



Texas Association
for College Admission
Counseling

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Approved by the executive board on 1/31/2025
Approved by the general membership on 3/14/2025

ARTICLE I. Name and Office

The name of this association is the Texas Association for College Admission Counseling, Inc. (hereinafter referred to as “TACAC” or the “Association”), a chartered state affiliate of the National Association for College Admission Counseling, Inc. (hereinafter referred to as “NACAC”).

The association shall at all times maintain a registered office and registered agent in the State of Texas. The executive board may change the location of any office of the association, the registered office and registered agent.

ARTICLE II. Purpose

The purposes for which the association is organized and operated are educational and charitable. The association is an organization of professionals dedicated to serving students as they explore options and make choices about pursuing postsecondary education. TACAC is committed to maintaining high standards which foster ethical and social responsibility among those involved in the transition process. In furtherance thereof, its vision is: TACAC develops professionals committed to providing the highest quality counseling to ensure students' access to and persistence through post- secondary education.

ARTICLE III. Membership

1. Membership in the association is a privilege made available to eligible institutions and individuals.
2. Members shall support the purpose of TACAC.
3. Criteria and qualifications for each category of voting and non-voting members shall be set forth in these bylaws and in the policies and procedures approved by the executive board.
4. Members shall support NACAC's ethics and professional practices to ensure high professional standards in the recruitment of students and the transition to postsecondary education.
5. Voting membership in the association shall include categories for institutions and organizations in the state of Texas, and individuals other than retired members who perform the majority of their professional duties in the state of Texas. These voting membership categories include:
 - a. Institution
 - i. 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.
 - ii. Primary and secondary schools accredited in accordance with policies and procedures approved by the executive board.
 - b. Organizations
 - i. 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.

- ii. 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.
- c. Individuals
 - i. Professionals employed by secondary or post-secondary institutions or organizations in the state of Texas.
 - ii. 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.
 - iii. Retired persons who were actively engaged in providing counseling, admission, or financial aid services.
 - iv. 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.
 - v. Persons employed by a voting member eligible institution, organization, or community-based organization that is not a member of TACAC.
 - vi. Persons charged with supervising admission and enrollment management activities who are employed at a public university system office.
 - vii. Persons charged with supervising counseling activities who are employed at a school system district office.
- 6. A voting member of TACAC may not be a voting member of any other NACAC affiliate.
- 7. Non-voting members shall include employees of the following:
 - a. Educational institutions
 - i. 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
 - i. 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.
 - c. Individuals
 - i. 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.

- ii. Students seeking careers in counseling, admission, or financial aid services.
- iii. 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.

ARTICLE IV. Member Voting and Meetings

1. The president, with the approval of the executive officers, shall call the membership to two general meetings of the membership – one held near the annual TACAC conference and one held near the annual NACAC conference. These meetings may be hosted in-person or virtually.
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 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.

ARTICLE V. Accountability

Any member of the association shall have their membership terminated automatically by failure to pay TACAC dues or by failure to comply with the provisions of these bylaws, association policies, or for other good cause. Any member proposed for removal from the organization 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 three-fourths (3/4) majority vote of the board.

ARTICLE VI. Dues

The executive board shall establish annual membership dues for voting and non-voting members and categories thereof.

ARTICLE VII. Executive Board

1. There shall be an executive board of TACAC to assist the president in carrying out the purposes of the association.
2. The executive board shall be chaired by the president and shall also include the president-elect, the immediate past president, the treasurer, and the chairs of all committees. The executive director, the treasurer-elect, and the immediate past treasurer of TACAC shall be ex-officio, non-voting members of the executive board.
3. Committee chairs shall be appointed by the president with input from the presidents' council.
4. In the event of a vacancy in the executive board other than executive officers, the president shall have the power to appoint eligible members to fill vacancies with the approval of executive officers.

ARTICLE VIII. Executive Officers

1. The executive officers shall consist of:
 - a. the president, the president-elect, the immediate past president, and the treasurer, as well as the immediate past treasurer, treasurer-elect and executive director.
 - b. The immediate past treasurer, treasurer-elect and executive director shall serve in an ex-officio capacity.
2. Each president shall serve for a term of one year in each respective office. The three presidents comprise the presidents' council. Upon the expiration of their respective terms, the current president shall automatically succeed to the office of Immediate past president and the president-elect shall automatically succeed to the office of the president.
3. The three treasurers follow the same model as the presidents. Upon the expiration of their respective terms, the current treasurer shall automatically succeed to the office of immediate past treasurer and the treasurer-elect shall automatically succeed to the office of the treasurer.
4. Candidates for executive officer positions shall be selected by the Awards and Nominating Committee and elected by a majority of voting members before the annual TACAC conference.
5. The president shall be the principal elected officer of the association and shall succeed to the office of immediate past president. The president shall:
 - a. Be a voting member of TACAC and NACAC.
 - b. Call and preside at meetings of the association, executive board, and executive officers.
 - c. Serve as the official spokesperson for the association or shall appoint an executive board member to serve as deemed appropriate.

- d. Appoint any chairperson(s) of standing committees or any committees deemed advisable by the presidents' council.
 - e. Serve as an ex-officio member of all committees except the Awards and Nominating Committee.
- 6. The president-elect shall be elected annually and shall succeed to the office of president, and then to the office of immediate past president. The president- elect shall:
 - a. Assume the duties of the president upon the absence or inability of the president to serve.
 - b. Succeed to the position of president in the event the president cannot complete their term, and serve the remainder of the vacating president's term, and then a full term as president.
 - c. Serves as the liaison to the Conference Planning Committee.
- 7. The immediate past president shall:
 - a. Chair the Awards and Nominating Committee.
 - b. Serve as the liaison to assigned TACAC committees.
- 8. The treasurer shall:
 - a. Maintain the official financial records of the association and report during all executive board and general membership meetings.
 - b. Serve as chair of the Finance Committee.
- 9. The treasurer-elect shall be elected annually and shall succeed to the office of treasurer, and then to the office of immediate past treasurer.
- 10. The immediate past treasurer shall lead the annual review of the Fiscal Policy.

ARTICLE IX: Executive Officer Vacancies

- 1. In the event of a vacancy of the office of the president, the unexpired term of the president shall be filled by the president-elect subject to the majority approval of the executive board.
- 2. In the event of a vacancy of the office of the president-elect, the unexpired term of the president-elect shall be filled by an appointment of the president subject to the majority approval of the executive board. The appointee shall serve only until the next general membership meeting, at which time a member will be elected to complete the original term.
- 3. In the event of a vacancy in the office of the immediate past president, the position will remain vacant. The Awards and Nominating Committee shall be chaired by another past president selected by the president's council.
- 4. In the event of a vacancy of the treasurer, the unexpired term of the treasurer shall be filled by the treasurer-elect, subject to the majority approval of the executive board
- 5. In the event of a vacancy of the office of the treasurer-elect, the unexpired term of the treasurer-elect shall be filled by an appointment of the president subject to the majority approval of the executive board. The appointee shall serve only until the next general membership meeting, at which time a member will be elected to complete the original term.

6. In the event of a vacancy in the office of immediate past treasurer, the position will remain vacant.
7. In the event of a vacancy of president, president-elect, and immediate past president, the unexpired term of the president shall be filled by the treasurer.
8. In the event of the vacancy of all elected officers, the executive board will create a voting process by which the membership elects new officers for the association.

ARTICLE X. Executive Director

The executive director 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 director's employment or dismissal and all matters related thereto shall require a majority vote of the executive officers. An annual performance review shall be conducted by the presidents' council. The executive director shall serve as an ex-officio, non-voting member of the executive board. The executive director shall be responsible for the records of the association and shall record and retain the minutes of all meetings.

ARTICLE XI. Committees

1. 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.
2. Each standing committee of the association shall consist of members of TACAC.
3. The executive officers may remove any member of a committee in accordance with the policies and procedures of TACAC.

ARTICLE XII. Parliamentary Authority

All TACAC meetings will use the latest edition of Robert's' Rules of Order to conduct business and may adopt special rules of order for any Association proceedings.

ARTICLE XIII. Amendments

These bylaws may be amended by a two-thirds (2/3) vote of the TACAC voting members, provided a quorum is present as specified in these bylaws, and notice of any proposed amendment has been given to each member not less than two weeks (14 days) prior to the date of such meeting or the final vote count. The executive board may provide its recommendation to the voting members regarding any proposed amendment.

ARTICLE XIV. Review of Documents

These bylaws shall be consistent with the NACAC Bylaws. Within one year after the adoption of any amendment to the NACAC Bylaws, TACAC shall review its governing documents and shall adopt any amendments required to maintain consistency with the NACAC Bylaws. The executive board shall review the TACAC governing documents, including bylaws, Fiscal Policy, and Policies & Procedures Manual annually by July 1.