



## **BY-LAWS OF THE MISSOURI ASSOCIATION FOR COLLEGE ADMISSION COUNSELING**

### **ARTICLE I: NAME**

The name of the Association shall be the Missouri Association for College Admission Counseling (MOACAC).

### **ARTICLE II: MISSION**

The Missouri Association for College Admissions Counseling (MOACAC) is the premiere information resource for admissions professionals, students and parents. MOACAC achieves its mission by:

- Upholding ethical standards
- Influencing public policy
- Providing professional development

### **ARTICLE III: MEMBERSHIP**

There shall be (3) classifications of membership in MOACAC.

1. Voting, nonvoting membership as described in Article III, Section 3 of the Constitution of MOACAC.
2. Associate, nonvoting membership as described in Article III, Section 3 of the Constitution of MOACAC.
3. Honorary, voting, life-time membership shall be extended to all past presidents of MOACAC who retire from active employment as either secondary school counselors or as college/university admission officers.

### **ARTICLE IV: MEETINGS**

Meetings of the MOACAC are described in Article IV, Section 1, 2 and 3 of the Constitution of MOACAC.

### **ARTICLE V: DUES**

The annual dues for membership in MOACAC shall be established and/or revised by the Executive board of MOACAC.

### **ARTICLE VI: OFFICERS OF MOACAC**

Officers of MOACAC shall be President, President-elect, Secretary and Treasurer. Their duties are described in Article V of the Constitution of MOACAC.

## **ARTICLE VII: EXECUTIVE BOARD OF MOACAC**

The Executive Board of MOACAC shall be composed of the Officers, Assembly Delegates and Chairperson of Standing Committees.

## **ARTICLE VIII: STANDING COMMITTEES OF MOACAC**

There shall be, as a minimum, the following standing committees of MOACAC:

- Professional Development Committee
- Admission Practices Committee
- Human Relations Committee
- Government Relations Committee
- Membership Committee
- College Day/Night Scheduling Committee
- NACAC St. Louis College Fair Committee
- Publications Committee (Newsletter)
- Nominations Committee

The duties of these committees shall conform to the description of such duties as described in Article IX. (Section 2a through 2g, as appropriate, of the By-laws of NACAC, as revised.)

The President of MOACAC shall appoint the chairpersons of the committees described above, and any other committees, and shall serve as an ex-officio member of all MOACAC committees with the exception of the Nominations Committee.

## **ARTICLE IX: NOMINATIONS COMMITTEE**

Immediate Past President of MOACAC shall serve as the Chairperson of the Nominations Committee who shall select a committee consisting of two (2) members of MOACAC, in good standing, representing secondary school membership and two (2) members, in good standing, representing post-secondary school membership.

The members of the Nominations Committee will be approved by the MOACAC Executive Board.

The Nominations Committee shall present a slate of candidates to fill positions described in Article VI and X of these by-laws for vote at the annual Spring Membership Meeting of MOACAC.

## **ARTICLE X: DELEGATES TO THE ASSEMBLY**

Conditions of election and description of duties for delegates and alternate delegates to the Assembly are described in Article VI, Section 1 through 8, of the Constitution of MOACAC.

One-half of the delegates elected, by MOACAC voting members, must be actively employed by voting member secondary school institutions, organizations or agencies, and one-half of the delegates elected by MOACAC voting members, must be actively employed by voting member post-secondary school colleges/universities which provide counseling, admission and or financial aid services.

Each (and all) incumbent(s) delegate(s) to the Assembly, in order to remain a delegate, must continue to be a person charged with responsibility for admitting students or with the responsibility for guiding students in planning for post-secondary education, or with the responsibility for performing services relating to the counseling or admission of students, and/or financial aid services, as defined by the By-laws of NACAC.

Further, an incumbent delegate shall be deemed to continue to be a person charged with such responsibilities until the 60<sup>th</sup> day following termination, for any reason, of such incumbent's qualifying employment or the date on which such incumbent accepts non-qualifying employment, whichever comes first.

## **ARTICLE XI: QUORUMS**

The number of officers and/or members in good standing, of MOACAC required, when duly assembled, to legally be competent to transact business shall be:

- Five (5) for any MOACAC Executive Board meeting
- Ten percent (10%) of the MOACAC current membership, in good standing for the Spring MOACAC Annual Membership Meeting and/or the MOACAC State & Regional Meeting at the annual NACAC Conference.

## **ARTICLE XII: NOTICES**

The President, or in his/her absence, the Secretary shall give the notice to the office of the Executive Director of NACAC immediately following the election or appointment of delegates and alternate delegates to the Assembly and the names of the elected officers of MOACAC.

## **ARTICLE XII: ELECTIONS**

Voting membership is described in Article III of the MOACAC Constitution.

A slate shall be used in all MOACAC duly constituted elections of officers and assembly delegates. Only one authorized MOACAC member, in good standing, shall cast a vote for each member institution or individual membership. That member will vote on a slate at all MOACAC elections. Voting cards will be used if necessary.

## **ARTICLE XIV: PARLIMENTARY AUTHORITY**

Robert's Rules of Order as revised shall govern the parliamentary procedures of all official meetings including duly constituted committee meetings, subject to the precedence of the NACAC Constitution and MOACAC By-laws.

## **ARTICLE XV: MAINTENANCE OF CONSISTENCY**

MOACAC shall annually monitor consistency with the governance documents of NACAC to conform with said governance documents and changes thereto.

## **ARTICLE XVI: PROHIBITED MATTERS**

The introduction, or discussion, of sectarian matters or partisan politics is prohibited at any formally constituted meetings of MOACAC.

The records of MOACAC shall not be used for any sectarian, business or political purposes. It is understood that this prohibition does not preclude the right of members to profess membership in MOACAC.

## **ARTICLE XVII: NON-DISCRIMINATORY POSITION**

MOACAC does not discriminate on the basis of sex, race, handicap, color, creed or national or ethnic origin.

## **ARTICLE XVIII: FINANCES**

If MOACAC dissolves, all remaining funds would be disbursed to the operating budget of that regional or national association to which Missouri would then be affiliated.