

**THE BYLAWS  
OF THE  
INDIANA ASSOCIATION  
FOR  
COLLEGE ADMISSION COUNSELING**

**ARTICLE I  
NAME**

The name of this association shall be the Indiana Association for College Admission Counseling, hereinafter referred to as IACAC. IACAC is an affiliated association of the National Association for College Admission Counseling, Inc. (hereinafter referred to as NACAC).

**ARTICLE II  
PURPOSE**

The purposes of IACAC are exclusively educational and charitable and no other. In furtherance thereof, its mission is to establish and maintain high professional standards in postsecondary admissions, guidance at secondary schools, educational institutions, and related educational organizations and agencies and to promulgate and promote adherence to the Statement of Principles of Good Practice of NACAC.

**ARTICLE III  
MEMBERSHIP**

There shall be two classes of membership: voting membership and non-voting membership. Each voting member shall have one vote on every matter that shall require action by the full membership. Non-voting members shall not have voting power. Members shall comply with the NACAC Statement of Principles of Good Practice (SPGP), a code of conduct supported by IACAC to ensure high professional standards in the recruitment of students and the transition to postsecondary education.

1. Voting membership in IACAC shall be extended to the following institutions and organizations which are located in Indiana and individuals, other than retired members, who perform the majority of their professional duties in Indiana, and are in agreement with the purposes of IACAC:

- a. Two and four-year colleges, universities and other postsecondary educational institutions which are not-for-profit
- b. Individual primary and secondary schools.
- c. Organizations, agencies, and institutions, which are not-for-profit, and provide post-secondary counseling, admissions, and financial aid services.
- d. Individuals whose professional activities in the area of counseling, admission or financial aid services are at IACAC voting member organizations, agencies and institutions.
- e. Retired persons who were actively engaged in providing counseling, admission, or financial aid services.
- f. 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.

2. Non-Voting membership (privileges include receiving some IACAC publications and other mailings and access to IACAC meetings, programs, and other events when approved by the Executive Board) may be extended:

- a. To two and four- year out-of-state colleges, universities and other post-secondary educational institutions which are not-for-profit and are accredited by a regional or state accrediting agency.

- b. To organizations and agencies which are not-for-profit and provide post-secondary counseling, admission and financial aid services.
- c. To individuals of IACAC member institutions not directly involved in providing post-secondary counseling, admissions and financial aid services, to include, but not limited to, teachers, professors, administrators, department chairpersons, principals and presidents.
- d. To students seeking careers in counseling, admissions, or financial services.

**ARTICLE IV  
APPROVAL, RECOGNITION AND TERMINATION OF  
MEMBERSHIP**

1. To be approved for membership a qualifying individual, organization, agency or institution shall submit a completed membership application to the Membership Committee Chairperson. The Membership Committee will review the application and decide to grant or deny membership.
2. If membership to IACAC is granted to the applicant, the Membership Committee Chairperson shall notify the applicant, by letter, of the approval, as well inform the applicant of the dues, mission, vision, and goals of IACAC. If membership is denied, the Membership Committee Chairperson shall notify the applicant, by letter, of the reasons for denial.
3. Membership in IACAC may be terminated by action of the Executive Board for:
  - a. Failure to comply with the provisions of the Statement of Principles of Good Practice of NACAC.
  - b. Failure to maintain status as an individual, organization, agency, or institution under Article III.
  - c. Failure to pay annual dues within thirty (30) days of the dues deadline approved by the Executive Board.

**ARTICLE V  
EXECUTIVE BOARD AND OFFICERS**

1. There shall be an Executive Board that shall act for and exercise the authority of the association between the regular meetings of the association. The Executive Board shall be chaired by the President and shall include the officers and the chairs of all committees.
2. There shall be a total of five Officers, the President, President-Elect, Immediate Past-President, Secretary, and Treasurer. Each Officer shall serve for a term of one year.
3. The Executive Board may engage the services of an executive assistant to assist in the day-to-day operations of the association. The Executive Board will annually determine the duties, compensation, and continued engagement of an executive assistant. The executive assistant shall serve as an ex-officio (without vote) member of the Executive Board and of selected standing committees as determined by the Executive Board. The executive assistant shall maintain the historical records of IACAC.

**ARTICLE VI  
DELEGATES AND ALTERNATES TO THE ASSEMBLY OF NACAC**

1. Under current NACAC bylaws, IACAC will elect the designated number of delegates to represent it in the Assembly. In addition the IACAC President will serve as a delegate and the immediate Past President will serve as Chief Delegate.

2. Whenever possible, one-half of the delegates shall be employed by voting member secondary institutions and voting member organizations, agencies, and institutions which provide post secondary counseling, admissions and financial aid services, and one-half of the delegates elected shall be employed by voting member post secondary educational institutions. Additionally, whenever possible, IACAC should make every effort to include traditionally underrepresented members who are eligible for candidacy according to NACAC bylaws.
3. Delegates are elected for a three-year term, taking office on July 1 of the year elected, and serving no more than two consecutive terms.
4. Sufficient numbers of qualified alternates shall be appointed by the president to fill any vacancies so that the IACAC representation can be maintained in the Assembly. In the absence of elected delegates and alternates, the President may appoint alternates from the qualified members present at the NACAC annual conference. Any alternates shall be selected in the following order: past-presidents, former delegates or other qualified members.
5. Each delegate and alternate delegate shall be a NACAC voting member in good standing in IACAC by July 15 immediately preceding the next annual meeting of the Assembly. In order to remain a delegate of the Assembly, an incumbent must continue to be a NACAC voting member in good standing or the principal representative of a NACAC voting institution or organization member in good standing in IACAC through his/her term of service. However, an incumbent shall have sixty (60) days following a change in employment to become a NACAC voting member or the principal representative of another NACAC voting institution or organization member within IACAC without forfeiting the incumbent's delegate status.

#### **ARTICLE VII TAX EXEMPT STATUS**

1. If at any time the IACAC is disbanded, funds or assets remaining after the payment of all debts and liabilities will, at the direction of the Executive Board, be disposed of in a manner consistent with the purposes of the association to such organizations organized and operated exclusively for educational purposes and that qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). Any such assets not disposed of shall be disposed of by the Court of Common Pleas in the county in which the principal office or the association is then located, exclusively for such purposes or to such organization or organizations as the Court shall determine, which are organized and operated for such purposes.
2. No part of the earnings of the association shall inure to the benefit of any private persons, be distributed to its members, or to its officers except for payment of reasonable compensation for services rendered or personal expenses incurred. No substantial part of the activities of the association shall be the carrying on of propaganda, attempting to influence legislation, or intervening in any political campaign on behalf of any candidate for public office. The association shall not carry on any activity not permitted to be carried on under Section 501 (c) (3) of the Internal Revenue Code of 1954, or any future corresponding provisions of the United States Internal Revenue Law.

#### **ARTICLE VIII AMENDMENT PROCEDURE**

Amendments to the Bylaws may be made at any regular meeting by two-thirds vote of voting IACAC members attending, provided a quorum is present as specified in these Bylaws, and notice of any proposed amendment has been given to each member not less than thirty (30) days, but not more than sixty (60) days prior to the date of such meeting or the final vote count. The Executive Board may provide its recommendation to the voting members regarding any proposed amendment.

#### **ARTICLE IX CALLING OF MEETINGS**

There shall be two regularly scheduled annual meetings of IACAC. One meeting shall be held in the spring and the second meeting shall be held in conjunction with the Annual Admission and Financial Aid Congress. If issues arise that require additional meetings, the membership shall be notified at least thirty days in advance of such meeting.

#### **ARTICLE X**

## **QUORUM**

Members present at any regular called meeting shall constitute a quorum. The majority of votes cast shall govern.

## **ARTICLE XI ELECTION OF OFFICERS AND DELEGATES TO THE ASSEMBLY OF NACAC**

1. The President-elect shall be elected annually at the spring meeting from the voting membership of IACAC present at the spring meeting, and shall succeed in sequence annually to the office of President and then to Past President.
2. The Secretary shall be elected annually at the spring meeting from the voting membership of IACAC present at the spring meeting.
3. The Treasurer will be appointed by the Executive Board annually. The person may be re-appointed.
4. The delegates to the Assembly of NACAC shall be elected by NACAC voting members in Indiana present at the spring meeting.
5. All officers and delegates shall take office July 1 and be recognized at the membership meeting held at the Annual Admission and Financial Aid Congress.
6. Nominations for secretary and delegates may be made from the floor provided prior consent has been given by the nominee.
7. The Chief Executive Officer of NACAC is to be notified immediately by the president following the elections for secretary and assembly delegates and the confirmation of President and President-elect.

## **ARTICLE XII DUTIES AND RESPONSIBILITIES OF OFFICERS AND DELEGATES**

1. The officers shall assume the duties and responsibilities designated for:
  - a. President
    - (1) Call and preside at all meetings
    - (2) Serve as an ex-officio member of all committees
    - (3) Appoint all committee chairpersons (committee appointments are made jointly by President and Committee chairperson).
    - (4) Appoint a member to fill the unexpired term of secretary, subject to the approval of the Executive Board and by the full membership at the next regular meeting.
    - (5) Assume other responsibilities that are deemed appropriate by the Executive Board of the association.
  - b. President-Elect
    - (1) Preside at meetings in the absence of the President.
    - (2) Serve as chairperson of the Long Range Planning Committee
    - (3) Succeed to the office of the President in the event of a vacancy in that office. He/she shall subsequently serve his/her own term as president.
    - (4) Assume other duties when directed by the President.
  - c. Secretary
    - (1) Keep satisfactory written records of all association meetings and Executive Board meetings.
    - (2) Develop association communications when directed.
    - (3) Succeed to the office of President-elect in the event of a vacancy in that office.
    - (4) Assume other duties when directed by the President.
  - d. Treasurer
    - (1) Keep complete and accurate financial records of all transactions of the association.
    - (2) Present quarterly reports at the regular meetings.
    - (3) Assume other duties when directed by the Executive Board.

- e. Immediate Past President
  - (1) Serve as Chairperson of the Nominating Committee.
  - (2) Assume other duties when directed by the Executive Board.
- 2. Committee Chairperson
  - a. Serve a leadership role of the appropriate committee and assume responsibilities designated in Article XIII.
  - b. Assume official duties on July 1 of each year.
  - c. Assume other responsibilities as directed by the President.
- 3. Delegates
  - a. Keep informed of issues at the national level and communicate the effect on IACAC.
  - b. Secure beliefs or positions of members through methods deemed most appropriate.
  - c. Represent IACAC in the National Assembly.

**ARTICLE XIII  
COMMITTEES  
STANDING AND SPECIAL**

- 1. Standing Committees- There shall be the following standing committees of the IACAC:

- a. Admission and Financial Aid Congress Committee
- b. Admission Practices Committee
- c. Audit Committee
- d. Credentials Committee
- e. Educational Calendar Committee
- f. Finance Committee
- g. Government Relations Committee
- h. Handbook Committee
- i. Human Relations/Multicultural Concerns Committee
- j. Long Range Planning Committee
- k. Membership Committee
- l. Newsletter Committee
- m. Nominating Committee
- n. Professional Development Committee
- o. Secondary Issues Committee
- p. Technology Committee

- 2. Duties of the Standing Committees are:

- a. The Admission and Financial Aid Congress Committee shall develop plans for the annual Congress including the program and arrangements.
- b. The Admission Practices Committee shall review charges brought against member institutions of violations of the Statement of Principles of Good Practice (SPGP). Procedures for reviewing and determining possible infractions are outlined in the SPGP.

- c. The Audit Committee will conduct an annual review of the financial records of the association.
- d. The Credentials Committee shall receive and review all proposed revisions to the Constitution and Bylaws. Recommendations shall then be presented to the general membership as prescribed in Article VIII.
- e. The Educational Calendar Committee shall develop guidelines for the college day/night programs, schedule and coordinate all programs, assist high school counselors and college admission counselors, when necessary, and evaluate programs if possible.
- f. The Finance Committee shall make budget estimates and recommend to the Executive Board investment and financial policies.
- g. Government Relations Committee shall report and inform the membership of legislative measures being considered and governmental policies that would affect student and educational interests. Additional responsibilities are to survey issues and recommend educational policy positions.
- h. The Handbook Committee will annually prepare a handbook of information about the association and its members the committee deems proper for the betterment of the association and its members.
- i. The Human Relations/Multicultural Concerns Committee shall develop recommendations that will encourage the expansion of membership participation by minority counselors in IACAC. The Committee will develop recommendations for the expansion of access to post secondary educational opportunities for those who have been denied options available to others.
- j. The Long Range Planning Committee will develop policy and recommendations for the growth and expansion of services of IACAC.
- k. The Membership Committee is responsible for: reviewing, developing and recommending membership promotional activities; receiving and recording membership applications; and providing an accurate association membership roster annually.
- l. Newsletter Committee shall be responsible for publishing the quarterly newsletter.
- m. The Nominating Committee shall:
  - (1) nominate a slate of officers for the next year in a rotation sequence representing the three kinds of member institutions; that is, a private college or university, state university and high school;
  - (2) nominate delegates and alternates to the assembly of NACAC;
  - (3) present the slate of nominees at the Executive Board meeting prior to the spring meeting;
  - (4) the nominating committee shall include the current president, current president-elect, and current past presidents with the immediate past president designated chairperson).
- n. The Professional Development Committee shall provide training and professional education for those involved with serving students in educational transition process and to cultivate participation in the professional education programs of other organizations and individuals.
- o. The Secondary Issues Committee will collaborate with the Indiana Department of Education to address secondary school issues as needed.
- p. The Technology Committee is responsible for updating and maintaining the IACAC web site and the IACAC listserv. This will include contact information, membership services, calendars, historical information, job board, and any other tools or sources of information that are available from the web site. In addition, the committee will research and propose new uses of technology for communication within IACAC.

### 3. Additional Directives to Standing Committees

- a. Each standing committee shall present an annual written report to the President by July 1 of each year. These reports will be distributed to the membership by an appropriate means.
- b. The President and Executive Board may assign other duties to a committee for action.

4. Special Committees

a. A special committee may be created for a specific need, project, issue, etc. which is not included in the realm of responsibility of a standing committee.

b. The committee members will be appointed by the President.

**ARTICLE XIV  
FINANCIAL SUPPORT**

The association shall provide, when resources are available, financial support for the President, President-elect, Past President, Secretary and delegates to attend the annual meeting of NACAC if their respective institutions do not provide the necessary funds for expenses incurred. Expenses shall be limited to travel, housing, meals, and registration fees.

**ARTICLE XV  
MEMBERSHIP FEE**

Voting and non-voting members shall pay an annual membership fee, the amount to be determined by the Executive Board and ratified by the IACAC membership at a regular meeting. The membership period shall be determined by the Executive Board and ratified by the IACAC membership at a regular meeting.

**ARTICLE XVI  
GUESTS**

Any member of the IACAC may invite other persons from his/her institution, from some other educational institutions or group as a guest, at any time to any meeting.

**ARTICLE XVII  
PARLIAMENTARY AUTHORITY**

The latest edition of Robert's Rules of Order shall govern all matters of IACAC not covered by these Bylaws.

Amended October 26, 2009

As amended on April 13, 2011