



BY-LAWS OF THE
MISSOURI ASSOCIATION FOR COLLEGE ADMISSION COUNSELING, INC.

ARTICLE I: NAME

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

ARTICLE II: MISSION

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

- a. Upholding high professional standards which foster ethical and social responsibility among those involved in the planning for postsecondary education.
- b. Influencing public policy for the good of those involved in the process of planning for postsecondary education.
- c. Providing professional development.
- d. Adhering to, and supporting the purposes, goals and objectives of the National Association for College Admission Counseling (NACAC) as stated in the NACAC Articles of Incorporation.

ARTICLE III: MEMBERSHIP

1. Voting membership in the Missouri Association for College Admission Counseling, Inc. shall be extended to:
 - a. Educational Institutions

1. Not-for-profit colleges and universities and other post-secondary institutions within the state of Missouri. A member of an accredited college or university shall be represented by an officer charged with the responsibility for the selection and/or admission of students to said institution.
 2. Primary and secondary schools within the State of Missouri. A member high school shall be represented by one charged with the responsibility of guidance and counseling of college-bound students.
- b. Organizations
1. 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 ongoing basis.
 2. Not-for-profit organizations whose primary activities consist of working at a multi-state, national or international level and providing counseling, admission, or financial aid services to students or to the college admission counseling or financial aid professions.
- c. Individuals
1. 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 and who perform the majority of their professional duties in Missouri.
 2. Individuals whose professional activity in the area of counseling or admitting students is at MOACAC member institutions or organizations.
 3. Regional representatives who work for colleges/universities and other post-secondary institutions outside of Missouri but perform the majority of their work in Missouri.
 4. Individuals who work for member eligible institutions or community based organizations whose institutions have not joined NACAC.
 5. Administrators who work for a public school district office or a public university system
 6. Retired persons who were actively engaged in provided counseling, admission, or financial aid services.
 7. Persons who were employed at a voting members institution or organization during the current year or immediately preceding membership year who are no longer employed by any member or member-eligible institution.

2. Associate, non-voting membership may be extended to:
 - a. Not-for-profit organizations and agencies which are in agreement with the purposes of MOACAC.
 - b. Individuals who represent organizations and agencies listed in part Section 3a above.
 - c. 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. Students seeking careers in counseling, admission, or financial aid services.
 - e. Institutions, agencies or organizations whose primary activities consist of providing information or services related to counseling, admission and financial aid services for postsecondary education and whose interests are, in the opinion of the Executive Board, in accordance with the aims and purposes of MOACAC and NACAC.
3. Honorary, voting, lifetime 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.
4. Membership in the Missouri Association for College Admission Counseling, Inc. shall be terminated by action of the Executive Board for failure to pay annual dues.

ARTICLE IV: MEMBERSHIP MEETINGS

1. At all meetings of the voting Members, ten percent (10%) of the voting Members who are in good standing, represented in person or by proxy, shall be necessary and sufficient to constitute a quorum for the transaction of business. A vote of the majority of the voting Members, represented in person or by proxy, at any meeting at which a quorum is present, shall be the act of the Members, except as otherwise provided by these Bylaws or by law.
2. Written notice of each Membership meeting shall fix the time and place of the meeting and, if deemed appropriate by the Executive Board or as required by law, the purpose or purposes thereof, shall be given to each Member, in the manner provided by these Bylaws, at least ten (10) but no more than sixty (60) days before such meeting
3. 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 amendments within 30 days of the annual meeting. MOACAC members will be notified

electronically of such changes.

ARTICLE V: DUES

The Executive Board of MOACAC shall establish annual dues for membership in MOACAC. Membership dues are paid annually. Categories and costs for membership are provided on the website (MOACAC.org). Membership must be current 30 day prior to any scheduled membership vote for voting eligibility.

ARTICLE VI: OFFICERS OF MOACAC

1. The Officers of the Missouri Association for College Admission Counseling, Inc. shall be the President, President-Elect, Past-President, Treasurer, Treasurer-Elect, and Past Treasurer. These Officers, along with the Executive Assistant (ex-officio) form the Executive Council. The Officers, NACAC Assembly delegates, and chairs of each standing committee of the Association shall comprise the Executive Board.
2. The duties of the President shall be to:
 - a. Preside at meetings of the Association and the Executive Board.
 - b. Serve as ex-officio member of committees.
 - c. Appoint any committees deemed advisable by the Executive Board.
 - d. Appoint chairs of the MOACAC standing committees.
 - e. Maintain the records of the Association
 - f. Serve as delegate to the National Association for College Admission Counseling Annual Assembly
3. The duties of the President-Elect shall be:
 - a. To preside in the absence of the President.
 - b. To serve as a delegate to National Association for College Admission Counseling Annual Assembly.
4. The duties of the Past-President shall be:
 - a. To act as Chair of the Governance and Nominating standing committee
 - b. To serve as Chief Delegate to the National Association for College Admission Counseling Annual Assembly
 - c. To serve on the MOACAC Long Range and Fiscal Planning Committee
5. The duties of the Treasurer shall be:
 - a. To be responsible for the funds of the Association
6. The duties of the Treasurer-Elect shall be:

- b. Provide budget planning documents and assistance to the standing committee chairs.
- 7. The duties of the Past-Treasurer shall be:
 - a. To serve as the Chair for the Long Range and Fiscal Planning Committee
- 8. Officers shall be elected at the Spring General Membership Meeting and shall take office at the close of that meeting. In the event that the Spring General Membership Meeting cannot take place, elections will be conducted via virtual voting. Officers elected shall be voting members of Missouri Association for College Admission Counseling.
- 9. In the event of legal or financial threat, the Executive Board is authorized to update or modify the Association's by-laws, in lieu of a membership vote, to protect the association.

ARTICLE VII: EXECUTIVE BOARD OF MOACAC

- 1. The Executive Board of MOACAC shall be composed of the Officers, Assembly Delegates and Chairpersons of Standing Committees.
- 2. Responsibilities of the Executive Board:
 - a. Approve the annual budget for the organization.
 - b. Develop and execute the strategic plan for the organization.
 - c. Review, implement, and enforce the policies and procedures as outlined in the MOACAC policies and procedures.
- 3. A majority of the members of the Executive Board then in office shall constitute a quorum for the transaction of business. The act of the majority of such individuals present at a meeting at which a quorum is present shall be the act of the Board.
- 4. Any action required or permitted to be taken at a meeting of the Board may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all the members of the Executive Board. These signatures may be obtained digitally.
- 5. Any one or more members of the Executive Board may participate in a meeting of such Board by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

ARTICLE VIII: STANDING COMMITTEES OF MOACAC

Committee chairs will serve a three-year term. In the event a chair resigns before completion of their term, the President will appoint a new chair to complete the term. A committee chair can retain the role of chairperson for up to 2 consecutive terms.

ARTICLE X: DELEGATES TO THE ASSEMBLY

1. To be eligible for election as a delegate, a candidate must be:
 - a. A member of the Missouri Association for College Admission Counseling.
 - b. A representative of an institution or organization in Missouri which holds voting membership in the National Association for College Admission Counseling (NACAC) or a voting individual member of NACAC in Missouri. Only one person employed by any member organization, agency or institution shall serve in the same Assembly.
 - c. Able to attend the national conferences of the National Association for College Admission Counseling.
 - d. Delegates must be NACAC voting members in good standing by July 15 immediately preceding the next annual meeting of the Assembly through his/her term of service.
2. Delegates shall be elected 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. Delegates must be elected exclusively by NACAC voting members in the Affiliate, except in the case of the officers serving in the 3-year presidential cycle.
3. 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 postsecondary educational institutions. The President, President- Elect, and Past-President will also serve as delegates to NACAC during their terms of office.
4. 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.
5. No member institution or organization may be represented in the Assembly by more than one delegate.
6. 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. Further, an incumbent delegate shall be deemed to continue to be a person charged with such responsibilities until the 60th 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: NOTICES

1. The President shall notify each voting Member of a Membership meeting at least ten (10) days and not more than sixty (60) days in advance of such meeting. Voting Members may be notified by regular mail, facsimile, electronic mail, overnight courier, hand delivery or by another means permitted by law.
2. The President shall notify each member of the Executive Board of an Executive Board meeting at least ten (10) days and not more than sixty (60) days in advance of such meeting. Executive Board members may be notified by regular mail, facsimile, electronic mail, overnight courier, hand delivery or by another means permitted by law.

ARTICLE XII: PARLIAMENTARY AUTHORITY

1. 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 MOACAC Articles of Incorporation and By-laws.
2. In cases of discrepancy, the MOACAC bylaws overrule any other MOACAC governing document, other than the MOACAC Articles of Incorporation.

ARTICLE XIII: PROHIBITED MATTERS

1. The introduction, or discussion, of sectarian matters or partisan politics is prohibited at any formally constituted meetings of MOACAC.
2. 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 XIV: NON-DISCRIMINATORY POSITION

MOACAC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. The activities include, but are not limited to, hiring and firing staff, selection of volunteers and vendors, and provisions of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

ARTICLE XV: AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the affirmative vote of either (i) a majority of all the individuals currently serving on the Executive Board or (ii) a majority of all the voting MOACAC members, provided that the individuals serving on the Executive Board or Members, as the case may be, shall have received the text of any proposed alteration, amendment, repeal or adoption at least thirty (30) days in advance of the meeting at which such alteration, amendment, repeal or adoption will be voted upon.

ARTICLE XVI: CONFLICT OF INTEREST

Whenever a director or officer of MOACAC has a financial or personal interest in any matter coming before the Executive Board, the affected person shall

1. Fully disclose the nature of the interest
2. Withdraw from discussion, lobbying, and voting on the matter.

ARTICLE XVII: DISSOLUTION

Upon termination or dissolution of the Missouri Association for College Admissions Counseling, any assets lawfully available for distribution shall be distributed to one or more qualifying organizations described in Section 501 (c)(3) of the Internal Revenue Code of 1986 (or described in any corresponding provision of any successor statute) which includes a purpose similar to MOACAC.