



Policy and Procedure Manual

(updated August 1, 2023)

This manual serves as an official document of the Illinois Association for College Admission Counseling Executive Board.

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Membership

IACAC Membership:

To obtain membership a qualifying individual, organization, agency or institution shall file a completed membership application as directed by the Association, along with applicable dues in accordance with these By-Laws. All current members shall be included in the membership directory and must complete a membership profile.

Dues Structure:

IACAC's Membership Model Pricing

iacac.org/join

\$45

*Single/only high school counselor on staff, must provide proof

\$100

Each for-profit member

College/University &
Service Organizations

Single Member	\$55
2-4 Members	\$80
5-8 Members	\$195
9-13 Members	\$342
14-19 Members	\$518
20+ Members	\$36/person

High School

Single Member	\$55*
2-4 Members	\$80
5-8 Members	\$165
9-13 Members	\$288
14-19 Members	\$434
20+ Members	\$30/person

\$80

Independent Counselor

\$15

Retirees
Fee waived for retirees who are members of NACAC

FREE

Graduate Students

Each voting member in IACAC will be presented the opportunity to vote at the Annual Membership Meeting.

Ballots shall be cast electronically during each annual membership meeting. The candidates securing the highest number of votes in each category shall be declared elected. In the case of a tie-vote between candidates for specific position(s) on the Executive Board, voting members will revote for said position(s).

Voting members may request a proxy. Proxies must be completed and returned at least one week prior to the convening of the Annual Membership meeting. Proxies so requested and distributed shall appoint the Most Recent Active Past President and the Current President as proxies.

Executive Board Information/Resources

<https://www.iacac.org/board/>

Leadership Responsibilities

IACAC Executive Board should plan to attend all Executive Board meetings, normally 5-6 in a given year, in addition to other meetings that may be called by the President. Excused absences are at the discretion of the President. Failure to meet this obligation may result in dismissal from the Leadership Team. In addition, Board Members should expect to:

- Serve as a voting member of the Executive Board or Leadership Team
- Be a voting member of IACAC; be a voting member of NACAC where required or supported
- Know and uphold the By-laws of IACAC
- Provide board reports as requested by the President in advance of the Leadership Team meetings and a formal end-of the year annual report
- Prepare, if appropriate, well-documented budget proposals for submission to the IACAC Finance Committee for consideration in the Association's overall operating budget development
- Budget for and to maintain an accurate accounting of expenditures, including receipts, for all IACAC programs and initiatives within his/her purview
- Ensure that all work on behalf of the Association promotes the goals identified in IACAC's Strategic Plan

Time Commitment

Estimated Time Commitment for Executive Board Members	16 days per year
Estimated Time Commitment for other members of the Cabinet	20 days per year
NACAC Conference	4 days per year
IACAC Conference	3 days per year
Board Retreat/Meeting/Leadership Development Institute	2 days per year
Preparation/Planning	4 days per year

Resources for IACAC Executive Board

Strategic Plan: <https://www.iacac.org/strategic-plan/>

Conflict of Interest Policy: <https://iac.ac/conflictinterest>

Fiscal Policy: https://members.iacac.org/page/financial_documents

By-Laws: <https://www.iacac.org/about/by-laws/>

Leadership App: https://iac.ac/leadership_app

Exec Board Google Drive: <http://iac.ac/IACACGoogleDrive>

IACAC Website: <https://www.iacac.org>

Members Only Community Website: <https://members.iacac.org>

Digital Resources Guide: https://iac.ac/digital_guide

IACAC Executive Board Members are elected to their positions by the IACAC voting membership. The following are policies for these members to maintain during their time on the board.

After Being Selected for the Slate

To Do	When
<input type="checkbox"/> Inform your direct supervisor of board commitments and talk through how your institution can support you, should you get elected. Have your supervisor sign the institutional support form.	As soon as possible after being selected for the slate.
<input type="checkbox"/> Verify your name and best contact information with the Executive Director. Complete Candidate Bio for the Conference Admission Essay.	As soon as possible after being selected for the slate.
<input type="checkbox"/> Become familiar with what IACAC does, the timing of what you'll be expected to attend, and other responsibilities you would fulfill as a member of the Executive Board.	Within one month of being selected for the slate.
<input type="checkbox"/> Read the Board Member Contract. Discuss any questions with the President or outgoing committee chair.	Within one month of being selected for the slate.
<input type="checkbox"/> Mark your calendar: board meeting dates, conferences, committee events, etc.	Within one month of being selected for the slate.

<input type="checkbox"/> Read sections from Policies & Procedures Manual: <ul style="list-style-type: none"> ● Any section related to your position ● Financial Policies, including Travel & Reimbursements 	Within two months of being selected for the slate.
<input type="checkbox"/> Meet/talk with an outgoing board member you are replacing. Questions to ask: <ul style="list-style-type: none"> ● What were your successes? ● What is still in progress or needs improvement? ● Will you be available for further questions/help? ● Which committees or board members will I likely work closely with? ● What are my expectations as a board member? 	Within two months of being selected for the slate.

After Being Elected or Appointed

To Do	By When
<input type="checkbox"/> Read the IACAC Conflict of Interest Policy. Sign the Conflict of Interest Mandatory Disclosure form.	During LDI
<input type="checkbox"/> Explore www.iacac.org . Familiarize yourself with where information can be found on the website.	Within one month of being elected/appointed
<input type="checkbox"/> Sign the Fiscal Policy.	During LDI
<input type="checkbox"/> Sign the Board Member Contract.	Within one month of being elected/appointed
<input type="checkbox"/> Gain access to outgoing board member's files, IACAC account, and/or notes.	Within two months of being elected/appointed
<input type="checkbox"/> Review board meeting minutes from at least the last two previous board meetings.	Within two months of being elected/appointed
<input type="checkbox"/> Attend the summer board retreat/LDI - get to know the rest of the board and have fun!	Within two months of being elected/appointed

Board Contract:

Time Commitment

Serving on the Executive Board is a volunteer role. Your full-time job, personal health and wellbeing, and loved ones should always take priority. That said, this volunteer role does require you to commit time and energy as a steward of the association. Every position's cycle of work is slightly different, but in general, we expect you to commit **10-20 hours a month** of service to IACAC. This includes board meetings and board-related travel, submitting committee reports, working on committee or taskforce projects, communication with other board/committee members, and relevant professional development.

Meeting & Conference Attendance

1. **Attendance:** It is expected that you will make every effort to attend all Executive Board meetings.
2. **Reporting:** Prior to each board meeting, you will submit a committee report via the meeting agenda document. If you are unable to attend a meeting, you are still expected to submit a committee report.
3. **Decision Making:** Per IACAC's by-laws, all organizational decisions are to be made following [Robert's Rules of Order](#). You will be expected to follow these parliamentary procedures when setting forth, seconding, and voting on motions.
4. **Conferences:** It is strongly encouraged (unless required by your position duties) to attend the annual spring conference and national conference. Full participation in sessions and social activities is also strongly encouraged.

Record Keeping

You are expected to maintain clear and well-organized records within your committee folder in the shared IACAC Google Drive folders. You are strongly discouraged from using personal or work accounts to store or share IACAC records. While very unlikely, organizational documentation could be requested for an audit or litigation, so please take record-keeping seriously.

Acting as an Ambassador

1. You represent IACAC. As such, you should actively:
 - a. Promote the services and programs of IACAC
 - b. Recruit new IACAC members
 - c. Recruit new Executive Board members
 - d. Attend IACAC and NACAC sponsored events when possible and serve as an active participant and volunteer as your time and abilities allow
2. Support NACAC's mission and values including the GEPCA
3. Serve as a voice for students and families on state and federal policies that impact their access to higher education
4. Mentor, support, and encourage members and eligible non-members

Travel Expenses & Reimbursements

Travel completed on behalf of the Executive Board is generally reimbursable by IACAC, per the travel and reimbursement policies found in Fiscal Policy.

Disclosing Conflicts of Interest

All Board Members will be required to annually sign a Conflict of Interest Mandatory Disclosure Statement, which can be found in the Leadership App.

Expectations of Executive Board Members in their liaison role

As elected members of the board, liaisons serve in two capacities. Their first role is to actively participate in all IACAC Executive Board functions, and the second is to help manage the committees with whom they work. Presidents will assign committees to each liaison, and while the way liaisons interact with their committees may vary, the end goal is to ensure the committees have a voice on the board, a resource for questions regarding board procedure, fiscal policy, and more. Regular check-ins should be expected with the committee chairs, as well as attending committee meetings.

Removal of Board Member Policy

Removal of a member of the IACAC Executive Board may only take place for just cause and after due process. "Just cause" may include, but is not limited to, repeated failure to fulfill Board responsibilities and duties and/or fraud, theft, embezzlement, and other

crimes according to the laws of the state of Illinois. "Due process" includes the right to self-defense or defense by a counselor at a formal hearing.

The formal hearing may take place at a specially called meeting of the Executive Board.

Ad-Hoc Committee Policy

Any Committee deemed necessary to implement the activities and purposes of IACAC may be appointed as an ad-hoc committee by the President, with approval of the Executive Board.

Finance and Budget

Approved Annual Budget

Typically, every spring, the membership votes to approve an annual organizational budget. Board members are expected to review the membership-approved budget and to make recommendations for budget revisions. In addition, it is each board member's responsibility to ensure that all expenditures are within the confines of the approved budget.

Budget

The budget shall include an amount for contingencies which the amount shall not be in excess of 15% of the total amount included in the budget. The Executive Board shall be authorized to transfer funds within the budget among similar line items and shall have sole discretion over the disbursement of the contingency amount.

The outgoing Treasurer shall have the books of IACAC approved by the incoming President and incoming Treasurer after the Annual Membership Meeting but no later than July 31st. There shall also be an annual accountant's review of IACAC's financial statements by a certified public accountant.

Quarterly Financial Statements

It is expected that all board members will review the most recent quarterly financial statements. The IACAC Treasurer is responsible for preparing and presenting these financial statements at each board meeting. Board members are expected to review the most recent quarterly statement which is prepared by the IACAC Treasurer and presented at each board meeting. Any questions regarding financial patterns or terminology should be raised by Board members.

Unpaid Fees

Lack of Payment

1. Lack of payment to IACAC for services rendered by an individual or organization will result in the suspension of member benefits.
2. Payments should be received within 30 days.

Contracts

Contracts for the organization should be signed by the Executive Director. IACAC committee chairs or Executive Board members should confirm with the Executive Director and/or the Treasurer or President before moving forward with any contracts and should not sign anything.

How to Do a Reimbursement

Reimbursements are for your work within IACAC. Please be sure to check the Fiscal Policy to ensure you have met the requirements of receiving a reimbursement, and use the steps below to submit that request.


A. Reimbursement Requirements

1. Reimbursement requests must be submitted within 60 days of purchase or event. The Treasurer or Executive Director may grant exceptions.
2. All expenses require an itemized receipt. If an itemized receipt cannot be obtained, reimbursement can be made with a non-itemized receipt and a receipt itemization form.
3. Submit all reimbursable expenses through the [reimbursement request form](#) located under financial documents within the members-only portal and in the Leadership App.

Other Financial Resources

Current budget:  [2023-2024 Committee Budget Tracking.xlsx](#)

Fiscal policy: https://members.iacac.org/page/financial_documents

Bank process:  Treasurer Report, IBB, ACH and Bill Pay