

National Association of Regional Admissions Counselors (NARAC)
Governing Document
established fall 2017(modified summer 2019)

ARTICLE I – ORGANIZATION NAME:

The name of this organization is: National Association of Regional Admission Counselors (NARAC).
Founded in October of 2012 following the 2012 inaugural meeting in Denver, CO.

ARTICLE II – ORGANIZATION PURPOSES:

To promote regionally-based admissions as a career and to support regionally-based admissions professionals throughout the country.

- NARAC will serve to support: established regional **member organizations** and individual, regionally-based admission counselors with no **member organization affiliation**.
- NARAC will serve as a resource to regional groups in their early stages of formation.
- NARAC will serve as a resource to colleges and universities considering the use of regionally-based representatives.
- Member organizations will be governed by their own by-laws and boards.

ARTICLE III – ORGANIZATION ACTIVITIES:

1. Communication to membership, constituents and the public

- Web site (established in 2012) maintenance. The NARAC website will serve to connect individual regional groups and provide a repository for key resources and documents.
- Relevant social media posts
- Email

2. Biennial Survey

- Administered to current NARAC members and designed to evaluate the regional admission counselor profession on a national landscape.

3. Conference

- Day long, professional development opportunity, scheduled to take place every fall in conjunction with the annual NACAC Conference.

ARTICLE IV - MEMBERSHIP:

- **Definition** – for the purposes of the NARAC organization, a **regional admissions officer** is defined as any individual employed in the field of college admissions but working primarily from a non-campus based “regional” office. The regional admissions officer must be employed by a not-for-profit, regionally accredited college or university that is a member in good standing of either the NACAC (National Association for College Admission Counseling) or an affiliate ACAC organization.
- **Member Eligibility:**
 - Any admissions officer meeting the above stated definition, whether they are affiliated with a regional group or not.
 - NARAC recognizes that individual regional groups may have broader membership guidelines, but for the purpose of NARAC member eligibility, individuals must meet the above stated regional admissions officer definition
 - Individual member-group organizations define their group’s membership criteria; a member organization may have members that do not qualify to be part of NARAC.
- **Member Benefits:**
 - Participation in the biennial survey
 - Reduced, member fee for annual conference attendance

- NARAC Council Member eligibility

ARTICLE V – GOVERNANCE

- **Council Chairs:**
 - The NARAC Council is co-chaired by the NARAC conference chair of the upcoming host site member organization, or appointed liaison, AND the previous year’s conference host site organization chair or appointee.
- **Founders Committee:**
 - The Founders Committee consists of the original founders of the NARAC organization and all past conference chairs wishing to serve.
 - The Founders Committee shall work in tandem with the Council Chairs in order to accomplish the day-to-day business of the organization and oversee the work of the standing committees: Conference, Communications & Survey.
- **NARAC Council:**
 - Shall consist of a dedicated representative from each of the member organizations. Each Member Organization will be responsible for determining their NARAC Council Representative.
 - Regional groups can abstain from having a NARAC Council Representative. If no member is selected to serve as a Council Representative by the member organization, said member organization forfeits their Council Representative seat until a representative is named.
 - The NARAC Council, along with the Founders Committee will plan to meet 2 times per year. These meetings can take place in person or virtually. Meetings will be scheduled and run by NARAC Council Chairs
 - There are currently 24 regional groups as of August 2019
- **Council Representatives:**
 - Could be an elected or appointed position, or in some cases, may even be the Regional Group Chair.
 - Shall each serve on one of three NARAC Committees: Communication, Survey or Conference
 - Shall be responsible for keeping their Regional Group Board and members appraised of NARAC activities and needs.
 - Duration of term as a Council Representative shall be determined by the responsible Regional Group Organization
- **Council Committees:**
 - The NARAC Council is divided into three Standing Committees: Conference, Communications & Survey.
 - Each Standing Committee is comprised of 6-10 Council Representatives.
 - Each member organization will assign or elect one liaison from the member organization to serve on the NARAC Advisory Board. Each Advisory Board member will serve on one of the three NARAC Committees.

ARTICLE VI – STANDING COMMITTEES:

1) Conference Planning Committee

- **Organization of the Committee:** Co-chaired by the NARAC conference chair of the upcoming host site member organization (or appointed liaison) and the previous year’s conference host site organization chair (or appointee) and the future NARAC conference site’s chair (or appointee).

- **Work of the Committee:** The three chairs will plan the upcoming NARAC Conference; they will fill the roles noted below or assign committee members to fill these roles:
 - i. Sessions chair
 - ii. Guest speaker chair
 - iii. Site coordinator chair
 - iv. Communication, promotion and registration chair
 - v. Hospitality (food, local transportation, and accommodations) chair

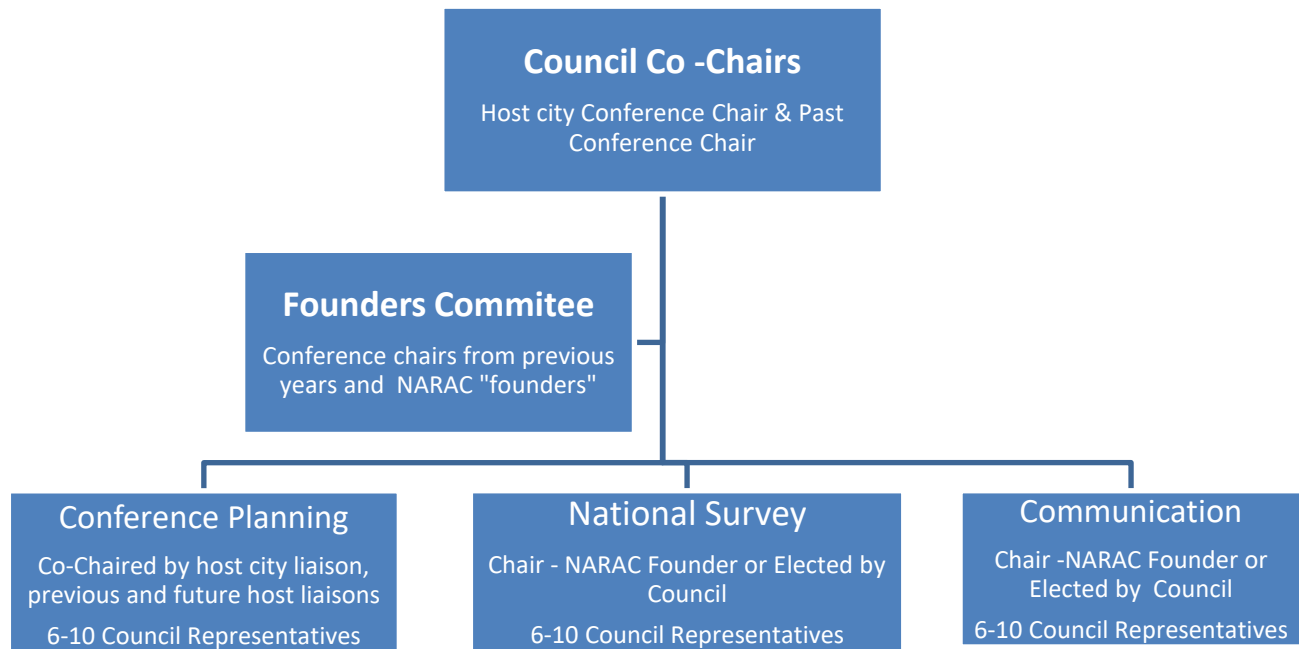
2) National Survey Committee

- **Organization of the Committee:** The chair of the committee will be nominated in one of the following ways (1) assigned to a member of the Founder Committee, (2) assigned by the presiding chair (3) If the presiding chair sees fit, an election from within the committee.
- **Work of the Committee:**
 - i. Update and disseminate the biennial national survey
 - ii. Tally and create a report summarizing the results of the survey
 - iii. Present survey data set, and summation, at NARAC Conference
 - iv. Make survey documents available on NARAC web site
 - v. Remind and guide **member organizations** groups to survey their individual membership in alternate years

3) Communications Committee

- **Organization of the Committee:** The chair of the committee will be nominated in one of the following ways (1) assigned to a member of the Founder Committee, (2) assigned by the presiding chair (3) If the presiding chair sees fit, an election from within the committee.
- **Work of the Committee:**
 - i. Maintain roster of NARAC Council
 - ii. Maintain roster of Regional Member Organizations
 - iii. Maintain roster of Regional Member Organization NARAC Liaisons
 - iv. Maintain roster of Regional Member Organization officers/board
 - v. Review and suggest updates to the NARAC website
 - vi. Respond to emails sent to NARAC and disseminate information to NARAC
 - vii. Respond to 3 online inquiry forms
 - viii. Communicate with NARAC members via:
 - 1. Newsletter
 - 2. Facebook and other social media
 - 3. Produce and update the NARAC Profile
 - 4. Host webinars
 - 5. Create templates for NARAC presentations
 - ix. Create conference program

Committee Meetings: Each Standing Committee will meet as their groups see fit under the leadership of the Chairs of each committee.



ARTICLE VII – DUES

- No dues or fees are currently collected from NARAC members.
- The NARAC Annual Conference is typically hosted at free sites. In many cases NARAC is offering programming to our hosts in lieu of rental fees. All costs for meals will be covered by individual attendees.
- No travel costs, meals costs or any other costs associated with NARAC Organization work will have funding provided by NARAC.

ARTICLE VIII – BY-LAWS

- The Council may review and adapt by-laws based on the evolution of the regional profession and member organizations.
- The Council shall adopt and amend organization By-Laws after opportunity for Member Organizations to review and provide input on changes.
- Changes to the by-laws will be made by the council as part of Council business during the annual meeting or a publicized virtual meeting.
- Changes will need a 2/3 vote by the Council to be adopted.
- Council By-Laws shall be published on the NARAC website and will be presented at the annual meeting.

ARTICLE IX – CODE OF ETHICS:

NARAC subscribes to the [NACAC Code of Ethics and Professional Practices.](#)