



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 to ethically advocate on behalf of students and to educate and empower professionals who serve students in their achievement of post-secondary goals.

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. Administrators for 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 non-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.
 - k. Lifetime Memberships shall be granted only by the Executive Board of KYACAC.
2. Non-voting membership in KYACAC may be extended to:
- a. 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.
 - b. Individuals at proprietary colleges, universities, and other post-secondary education institutions, whose professional objectives are consistent with the purposes of KYACAC.
 - c. Students currently enrolled in graduate coursework, have an interest in the mission of KYACAC, and are not currently employed in the profession.
3. 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 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 Executive Board 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.
 - a. In the event too few NACAC members register for the KYACAC Conference, at which our annual membership meeting is held, an electronic vote for the NACAC Delegate(s) will be held in advance of the meeting. Registration numbers will be confirmed one week in advance of the Conference.
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.
3. Additional Membership Meetings shall be called at the discretion of the Executive Board.

ARTICLE VI: EXECUTIVE BOARD

1. The Executive Board of the Association shall have full power, direction, and authority over the affairs of the Association, except as provided in these Bylaws. The Executive Board 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. The President shall serve as a KYACAC delegate for the NACAC Assembly. Term: 1 year.
 - 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 their elected year. The President-Elect shall serve as the first alternate for NACAC Delegate. Term: 1 year.
- c. The Immediate Past President shall be the chairperson of the Nominating Committee for the next slate of officers. The Immediate Past President shall serve as a KYACAC Chief Delegate for the NACAC Assembly. Term: 1 year.
 - d. The Secretary shall record, maintain, and distribute to members, the minutes of each meeting, and shall perform other appropriate duties. Term: 2 years.
 - e. The Treasurer shall oversee all financial operations and the fiscal planning and procedures for the Organization. Term: 1 year.
 - f. 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. The Treasurer-Elect shall summarize financial activities and present those to the Executive Board at regularly scheduled meetings. Term: 1 year.
 - g. 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. Term: 1 year.
 - h. 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. Term: 3 years.
 - i. The President, President Elect, and Immediate Past President must be voting members of the National Association for College Admission Counseling.
2. 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.
 3. 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.
 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 Standing Committees, which are subject to the limitations set forth by law and these By-Laws and may carry out the directives of the Executive Board between Board meetings. 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
 - b. College Fair Committee
 - c. Finance
 - d. By-Laws
 - e. Government Relations
 - f. Inclusion, Access, and Success
 - g. Membership
 - h. Nominating
 - i. Professional Development
 - j. Communications and Technology
 - k. Active Retired Members Committee
 - l. Development
 - m. NACAC College Fair

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. Each delegate and alternate delegate shall be a voting NACAC member in good standing in KYACAC 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 KYACAC and 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 180 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.
2. 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. Delegates and alternate delegates serve a three-year term.
3. The Immediate Past President shall serve as the chief delegate to the NACAC Assembly provided they meet 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. Each alternate delegate shall serve until their 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 and any special rules of order the Association may adopt.

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.