

**NACC**  
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# NACC ON CAMPUS: A Student Chapter Guide

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NATIONAL ASSOCIATION OF COUNSEL FOR CHILDREN | [www.NACCchildlaw.org](http://www.NACCchildlaw.org)

Promoting Excellence

Building Community

Advancing Justice

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# Welcome to NACC!

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*Dear Student,*

*Thank you for your interest in the National Association of Counsel for Children (NACC)! Students play an important role in generating campus involvement in NACC to explore careers and advance the rights and opportunities of children, youth, and parents in the child welfare system. We know that student engagement is a critical building block for the future of our specialized profession, and we are eager to support your involvement in child welfare issues.*

*This guide will assist you in establishing and expanding your very own NACC student chapter. You will learn about NACC's mission, NACC Chapter requirements, as well as important chapter-building techniques, such as planning events and raising funds.*

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## NACC in Brief

Founded in 1977, the National Association of Counsel for Children (NACC) is a non-profit professional membership and advocacy organization dedicated to advancing justice for children, youth, and parents. Every year millions of children are involved in the child welfare system, including children who have been separated from their parent or guardian, children at risk of separation, and children and youth who are also involved in the juvenile and criminal justice systems. Many children and parents involved in these systems face barriers to justice in the courts and are deeply impacted by poor outcomes in the child welfare system.

NACC advances the rights and opportunities of children and parents in the youth system by ensuring they have the right to effective assistance from counsel. We provide programs and resources that improve the quality of legal representation for children, parents, and agencies; support a community of hard-working and dedicated professionals and help attract and retain diverse talent in the children’s legal advocacy profession; and advocate for policies that advance children’s rights, including the right to counsel.

NACC strives to Promote Excellence, Build Community, and Advance Justice:

NACC **Promotes Excellence** through attorney training and certification. We are the only national organization accredited by the American Bar Association to certify attorneys as Child Welfare Law Specialists.

NACC **Builds Community** through a national membership association and annual National Child Welfare Law Conference.

NACC **Advances Justice** by engaging in public policy and legislative advocacy aimed at improving the child welfare system.

### NACC Priorities

With effective organization, you and your school can be at the heart of the movement to improve the quality of legal representation for children, parents, and agencies; support a community of hardworking and dedicated professionals; help attract and retain diverse talent in the children’s legal advocacy profession; and advocate for policies that advance children’s rights, including the right to counsel. Below you will find just a few of the battles that we continue to fight:

- [Advancing Race Equity](#)
- [Defending the Indian Child Welfare Act](#)
- [Right to Counsel: Redefining High-Quality Legal Representation for Children and Youth](#)

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## Join NACC!

One of the easiest things you and the members of your emerging NACC Chapter can do is to become a member of NACC. **A student NACC membership is free!** NACC membership includes access to monthly webinars, our monthly newsletter, *The Advocate*, our quarterly law journal, *The Guardian*, and more! For NACC to continue its work in the 21st century, it requires a new generation of child law advocates to carry on this vital work, both as members and chapter organizers. Visit [NACCchildlaw.org](http://NACCchildlaw.org) to become a member! Questions about membership can be directed to [Membership@NACCchildlaw.org](mailto:Membership@NACCchildlaw.org).

### Where You Come In

By joining NACC and establishing a student chapter, you will be helping your fellow students by increasing their awareness of the issues outlined above. Your chapter's main goal should be raising interest and awareness about the child welfare system and careers that advance the civil and human rights of children, youth, and families. You may do so by sponsoring speakers, forums, teach-ins, debates, and film showings on timely child welfare topics and important historical milestones.

No matter what your chapter's endeavors may be, we hope that your involvement with NACC lasts a lifetime, and that your experience working as a child law advocate is very rewarding and meaningful. Good luck with your NACC Chapter! We look forward to seeing great things from you!

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## Creating Your Chapter

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### Gaining NACC Recognition

Before establishing your NACC Chapter as an official student club at your school, please review the following steps. There are a few requirements for official recognition of NACC Chapters, and we want to ensure that we can support you in this endeavor.

### Gaining Campus Support

Before registering your chapter with NACC or as a student club at your school, consider whether a NACC Chapter organization can succeed on your campus. Talk to other students and gauge their interest in advancing child welfare law efforts. For a student club to succeed, there should be at least five students who will make running the chapter a priority in the upcoming school year. Alternatively, there may already be a child law or family law club or clinic on your campus that may be interested in serving the role of a NACC Chapter. NACC encourages you to explore this possibility.

Next, you should contact the school administration and get the written policies (to which you are entitled under public records laws) on student clubs. Your school's club policies should address:

- The procedure for forming a club
- The benefits, if any, clubs are entitled to
- The responsibilities of student clubs
- The need for faculty advisors

Guidelines for establishing a student club can usually be located by contacting the school's student development office, club council, or student government association. These regulations often vary from school to school, but they generally share a few components, including drafting Chapter Bylaws, finding a chapter sponsor, or signing up a minimum amount of members. A sample NACC Chapter Bylaws template can be found in Appendix A.

Certain institutions require student clubs to have a faculty advisor as a precondition for official recognition and access to student fee funds. Your school should inform you of that in the club registration packet. Even if your school does not have such a requirement, NACC does. Upon the graduation of current club leaders, a faculty advisor can ensure that the club acquires new leaders and stays on track. A faculty advisor can also be very helpful in providing guidance to students and sharing information about administrative processes, school policies, and hiring and admissions issues.

### Choosing a Faculty Advisor

Before choosing an advisor, you must clearly define their role. Make sure that both the students and the advisor understand and agree on what their roles are to avoid conflicts and misunderstandings later on. The advisor must be sympathetic and committed to NACC's priorities. This should be someone who will be willing to defend the NACC Chapter during controversial issues, should they occur. NACC's National Law School Student Organizer may be able to help you find NACC members on your faculty. If not, you should try to choose an advisor who is:

- Supportive of child welfare law — maybe an outspoken professor who has shared with you some of their beliefs.
- Able to help find meeting space and resources, as well as brainstorm activities and events for the NACC chapter.

### NACC Chapter Application and Renewal

Before registering a NACC Chapter as a club at your school, you must submit your chapter application. First, contact NACC’s Law School Student Organizer at [Student@NACCchildlaw.org](mailto:Student@NACCchildlaw.org) to express your interest and review the chapter application process. Second, submit your NACC Chapter application by email to the National Law School Student Organizer. Make sure that your contact information and your school’s contact information is included in the body of the email. You will need to attach two documents:

- ① Signed petition of at least five (5) anticipated student chapter members
- ② A letter or statement of support from a faculty member/sponsor

A sample petition is provided in Appendix A. NACC’s National Law School Student Organizer and staff will review your petition. Upon approval, NACC will then provide a letter of support to include in your school club registration process. Now you are ready to submit a club application at your school!

At the end of the school year, every NACC Chapter is required to send a one-page annual report to NACC’s National Law School Student Organizer. The annual report should describe the activities conducted during the year and the impact of these activities on the students and community involved. The annual report includes a renewal application to describe changes in NACC Chapter leadership for the following school year, contact information, and any plans for summer events, including attending NACC’s National Child Welfare Law Conference.

Once you have established your NACC Chapter at NACC and your school, it’s up to you and your members to shape your group into a successful career exploration and advocacy organization!

### Acquiring New Members

Attracting new members to your chapter should be an ongoing task. NACC believes that building a national movement requires strength in numbers, and we never put our member recruitment on hold. In fact, we expect our chapter leaders to encourage all their members to officially join NACC (it’s free for students!).

There are several ways to locate and recruit new members:

- **Word of mouth:** Ask group members to invite their friends.
- **Papering:** Make flyers and spread them across the school.
- **Tabling:** Request a table at your school’s next club fair or regional event.
- **Social media:** Promote your chapter via social media. Make sure you tag [@NACCchildlaw](https://twitter.com/NACCchildlaw) and use hashtags popular at your school and in the child welfare sector.

## Three Things to Know about NACC

It is possible that some people on your campus have never heard of NACC. Here are three short talking points you can use to introduce NACC’s mission and activities to your prospective NACC Chapter members:

- ① NACC believes that every child has a right to quality, effective counsel. Fourteen states still do not guarantee counsel for children in child welfare cases. From babies to young adults, youth experiencing foster care should be seen, heard, and represented. Children in court need lawyers of their own. We’re working to make sure they have them. Visit our [Counsel for Kids Toolkit](#).
- ② NACC supports access to justice. Courts and attorneys and other child-serving institutions should be held to the highest standard of compliance with statutory and constitutional mandates in all decision-making. Children and parents should have access to a family-centered judicial system that treats them with dignity and respect.
- ③ NACC centers our work around child wellbeing. NACC supports efforts aimed at preserving families and reducing the need for children to be removed from their homes and communities. All children should be allowed to safely maintain their attachments to important adults in their lives and to participate in activities that are meaningful to them. We believe that all children and parents regardless of their race, culture, ethnicity, national origin, religion or religious beliefs, disability or handicap, sex, sexual orientation, gender identity or gender expression should be treated equally and with dignity and respect during all phases of their involvement with the child welfare, juvenile justice, and other child-serving court systems.

## Leadership

Once you have recruited members, efforts must be made to develop and retain these individuals to ensure the future of the organization. Always have activities for members to participate in, take the time to explain the importance of engagement to the larger structure, and recognize work well done. Identify those with leadership potential and put them in positions that will enable them to grow. Once leaders are appointed, or when a leadership position changes, make sure to distribute a roster citing leader contact information to your chapter members. This list should also be given to the NACC National Law School Student Organizer.

The following are some leadership positions that are helpful to your chapter’s organization:

- **President:** Initially the founding member of the chapter, this person leads meetings, chooses areas of focus, and should be given the final say when it comes to important chapter decisions.
- **Vice President:** The Vice President will perform duties as assigned by the President, including but not limited to, keeping notes of chapter meetings and conducting the correspondences for the chapter.
- **Treasurer:** The Treasurer will keep an accurate roll of the members, collect all funds, and report to NACC the financial condition of the chapter whenever directed.
- **Fundraising Coordinator:** The Fundraising Coordinator will support event planning and lead other efforts to raise funds for NACC Chapter activities.

- **Social Chair:** The Social Chair is responsible for planning and advertising for all social events sponsored by the chapter.

Your school may also have requirements for student organizations.

### **State Coordinators**

NACC's State Coordinator network is another resource to you and your student chapter. NACC State Coordinators lead expanded outreach and localized support efforts to a growing network of child welfare attorneys in their home state/district. NACC currently has 41 State Coordinators and will add more each year, moving to fulfill our 50+-state strategy by 2023. Contact NACC's Membership Coordinator at [Membership@NACCchildlaw.org](mailto:Membership@NACCchildlaw.org) for an introduction to your State Coordinator.

### **Keep the Torch Burning**

Remember that everyone must be replaced at some point in a campus organization. It is your responsibility as a leader to ensure that when you leave, someone will be able to step into your shoes and continue to move the organization forward. This means taking time to train others and talking with them about the future of the chapter and how to achieve those goals. Also, we recommend that campus chapter leaders keep a file of contact names, including a list of helpful professors, administrators, and community leaders to pass on to the next set of leaders.

## Running Your Club

### Meetings

Once you have a solid member base, your chapter can begin meeting on a regular basis with confidence. The success of your chapter's programs and activities is, in large part, a direct function of the success of your meetings. Meetings are where you plan and motivate, discuss hot topics, and decide future activities and events. How well your meetings run can influence every aspect of your organization, from sustaining membership to accomplishing fundraising goals. The most important thing to remember about facilitating good meetings is that they do not run themselves. There are several necessary components to organizing an effective meeting:

- **Decision Making:** A concrete and agreed upon decision-making process is necessary for any group to operate successfully. Many groups may want to include their voting/consensus process in their group's constitution. There are two main methods that your group may choose to employ for decision-making: voting or the consensus process.
  - **Voting:** Larger groups may find the voting process to be more suitable, while smaller groups are more comfortable with a more informal consensus process. With voting, you may find that requiring a two-thirds majority may promote more group cohesion as it reduces the number of people who may view themselves as having lost a vote. Also, some groups may want to link the privilege of voting to meeting attendance or participation.
  - **Consensus Process:** Alternately, the consensus process seeks to establish mutual agreement on an issue by addressing all concerns. It can take longer than other processes, but it promotes group cooperation, creativity, and a greater feeling of commitment. Consensus though, does not always produce or require unanimity. Your group may, and should, empower committees or individuals to make final decisions.
- **Socializing:** Socializing is a great way to keep members. If members are your friends, they are more likely to stay in the group. Go out together after meetings and you will find the experience more enjoyable and fulfilling!

### Event Planning

There are a variety of educational programs that chapters can facilitate with minimal funding, including screenings, speak-outs, and panel discussions. Your chapter should concentrate on planning several events per year that focus on raising student awareness of child law issues. Read on for a more in-depth look at some activities you might like to plan for your campus:

- **Speakers:** A good speaker can impart important information, convey enthusiasm, and build a strong sense of community. The speaker need not be a celebrity. A popular professor who participated in the children's rights movement, a local author whose work has been censored, members of Congress, or other elected officials can all fit the bill. The NACC national office may be able to suggest speakers who are experts on various child law issues.

The key to a successful speaker event is preparation. Be sure to call and confirm the arrival time, equipment needs, and lodging of your invited speaker(s). Arrive early at the airport to pick them up. You should also have a contingency plan in place in case a problem arises. What will you do if the speaker is late, or the room doesn't have chairs (even if they were there the day before)?

Advance work does not totally eliminate problems like these, but it can greatly alleviate most situations.

- **Panel Discussions:** Panel discussions are good ways to draw in and educate students who may be unfamiliar with the organization. Keep in mind the following:
  - **Low cost/no cost speakers:** Local speakers are sometimes the best speakers. Your school or town may have some experts on the issue you are working to highlight, and you can avoid the logistical and financial hurdles of getting someone from out of town.
  - **Spread the word:** Advertising around campus and in the campus or local newspaper is usually inexpensive and will assure you a better turnout. This can be a great opportunity to attract new members and allies!
  - **Scheduling conflicts:** Check the campus schedule in advance to make sure that you are not in competition with other events on campus.

The most important thing to keep in mind when working with your National Law School Student Organizer, state coordinator, and your fellow chapter members is that your hard work is truly appreciated by NACC and its members nationwide. We sincerely thank you for your interest and support, and we wish you the best of luck in establishing your school chapter.

### Attending NACC Conference

Attending NACC’s annual National Child Welfare Law Conference is an excellent opportunity for learning and networking. It should be a priority of your club to raise funds for this purpose to help cover the costs of student travel and registration for representatives of your NACC Chapter.

### Funding

Raising money and spending it wisely is particularly important for organizations and their leaders. Money comes in handy when wanting to make posters, pay for food or drinks, pay for general club supplies, attend NACC’s National Child Welfare Law Conference and/or state and local child welfare conferences, or other events and activities.

#### *The Best Things on Campus Are Free — or At Least Cheap!*

The issue of funding often stands in the way of the biggest ambitions. Yet it need not be so. Raising funds for any organization requires a great amount of time and human resources, something that may be hard to gather at a campus full of busy students. Keep in mind that there are a vast number of chapter events that can be conducted with very limited funding — or without any funding at all.

The following are some of the numerous possibilities for free events. Use them as inspiration:

- Host a screening of a child welfare-related film.
- Host a forum. Community members (city, state, and federal officials, non-for-profit leaders, and business owners) are often willing to speak for free.
- Begin letter or postcard writing campaigns that require, at most, only a few dimes per letter.
- Set up a table to educate students on issues. This is a fantastic and relatively cheap activity.
- Publicize issues through an email list or posting on social media.

***Campus Funding***

Most schools allow officially recognized clubs and organizations to apply for club funding, particularly for educational events. When you register your NACC Chapter with your institution, you should receive information on how to apply for funds. If not, contact your student activities office for more information. Make sure you apply for funding right away. The sooner you apply for student activity funds, the greater the chance that your group will get the requested amount. Your school may also provide support for travel and registration expenses to attend NACC's National Child Welfare Law Conference.

***Community Funding***

Consider reaching out to a law firm in your area for support. The law firm may be interested in sponsoring club activities and scholarships to attend NACC's National Child Welfare Law Conference. In this area, and in many others, NACC stands ready to help, so don't hesitate to reach out to brainstorm fundraising strategies on your campus and in your community.

***Budgeting***

Every NACC Chapter, no matter what the size, should have a budget. A comprehensive budget should be prepared at least once a year, and the entire membership should be involved in the process. Preparing a budget not only helps the chapter to adequately allocate funds, but it also helps to define its purpose, objectives, and activities.

First, create a budget to estimate anticipated revenue. Find out how much funding a campus organization usually receives and decide how much money you anticipate acquiring through fundraising. The end sum will be the amount you have to work with for the given budget period. Next, allocate amounts to different categories, such as supplies, events, and refreshments. Always make sure you have some money left over once the funds are allocated, in case you end up going over budget.

## Chapter Policies

### **Media**

NACC Chapters are not authorized to make statements to the media on behalf of NACC. If you receive an inquiry from the media, discuss it with your state coordinator or NACC 's National Law School Student Organizer before responding.

### **Anti-Discrimination Statement**

It is the policy of the National Association of Counsel for Children not to discriminate against any individual or group on the basis of race, culture, ethnicity, national origin, religion or religious beliefs, physical or mental disability or handicap, sex, sexual orientation, gender identity or gender expression, or age. The NACC embraces diversity among its Board, staff, and members.

## Appendix A: Petition

### **National Association of Counsel for Children NACC CHAPTER PETITION**

The National Association of Counsel for Children (NACC) wants to thank you for your membership and support of our advocacy and professional association. We are grateful for the work you do and the commitment you've made to produce justice for court-involved children and their families.

The NACC school chapter program has never been more important. Over the last year, news stories about children's rights have been front and center in the public domain. The United States Supreme Court has ruled on several cases which will be affecting both children and those who advocate for them.

We need your help in reaching more advocates in your state as we begin a national movement to improve the court process for children. Creating a school chapter is easier than you realize. Costs are minimal.

#### **What is a NACC School Chapter?**

NACC may charter student groups to function as affiliates of NACC, by way of school chapters, in order to carry out the mission of NACC on a state or local level. Any regularly organized local Association of Counsel for Children may petition to become a chartered chapter of the National Association of Counsel for Children. NACC reviews all petitions.

With the ever-changing environment of child welfare, a school chapter helps student members take advantage of the collective intelligence of other professionals and expand your community of interest. It provides opportunities to brainstorm and trouble-shoot ideas from multiple sources. A school chapter helps the group identify social and political issues and stay better connected to the communities they serve.

#### **Other Advantages of a NACC Chapter:**

- Increases your ability to network with other NACC members in your state
- Attracts potential NACC student members
- Increases your exposure to the public in your state
- Provides you with the expertise of established affiliate programs as you set up your own
- Provides the ability to create your own programs specifically for your school
- Provides you and other members greater exposure for your work
- Gives your chapter members guidance and support from the national NACC office

A school chapter is a valuable way for members to generate excitement about the change they are making in the world of child welfare advocacy. Email us today at [Student@NACCchildlaw.org](mailto:Student@NACCchildlaw.org) for more information or to get started! Please include (1) your contact information (name, number, and email), (2) the name and contact information of your chapter faculty advisor, and (3) a brief statement from the anticipated chapter members demonstrating the chapter goals and/or interests.

## Appendix B: Bylaws

### Article 1.0 — Name

The name of the NACC School Chapter shall be INSERT YOUR SCHOOL [“Chapter”]

### Article 2.0 — Purpose

The purposes for which the organization is formed are:

- 2.1 The Chapter will be comprised of students who are interested in ensuring that children are provided with high-quality legal counsel, promoting improvement in child-serving agencies and court systems, and in advocating for law and policy that improves the welfare of children. Our purpose is to provide insight into issues surrounding child advocacy, child-focused special projects of the school, promote careers in child advocacy, and support the National Association of Counsel for Children (NACC) and its affiliates with national and state issues. In furthering this purpose, we will provide educational guest speakers, promote NACC student essay contests, work to remove the economic barriers that confront future children’s lawyers, and provide informational and inspirational resources for child advocacy work. Through an affiliation with NACC, the Chapter helps students gain insight and understanding of the importance of child advocacy.
- 2.2 To do everything necessary, proper, advisable, or convenient to accomplish the stated or incidental purposes permitted for the National Association of Counsel for Children, as described in Section 501 (c)(3) of the Internal Revenue Code and not forbidden by any applicable law or the Articles of Incorporation of these bylaws.

### Article 3.0 — Affiliation with NACC

The undersigned members of the Chapter hereby petition NACC for approval as an affiliated association, in accordance with these bylaws and the NACC Student Chapter Guide.

### Article 4.0 — Membership

- 4.1 There shall be two classes of membership within the Chapter — leadership members and members at large. A member of any classification is one who is in good standing of NACC.
- 4.2 Termination: a member may be terminated from the Chapter as a consequence of the following: actions taken on behalf of the Chapter which exceeded the authority granted by the national organization and/or termination as a consequence of three months of unexcused participation. Upon request, NACC shall convene a hearing consonant with democratic processes and may remove a member from the organization for good cause.

### Article 5.0 — Chapter Dues

Members of NACC Affiliate School Chapters are not subjected to dues.

## Article 6.0 — Powers of Government

- 6.1 The power of the Chapter shall be vested in its members in good standing present at any annual or special meeting, provided that the members present at any such meeting may refer any matter to the entire membership of the Chapter for a vote via electronic polling, such as on TWEN, anonymous Google poll, or otherwise. A majority vote shall control in meetings unless otherwise expressly provided.
- 6.2 Chapter Leadership, also referred to as voted members, shall manage the affairs of the Chapter except as otherwise provided in these bylaws and subject to the power of the members as provided in Section 6.1. The voted members may refer such matters to the members of the Chapter as it deems necessary or appropriate, together with its recommendations for the proposed action. Any inconsistencies or ambiguities in the bylaws shall be decided by the voted members.
- 6.3 Chapter Leadership shall consist of five (5) officers of the Chapter. The officers shall be President, Vice President, Treasurer, Fundraising Coordinator, and Social Chair. The officers shall serve for a term of one year or until the end of the school's spring term, whichever comes first.
- 6.4 The Chapter shall meet at least once each month from September until April each year and at any other time upon notice given by the President. The Chapter shall transact business only at regular or special meetings at which a majority of the total membership of the Board is present.
- 6.5 The Chapter shall have the power to fill any vacancy on the leadership team or any office or position of the Chapter, regardless of whether such vacancy is an elected or appointed office or position. Unexcused absences from any two (2) consecutive Chapter meetings, as determined by a majority of the Chapter, shall be grounds for declaring that Chapter member's position vacant.

## Article 7.0 — Officers

- 7.1 The officers shall be chosen from among, and by, the members of the organization and shall be a President, Vice President, Treasurer, Fundraising Coordinator, and Social Chair.
- 7.2 All officers shall perform the duties usually performed by such officers set forth in these bylaws.
- 7.3 The President shall preside at all meetings of the Chapter and Leadership, shall be an ex-officio member of all committees, and shall have the power to delegate supervisory duties for Chapter committees to other members of the Chapter.
- 7.4 The Vice President shall perform duties as assigned by the President, in addition, keeping an accurate record of all Chapter proceedings.
- 7.5 The Treasurer shall keep an accurate roll of the members, shall collect and distribute all funds and accounts, and shall report to the Board on the financial condition of the Chapter whenever directed. The books and accounts of the Treasurer shall at all times be subject to examination by the Board or by any committee appointed for that purpose.
- 7.6 The Fundraising Coordinator shall support event planning and lead other efforts to raise funds for Chapter activities.
- 7.7 The Social Chair shall be responsible for planning and advertising all social events sponsored by the Chapter.

### **Article 8.0 — Elections**

- 8.1 Officers: The Officers shall be elected by closed ballot of the Chapter membership each March. Officers shall take office May 1 to serve for one year, ending on April 30 of the subsequent year.
- 8.2 The Vice President shall serve a term of two years, one as Vice President, the second as President for the subsequent year.
- 8.3 The Vice President will inform the National Law School Student Organizer fourteen (14) days prior to the election of the positions available and the election date. Nominations must be sent to the Vice President seven (7) days prior to the election. The election will take place in the first week of March in compliance with the Student Chapter Guide.

### **Article 9.0 — Meetings**

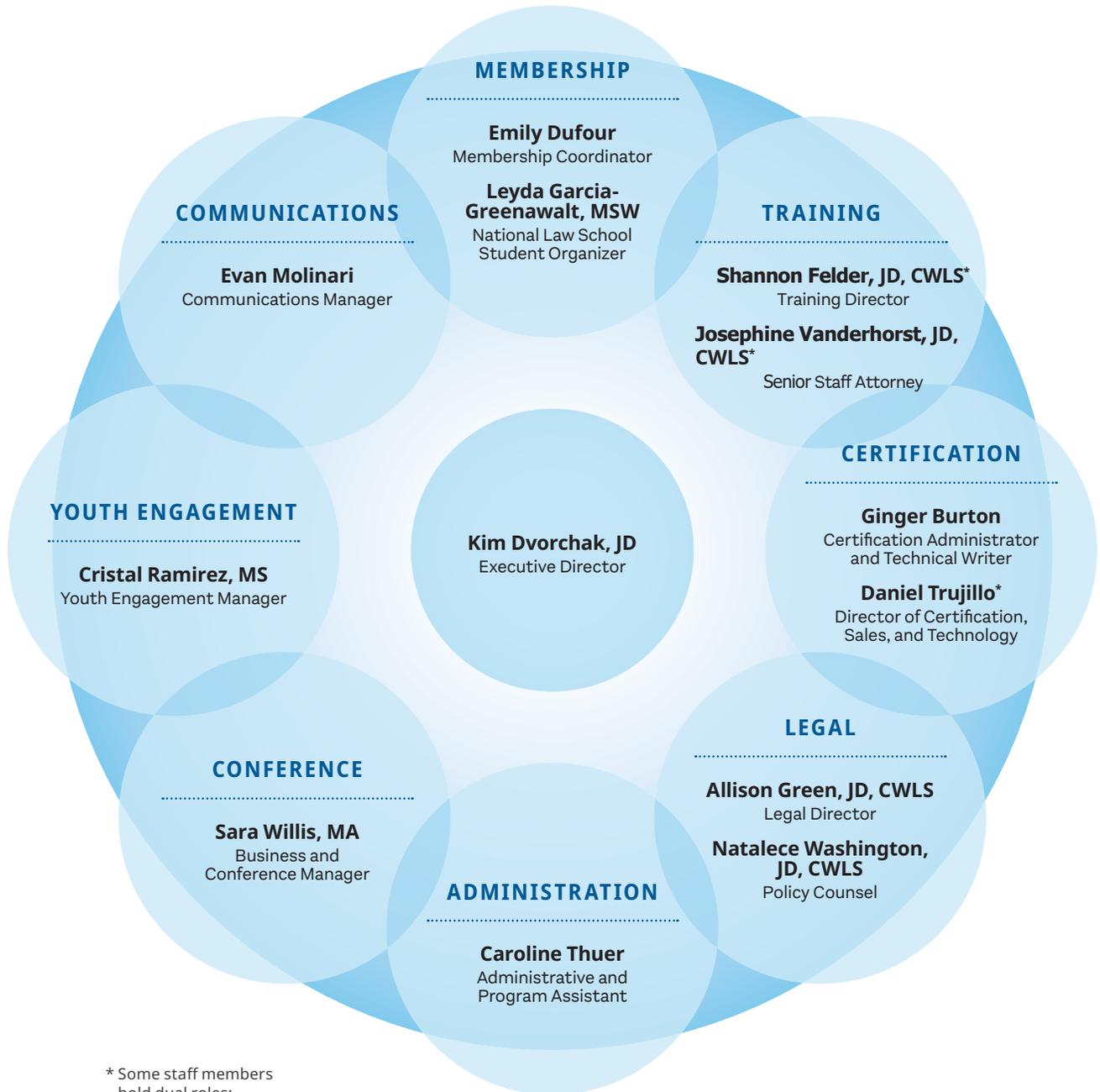
- 9.1 Except as otherwise agreed by members in attendance and in accordance with democratic process, meetings shall be conducted according to parliamentary rules as prescribed by Robert’s Rule of Order.

### **Article 10 — Amendments**

These bylaws of the Chapter may be amended as follows:

- 10.1 Chapter: Amendments may be adopted at any meeting of the Chapter by majority vote of members present, provided prior thirty (30) days written notice of the proposed amendment was e-mailed to all members.
- 10.2 Chapter Meetings: Amendments may be adopted at a Board meeting by a two-thirds (2/3) vote of members present. The unanimous consent of members present is required to consider an amendment, unless prior thirty (30) days written notice of the proposed amendment was e-mailed to all members.

## Appendix C: NACC Organizational Chart



\* Some staff members hold dual roles:  
Shannon: Conference  
Daniel: Training  
Josephine: Legal

