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*Ohio Association for College Admission Counseling  
Bylaws  
Approved March 11, 2019*

Ohio Association for College Admission Counseling  
Bylaws

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## ARTICLE I

### Name and Offices

1. The name of this association shall be the Ohio Association for College Admission Counseling (OACAC), a chartered State Affiliate of the National Association for College Admission Counseling (NACAC). Its name prior to the change was "Ohio Association of College Admissions Counselors."
2. The Association shall have such offices as may from time to time be designated by the voting members of the Executive Board.

## ARTICLE II

### Purpose

1. The purposes for which the Association is organized and operated are educational and charitable. The Association is an organization of institutions, organizations and individuals dedicated to serving students as they explore options and make choices about pursuing postsecondary education. OACAC is committed to maintaining high standards which foster ethical and social responsibility among those involved in the transition.
2. To develop and expand the relationship between secondary schools, postsecondary schools and related educational organizations and agencies.
3. To serve students, parents, guardians, secondary schools, postsecondary schools and related educational organizations by considering the whole range of influences on a student's transition from secondary school to further education.

## ARTICLE III

### Membership

1. Membership in the Association is a privilege made available to eligible institutions, organizations and individuals.
2. Members shall support the purposes of OACAC and NACAC.
3. Criteria and qualifications for each category of voting and non-voting members shall be set forth in these Bylaws and in the policies and procedures approved by the voting members of the Executive Board.
4. Members shall comply with the National Association for College Admission Counseling Code of Ethics and Professional Practices (CEPP), the Association's code of conduct, to ensure high professional standards in the recruitment of students and the transition to postsecondary education.
5. Each educational institution or organization member shall designate a principal representative who shall represent and, in case of a voting

member, vote for, such member. The professional responsibilities of the principal representative of a voting member must include providing services and/or products to the counseling, admission or financial aid profession or in support of students in the transition to postsecondary education.

6. Voting membership in the OACAC shall include the following:
  - a. Educational institutions
    - i. Ohio Not-for-profit two and four-year colleges, universities and other post-secondary institutions, accredited in accordance with policies and procedures approved by the voting members of the Executive Board.
    - ii. Ohio Primary and secondary schools listed in resources approved by the voting members of the Executive Board.
    - iii. Ohio Not-for-profit primary and secondary school districts and college and university systems.
  - b. Organizations
    - i. Not-for-profit community-based organizations or agencies in the state of Ohio which provide postsecondary counseling, admission, or financial aid services to students or to the college admission counseling or financial aid professions and whose purposes are in agreement with OACAC.
    - ii. 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 in Ohio or to the college admission counseling or financial aid professions in Ohio.
  - c. Individuals
    - i. Persons employed by voting member institutions and organizations whose professional activities consist primarily of counseling, admission, or financial aid services.
    - ii. Ohio 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 perform the majority of their duties in Ohio.
    - iii. Retired persons who were actively engaged in providing counseling, admission, or financial aid services.
    - iv. Individuals who are Life Members or Jack Scott Award recipients of OACAC.
    - v. 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.

7. Non-voting membership in the OACAC shall include the following:
  - a. Educational institutions
    - i. Non-Ohio not-for-profit two- and four-year colleges, universities and other post-secondary institutions, accredited in accordance with policies approved by the voting members of the Executive Board.
    - ii. Non-Ohio not-for-profit primary and secondary schools listed in resources approved by the voting members of the Executive Board.
    - iii. Non-Ohio not-for-profit primary and secondary school districts and college and university systems.
    - iv. Degree-awarding two- and four-year colleges, universities and other postsecondary institutions that are active candidates for accreditation in accordance with policies approved by the voting members of the Executive Board.
  - b. Organizations
    - i. For-profit agencies, businesses, or organizations that are in agreement with the purposes of OACAC, adhere to the NACAC Code of Ethics and Professional Practices, and provide counseling, admission, or financial aid services for students.
    - ii. To persons employed by the United States military services charged with the responsibility of recruiting students to serve in branches of the United States military.
  - c. Individuals
    - i. Persons employed by non-voting member institutions or organizations
    - ii. Persons who are employed by institutions or organizations that have not joined OACAC but are eligible for voting or non-voting membership.
    - iii. Persons who provide teaching and/or training to professionals who work with students in the transition to postsecondary education, and are employed in a post-baccalaureate or graduate program at a not-for-profit institution accredited in accordance with policies approved by the voting members of the Executive Board.
    - iv. Students seeking careers in counseling, admission, or financial aid services.
  - d. Subscribers
    - i. For profit agencies (non-grant funded agencies/organizations/institutions/corporations) that are in agreement with the purposes of OACAC, adhere to the

NACAC Code of Ethics and Professional Practices, and provide counseling, admission, or financial aid services for students.

## ARTICLE IV

### Executive Board

1. The voting members of the Executive Board shall have full power, direction, and authority over the affairs of the Association, except as provided in these Bylaws. The Board of Directors shall:
  - a. Oversee the administration of the Association.
  - b. Exercise financial stewardship over the Association.
  - c. Determine the annual budget and establish annual membership dues.
  - d. Establish the fiscal year of the Association.
  - e. Establish and enforce policies and procedures of the Association.
  - f. Perform other duties as defined in these Bylaws.
2. The Executive Board shall include the officers of the association and the committee chairs. The officers will serve as the voting body of the Executive Board and will provide directions make policies, and establish procedures for the association. The committee chairs will serve in an advisory role within the Executive Board.
  - a. The officers of the Association shall be the President, President-Elect, Immediate Past President, Secretary, Treasurer, Treasurer-Elect, the Delegates to the NACAC Assembly, and may include up to three Board Members At-Large appointed by the President. Their duties shall be:
    - i. The President shall serve for one year and assume full responsibility for the general activities of the association, presiding at Executive board and general membership meetings. Upon the expiration of their term, the President shall automatically succeed to the office of Immediate Past President.
    - ii. The President-Elect shall serve for one year and be responsible for the annual conference with assistance of the Executive Board. Upon the expiration of their term, the President-Elect shall automatically succeed to the office of President.
    - iii. The Immediate Past President shall serve for one year and chair the Past President's Council, Nominations/Awards Committee, conduct research for

future annual conference sites, and serve as the Chief Delegate to the NACAC Assembly. If for any the reason the office of the President becomes vacant, the Immediate Past President shall assume that office for the balance of the year.

- iv. The Secretary shall record and maintain the minutes for each Executive Board meeting and distribute the minutes within 30 days to the Board members. At General Membership meetings, the Secretary shall record and maintain the minutes and distribute the minutes to all OACAC members within 30 days prior to the next General Membership meeting; shall perform other appropriate duties as requested by the members of the Executive Board.
  - v. The Treasurer shall serve for a two-year term and oversee the collection and distribution of monies of the Association, and oversee the preparation of all financial statements and information appropriate for filing the Association's annual required tax filings (Federal and State) in accordance with approved policies and procedures established by the voting members of the Executive Board. A Treasurer's report shall be presented to the Association at each General Membership meeting, at each Executive Board meeting, and at such times as may be requested by the Executive Board.
  - vi. The Treasurer-Elect shall serve for one year and work in conjunction with the Treasurer. Upon expiration of their term the Treasurer-Elect shall automatically succeed to the office of Treasurer. Elections for Treasurer-Elect shall occur on alternating years.
  - vii. The Assembly Delegates shall represent the Association at the annual NACAC Assembly. These delegates may be assigned responsibilities by the President. Elected Assembly Delegates shall serve a term of three years.
  - viii. Board Members At-Large may be appointed by the President and serve a term of one year. The Board Members At-Large may be assigned responsibilities by the President.
3. The Committee Chairs of the Executive Board shall be appointed by the President. Committee Chairs shall serve a term of one year.
    - a. There shall be a standing committee for Admissions Practices and is charged with the responsibility for considering allegations of infractions of the NACAC Code of Ethics and Professional Practices in accordance with NACAC Monitoring Procedures.

- b. The voting members of the Executive Board may create or dissolve other standing or special committees as it deems necessary to carry out the work of the Association.
4. All members of the Executive Board shall assume their duties at the close of the annual conference in the year of their election and shall continue to serve until their successors are elected and take office.
5. One-half of the officers of the Executive Board shall constitute a quorum for the transaction of business at regular Executive Board meetings.
6. In order to remain an officer, an incumbent must continue to be an OACAC voting member in good standing or the principal representative of an OACAC voting institution or organization member in good standing through their term of service; however, an incumbent Officer shall have sixty (60) days following a change in employment to become an OACAC voting member or the principal representative of another OACAC voting institution or organization member without forfeiting Officer status.
7. In the event of a resignation or demise of an Officer, the unexpired term shall be filled through the appointment of the President subject to approval by the Executive Board.

## ARTICLE V

### Elections

1. Elections for applicable Officers shall be conducted prior to the annual conference.
  - a. The election shall be by paper or electronic ballot.
  - b. *A plurality vote shall determine the winner of an election.* In the event of a tie vote, the tie will be broken by a secret ballot of the Officers of OACAC.
2. The President will notify the Chief Executive Officer of NACAC of the newly elected officers and delegates within two weeks of the annual conference.
3. The voting membership of OACAC shall have the right to remove an Officer in accordance with Ohio law. Any Officer proposed for removal shall be provided due process in accordance with policies and procedures approved by the voting members of the Executive Board. The removal of an Officer shall require an affirmative vote equal to two-thirds (2/3) of the entire voting membership. The voting members of the Executive Board shall have the right to remove a Board Member At-Large at any time.



## ARTICLE VI

### Delegates to the NACAC Assembly

1. Elected Delegates to the Assembly of NACAC shall be elected only by NACAC voting members within OACAC. Eligibility for election is open only to the principal representative of a voting NACAC member institution or voting individual members of NACAC. Each elected Delegate shall serve a term of three years.
2. In order to qualify for and remain as a Delegate to the Assembly, incumbents must maintain voting membership in good standing in OACAC and NACAC by July 15 immediately preceding the next annual meeting of the NACAC Assembly and throughout their terms of service. However, an incumbent shall have sixty (60) days following a change in employment to become an OACAC and NACAC voting member or the principal representative of another OACAC and NACAC voting institution or organization member within Ohio without forfeiting the incumbent's delegate status.
3. Only one person employed by any member organization, agency or institution shall serve in the same assembly.
4. The President, President-Elect, and the Immediate Past President of OACAC, by virtue of the office and duties as officers, must be voting members of NACAC, and shall be delegates to the Assembly.
5. The President shall appoint sufficient numbers of alternate delegates to fill delegate vacancies.
6. Notice of all elected Delegates, appointed alternate Delegates, the President-Elect, President, and Immediate Past President to be seated in the Assembly shall be given to the Chief Executive Officer of NACAC by July 1 prior to the annual meeting of the Assembly.

## ARTICLE VII

### Meetings, Voting, Quorum

1. A meeting of the entire membership shall be held at the National Conference (NACAC) and the State Conference (OACAC).
2. Notice of every annual and special membership meeting shall be given to each member entitled to vote at such meeting not less than thirty (30) but not more than sixty (60) days, before the meeting.
3. By a majority vote of the voting members of the Executive Board, the Board may postpone, cancel or call a special meeting in lieu of an annual membership meeting if events beyond the reasonable control of the Association make it impractical or illegal for the Association to hold such a meeting. Under such circumstances, the OACAC office shall prepare and distribute, by mail, electronic transmission, facsimile or other reasonable acceptable method, proxy ballots to all voting

- members. Proxy ballots shall be distributed not less than thirty (30) and not more than sixty (60) days, before the meeting.
4. One-half (1/2) of the OACAC voting members registered at the state or national conference at the close of registration the day preceding the meeting shall constitute a quorum.

## ARTICLE VIII

### Parliamentary Authority

The latest edition of *Robert's Rules of Order* shall govern all meetings of OACAC when they are not inconsistent with these Bylaws and any special rules of order the association may adopt.

## ARTICLE IX

### Amendments

1. These Bylaws may be amended by a two-thirds (2/3) vote of the OACAC voting members, 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 voting members of the Executive Board may provide its recommendation to the voting members regarding any proposed amendment.
2. As a chartered affiliate of the National Association for College Admission Counseling, the Bylaws of the Association shall be consistent with NACAC governing documents. Within one year after adoption of any amendments to NACAC's governing documents, OACAC shall review and adopt any amendment required to maintain consistency with NACAC's governing documents.

## ARTICLE X

### Dues

The voting members of the Executive Board shall establish annual membership dues for voting and non-voting members and categories thereof.

## ARTICLE XI

## Discipline

Any member of the Association may be censured, suspended or expelled by the voting members of the Executive Board with an affirmative vote equal to two-thirds (2/3) of the entire voting members of the Executive Board for failure to comply with the provisions of these Bylaws, the Code of Ethics and Professional Practices, Association policies, or for other good cause. Any member proposed for discipline shall be provided due process in accordance with policies and procedures approved by the voting members of the Executive Board.

## ARTICLE XII

### Notices

The OACAC website at [www.oacac.org](http://www.oacac.org), or any successor publication, shall be the publication for official notices of the Association and may print or electronically transmit to all members official notices of the Association. In addition, notices of and concerning Executive Board and Membership meetings and other Association business may be transmitted to members by electronic means unless only a member's postal mailing address or facsimile number is on record with OACAC, in which event U.S. First Class mail or facsimile number may be used.