

Constitution and Bylaws

Adopted May 4, 1979 and amended May 17, 1985; May 5, 1989; May 14, 1992; May 13, 1993; May 4, 1995; May 9, 1996; May 7, 1998; May 6, 1999; May 3, 2001; April 27, 2006; September 22, 2011; April 20, 2012; June, 2014; March 26, 2015; March 11, 2016; March 30, 2017; March 21, 2018.

PREAMBLE

The Michigan Association for College Admission Counseling is a charter state member of the National Association for College Admission Counseling.

CONSTITUTION

ARTICLE I. NAME

The name of the association shall be the Michigan Association for College Admission Counseling. The acronym MACAC shall be used in abbreviations but shall not constitute a second name. This organization was originally called the Michigan Association of College Admission Counselors.

ARTICLE II. PURPOSE

1. The purposes of the Michigan Association for College Admission Counseling are exclusively educational and charitable, and no other. In furtherance thereof, its mission is:
 - a. To develop and maintain high standards which foster ethical and social responsibility among those involved in the process of planning for postsecondary education.
 - b. To develop and promote the Statement of Principles of Good Practice and to monitor adherence thereto.
 - c. To promote and protect the interests of students involved in the postsecondary education planning process.
 - d. To develop the professional competence and to meet the professional needs of individuals involved in admission procedures.
 - e. To engage in and report research pertinent to the purposes of the organization.
 - f. To educate those involved in the process of planning for postsecondary education.
 - g. To develop services related to the process of planning for postsecondary education and admission.
 - h. To communicate information to members and other appropriate parties.
 - i. To provide opportunities for interaction between and among members, other parts of the educational community, and appropriate organizations and agencies.

- j. To interpret to various publics any information, data, and opportunities relevant to the student's postsecondary education planning.
- k. To strive for the inclusion of traditionally underrepresented and eligible MACAC members to leadership roles in the organization.

ARTICLE III. MEMBERSHIP

1. Members shall support the purpose of MACAC which is to support and advance the work of college admission counseling professionals as they help students realize their full educational potential, with particular emphasis on the transition from secondary schools to higher education and with attention to access and equity for all students.
2. Members shall comply with the SPGP: NACAC's Code of Ethics and Professional Practices, of the National Association for College Admission Counseling (NACAC) to ensure high professional standards in the recruitment of students and the transition to postsecondary education.
3. Voting membership in the Michigan Association for College Admission Counseling shall be extended to those institutions and organizations located in Michigan, and individuals, other than retired members who perform the majority of their professional duties in Michigan which meet one of the following criteria:
 - a. Two- and four-year degree granting colleges and universities in Michigan which are accredited. A member college or university shall be represented by an officer charged with responsibility for admitting its students.
 - b. Individual primary and secondary schools in Michigan which are approved by the Executive Committee. A member school shall be represented by a person charged with a responsibility for guiding students in planning for college.
 - c. Other primary and secondary schools, colleges, and universities in Michigan whose aims and objectives are, in the opinion of the Executive Committee, in agreement with those of the Michigan Association for College Admission Counseling.
 - d. Any individual whose professional activities are in the area of counseling, admission or financial aid services and are employed at Michigan Association for College Admission Counseling voting member organization or institution.
 - e. Any individual who was employed at a Michigan Association for College Admission Counseling voting member organization or institution during the current year or immediately preceding membership year who are no longer employed by any member or member-eligible institution.
 - f. Independent educational consultants or counselors who are self-employed or employed by a company providing counseling, admission, or financial aid services to Michigan students and/or their parents and who meet the professional criteria which shall be established by the Executive Committee from time to time.

g. Retired persons who were actively engaged in providing counseling, admissions, or financial aid services.

h. Not-for-profit organizations which:

i. Are community-based and provide counseling, admission, or financial aid services only to Michigan students at the state or local level on an on-going basis.

ii. Whose primary activities consist of working at a multi-state, national or international level and provide counseling, admission, or financial aid services to student or to the college admission counseling or financial aid professions.

i. Not-for-profit primary and secondary school districts and college and university systems, which, in the judgment of the Executive Committee, are in agreement with the objectives of the Michigan Association for College Admission Counseling and whose purposes are providing services to the college admission process.

4. Each institutional or individual member shall have one vote on all matters which shall require action by the full membership.

5. Associate membership may be extended to those individuals, including graduate students seeking careers in counseling, admission, or financial aid services, institutions, and organizations which, in the judgment of the Executive Committee, are in agreement with the objectives of the Michigan Association for College Admission Counseling and whose purposes are dedicated to the promotion of formal education. Such members shall not possess voting power.

ARTICLE IV. THE EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the following:

a. Officers with voting rights and responsibilities

i. President

ii. President-Elect

iii. Immediate Past President

iv. Secretary

v. Secretary-Elect

vi. Past Secretary

vii. Treasurer

- viii. Treasurer-Elect
- ix. Past Treasurer
- x. Secondary School member-at-large
- xi. Post-Secondary member-at-large (representing two- and four-year institutions)
- xii. NACAC Delegates

b. Committee Chairpersons and co-chairperson of standing or special committees including, but not limited to the following, are non-voting members of the Executive Committee:

- i. Admission Practices Committee
- ii. Annual Conference Committee
- iii. College Fair Committee
- iv. Communications Committee
- v. Advancement Committee
- vi. Finance and Budget Committee
- vii. Governance Committee
- viii. Government Relations Committee
- ix. Inclusion, Access, and Success Committee
- x. International Initiatives Committee
- xi. Membership Committee
- xiii. Nominating Committee
- xivi. Professional Development Committee

2. Any qualified representative of a recognized voting member institution is eligible for any Executive Committee position, with the added requirement that Assembly Delegates must be the designated principal representative of a NACAC voting member institution or be an individual voting member of NACAC. If necessary in order to prevent a turnover of more than 50% of the Executive Committee at any election, the Executive Committee may, at its discretion, appoint a member to serve one additional year immediately after the expiration of his or her current term.

- a. President-Elect shall be elected annually and shall succeed in sequence annually to the office of President and Immediate Past President upon annual completion of the term.
 - b. A Treasurer-Elect shall be elected annually and shall succeed in sequence annually to the office of Treasurer and Past Treasurer upon annual completion of the term.
 - c. A Secretary-Elect will be elected annually and shall succeed in sequence annually to the office of the Secretary and Past Secretary upon annual completion of the term.
 - d. The Assembly Delegates shall be elected to three-year terms by MACAC's NACAC voting members.
 - i. Assembly Delegates include individuals elected by the Affiliate to serve in the Affiliate's three-year Presidential cycle as President-Elect, President and Past President, even though such individual has not been elected solely by NACAC voting members from MACAC.
 - ii. The elected delegates will be representative when possible; at least one from a secondary institution and one from a post-secondary institution.
 - iii. Assembly Delegates need to be NACAC voting members by July 15 immediately preceding the next annual meeting of the Assembly.
 - e. The secondary and post-secondary Members-at-Large will be elected to alternating three-year terms, which will overlap each other by two years.
3. An unexpired term of the President shall be completed by the President-Elect. Other vacancies on the Executive Committee shall be filled through appointment by the President with the approval of the Executive Committee. Appointment will be for the remainder of that term.
 4. Terms of office begin after the election at the plenary meeting of the association. Terms of office conclude at the termination of the annual plenary meeting.
 5. In order to remain as delegates of the Assembly of the National Association for College Admission Counseling or Executive Committee Members of the Michigan Association for College Admission Counseling, incumbents must continue to be NACAC voting members in good standing through their terms of service. An incumbent shall be deemed to continue eligibility-until the 60th day following the termination for any reason of such qualifying employment or the date on which the incumbent accepts non-qualifying employment, whichever comes first.

ARTICLE V. ANNUAL CONFERENCE

A plenary conference of the Michigan Association for College Admission Counseling shall be held annually. The President of the Michigan Association for College Admission Counseling, at least one month prior to the date of said meeting, shall issue the call to membership to attend the plenary conference.

ARTICLE VI. AMENDMENTS

1. The governing documents for the Michigan Association for College Admission Counseling shall be consistent with the governing documents of the National Association for College Admission Counseling (NACAC). Within two years after the adoption of any amendment to the NACAC governing documents, the Executive Committee of MACAC shall review its governing documents and shall adopt any amendment required to maintain consistency with NACAC's governing documents.

2. The constitution may be amended or a new constitution may be ratified at any plenary conference of the association by a vote of two-thirds of the voting membership attending. Notice of any proposed amendment or ratification must be sent to each voting member at least one month prior to the date of said meeting. An amendment not thus proposed in advance may be adopted by a four-fifths vote of the voting membership attending any plenary meeting. Amendments to the constitution or a new constitution may also be ratified by mailed marked ballots or online voting with a vote of two-thirds of the votes received by voting membership.

BYLAWS

ARTICLE I. KINDS OF MEMBERSHIP

1. There shall be two classifications of membership in the Michigan Association for College Admission Counseling. They are:
 - a. Voting membership as described in Article III, Section 3, of the Constitution.

 - b. Non-voting Associate membership as described in Article III, Section 5, of the Constitution.

ARTICLE II. APPROVAL AND RECOGNITION OF MEMBERSHIP

1. To be approved for membership an institution, organization, or individual shall be required to:
 - a. File a completed application for such with the Membership Committee.

 - b. Be approved for membership by the Executive Committee.

 - c. Pay the annual dues applicable according to Article III of the Bylaws.

2. Approval of membership may be recognized by official certificate.

3. Membership in the Michigan Association for College Admission Counseling may be terminated by action of the Executive Committee for:
 - a. Failure to maintain requirements for membership.

- b. Failure to pay annual dues within 90 days after proper notice from the Michigan Association for College Admission Counseling.

ARTICLE III. FISCAL YEAR AND DUES

The fiscal year, the membership year, and the annual dues of the Michigan Association for College Admission Counseling shall be established by the Executive Committee.

ARTICLE IV. ORGANIZATIONAL ASSETS

In the event of dissolution, all assets, real and personal, shall be distributed to such organizations as are qualified as tax exempt under section 501 (C) (3) of the Internal Revenue Code or the corresponding provisions of a future United States Internal Revenue Law.

ARTICLE V. POWERS AND RESPONSIBILITIES OF OFFICERS

1. The President of the Michigan Association for College Admission Counseling shall:
 - a. Call and preside at the annual state plenary conference and all other meetings of the membership and the Executive Committee.
 - b. Serve as an ex-officio member of all Michigan Association for College Admission Counseling committees.
 - c. Appoint annually the chairpersons of standing and special committees unless otherwise provided in these Bylaws.
 - d. Serve as a delegate to the National Assembly.
 - e. File an annual report with the NACAC Chief Executive Officer as directed by the national office.
2. The President-Elect of the Michigan Association for College Admission Counseling shall:
 - a. In the absence of the President, fill the office at any official function of the Michigan Association for College Admission Counseling.
 - b. Succeed to the office of the President in the event of a vacancy in that office.
 - c. Serve as co-chairperson of the Annual Conference committee.
 - d. Serve as the alternate delegate to the NACAC Assembly for the President.
 - e. Assume other duties as directed by the President.
3. The most recent, active Past President of the Michigan Association for College Admission Counseling shall:

- a. Perform all duties to solicit nominations for and election of Officers to the Executive Board.
- b. Perform all duties to solicit nominations for and selection of MACAC award recipients.
- c. Serve as chairperson of the Governance Committee.
- d. Serve as chief delegate to NACAC Assembly.
- e. Assume such other responsibilities as directed by the President.

4. The Secretary of the Michigan Association for College Admission Counseling shall:

- a. Be responsible for the safekeeping of the official records and minutes of the Michigan Association for College Admission Counseling meetings.
- b. Report the minutes of the previous annual meeting to the membership at the annual meeting.
- c. Record the minutes of all Executive Committee meetings.
- d. Serve on the Communications Committee.
- e. Assume such other responsibilities as directed by the President.

5. The Secretary-Elect of the Michigan Association for College Admission Counseling shall:

- a. In the absence of the Secretary, fill the office at any official function of the Michigan Association for College Admission Counseling.
- b. Succeed to the office of the Secretary in the event of a vacancy in that office.
- c. Serve on the Communications Committee.
- d. Assume such other responsibilities as directed by the President.

6. The Past Secretary of the Michigan Association for College Admission Counseling shall:

- a. Serve as chairperson of the Communications Committee.
- b. Assume such other responsibilities as directed by the President.

7. The Treasurer of the Michigan Association for College Admission Counseling shall:

- a. Report the financial status of the Michigan Association for College Admission Counseling to the total membership at the annual meeting and at each Executive meeting.
- b. Be responsible for paying bills and performing other financial transactions.

c. During the second year of the term, train the Treasurer-elect to assume the duties of Treasurer.

d. Assume such other responsibilities as directed by the President.

8. The Treasurer-Elect of the Michigan Association for College Admission Counseling shall:

a. Learn from and assist the Treasurer in all activities.

b. After one year as Treasurer-elect, assume the duties of Treasurer.

c. Assume such other responsibilities as directed by the President.

9. The Past Treasurer of the Michigan Association for College Admission Counseling shall:

a. Serve as chairperson of the Budget and Finance Committee.

b. Assume such other responsibilities as directed by the President

10. The Secondary School member-at-large of the Michigan Association for College Admission Counseling shall:

a. Serve as co-chairperson of the Membership Committee.

b. Assume such other responsibilities as directed by the President.

11. The Higher Education member-at-large of the Michigan Association for College Admission Counseling shall:

a. Serve as co-chairperson of the Membership Committee.

b. Assume such other responsibilities as directed by the President.

ARTICLE VI. DELEGATES AND ALTERNATES TO NATIONAL ASSEMBLY

1. The number of delegates and/or alternates shall be determined in accordance with the NACAC Bylaws.

2. The term of service for elected assembly delegates will be for three years and the delegate shall take office after the plenary meeting in which elected. The term of service for an alternate delegate will be determined by the President at the appointment of the alternate delegate. Elected delegates shall serve no more than two consecutive terms. To qualify as an assembly delegate, the person must either be the designated principal representative of the NACAC voting member institution or organization or must be an individual voting member of the National Association for College Admission Counseling before he or she accepts the nomination. Delegates need to be NACAC voting

members by July 15 immediately preceding the next annual meeting of the Assembly through their terms of service. Furthermore, the individual must be a member of the Michigan Association for College Admission Counseling.

3. A delegate shall be permanently replaced by an alternate when he/she ceases to represent an institutional member of the Michigan Association for College Admission Counseling and/or the National Association for College Admission Counseling. A delegate may also be replaced if:
 - a. He/she submits a letter of resignation to the President.
 - b. He/she is removed from office by a three-fourths majority of the membership attending a regular business meeting. The removal procedure will be determined by the Executive Committee.
4. An alternate should be designated to represent the affiliate in the event a delegate is unable to attend a meeting of the Assembly.
5. Delegate vacancies or alternates will be filled by appointment of the President with the approval of the Executive Committee.
6. The President of the Michigan Association for College Admission Counseling, for so long as he/she holds office, shall serve as a delegate to the NACAC Assembly. The President-Elect shall serve as the alternate delegate to the Assembly for the President.
7. When the number of delegates to the NACAC Assembly exceeds two (not including the delegate position held by the MACAC President), the Immediate Past President, for as long as he/she holds the office, shall serve as a chief delegate to the NACAC Assembly.
8. The assembly delegate shall:
 - a. Serve as representative to the NACAC Assembly.
 - b. Accept a Presidential appointment to serve on standing and special committees.
 - c. Inform the Executive Committee through regular reports of issues affecting the NACAC Assembly.
 - d. Serve as a member of the Governance Committee during the entire term of office.
9. 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 post-secondary counseling, admission, and financial aid services, and one-half of the delegates elected shall be employed by voting member post-secondary educational institutions. Also whenever possible, MACAC will make every effort to give consideration to traditionally underrepresented members as delegates to the Assembly.

10. Only one person employed by any member organization, agency, or institution shall serve as an elected or appointed delegate in the same Assembly.

ARTICLE VII. EXECUTIVE COMMITTEE

There shall be an Executive Committee as described in Article IV, Section I of the Constitution. The Executive Committee shall act for the membership in the functions of the Michigan Association for College Admission Counseling. They shall meet periodically at the call of the President.

ARTICLE VIII. STANDING COMMITTEES

1. There shall be the following standing committees:

- a. The Annual Conference Committee shall have overall supervision of plans for the execution of the annual plenary conference. The President-Elect shall serve as the co-chairperson of the committee; the President shall appoint a co-chairperson to serve with the President-Elect.
- b. The Admission Practices Committee shall review annually NACAC's Statement of Principles of Good Practice in relation to current practices and procedures in college admission. The committee will make appropriate suggestions to the Executive Committee for the handling of the alleged ethical violations. The President shall appoint the chairperson(s).
- c. The Nominating Committee shall nominate candidates for offices to be filled. The most recent, active Past President shall serve as chairperson of the committee, which shall include (but not be limited to) the President and President-Elect.
- d. The Membership Committee shall be responsible for the promotion of membership in the Michigan Association for College Admission Counseling. The committee will also provide the present membership with renewal notification and collect dues. The Secondary School member-at-large and the Higher Education member-at-large will serve as co-chairpersons.
- e. The Communications Committee shall be responsible for the publication of the newsletter, reporting news to the National Association for College Admission Counseling, and other aspects of media relations. The Past Secretary shall serve as chairperson.
- f. The Inclusion, Access, and Success Committee shall be responsible for maintaining the Association's awareness of the problems and concerns of all disadvantaged groups. The President shall appoint the chairperson(s).
- g. The International Initiatives Committee guides the development of programs and services in helping students transition to postsecondary education in another country.
- h. The Government Relations Committee shall establish and maintain a communications network to inform Michigan Association for College Admission Counseling members of issues evolving from activities of other professional associations and state and federal governmental activity; shall monitor legislative activity at the state level and recommend relevant action to the

Executive Committee, and shall maintain liaison with the NACAC Government Relations Committee. The President shall appoint the chairperson(s).

- i. The Finance and Budget Committee shall be responsible for reviewing the financial status, current financial policies, and long-term financial strategies of the association. The committee will submit a proposed annual association budget, including budgets for each standing committee, to the Executive Committee for approval before the end of each fiscal year. The committee will also assess financial software needs and will make recommendations regarding association membership dues. The Past Treasurer shall be the chairperson. Committee membership shall include, but not be limited to, the President, the President-Elect, Treasurer, and Treasurer-elect.
 - j. The Professional Development Committee shall recommend to the Executive Committee programs, projects, and policies to improve services to members and to assist members in serving students and families in the college admission process. The President shall appoint the chairperson(s).
 - k. The Governance Committee shall each year review governing documents, related policies, and recommend any Constitution and Bylaw changes. The Past President shall serve as the chairperson.
 - l. The Advancement Committee shall each year review scholarship applications submitted by MACAC member institutions and select recipient(s). They shall also coordinate development efforts with standing committees and acknowledge donors annually. The President shall appoint the chairperson(s).
 - m. The College Fair Committee will coordinate the National College fairs in East and West Michigan annually in partnership with the National Association. The chairperson shall also serve as the MACAC liaison on the MACRAO College Day/Night Committee. The President shall appoint the chairperson(s).
2. Each standing committee shall consist of at least five members. On every committee there shall be at least one representative from both secondary schools and institutions of higher education. Where possible, an equitable geographic representation should be maintained. Committee rosters shall be submitted to the President each fall.
 3. Each standing committee shall present an annual written report to the President before the annual meeting of each year. These reports will also be presented by the chairperson at the annual meeting.
 4. Each standing committee shall have a chairperson and co-chairperson appointed by the President (unless otherwise chaired by an elected officer) to serve a two-year term. When possible, the terms of the chairperson and co-chairperson should alternate years such that the co-chairperson assumes the chairperson role on the second year of their term.
 5. No one individual may serve as chairperson or co-chairperson of more than one committee in a given year.

6. Committee chairpersons may appoint sub-committee chairs or committee coordinators so long as they are MACAC members in good standing.

ARTICLE IX. NOMINATIONS AND ELECTIONS

1. Nominations for positions on the Executive Committee shall be made by the Nominating Committee one month prior to the annual plenary meeting. At that time the Nominating Committee shall provide to the Executive Committee at least two candidates for each office. If the Nominating Committee is unable to name two qualified candidates for any office on the ballot, the Executive Committee may approve a single candidate for that election.

2. Write in candidates may be entered on the official ballot to be returned by member institutions.

3. Nominations for the National Association for College Admission Counseling Assembly Delegates will be made in the same manner. Each individual or institution in Michigan holding National Association for College Admission Counseling voting membership shall be entitled to one vote in the election of the National Association for College Admission Counseling Assembly Delegates.

4. The Nominating Committee chairperson shall prepare a written or electronic ballot to be distributed to each individual and institutional member one month prior to the annual meeting. Ballots must be returned to the Chairperson at least forty-eight hours previous to the annual meeting.

5. The votes shall be tabulated by the Nominating Committee for the annual meeting. The candidate for each office receiving a plurality of votes shall be declared elected. In case of a tie, a run-off election will be held at the annual meeting.

6. The Nominating Committee chairperson will announce the election results prior to conclusion of the annual meeting.

7. The NACAC Chief Executive Officer shall be notified of the election or appointment of delegates and alternate delegates and of the President and President-Elect.

ARTICLE X. QUORUM

1. Voting members in attendance at the annual meeting shall constitute a quorum for the transaction of business.

2. A majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of business at regular meetings of the Executive Committee.

ARTICLE XI. AMENDMENTS

Amendments of the Bylaws may be made by two-thirds vote of the voting members attending any plenary meeting of the association and without previous notification.

ARTICLE XII. RULES OF ORDER

Robert's Rules of Order, Revised, shall be the parliamentary authority for all procedures not covered by the Constitution and Bylaws of the Association.

Adopted May 4, 1979 Kalamazoo, Michigan. Mike Donahue, President, and Amended May 17, 1985; May 5, 1989; May 14, 1992; May 13, 1993; May 4, 1995; May 9, 1996; May 7, 1998; May 6, 1999; May 3, 2001; April 27, 2006; September 22, 2011; April 20, 2012; June, 2014; March 26, 2015; March 11, 2016; March 30, 2017; March 21, 2018.