall:
 - a. Serve as chairperson of the Nominating Committee, which shall have the responsibility of credential approval for all candidates for office.
 - b. Serve as Chief Delegate to NACAC's National Assembly.
 - c. Assume such other responsibilities as directed by the President.
4. The Secretary shall:
 - a. Be responsible for the Minutes of all Executive Board and General Membership Meetings.
 - b. Report the minutes of all meetings to the Executive Board.
 - c. Assume such other responsibilities as directed by the President.
5. The Treasurer shall:
 - a. Be responsible for all financial records of the corporation.
 - b. Report on the financial conditions and results of operations of the Hawai'i Association to the Executive Board and General Membership.
 - c. Be responsible for payment of all bills of the organization.
 - d. Arrange for an audit of the financial statements of the Hawai'i Association by an independent public accountant every two years, to coincide with the Treasurer's term of office. The treasurer will distribute the audit report to the Executive Board, and upon request, provide the report to the voting members of the Hawai'i Association.
 - e. Assume such other responsibilities as directed by the President.
6. The Hawai'i Chairperson, Kauai Chairperson, and Maui County Chairperson shall:
 - a. Be responsible for disseminating information and coordinating all HACAC activities in their district.
 - b. Assume such other responsibilities as directed by the President.
7. The Chairperson of the Membership committee shall:
 - a. Solicit membership in the organization for both the Hawai'i Association and NACAC.
 - b. Collect dues and forward dues to the Treasurer.
 - c. Maintain membership records of the Hawai'i Association and provide NACAC with such records as may be requested.
 - d. Oversee the publication of the Membership Directory
 - e. Assumes such other responsibilities as directed by the President.
8. The Chairperson of the Admission Practices Committee shall:
 - a. Hold responsibility for membership adherence to the Statement of Principles of Good Practice of NACAC.
 - b. Assume such other responsibilities as directed by the President.
9. The Chairperson of the Government Relations Committee shall:
 - a. Provide leadership in identifying areas of governmental policy affecting the mission of the Hawai'i Association and its membership.
 - b. Assume such other responsibilities as directed by the President.

10. The Chairperson of the Human Relations Committee shall:
 - a. Provide leadership in developing recommendations for expansion of access to postsecondary options for all students, most particularly those who have been traditionally underrepresented, and have not been readily availed of postsecondary opportunities.
 - b. Assume such other responsibilities as directed by the President.
11. The Chairperson of the Professional Development Committee shall:
 - a. Provide leadership and coordinate programs in the area of relationship building and continuing education for the ongoing development of professional and ethical college counseling at secondary and postsecondary institutions.
 - b. Assume such other responsibilities as directed by the President.
12. The Chairperson of the National College Fair Committee shall:
 - a. Coordinate the local arrangements for the National College Fair and serve as a liaison to the NACAC National College Fair Committee.
 - b. Assume other responsibilities as directed by the President.
13. The Chairperson of the Development Committee shall:
 - a. Advise the Executive Board on budgetary policies and issues on revenue generation, membership dues and forms, and monitor investment strategies.
 - b. Assume other responsibilities as directed by the President.
14. The Chairperson of the Community Relations Committee shall:
 - a. Explore and develop programs that will provide opportunities to facilitate students transition to postsecondary education.
 - b. Assume other responsibilities as directed by the President.

ARTICLE VIII. STANDING COMMITTEES

1. There shall be provisions for the following standing committees of this corporation:
 - a. Admissions Practices Committee
 - b. Conference Planning Committee
 - c. Human Relations Committee
 - d. Government Relations Committee
 - e. Membership Committee
 - f. Nominating Committee
 - g. Professional Development Committee
 - h. National College Fair Committee
 - i. Development Committee
 - j. Community Relations Committee
2. The committee chairperson shall appoint their committee members subject to the approval of the Executive Board.
3. The Executive Board may assign other duties to any of the standing committees. The authority granted standing committees by these Bylaws and the Executive Board shall not be exercised in a manner that is inconsistent with Executive Board actions previously taken.

ARTICLE IX. DELEGATES TO THE NATIONAL ASSEMBLY

1. Delegates to the National Assembly of the National Association are elected by the NACAC voting members who reside in Hawaii.
2. Only one person employed by a member organization agency, or institution shall serve in the same delegation.
3. The President and Past-President shall be appointed by the HACAC Executive Board as delegates to the NACAC National Assembly. All other remaining delegates will be elected by the voting members of HACAC.

Rationale: Clarify and state in HACAC By Laws the practice and procedures for appointment and election of Assembly Delegates.

4. Each elected delegate shall serve a term of three years, and shall take office on July 15 of the year in which elected.

5. Each alternate delegate shall serve until his/her successor is either elected or appointed.
6. Delegates shall serve no more than two consecutive terms. Incumbents must continue to be persons charged with responsibility for admitting students, or with the responsibility for guiding students in selecting postsecondary options, or with the responsibility of performing services as defined in Article I of these Bylaws; provided that for purposes of this Article an incumbent shall be deemed to continue to be a person charged with such responsibilities until the sixteenth day following termination for any reason of such incumbent's qualifying employment or the date on which the incumbent accepts nonqualifying employment, whichever comes first.
7. 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 two candidates for each vacancy. Candidates for delegates must be voting NACAC members.
 - b. The election shall be by ballot.
 - c. A candidate receiving a majority of the ballots cast for the position shall be elected.
 - d. Ballots shall be sent to NACAC voting members who are members of HACAC as well as to voting members of NACAC who reside within the geographical region of this corporation, but who are not voting members of HACAC.
8. Delegates to the National Assembly hold voting seats on the Executive Board of the corporation.
9. The President of HACAC shall notify the Executive Director of NACAC of election results.

ARTICLE X. CALLING OF MEETINGS

1. The President of HACAC will:
 - a. Annually call the General Membership Meeting at least one month prior to the meeting.
 - b. Call special meetings of the General Membership upon majority vote of the Executive Board Membership 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 members at the request of any four Executive Board members.
 - d. Provide written notice of every General Membership Meeting by mail to each member entitled to vote at such meetings at least one month before such meeting.

ARTICLE XI. PARLIAMENTARY AUTHORITY

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

ARTICLE XII. QUORUM

1. One-tenth of the voting members of HACAC shall constitute a quorum for any General Membership Meeting when such a meeting has been called in accordance with these Bylaws.
2. Five voting members of the Executive Board of HACAC 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 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. 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 Association present at a General Membership Meeting or through mail ballots of the voting membership is required for adoption of these Articles of Incorporation and Bylaws.

ARTICLE XV. MONITORING OF BYLAWS

1. HACAC recognizes the need to periodically monitor consistency with the governance documents of NACAC. This will be done at the General Membership Meeting in accordance with NACAC guidelines provided by the President and President-elect.