



CONSTITUTION 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), a chartered state affiliate of the National Association for College Admission Counseling (NACAC).

ARTICLE II: PURPOSES

1. The purpose of the Missouri Association for College Admission Counseling shall be:
 - a) to establish and maintain high professional standards in college guidance and admission at both the high school and college level.
 - b) to expand the effective relationships between high schools and colleges.
 - c) to develop an effective program design to encourage qualified students to pursue higher education.
 - d) to support effective programs of counseling and guidance which will aid the student in selecting a suitable college.
 - e) to coordinate activities with other professional organizations with like objectives.
 - f) to develop a professional competence and to meet the professional needs of individuals involved in the admission procedures.
 - g) to serve students, parents, secondary schools, post-secondary educational institutions and related educational organizations and agencies by considering the whole range of influences on a student's transition from secondary school to further education without regard to race, creed, sex, political affiliation or national origin.
 - h) to publish and promote adherence to the Statement of Principles of Good Practice of NACAC.

ARTICLE III: MEMBERSHIP

1. Voting membership in the Missouri Association for College Admission Counseling shall be extended:
 - a) to colleges and universities within the state of Missouri that are accredited by a regional or state accrediting agency. A member college or university shall be represented by an officer charged with the responsibility for the selection and/or admission of students to said institution.
 - b) to high schools within the state of Missouri that are accredited by a regional or state accrediting agency. A member high school shall be represented by one

- charged with the responsibility of guidance and counseling of college-bound students.
- c) to organizations, agencies and institutions within the state of Missouri which are not-for-profit and provide post-secondary counseling, admission and financial aid services, and further whose purposes are in agreement with those of MOACAC. Such a member shall be represented by an officer charged with the responsibility of performing services relating to the counseling or admission of students.
 - d) to individuals whose professional activity in the area of counseling or admitting students is at MOACAC member institutions.
 - e) in addition to any other voting membership categories, each chartered state or regional association shall extend voting membership to those categories of individuals, organizations, agencies and institutions eligible for voting membership in MOACAC.
- 2.a Each voting MOACAC member shall have one vote on all matters which require action by the full membership at any General Membership meeting. The Executive Board must notify the membership of the proposed changes within 30 days of the annual meeting.
- 2.b Changes to the constitution/by-laws of MOACAC must be presented in writing to the Executive Board at least 60 days prior to the annual meeting. The Executive Board must notify the membership of the proposed changes within 30 days of the annual meeting. The MOACAC newsletter and list serv will be used to notify the membership of such changes.
3. Associate nonvoting membership may be extended:
- a) to not-for-profit organizations and agencies which are in agreement with the purposes of MOACAC.
 - b) to individuals who represent institutions listed in part "a" of this section.
 - c) to individuals who are not primarily employed by organizations, agencies or institutions which are eligible for membership, but who provide counseling, admission or financial aid services and who are in agreement with the purposes of MOACAC.
 - d) each chartered state or regional association may establish classes of nonvoting membership for those individuals, organizations, agencies and institutions which are in agreement with the purposes of MOACAC.
4. Membership in the Missouri Association for College Admission Counseling shall be terminated by action of the Executive Board for any of the following reasons:
- a) failure to pay annual dues.
 - b) failure to comply with the Code of Ethics of the National Association for College Admission Counseling.

ARTICLE IV: MEETINGS

1. State meetings shall be held semi-annually, one of which may be a meeting held at NACAC's annual national conference.

2. The place and time of meetings shall be determined by the Executive Board.
3. The latest edition of the Robert's "Rules of order" shall govern all matters of MOACAC not covered by the Constitution and By-laws.

ARTICLE V:

OFFICERS OF THE ASSOCIATION AND THEIR DUTIES

1. The officers of the Missouri Association for College Admission Counseling shall be President, President-elect, Secretary and Treasurer.
2. The duties of the President shall be:
 - a) to prepare agenda of general meetings.
 - b) to preside at meetings of the Association and the Executive Board.
 - c) to serve as ex-officio member of committees.
 - d) to appoint any committees deemed advisable by the Executive Board.
 - e) to appoint members of the MOACAC standing committees.
 - f) to attend the Summer NACAC LDI meeting and the Spring NACAC Legislative meeting, if possible.
 - g) to serve as a member of the Missouri High School-College Relations Commission.
 - h) to serve as a delegate to National Association for College Admission Counseling.
3. The duties of the President-elect shall be:
 - a) to preside in the absence of the President.
 - b) to assist the President as requested.
 - c) to arrange the program for the annual spring meeting of the Association.
 - d) to attend the Summer NACAC LDI meeting and the Spring NACAC Legislative meeting, if possible.
 - e) to serve as a delegate to National Association for College Admission Counseling.
4. The duties of the Secretary shall be:
 - a) to be responsible for the records of the Association.
 - b) to record the minutes of the meetings.
 - c) to send necessary notices/correspondences.
5. The duties of the Treasurer shall be:
 - a) to be responsible for the funds of the Association.
 - b) to be responsible for the payment of bills.
 - c) to deposit membership dues and any special assignments.
 - d) to make an annual report to the Association.
6. Officers shall be elected at the Spring General Membership Meeting and shall take office at the close of that meeting. Officers elected shall be member of MOACAC through their institution or individual membership.
7. In the event an elected officer or delegate is no longer able to serve, the Nominations Committee is responsible to submit a candidate, eligible for election to the office in

question, to the MOACAC Executive Board. Election of a candidate will require a majority "Yes" vote of the Executive Board members, excluding the member(s) who have resigned. Failure to achieve a majority vote in the affirmative will require the Nomination Committee to submit another candidate eligible for election. The election process may be conducted by mail, telephone or at a meeting of the MOACAC Executive Board, but must occur within three weeks of resignation.

8. The term of office for the secretary shall be three years and the term of the treasurer shall be three years.

ARTICLE VI: DELEGATES TO THE ASSEMBLY OF THE NATIONAL ASSOCIATION FOR COLLEGE ADMISSION COUNSELING

1. To be eligible for election as a delegate a candidate must be:
 - a) a representative of an institution which holds voting membership in the National Association for College Admission Counseling (NACAC) or a voting individual member of NACAC. Only one person employed by any member organization, agency or institution shall serve in the Assembly.
 - b) able to attend the national conferences of the National Association for College Admission Counseling.
2. Delegates shall forfeit their office by failure to:
 - a) attend a national Assembly meeting, subject to review by the Executive Board.
 - b) represent an institution holding voting membership in the National Association for College Admission Counseling or be a voting member of NACAC.
3. Delegates shall be elected at the spring General Membership meeting for a term of three years and may serve no more than two consecutive terms. The term of office for each elected delegate will be from July 15 through July 14 of the year that a delegate's term expires.
4. Whenever possible, one-half of the delegates elected shall be employed by voting member secondary institutions and voting member organizations, agencies and institutions which provide post-secondary counseling, admission and financial aid services and one-half of the delegates shall be employed by voting member post-secondary educational institutions. The President and the President-Elect will also serve as delegates to NACAC during their terms of office.
5. An alternate for each delegate, who represents the same type of institution, shall be elected at the spring General Membership Meeting for a term of one year. The term of office for each elected alternate delegate shall be from July 15 through July 14 of the following year.
6. No member institution may be represented in the Assembly by more than one delegate.

7. Names of delegates and alternates (to the National Assembly) shall be reported to the Executive Director of NACAC no later than June 30.
8. Only institutions and individuals holding voting membership in the NACAC may vote for National Assembly delegates and alternates.

ARTICLE VII: DUTIES OF STANDING COMMITTEES

1. The duties of the Standing Committees are found in the MOACAC Procedure Manual.
2. Committee chairs will serve a three-year term. In the event a chair resigns before completion of his/her term the President will appoint a new chair to complete his/her term.

ARTICLE VIII: INUREMENT OF INCOME

No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE IX: LEGISLATIVE OR POLITICAL ACTIVITIES

No substantial part of the activities of the association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE X: OPERATIONAL LIMITATIONS

Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal Income Tax under section 501 (c)(3) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an association, contributions, to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE XI: DISSOLUTION CLAUSE

Upon the dissolution of the association, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the association exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Commons Pleas of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.