

# BYLAWS OF THE GREAT PLAINS ASSOCIATION FOR COLLEGE ADMISSION COUNSELING

*Approved by the GPACAC Membership at the GPACAC Annual Membership Meeting in April 2025.*

## 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).
- c. GPACAC is registered at PO Box 9274, Overland Park, KS 66201

## 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

Membership in the Association is a privilege made available to eligible institutions, organizations, and individuals located in or performing a majority of their duties within the states of Kansas, Nebraska, and Oklahoma. Criteria and qualification for each category of voting and non-voting members is set forth below.

Individual, institutional, and organizational members shall be professionals whose responsibilities include providing services to the counseling, admission, or financial aid profession and in support of students in the transition to postsecondary education.

### Section 1.

#### Institutional Membership

Institutions and Organizations that meet the criteria outlined below shall be eligible for GPACAC membership. Institutions and Organizations do not vote, but the Individuals employed at those Institutions or Organizations may be eligible for Voting Membership as outlined in Article III, Section 2.

1. Secondary and postsecondary institutions which are Title IV eligible and any accredited college, university, or other non-profit postsecondary institution offering undergraduate curricular study leading to a diploma, degree, or certificate.
2. Community-based organizations which are not-for-profit and whose professional activities are in the area of counseling, admission, or financial aid services.

3. State Boards of Regents or State Boards of Education whose primary work is in the states of Kansas, Nebraska, or Oklahoma.

## **Section 2.**

### **Voting Membership**

Voting Membership is extended only to Individuals who meet the criteria outlined below. Institutions and Organizations are not eligible for Voting Membership. Voting Membership shall be extended to Individuals who:

1. Individuals who work at an Institution or Organization that meet the criteria in Article III, Section 1.
2. 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.
4. Retired individuals who were actively involved in counseling, admission or financial aid services.
5. Regional representatives who work for Institutions or Organizations that meet the criteria in Article III, Section 1 and who perform the majority of their professional activities in the GPACAC region.
6. Administrators charged with supervising admission or counseling activities and who work for a school district office or department of education.
7. Persons who were employed at a member-eligible 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 3.**

### **Non-Voting Membership**

Non-Voting Membership is extended to the following:

1. Individuals who work at Institutions and Organizations that do not meet the criteria outlined in Article III, Section 1.
2. Students seeking careers in counseling, admission or financial aid services are eligible for non-voting membership.

## **Section 4.**

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

## **Section 5.**

Membership in the Association may be terminated by the action of the Executive Board if

a member fails to pay annual dues or fails to satisfy membership eligibility requirements.

## **ARTICLE IV. MEETINGS AND VOTING**

### **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. The Executive Board may decide to conduct the annual general meeting in person or electronically.
- 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. For any business conducted at the annual general meeting, ten percent of the voting membership in attendance at the annual conference must cast a vote, or submit an electronic ballot for a virtual meeting, to 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 more than half of both the elected officers and executive board members 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.**

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 Association's annual meeting. The same is true for Treasurer and President assuming the offices of Past-Treasurer and Past-President, respectively. The President-Elect, President, and Past-President must be voting members in good standing of both GPACAC and NACAC.

### **Section 2.**

In order to remain as an Executive Board member or officer, an incumbent must continue to be a GPACAC voting member in good standing through their term of service; however,

an incumbent Executive Board member or officer shall have one hundred eighty (180) days following a change in employment to become a GPACAC voting member without forfeiting Executive Board member status.

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

### **Section 1.**

The duties of the President shall be:

- a. To preside at all meetings of the Association and Executive Board, and oversee the operation of the Association.
- b. To serve as a member of the Finance Committee.
- c. To serve as an ex officio member of the Governance and Nominating Committee.
- d. To appoint any chairperson(s).

### **Section 2.**

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 a member of the Finance Committee.

### **Section 3.**

The duties of the Past-President shall be:

- a. To act as Chair of the Governance and Nominating committee.
- b. Provide guidance on the operation of the Association.
- c. To serve as a member of the Finance Committee.

### **Section 4.**

The duties of the Secretary shall be:

- a. To be responsible for the record of the Association.
- b. To serve as a member of the Finance Committee.

### **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 Committee.

### **Section 6**

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 as a member of the Finance Committee.

### **Section 7.**

The duties of the Past-Treasurer shall be:

- a. To serve on the Finance Committee, ensuring fiscal stability and long-term fiscal health for the Association.
- b. To provide guidance of the accounting activities of the Association.

## **ARTICLE VII. 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 VIII. CODE OF ETHICS**

GPACAC supports the ethical best practices promoted by the National Association for College Admission Counseling (NACAC) in the Guide to Ethical Practice in College Admission (GEPCA).

## **ARTICLE IV. AMENDMENTS**

The bylaws may be amended at any general meeting of the Association by a vote of two-thirds of the voting membership in the affirmative who are 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.