



## **By-Laws of the Regional Admission Counselors of California**

### **ARTICLE I – NAME**

The name of this organization is the Regional Admission Counselors of California (hereinafter referred to as "RACC").

### **ARTICLE II – PURPOSE AND OBJECTIVES**

The members of RACC are paid admission representatives from a college or university whose primary campus is located outside of California. RACC's objectives are:

1. To support RACC members as they counsel students preparing for post-secondary study
2. To assist high school, transfer, and independent counselors by offering programs to educate students and their families about post-secondary opportunities
3. To provide support to regional representatives
4. To offer guidance and serve as a resource to a college or university that is considering adding a regional representative

### **ARTICLE III – MEMBERSHIP CRITERIA**

1. Admission or Student Recruitment must be a RACC Member's primary responsibility
2. RACC Members must have California as a recruitment region
3. RACC Members must represent a non-profit college/university that does not have its primary campus in California
4. The RACC Member or the RACC Member's institution must have membership in the Western Association for College Admission Counseling (WACAC) or the National Association for College Admission Counseling (NACAC)
5. Members must reside outside of the state in which their institution has its primary campus
6. Membership in RACC may be terminated by action of the RACC Board for:

- a) Failure to maintain status as a member under Article III of these Bylaws
  - b) Failure to pay annual membership dues by deadline set in the annual Membership Application
  - c) Failure to meet the requisite level of participation in RACC events as defined in the annual Membership Application
7. Terminated members have 30 days to appeal to the RACC Board the termination of membership. The RACC Board shall review the appeal and take action within 30 days of the receipt of the appeal.
8. Benefits of membership include:
- a. Listing on the RACC website
  - b. Eligible, though not guaranteed, participation in RACC on the Road – Counselor Update Programs
  - c. Listing in the RACC Directory
  - d. Opportunity to participate in RACC professional development events
  - e. Eligible to participate in RACC Out-of-State programs, RACC Case Study programs, RACC mini-fairs, RACC virtual events and other RACC coordinated programs on a space-available basis

All new and renewing RACC members will complete a RACC Membership application. Submitting an application does not guarantee membership in RACC. If the Membership Chair determines that an applicant fails to meet the criteria for membership, the applicant may submit an appeal to the RACC Board for re-consideration. An such appeal must be in writing and submitted to the Membership Chair detailing why the institution qualifies for RACC membership.

#### **ARTICLE IV – MEMBERSHIP DUES**

Membership Dues are paid annually and are used to support RACC programs for counselors, the RACC Directory, the RACC website, RACC organizational expenses, and RACC professional development workshops. Annual dues shall be determined by the RACC Board and approved by a majority of the member ballots returned in an electronic ballot. Full payment of membership dues by the deadline prescribed in the Membership application is required for continued participation in RACC events including listing in the RACC Directory and the RACC website. A late fee will be assessed for all payments received after the deadline. The RACC fiscal year is July 1 – June 30.

## **ARTICLE V – CHAIRS**

The RACC Board shall consist of the following positions:

- 1) Chairperson
- 2) Northern California Vice-Chair
- 3) Southern California Vice-Chair
- 4) Treasurer
- 5) Communications Chair/Secretary
- 6) Technology Chair
- 7) Professional Development Chair
- 8) Counselor Relations Chair
- 9) Membership Chair

## **DUTIES OF CHAIRS**

1. The RACC Chairperson shall
  - a. Preside at all RACC Membership meetings
  - b. Preside over Executive Board meetings
  - c. Serve as the point of contact for individuals or any college/university interested in RACC membership in cooperation with the Membership Chair
  - d. Be authorized to sign checks and use the RACC account
  - e. Appoint members for special duties or committees
  - f. Produce and present annual RACC Report
  - g. The RACC Chairperson position shall be filled by a current or past Board Member
  - h. Serve as a State Registered Agent for RACC
2. The Vice-Chair, Northern California and the Vice-Chair, Southern California shall
  - a. Whenever possible, the Vice-Chair, Northern California and the Vice-Chair, Southern California will reside in their respective area
  - b. Provide membership with protocol and expectations for participation in RACC Events
  - c. Oversee and coordinate RACC events excluding RACC on the Road – Counselor Update programs
  - d. Serve as a Registered Agent for RACC
  - e. In the event of a vacancy in the Chair position, the two Vice-Chairs will serve as interim Co-Chairs until a Chair is elected
  - f. Assume other responsibilities as directed by the Chair

3. The Treasurer shall

- a. Be responsible for the collection of all membership dues and participation fees for RACC on the Road – Counselor Update programs
- b. Be responsible for the payment of all RACC bills
- c. Be responsible for all financial records of RACC
- d. Make annual recommendation to the Executive Board regarding membership dues and budget
- e. Prepare the Annual Budget to present at the summer membership meeting
- f. Serve as a Registered Agent for RACC
- g. Be authorized to sign checks and use the RACC account

4. The Communications Chair/Secretary shall

- a. Take minutes of all meetings
- b. Provide the minutes of the last membership meeting to new members
- c. Serve as the RACC historian
- d. Produce the Annual RACC Space Availability Report
- e. Manage all social media accounts and provide consistent content to engage viewers
- f. Coordinate the annual publication of the RACC Directory
- g. Manage all RACC member Slides used in RACC Out-of-State presentations and RACC On the Road – Counselor Update Programs
- h. Provide specific RACC slides to RACC Out-State Presentation venue coordinators

5. The Technology Chair shall

- a. Maintain and update the RACC website and ensure that the documents in the RACC Membership site are current
- b. With the Membership Chair, conduct annual audit of the RACC Membership information on the website
- c. Maintain and ensure the accuracy of the email addresses in the RACC member email account
- d. Support technology needs for organization

6. The Professional Development Chair shall

- a. Research and organize professional development events for all members
- b. Explore new opportunities for member outreach
- c. Along with Membership Chair, provide training for RACC members on group events and procedures, including new member

Orientation

- d. Coordinate, organize, and serve as the RACC contact person for RACC events and session presentations at NARAC, WACAC, and NACAC Conferences
- e. Organize RACC Annual Membership Meeting
- f. Conduct the RACC Survey of its membership at least every even year
- g. Manage and serve as the contact person for the RACC Speaker's Bureau

7. The Membership Chair shall

- a. Serve as a resource by reaching reach out to colleges and universities who post job openings for a California regional representative
- b. Work with new colleges/universities considering RACC membership. Review and present new RACC membership applications to the Board for final approval
- c. Along with the Vice-Chairs, provide training for RACC members on RACC procedures, including new member orientation
- d. Maintain a master roster of RACC Members

8. The Counselor Relations Chair shall

- a. Manage and maintain the RACC Partner database
- b. Provide program oversight for RACC on the Road – Counselor Update programs including setting dates, event program, preparing PowerPoint presentation, collecting RSVPs, creating program invitation, sending invitations, working with the Treasurer to develop budget guidelines for venue coordinators, managing RACC member participation, ordering Counselor Gift, etc.
- c. Working with the Communications Chair/Secretary develop RACC Partner Communication Plan
- d. Be authorized to sign checks and access RACC bank account

## **ELECTION OF CHAIRS**

RACC chairs are elected prior to the summer membership meeting and assume office at the conclusion of the meeting.

The election process consists of four steps – self-nominations, vetting of the applicants, slating, and voting. The RACC Election Committee\* will ask for self-nominations for any vacant Board position. For each open position, the Election Committee will report to the entire Board one of the following:

- 1) No self-nominations were submitted
- 2) No qualified candidates submitted a self-nomination
- 3) One or more self-nominations were submitted but only one qualified candidate was selected
- 4) One or more self-nominations were submitted and more than one qualified candidate was selected

For outcomes #1 and #2, the Election Committee will continue to encourage and accept self-nominations. In the event no self-nominations are received by July 1 (the beginning of the RACC administrative cycle), the current chair may remain in that position until a new chair is elected. However, if the chair is vacant, the responsibilities of that chair will be assigned as needed by the Board Chair to Board members and RACC members at large until a new chair is elected.

For outcomes #3 and #4, the winner of the election will be determined by a majority of the votes cast via electronic voting. For outcome #4, if there are three or more candidates and no candidate receives the majority of votes, the two candidates receiving the most votes will be presented to the membership to be voted upon. The winner will be determined by a majority of the votes cast.

A Chair Transition Meeting is required on or before the summer Board meeting. During that meeting, all files and records will be turned over to the newly-elected chair. All RACC Chairs are to keep records to pass on to their respective successor.

\*The Election Committee for each open position shall consist of the following – Board Chair, outgoing Chair, current Board member, past Board member, and one RACC member-at-large.

### **TERM OF OFFICE FOR CHAIRS**

The term of office for all RACC Board Chairs is three years. The election cycle for the nine Board positions is as follows:

- 1) Year 1 – Chair, Communications Chair/Secretary, Counselor Relations
- 2) Year 2 – N. California Vice-chair, Professional Development Chair, Membership Chair
- 3) Year 3 – S. California Vice-Chair, Treasurer, Technology Chair

### **RESIGNATION OF ANY BOARD CHAIR**

If a Chair resigns during their term of office, the Board will conduct a special election to fill the vacancy for the remainder of that Chair's term of office. If the Board Chairperson position is vacant, the Northern California Vice-Chair and the Southern California Vice-Chair will become interim Board Co-Chairs until an election is held and the position is filled. They will assume the duties and responsibilities of the Board Chair during this period.

## **ARTICLE VII – CODE OF ETHICS:**

RACC subscribes to NACAC's Statement of Principles of Good Practice: NACAC's Code of Ethics and Other Policies.

## **ARTICLE VIII – AMENDMENTS:**

These Bylaws may be amended at the summer meeting of RACC by a vote of two-thirds of the voting members attending, providing that a notice of any proposed amendment have been sent to each voting member at least two weeks prior to the date of the meeting

By-law amendments may also be made at special meetings by a vote of two-thirds of the voting members attending, providing that a notice of any proposed amendment have been sent to each voting member at least two weeks prior to the date of the meeting.

By-laws may also be amended by a majority of the votes cast via electronic voting without prior notice of the amendments so long as the total number of votes cast represents a majority of the total number of RACCmembers.

Suggestions for amendments to the Bylaws may be submitted to the RACC Chair or via the Bylaw Amendment portal in the Members' Section of the RACC website.

All suggestions for amendments to the Bylaws from all sources are reviewed by the RACC Board, presented to the RACC membership for discussion, voted upon by the RACC Board, and submitted to the RACC membership for final approval.

Last approved: July 2, 2020