**Bylaws**

**of the Kentucky Association for**

**College Admission Counseling**

# ARTICLE I:  NAME

The name of this Association shall be the Kentucky Association for College Admission Counseling (KYACAC), a chartered state affiliate of the National Association for College Admission Counseling (NACAC).

**ARTICLE II:  PURPOSES**

 The purposes of KYACAC shall be:

 1.   To establish and to maintain high professional standards in post-secondary guidance and admissions at secondary schools, post-secondary educational institutions, and related educational organizations and agencies.

 2.      To develop and expand the relationship between secondary schools, post-secondary schools, and related educational organizations and agencies.

 3.      To assist in the development of efficient programs of counseling and guidance to aid the student in selecting a suitable post-secondary school.

4.      To serve the students, the parents, the secondary schools, and the post-secondary schools by considering all the factors that may influence a student's transition from high school to post-secondary education without regard to race, creed, gender, sexual orientation, political affiliation, or national origin.

5.      To meet the professional needs of individuals regarding admission procedures through research, communication, and the sharing of resources.

 6.      To promote adherence to the policies and positions of NACAC including the Statement of Principles of Good Practice of NACAC.

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**ARTICLE III:  MEMBERSHIP**

 1.  Voting membership eligibility is limited to institutions and organizations located in Kentucky and individuals other than retired members who perform the majority of their professional duties in Kentucky.  Voting membership in KYACAC shall be extended to:

a.      Two and four year colleges, universities, and other post-secondary educational institutions which are not-for-profit, which are accredited or, in the opinion of the Executive Board, are in agreement with the purposes of the Association.

b.      Any primary or secondary school in the Commonwealth of Kentucky or listed in resources approved by the Executive Board.

c.       Not-for-profit primary and secondary school districts and college and university systems.

d.      Regional representatives of two or four year colleges, universities, or post-secondary institutions located outside of Kentucky who perform the majority of their professional duties in Kentucky.  Such members cannot hold voting membership of the NACAC affiliate assigned to the individual’s institution.

e.      Individuals whose professional activities in the area of counseling, admission, or financial aid services are at KYACAC member organizations, agencies and institutions, school districts, or college or university systems.

f.        Not-for-profit organizations whose primary activities consist of working on a multi-state, national, or international level and providing counseling, admission, or financial aid services to students or to the college admission counseling or to the financial aid professions.

g.      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.

h.      Retired persons who were actively engaged in providing counseling, admission, or financial aid services.

i.        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.

j.        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.

2.  Associate (non-voting) membership in KYACAC may be extended to:

a.      Individuals from any association or out-of-state secondary or post-secondary school who is not-for-profit, and whose interests are, in the opinion of the Executive Board, in accordance with the aims and purposes of the Association.

b.      Individuals whose professional activities in the area of counseling, admission or financial aid services are at out-of-state KYACAC member organizations, agencies and institutions, school districts, or college or university systems.

c.       Individuals at proprietary colleges, universities, and other post-secondary education institutions, whose professional objectives are consistent with the purposes of KYACAC.

d.      Students currently enrolled in graduate coursework, have an interest in the mission of KYACAC, and are not currently employed in the profession.

3.  Life Membership

a.      Life members shall have met the following criteria:

1.      A minimum of 10 years of service in a KYACAC member institution or a

retired guidance counselor or college admission professional.

2.      Significant participation and/or contribution to the activities of KYACAC.

b.      Life members are entitled to benefits of the Association, including placement on the KYACAC permanent mailing list and exemption from membership dues.

c. Such membership shall be granted only by the Executive Board of KYACAC, and only the Executive Board may make exceptions to the rules regarding life membership.

4.  Membership dues shall be reviewed annually by the Executive Board.  Assessments shall be adjusted from time to time by the Executive Board as needs require.  The membership year will be July 1 through June 30.

### ARTICLE IV: DISCIPLINE

1.  Termination of Membership: Membership shall be terminated automatically by failure to pay membership dues or by failure to comply with the purposes of this Association as set forth in Article II.

 a.       Any member of the Association may be censured, suspended, or expelled by the Executive Board with an affirmative vote equal to two-thirds (2/3) of the entire board for failure to comply with the provisions of these Bylaws, the Statement of Principles of Good Practice, Association policies, or for other good cause.  Any member proposed for discipline shall be provided due process in accordance with policies and procedures approved by the Executive Board.

### ARTICLE V: MEETINGS

#### 1.  A general meeting of the entire membership shall be held at each Annual Conference, at which time officers of the Association and delegates to the National Association for College Admission Counseling Assembly shall be elected.  Other meetings may be called at the discretion of the Executive Board.

#### 2.   A simple majority of the voting membership attending KYACAC’s Annual Conference shall constitute a quorum for the transaction of business at the General Membership Meeting.

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### ARTICLE VI:  OFFICERS AND EXECUTIVE BOARD

1.   The Officers of the Association shall be a President, President-Elect, Immediate Past President, Secretary, Treasurer, Treasurer-Elect, Past Treasurer, and NACAC Delegate. Their duties shall be:

 a.      The President shall assume full responsibility for the general activities of the Association.

b.   The President-Elect shall be responsible for the Annual Conference and shall chair the Conference Planning Committee.  The President-Elect shall assume the office of President the following year.  If, for any reason the office of the President becomes vacant, the President-Elect shall assume that office for the balance of the year as well as his/her elected year.

 c.   The Secretary shall record, maintain, and distribute to members, the minutes of each meeting, and shall perform other appropriate duties.

 d.  The Treasurer shall oversee all financial operations and the fiscal planning and procedures for the Organization. One of the primary responsibilities of the Treasurer is the long-term, strategic financial planning and investment strategy for the Organization. The Treasurer will accomplish this work through the Organization's Finance Committee, where the Treasurer will serve as chair.  Additionally, the Treasurer shall make a formal report of the financial health of the organization and fiscal plan to the General Membership yearly.

e.       The Treasurer-Elect shall serve as assistant to the Treasurer. The Treasurer-Elect, with help, guidance, and training from the Treasurer, shall oversee and supervise the execution of daily financial procedures, practices, and activities carried out by the executive assistant for the Organization. Those activities will include, but are not limited to, daily​ bookkeeping and the ​timely deposit of revenue and payment of expenses. ​The Treasurer-Elect shall summarize financial activities and present those to the Executive Board at regularly scheduled meetings.

f. The Past Treasurer will serve as an assistant to the Treasurer and will help with long-term financial planning for the organization as well as acting as a resource for the Treasurer.

g.   The Immediate Past President shall be the chairperson of the Nominating Committee for the next slate of officers.

h.      The President, President Elect, and Immediate Past President must be voting members of the National Association for College Admission Counseling.  National dues will be subsidized by KYACAC if not otherwise sponsored by the officer's school, college, or university.

#### 2.  The Officers will be joined by NACAC Delegate(s) to form the Executive Board.  The NACAC Delegate(s) are voting members of the Executive Board and will represent the interests of KYACAC as a voting member of the NACAC Assembly.

#### 3.   Newly elected members of the Executive Board shall be elected by a simple majority of voting members at the General Membership Meeting and shall assume their duties at the close of the General Membership Meeting during which they are elected.  Assembly Delegates, however, shall be elected by a simple majority of NACAC voting members which are in good standing from the Affiliate and shall assume their duties no later than June 30 of the year they are to be seated in Assembly.

 a.      A President Elect shall be elected each year at the Annual Conference.  The position of President Elect should attempt to alternate yearly between secondary and post-secondary institutions. The President-Elect is a one-year term followed by a one-year term as President and then a one-year term as the Immediate Past President.

 b. The Secretary shall be elected at the Annual Conference to a two-year term.

c. The Treasurer-Elect shall be elected at the Annual Conference for a one-year term. The Treasurer-Elect will then become the new Treasurer of the Association the following year.  The Treasurer will then serve as Past Treasurer in the third year of the cycle.

d. The NACAC Delegate(s) will be elected at the Annual Conference for a three-year term.

 4.   In the event of the resignation of an incumbent officer, the unexpired term shall be filled through appointment by the President, subject to the approval of the Executive Board.

 5.   Quorum:  A simple majority of the Executive Board shall constitute a quorum for the transaction of business at regular meetings of the Executive Board.

6.   KYACAC shall indemnify any persons who are serving or have served as KYACAC Officers, Directors, employees, agents, or other persons who are or have served at KYACAC’s request as Officers, Directors, employees, or agents of another corporation, partnership, joint venture, trust, or other enterprise, to the fullest extent permitted by applicable law. KYACAC may purchase and maintain insurance for the purpose of indemnifying persons pursuant to this Article.

**ARTICLE VII:  COMMITTEES**

1.   There shall be an Executive Committee, which subject to the limitations set forth by law and these By-Laws, may exercise the authority of the Executive Board between Executive Committee meetings.  The Executive Committee shall be chaired by the President and shall include the members of the Executive Board and the chairs of all Standing Committees.   Committees may be served by co-chairpersons at the discretion of the Executive Board.

2.   The present standing committees of the Association include:

a. Admissions Practices: The primary function of the Admissions Practices Committee is to annually review NACAC's Statement of Principles of Good Practice (SPGP) as they relate to current practices and procedures in college admission and shall monitor compliance with the SPGP.  The Admissions Practices Committee shall educate the membership accordingly.

 b. College Fair Committee:  The College Fair Committee shall plan, schedule and   organize Association-sponsored college fairs.

 c. Finance: The Finance Committee shall provide recommendations to the Executive Board on financial and budgetary policies and issues as well as on the annual budget.

 d. By-Laws: The By–Laws Committee shall conduct an annual review of the Association's By-laws to determine appropriateness and/or the need for modifications or changes.  This committee shall be chaired by the Past-President, or by appointment of the President.

 e. Government Relations: The Government Relations Committee shall monitor legislative activity at both the state and national levels and maintain a communication network to inform Association members.  This committee shall also educate the membership as to effective contact with legislators when deemed appropriate.

 f. Inclusion, Access, and Success: The Inclusion, Access, and Success Committee shall provide leadership in promoting awareness, sensitivity, and appreciation of human differences and shall promote applications and admissions of a diverse population.  The IAS Committee shall solicit nominations and select the recipients of the Human Relations Service Award.

 g. Membership: The Membership Committee shall maintain current membership records, coordinate new membership efforts, and encourage timely communication among the membership.

 h. Nominating: The Nominating Committee shall encourage nominations and select the slate of officers for Association elections and to solicit nominations and select the recipients for KYACAC Awards.  This committee shall be chaired by the Past President, or by appointment of the President.

 i. Professional Development: The Professional Development Committee shall develop and facilitate professional educational programs which promote college admission counseling at secondary schools and post-secondary institutions.  The Committee shall be co-chaired by a member from a Secondary and from a post-secondary institution.

 j. Communications and Technology: The Communications and Technology Committee shall publish timely newsletters to foster communication and disseminate information. The Communications and Technology Committee shall also coordinate and educate membership on the usage of the website, e-mail, and other communication avenues.

 k.      Active Retired Members Committee: The Active Retired Members Committee shall provide assistance in membership recruitment, maintenance of historical records of the Association, and assist with various projects of the Association as needed.

 l.        Development: The Development Committee shall work to generate sources of sponsorship and revenue for the Organization.

m.    NACAC College Fair: The NACAC College Fair Committee shall provide assistance in the execution of the annual NACAC College Fair through support to NACAC.

 3.   All chairpersons shall be appointed by the President and approved by the Executive Board, with the exception of the By-laws and Nominating chairpersons, which shall be chaired either by the Immediate Past President or appointed by the President.  Additional and/or ad hoc committees may be named by the Executive Board as needs require.

4.   Committee chairs shall be on two year appointments, with the option by the Chair to continue if he/she wishes to prolong their path of service for a longer period of time.  If the duties of their committee are not executed, the Executive Board can ask the Chair to relinquish their duties with a two-thirds vote.

**ARTICLE VIII:  DELEGATES TO THE ASSEMBLY OF NACAC**

1.   Delegates and alternate delegates to the Assembly of the National Association for College Admission Counseling shall be elected by the NACAC voting members within the KYACAC organization. The President and the Immediate Past President of the Kentucky Association for College Admissions Counseling serve as delegates.  Delegates and alternate delegates serve a three year term.  The President-Elect shall be first alternate delegate.

 2.   Each delegate and alternate delegate shall be a voting NACAC member in good standing in the represented Affiliate by July 15 immediately preceding the next annual meeting of the Assembly.  In order to remain a delegate of the Assembly, an incumbent must continue to be a NACAC voting member in good standing or the principal representative of a NACAC voting institution or organization member in good standing in the Affiliate represented through his/her term of service.  However, an incumbent shall have sixty (60) days following a change in employment to become a NACAC voting member or the principal representative of another NACAC voting institution or organization member within that Affiliate without forfeiting the incumbent’s delegate status.

3.   The Immediate Past President shall serve as the chief delegate to the NACAC Assembly provided she/he meets the conditions for eligibility as stated in Section 1 of this Article.

a.      Only one person employed by any member organization agency, or institution shall serve in the same Assembly.

b.      The President of KYACAC shall provide the Chief Executive Officer of NACAC with the names of KYACAC delegates no later than June 30 in the year of election.

c.       Each alternate delegate shall serve until his/her successor is elected.

**ARTICLE IX:  AFFILIATION WITH NACAC**

As a chartered affiliate of the National Association for College Admission Counseling, the By-Laws of this Association shall be consistent with governing documents of NACAC.  Within one year after adoption of any amendments to NACAC's governing documents, KYACAC shall review and adopt any amendment required to maintain consistency with NACAC's governing documents.  The delegates to the Assembly should review the NACAC By-Laws to assure compliance.

**ARTICLE X:  PARLIAMENTARY AUTHORITY**

The latest edition of *Robert's Rules of Order* shall govern all matters of KYACAC not covered by these By-Laws.

# ARTICLE XI:  AMENDMENTS

These By-Laws may be amended at the General Membership Meeting of the Association by a vote of a simple majority of the voting membership attending, provided that notice of any proposed amendment has been sent to each voting member at least two weeks prior to the date of said meeting.