

Illinois Association for College Admission Counseling By-Laws

Article I. Membership.

Section 1. Voting Membership.

Voting membership in the Illinois Association for College Admission Counseling (IACAC) shall be extended to the following:

- A. Any two- or four-year college or university or other postsecondary educational institution which is not-for-profit, which is accredited by a regional or state accrediting agency or by a professional accrediting agency noted in the latest edition of the Higher Education Directory published by Higher Education Publications, Inc. or any successor listing approved by the Executive Board, provided that such institution maintains an office or educational facility in the State of Illinois or that it has a professional admission counselor residing within the State of Illinois, and which is in agreement with the purposes of IACAC. Such a member shall be represented by a person or persons charged with the responsibility for counseling or admitting students.
- B. Any not-for-profit individual primary or secondary school in the State of Illinois which is accredited by a regional or state accrediting agency and which is in agreement with the purposes of IACAC. A member school shall be represented by a person or persons charged with the responsibility for guiding students in planning for postsecondary education.
- C. Any organization, agency, or institution which is not-for-profit, maintains an office in the State of Illinois, and provides postsecondary counseling, admission and financial aid services and supports the purposes which are in agreement with those of IACAC. Such a member shall be represented by a person or persons charged with the responsibility of performing services related to the counseling or admission of students.
- D. Any not-for-profit primary or secondary school district or college or university system in the State of Illinois which is in agreement with the purposes of IACAC. A member district or system shall be represented by a person or persons charged with the responsibility for services related to the counseling or admission of students for postsecondary education.
- E. Any individual residing in the State of Illinois who provides counseling, admission, or financial aid services for postsecondary education, with professional objectives consistent with the purposes of IACAC, who meets the professional criteria which shall be established by the Executive Board from time to time, and who is not affiliated with (1) a college, university, or other postsecondary educational institution, primary or secondary school, agency, organization, school district, college or university system, which qualifies for membership in IACAC or (2) a proprietary college, university, or other postsecondary educational institution in the State of Illinois.
- F. Any individual residing in the State of Illinois whose activities are in the area of counseling, admission, or financial aid services and who is employed by a not-for-profit organization that supports education opportunities for students, with professional objectives consistent with the purposes of IACAC, and who meets the professional criteria which shall be established by the Executive Board from time to time.
- G. Any individual who was actively engaged in providing counseling, admission or financial aid services at one or more National Association for College Admission Counseling (NACAC) or ACAC member institutions for an aggregate of at least 10 years and who is deemed retired under the retirement program of an institution formerly employing said individual; provided in each case, that such individual is not otherwise employed providing counseling, admission or financial aid services.

Section 2. Nonvoting Membership.

Nonvoting membership in IACAC shall be extended to the following:

- A. Two- and four-year colleges, universities, and other not-for-profit postsecondary and secondary

educational institutions which, in the opinion of the Executive Board, are in accordance with the purposes of IACAC and do not qualify for membership under Section 1 of this article.

- B. Any not-for-profit two- or four-year college or university, or primary or secondary school in the State of Illinois, which is degree-granting or which awards a diploma, which is newly established or has not attained accreditation, which meets the professional criteria that shall be established by the Executive Board from time to time, and which is in agreement with the purposes of IACAC. A member institution shall be represented by a person or persons charged with the responsibility for admitting students or for guiding students in planning for postsecondary education.
- C. Any individual currently enrolled in or recently graduated from a postsecondary, graduate, or professional program at an accredited two- or four-year college, university, or other not-for-profit postsecondary educational institution, and who, in the opinion of the Executive Board, is in accord with the purposes of IACAC and does not qualify for membership under Section 1 of this article.
- D. Any individual or for-profit organization, business, agency, or institution possessing interests which, in the opinion of the Executive Board, are in accord with the purposes of IACAC and that does not qualify for membership under Section 1. of this article.

Nonvoting members may receive appropriate services as designated by the Executive Board.

Section 3. Membership Procedures.

To obtain membership a qualifying individual, organization, agency or institution shall file a completed membership application as directed by the Association, along with applicable dues in accordance with these By-Laws. All current members shall be included in the membership list.

Section 4. Termination of Membership.

Membership in IACAC shall be terminated if a member fails to pay annual dues, fails to comply with the Statement of Principles of Good Practice of NACAC or the Statement of IACAC Practices and Courtesies, or fails to satisfy membership eligibility requirements.

Section 5. Meetings.

There shall be an annual meeting of the membership of IACAC held in the spring each year at which Officers, Directors and Delegates to the NACAC Assembly shall be elected. The President is empowered to call other general membership meetings, which must be announced in writing to each voting member at least two weeks prior to the date of the meeting. The annual meeting in any event shall be held before June 1 of each year. Except as otherwise provided in Section 4 of Article IV of these By-Laws, each member shall have one vote on each matter presented to the Membership for its consideration.

ARTICLE II. Executive Board.

The Executive Board of IACAC shall consist of the Officers and Directors of IACAC and the IACAC Delegates to the NACAC Assembly and shall be responsible for the management and direction of the affairs of IACAC and shall control the expenditure of funds by IACAC in accordance with Section 6 of Article VI. All Executive Board members shall assume their IACAC duties on June 1 of the year in which elected. Delegates to the NACAC Assembly, in compliance with the NACAC By-Laws, shall assume their NACAC duties on July 1 of the year in which elected.

Section 1. Eligibility.

Any voting member who is actively engaged in guidance pertaining to postsecondary admission is eligible to serve as a member of the Executive Board. In addition any such member shall, prior to election as a Delegate to the NACAC Assembly, be the principal representative of a voting NACAC member institution or a voting individual member of NACAC. Only one person employed by an eligible member organization, agency or institution shall serve as a Delegate to the NACAC Assembly at any time.

Section 2. Officers.

The Officers of IACAC shall be President, President-Elect, Most Recent Active Past President, Secretary, and Treasurer. Each Officer shall be elected from the voting membership of IACAC. The Secretary shall serve a term of two years. The Treasurer shall serve a term of two years. The President-Elect shall

automatically succeed to the office of the President, the President shall automatically succeed to the office of the Most Recent Active Past President upon the completion of their respective terms.

Section 3. *Directors.*

There shall be six Directors of IACAC. Four of the Directors shall be elected from the voting membership of IACAC, two engaged in postsecondary educational counseling and two engaged in secondary school counseling. Two Directors shall be elected from the voting membership of IACAC as Regional Professional Development Directors. One Regional Professional Development Director shall represent the northern region of the state and the other shall represent the southern region of the state. Directors shall serve two-year terms which shall be staggered to the extent reasonably feasible.

Section 4. *NACAC Assembly Delegates.*

A. Each Delegate of IACAC elected to the NACAC Assembly shall serve on the Executive Board. The number of Delegates to be elected shall be determined by the total eligible IACAC members belonging to NACAC in accordance with the NACAC By-Laws. Each elected Delegate shall serve a term of three years. To the extent reasonably feasible the terms of Delegates shall be staggered. 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 postsecondary counseling, admissions and financial aid services, and one-half of the Delegates elected shall be employed by voting member postsecondary educational institutions. Also, every effort should be made to include traditionally under-represented members who are eligible for candidacy. The President of IACAC shall appoint Alternate Delegates to represent IACAC in the NACAC Assembly in the event an elected Delegate is unable to serve. Alternate Delegates must meet the Delegate eligibility requirements to serve. Delegates shall serve no more than two consecutive terms. Delegates are expected to attend all general meetings of the NACAC Assembly and of the Executive Board of IACAC. One of the Delegates shall be appointed annually by the President of IACAC as Chief Delegate. The President and Most Recent Active Past President of IACAC, if eligible, for so long as they hold office, shall serve as Delegates to the NACAC Assembly. The President-Elect shall serve as the Alternate Delegate to the Assembly for the President or Most Recent Active Past President. The right of the President, President-Elect, Most Recent Active Past President and elected NACAC Assembly Delegates to vote in the Assembly shall be governed by the NACAC By-Laws. The President or designee shall notify the Executive Director of NACAC of the names and terms of office of its elected and appointed Delegates and the name of its President and President-Elect immediately following their election or appointment.

B. Should the number of NACAC Assembly Delegates for which IACAC qualifies change subsequent to the IACAC Annual Membership Meeting and prior to the meeting of the NACAC Assembly, the IACAC Executive Board shall take the following action:

1. If the number of Delegates increases, the President shall have the power to appoint an eligible member to serve until the next election of delegates shall occur.
2. If the number of Delegates decreases, the President shall determine which delegate shall relinquish his or her seat in the NACAC Assembly.

Section 5. *Loss of Eligibility.*

In order to remain as an Officer, Director or Delegate to the NACAC Assembly, an incumbent must continue to be a person charged with responsibility for admitting students, or with responsibility for guiding students in planning for postsecondary education, or with responsibility for performing services relating to the counseling or admission of students as defined in Article I of the NACAC By-Laws; provided that an incumbent shall be deemed to continue to be a person charged with such responsibilities until the one-hundred-eightieth day following the termination for any reasons of such incumbent's qualifying employment or the date on which such incumbent accepts nonqualifying employment, whichever occurs first.

Section 6. *Meetings.*

The Executive Board shall hold a minimum of four meetings per year. The President is empowered to call additional Executive Board meetings and shall call such a meeting at the request of any other four members of the Executive Board. Each member of the Executive Board shall have one vote on each matter presented for its consideration. Each member of the Executive Board shall receive at least one week's prior written notice of all Executive Board Meetings, which notice shall list the matters to be considered at such meeting.

ARTICLE III. Officers and Directors.

Section 1. Duties of Officers.

A. President.

The President shall preside at the annual membership meeting, all other general membership meetings and all Executive Board meetings. The President shall have overall supervision of the plans for any special general membership meeting. The President, or an Executive Board Member appointed by the President, shall be the official representative of IACAC at meetings of other organizations or on such occasions where representation has been requested or is deemed desirable. The President shall perform such other duties as are provided for in these By-Laws or as assigned by the Executive Board or the general membership and shall submit an annual report to the general membership at the Annual Membership Meeting. The President, if eligible, shall serve as a delegate to the NACAC Assembly in accordance with the NACAC By-Laws.

B. President-Elect.

The President-Elect shall assume the duties of the President in the absence of the President and shall act as chairperson of the Conference Committee.

C. Most Recent Active Past President.

The Most Recent Active Past President shall act as chairperson of the Nominating Committee and of the Credentials Committee, and shall serve as a Delegate to the NACAC Assembly, if eligible.

D. Secretary.

The Secretary shall record the minutes of the annual membership meeting, all other general membership meetings, and the Executive Board meetings. The Secretary shall be responsible for correspondence as referred by the President.

E. Treasurer.

The Treasurer shall be responsible for maintaining the official financial records of IACAC and for performing other financial transactions. The Treasurer shall be chairperson of the Finance Committee and shall submit an annual report to the general membership at the annual meeting.

F. Each officer, other than the President, shall perform such other duties as are provided for in these By-Laws or as assigned by the President or the Executive Board.

G. No person shall serve on the Executive Board of both NACAC and IACAC simultaneously, unless the IACAC President is elected to serve as NACAC Coordinator of the Presidents' Council.

Section 2. Duties of Directors.

Directors shall assume the responsibilities assigned to them by the President or the Executive Board. Among these responsibilities shall be chairing a standing committee or subcommittee of IACAC. Regional Professional Development Directors shall oversee the activities of the District Coordinators in their region.

Section 3. Duties of the Delegates.

In addition to representing IACAC in the NACAC Assembly, each Delegate shall serve as a chair or member of at least one standing committee. Additionally, Delegates shall assume the responsibilities assigned to them by the President or the Executive Board.

Section 4. Vacancies.

- A. A vacancy shall be deemed to exist on the Executive Board when a member of the Executive Board is no longer able to serve for any reason or no longer meets the eligibility requirements for the position in which he or she serves as established by these By-Laws.
- B. Vacancies on the Executive Board shall be filled as follows:
If a vacancy occurs in the office of President, it shall be filled by the President-elect who shall subsequently serve the normal term as President.
- C. If a vacancy occurs in the office of President-elect, a President-elect pro tem shall be appointed by

the President to serve until the next annual membership meeting.

- D. If a vacancy occurs in the office of Past President, a Past President pro tem, selected from among former IACAC Presidents, shall be appointed by the President to serve until the next Annual Membership Meeting.
- E. If a vacancy exists among the Delegates to the NACAC Assembly, an Alternate Delegate shall be appointed by the President, or in the absence of the President, the President-Elect, to fill such vacancy until the next Annual Membership Meeting, at which time a member will be elected to complete the vacant term if such term does not expire at such meeting.
- F. If a vacancy occurs on the Executive Board, other than those described in Sections B. 1. –5. of this article, the President shall have the power to appoint, subject to the approval of the Executive Board, a voting member who meets the eligibility requirements set forth in these By-Laws to fill the vacancy until the next annual membership meeting, at which time a member will be elected to complete the vacant term if such term does not expire at such meeting.

ARTICLE IV. Nominations and Elections.

Section 1. Nominating Committee.

This Committee shall include the President, President-Elect and the two Most Recent Active Past Presidents. The chairperson shall be the Most Recent Active Past President who shall select at least two additional voting members to serve on the Committee, at least one engaged in postsecondary counseling or the admission of students and one engaged in secondary school counseling.

Section 2. Selection of Candidates.

The Nominating Committee shall nominate a candidate or candidates for each vacancy on the Executive Board to be filled at any annual membership meeting and submit a written report of the nominees to the Executive Board at least six weeks prior to the annual membership meeting and to the general membership at least two weeks prior to the Annual Membership Meeting.

Section 3. Nominations From the Floor.

Nominations of additional candidates may be made by a motion from the floor at the Annual Membership Meeting, provided the nominator and seconder are voting members of IACAC and have secured the consent of the nominee prior to the time the nomination is made.

Section 4. Voting and Election.

- A. Two separate written ballots shall be cast at each annual membership meeting. One ballot shall consist of candidates to fill the offices of President-Elect, Secretary (alternate years), Treasurer (alternate years) and the Directorships, the terms of which expire at such meeting and shall be distributed to the voting membership. The other ballot shall consist of the candidates for Delegates to the NACAC Assembly to be elected at such meeting and shall be distributed only to those eligible to vote for Delegates to the NACAC Assembly as determined by Article VI, Section 2 and Section 3, of the By-Laws of NACAC. At each Annual Membership Meeting the ballots shall be counted by tellers appointed by the Chairperson of the Credentials Committee. The candidates securing the highest number of votes cast for each office shall be declared elected and the Most Recent Active Past President shall then publicly announce the names of the newly elected members of the Executive Board to the general membership. In the case of a tie-vote between candidates for specific position(s) on the Executive Board, voting members will revote for said position(s) during the Annual Membership Meeting.
- B. Voting members who cannot attend the Annual Membership Meeting, and who desire the opportunity to vote for the election of members of the Executive Board and on issues to be presented at the Annual Membership Meeting, may request a proxy. A proxy request form shall be published in the issue of the IACAC Newsletter which announces the candidates nominated by the Nominating Committee. Upon receipt of each proxy request, the Most Recent Active Past President shall ascertain the requesting member's eligibility and, if appropriate, mail or deliver a proxy to such member. Proxies must be completed and returned to the Most Recent Active Past President at least one week prior to the convening of the IACAC annual membership meeting. Proxies so requested and distributed shall appoint the Most Recent Active Past President and the Current President as proxies. Each proxy shall indicate for

each office the nominee of the Nominating Committee for which the proxies shall be voted as well as their preference on the issues presented.

ARTICLE V. Committees.

Section 1. Standing Committees.

A. Admission Practices Committee.

The Admission Practices Committee shall review annually the Statement of Principles of Good Practice of NACAC, the NACAC Monitoring Procedures for the Statement of Principles of Good Practice, IACAC Monitoring Procedures, and the IACAC Statement of Practices and Courtesies, and shall formulate and recommend changes to the IACAC Executive Board which shall determine whether to submit such recommendations to the NACAC Executive Board. This committee shall also be responsible for dealing with alleged infractions as defined by NACAC guidelines. Membership should have some carry-over from year to year.

B. Alumni Committee.

The Alumni Committee shall be responsible for integrating services of and for retired members into the activities of the association, and shall be responsible for developing programs and sessions designed to assist members in planning for retirement.

C. College Awareness and Preparation Committee (CAP).

The College Awareness and Preparation Committee shall be responsible for planning, coordinating, implementing, and staffing association-sponsored activities to offer the expertise of IACAC to individuals throughout the State of Illinois who are seeking counseling and information regarding postsecondary admission and financial aid. Membership should have some carry-over from year to year.

D. Media Communications Committee.

The Media Communications Committee shall be responsible for increasing the visibility of IACAC and promoting its college transition programs and services through media and marketing strategies. This committee shall also be responsible for promoting use of technology within the association. Membership should have some carryover from year to year.

E. Conference Committee.

The Conference Committee shall have overall supervision of the plans for the execution of the Annual Conference and annual membership meeting. The chairperson shall be the President-Elect. The President will chair the Annual Membership Meeting.

F. Credentials Committee.

The Credentials Committee shall determine eligibility as outlined in these By-Laws for membership in IACAC; make recommendations to the Executive Board regarding criteria for membership in IACAC; investigate membership eligibility questions referred to it by the Executive Board; and review these By-Laws and recommend revisions when deemed appropriate, including revisions required to maintain their consistency with the governing documents of NACAC. Membership should have some carry-over from year to year. The chairperson shall be the Most Recent Active Past President.

G. Finance Committee.

The Finance Committee shall make budget estimates, recommend to the Executive Board investment and audit policies, administer grant programs, and supervise all other IACAC financial matters. The Finance Committee shall be responsible for the creation of and selection of candidates for all salaried and stipend positions. Based on their findings, the Finance Committee shall make recommendations to the Executive Board for approval. The Finance Committee shall meet a minimum of twice a year and be responsible for reviewing the financial statements of IACAC. This shall include the monthly financial reports and the year-end financial statement. The Treasurer shall be the chairperson and the President, Most Recent Active Past President, and President-Elect shall be members; the Most Recent Active Past Treasurer shall be a non-voting member.

H. Government Relations Committee .

The Government Relations Committee shall establish and maintain a communications network to inform IACAC members of issues evolving from the activities of other professional associations and state and

federal governmental agencies; shall monitor legislative activity at the state level, and recommend relevant action to the Executive Board; and shall maintain liaison with the NACAC Government Relations Committee. Membership should have some carry-over from year to year.

I. *Human Relations Committee.*

The Human Relations Committee shall develop and recommend goals which promote sensitivity to human differences and guide the expansion of equal access for all students to postsecondary educational opportunities. The committee shall plan and recommend strategies for implementing a multicultural agenda for the association. Membership should have some carry-over from year to year.

J. *Illinois College Exposition (ICE)/Calendar Committee.*

The ICE/Calendar Committee shall be responsible for establishing the ICE/calendar schedule, overseeing policy and procedures, promoting the ICE/calendar, and overseeing the planning and implementation of the Articulation Unplugged program held each fall. The ICE Coordinator shall be the chairperson and the committee shall consist of nine members, each of whom shall serve a three-year term. Efforts will be made to include a member who serves on the Chicago National College Fair Committee and at least one member who will also serve as the chief organizer(s) of Articulation Unplugged.

K. *Membership Committee.*

The Membership Committee shall be responsible for reviewing, developing, and recommending promotional activities for membership in IACAC. The chair/s of this committee shall oversee production of the membership directory. Membership should have some carry-over from year to year.

L. *Mentorship Committee.*

The Mentorship Committee shall function as an outreach of IACAC to provide new and veteran members with an opportunity to form partnerships for professional development. Membership should have some carry-over from year to year.

M. *National College Fair Committee.*

The National College Fair Committee shall be responsible for assisting the National Association for College Admission Counseling (NACAC) in planning, coordinating, implementing and staffing the NACAC College Fair in Illinois. The membership of this committee shall be diverse and embrace secondary, postsecondary and community-based organizations. Membership should have some carry-over from year to year.

N. *Nominating Committee.*

The Nominating Committee shall nominate a candidate or candidates for each office to be voted on by the membership at each annual membership meeting. The membership of this committee shall be as provided in Section 1 of Article IV.

O. *Summer Institute Committee.*

The Summer Institute Committee shall be responsible for planning, coordinating, implementing and staffing summer training institute(s) for secondary and postsecondary college admission counselors. Membership should have some carry-over from year to year.

Section 2. *Other Duties.*

The Executive Board may assign other duties to any of the standing committees. The authority granted standing committees by these By-Laws and the Executive Board shall not be exercised in a manner which is inconsistent with Executive Board actions previously taken.

Section 3. *Other Committees.*

Any Committee deemed necessary to implement the activities and purposes of IACAC may be appointed by the Executive Board.

Section 4. *Committee Membership.*

Except as otherwise specifically provided in these By-Laws, the President shall appoint committee chairpersons. Each committee chairperson, except as otherwise specifically provided in these By-Laws, shall appoint the members of his or her committee from the membership of IACAC. Such appointments shall

be subject to the approval of the Executive Board. The members of the Nominating Committee shall be appointed in the manner set forth in Section 1 of Article IV.

ARTICLE VI. Finance.

Section 1. Fiscal Year.

The fiscal year of IACAC shall be from June 1 to May 31.

Section 2. Dues.

Annual dues shall be determined by the Executive Board with the approval of the membership. Dues may vary between and within different categories of members. Participation in IACAC is dependent upon the payment of dues. Statements for the succeeding year shall be mailed as soon after May 1 as possible. Dues shall cover the fiscal year. After January 1, dues may be prorated by action of the Executive Board.

Section 3. Investments and Indebtedness.

Monies in excess of the current year's expenses may be invested by the Treasurer in the name of IACAC with the advice and consent of the Executive Board. Any expenditure not provided for within the budget shall be approved by the Executive Board.

Section 4. Accountant's Review.

The outgoing Treasurer shall have the books of IACAC approved by the incoming President and incoming Treasurer after the Annual Membership Meeting but no later than July 31st. There shall also be an annual accountant's review of IACAC's financial statements by a certified public accountant.

Section 5. Dissolution.

Upon dissolution of the corporation, 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 corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated 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 Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized exclusively for such purposes.

Section 6. Budget.

The Executive Board shall submit a budget to the membership for approval at the annual membership meeting. The budget shall include an amount for contingencies which amount shall not be in excess of 15% of the total amount included in the budget. The Executive Board shall be authorized to transfer funds within the budget among similar line items and shall have sole discretion over the disbursement of the contingency amount.

ARTICLE VII. Quorum.

One-tenth of the members of IACAC entitled to vote shall constitute a quorum of any annual or general membership meeting when such meeting is called in accordance with these By-Laws. Two-thirds of the members of the Executive Board shall constitute a quorum for the transaction of business.

ARTICLE VIII. Rules of Order.

The latest edition of Robert's *Rules of Order* shall govern all procedures for IACAC not covered by the Illinois General Not-For-Profit Corporation Act and these By-Laws.

ARTICLE IX. Indemnification.

Each person who is or was a director, officer or employee of IACAC, and each person who serves or served

at the request of IACAC as a director or officer of another corporation, shall be indemnified by IACAC in accordance with, and to the fullest extent authorized by, the Illinois General Not-For-Profit Corporation Act as it may be in effect from time to time. Such right of indemnification shall not be deemed exclusive of any other right to which those indemnified may be entitled or other indemnification which IACAC may provide.

ARTICLE X. Code of Ethics.

IACAC subscribes to the Statement of Principles of Good Practice of NACAC.

ARTICLE XI. Amendments.

These By-Laws may be amended at the annual or any general membership meeting of IACAC by a vote of three-fourths of the voting members attending, provided that notice of any proposed amendment has been sent to each voting member at least two weeks prior to the date of said meeting.

Article XII. Executive Assistant.

The Executive Assistant shall be employed by the Executive Board to conduct the business of IACAC and to administer its headquarters' office in accordance with policies and procedures established by the Executive Board and the general membership. 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.

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