

# BYLAWS OF THE GREAT PLAINS ASSOCIATION FOR COLLEGE ADMISSION COUNSELING

*Approved by the GPACAC Membership at the GPACAC Annual Membership Meeting in April 2022*

## **ARTICLE I. NAME**

- a. The name of this organization is the Great Plains Association for College Admission Counseling (hereinafter referred to as “GPACAC” or “Association”). b. GPACAC is an affiliate of the National Association for College Admission Counseling (NACAC).

## **ARTICLE II. PURPOSE**

- a. GPACAC supports college admission and counseling professionals through advocacy, education, and ethical practices with the goal of access for all students as they pursue post-secondary opportunities.

## **ARTICLE III. MEMBERSHIP**

### **Section 1.**

- a. Membership is made available to eligible individuals, institutions, and organizations located in or performing a majority of their duties within the states of Kansas, Nebraska, or Oklahoma (GPACAC region).
- b. Institutional & Organizational members shall be professionals whose responsibilities include providing services to the counseling, admission, or financial aid profession or in support of students in the transition to postsecondary education.
- c. Voting Members shall include the following:
  - Individuals
    - i. Individuals who work at secondary, postsecondary and community-based organizations and whose professional activities in the area of counseling, admission or financial aid services are conducted at GPACAC organizations and institutions eligible for GPACAC voting membership.
    - ii. 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.

- iii. Retired individuals who were actively involved in counseling, admission or financial aid services.
- iv. Regional representatives who work for not-for-profit two-year and four-year colleges and universities and who perform the majority of their professional activities in the GPACAC region.
- v. Administrators charged with supervising admission or counseling activities and who work for a school district or university system.
- vi. 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

## **Section 2.**

Associate non-voting membership shall be extended to:

- a. Students seeking careers in counseling, admission or financial aid services.
- b. For-profit organizations that provide products and/or services to the counseling, admission, or financial aid professions or in support of students in the transition to postsecondary education.

## **Section 3.**

The annual dues of GPACAC shall be established by the Executive Board.

## **Section 4.**

Membership in the Association may be terminated by the action of the Executive Board for failure to receive re-accreditation by an approved accrediting association.

# **ARTICLE IV. MEETINGS**

## **Section 1.**

Annual Meeting

- a. An annual general meeting for the entire membership shall be held once a year, exclusive of the national meeting of NACAC.
- b. Notice of every annual meeting shall be given to each member entitled to vote at such meeting not less than 30 days before the meeting.
- c. Ten percent of the voting membership in attendance at the annual conference shall constitute a quorum for the transaction of business at the regular meetings of the Association.
- d. In case of an unexpected or uncontrollable event, the President, with the approval of a majority of the voting members of the Executive Board may cancel or postpone the annual meeting until such time as the members may convene without adversity.

## **Section 2.**

Executive Board Meetings

- a. The Executive Board shall meet as a group no fewer than three times per year.
- b. A majority of the elected officers shall constitute a quorum for the transaction

of business at the regular meetings of the Executive Board.

## **ARTICLE V. EXECUTIVE BOARD AND OFFICERS**

### **Section 1.**

### **Section 1.**

Officers shall consist of President, President-Elect, Past-President, Secretary, Treasurer, Treasurer-Elect, and Past-Treasurer. The President-Elect, Treasurer-Elect and Secretary shall be elected from the general membership. The Secretary serves a three-year term. The President and Treasurer cycle is a three-year term, consisting of one-term in each office. The Treasurer- and President-Elects will assume the office of Treasurer and President respectively after the election at the annual meeting. The same is true for Treasurer and President assuming the offices of Past-Treasurer and Past-President, respectively.

### **Section 2.**

The duties of the President shall be:

- a. To preside at all meetings of the Association and Executive Board, and the operation of the Association.
- b. To serve as an ex officio member of the Fiscal Oversight and Nominating standing committees.
- c. To appoint any chairperson(s).
- d. To serve as delegate to the NACAC Annual Assembly.

### **Section 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 NACAC Annual Assembly.
- c. To provide guidance of the operation of the Association.

### **Section 5.**

The duties of the Secretary shall be:

- a. To be responsible for the record of the Association.

### **Section 6.**

The duties of the Treasurer shall be:

- a. To manage the daily accounting activities of the Association.
- b. To serve on the Finance standing committee.

### **Section 7.**

The duties of the Treasurer-Elect shall be:

- a. To assist the Treasurer and preside at any meetings in the absence of the Treasurer.
- b. To serve on the Finance standing committee.

### **Section 8.**

The duties of the Past-Treasurer shall be:

- a. To serve as Chair of the Finance standing committee, ensuring fiscal stability and long-term fiscal health for the Affiliate.
- b. To provide guidance of the accounting activities of the Association.

## **Article VI. POWERS AND RESPONSIBILITIES OF OFFICERS**

### **Section 1.**

GPACAC shall elect or appoint delegates and alternates to the NACAC Assembly. a.

Each delegate and alternate delegate shall be a NACAC and GPACAC voting member in good standing by July 15<sup>th</sup> immediately preceding the next annual Assembly meeting. In order to remain a delegate of the Assembly, an incumbent must continue to be a voting member in good standing.

### **Section 2.**

The duties of the President shall be:

- a. To preside at all meetings of the Association and Executive Board.
- b. To serve as an ex officio member of the Fiscal Oversight and Nominating standing committees.
- c. To appoint any chairperson(s).
- d. To serve as delegate to the NACAC Annual Assembly.

### **Section 3.**

The duties of the President-Elect shall be:

- a. To assist the President and preside at any meetings in the absence of the president.
- b. To serve as delegate to the NACAC Annual Assembly.

### **Section 4.**

The duties of the Secretary shall be:

- a. To be responsible for the record of the Association.

### **Section 5.**

The duties of the Treasurer shall be:

- a. To oversee the accounting activities of the Association.
- b. To serve as chair of the Finance standing committee.

### **Section 6.**

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 NACAC Annual Assembly.

## **ARTICLE VII. DELEGATES TO THE NACAC ASSEMBLY**

### **Section 1.**

GPACAC shall elect or appoint delegates and alternates to the NACAC Assembly. a.

Each delegate and alternate delegate shall be a NACAC and GPACAC voting member in good standing in GPACAC by July 15<sup>th</sup> immediately preceding the next annual Assembly meeting. In order to remain a delegate of the Assembly, an incumbent must continue to be a voting member in good standing or the principal representative of a NACAC voting institution or organization member and a member in good standing in GPACAC.

b. Delegates shall be elected by NACAC voting members at the annual general meeting, or shall be appointed no later than June 30 and shall begin serving on July 1 of the year in which they are elected. Each elected delegate shall serve a term of three years.

c. Should a delegate change employment status during the three-year tenure by either accepting a position that does not qualify for membership, Article III, Section 1, of these bylaws or by terminating their employment, that individual may remain as a delegate for a period of one hundred and eighty days following the change.

d. If the delegate is unable to serve the full three year term, the President, with Executive Board approval, may appoint an alternate delegate to fulfill the remainder of the term.

### **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

The latest edition of *Robert's Rules of Order* shall govern all matters of GPACAC not covered by these Bylaws or any special rule the association may adopt.

### **ARTICLE IX. AMENDMENTS**

The bylaws may be amended at any general meeting of the Association by a vote of two-thirds of the voting membership in attendance, provided that a notice of any proposed amendments has been sent to each member at least two weeks prior to the date of the said meeting.