

**BYLAWS AND STANDING RULES
OF THE
PENNSYLVANIA ASSOCIATION FOR COLLEGE ADMISSION COUNSELING**

Revision June 2020

ARTICLE I. Name and Objectives

1. The name of this Association shall be the Pennsylvania Association for College Admission Counseling (PACAC), a chartered state affiliate of the National Association for College Admission Counseling (NACAC). The governing document of this Association shall be consistent with that of NACAC. Within one year of any amendment to the NACAC Bylaws, this (PACAC) constitution will be reviewed and appropriate amendments may be adopted to maintain consistency.
2. The objectives of this Association shall be:
 - a. To establish and maintain high professional standards in college guidance and admissions at both the secondary school and post-secondary levels.
 - b. To develop and expand the relationships between secondary schools and post-secondary institutions.
 - c. To assist in the development of efficient programs of counseling that will aid parents and students in selecting suitable post-secondary options.
 - d. To develop the professional competence and to meet the professional needs of individuals involved in admissions procedures.
 - e. To promulgate and to promote ethical and social responsibility as described in the code of ethics supported by NACAC and PACAC.

ARTICLE II. Membership and Dues

1. All members shall be in agreement with the purposes of PACAC and ensure high professional standards in the recruitment of students and the transition to postsecondary education
2. Voting membership in the Association shall be extended to individuals, not-for-profit colleges and universities, university systems, primary and secondary schools, school districts, and community-based organizations engaged in college admission counseling or transition and access to higher education, that are located in the Commonwealth of Pennsylvania, or in the case of individuals, whose employment institution or organization is located in the state of Pennsylvania, or individuals, other than retired members, who perform the majority of their professional duties in Pennsylvania.
3. Voting membership in the Association shall be extended to:
 - a. Not-for-profit Two-year and four-year colleges and universities and other postsecondary institutions: A member school in this category shall be represented by a person charged with the responsibility for admitting its students.

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- b. Individual primary and secondary schools: A member school in this category shall be represented by a person charged with guiding students in planning for postsecondary education.
 - c. Not-for-Profit Organizations (agencies and associations) that provide postsecondary counseling, admission, and/or financial aid services: A member organization in this category shall be represented by an employee charged with the PACAC Bylaws & Standing Rules responsibility of performing services relating to the counseling, support, and/or admission of students making the transition to postsecondary education.
 - d. Not-for-Profit School districts and university systems: A member district or system in this category shall be represented by an official charged with a responsibility for providing services relating to the counseling, support, and/or admission of students making the transition to postsecondary education.
 - e. Individuals whose professional activity in the area of admission counseling is at a PACAC member institution or organization meeting the guidelines of Section 3a, 3b, 3c, or 3d of this ARTICLE.
 - f. Individuals not employed by a PACAC member institution or organization, who provide counseling, admission, and/or financial aid services to students making the transition to postsecondary education.
 - g. Individuals who have retired from full-time employment within the profession. Retiree members are considered voting members paying a nominal fee.
 - h. Non-Affiliated Members: A member who was employed at a voting member institution or organization during the current year or immediately preceding membership year who is no longer employed by any member or member-eligible institution.
 - i. Not-for-profit Community Based Organizations (CBO): A member CBO in this category shall be represented by an official who provides counseling, admission or financial aid services only to students at the state or local level on an on-going basis.
 - j. Individuals who work for voting member eligible institutions and CBOs that have not joined PACAC, as well as school district and university system administrators.
4. Non-voting (associate) membership in the Association shall be extended in accordance with Article I, Section 2 of the Articles of Incorporation and Bylaws of the National Association for College Admission Counseling to the following:
- a. Primary schools, secondary schools, colleges, universities, other postsecondary institutions, school districts, university systems, and organizations (agencies and associations) not located within the Commonwealth of Pennsylvania which are eligible for voting membership in NACAC
 - b. Organizations and institutions which are not eligible for membership under ARTICLE II, Section 3a, 3b, 3c, or 3d of the PACAC Bylaws that provide counseling, admission and financial aid services to students making the transition to postsecondary education, and whose purposes are in agreement with those of PACAC and NACAC.
 - c. Individuals employed by institutions which are voting members of PACAC, who are not directly involved in the admission of students but whose professional responsibilities are related to serving students who are making the transition to postsecondary education.
 - d. Individuals employed by institutions which are not eligible to be voting members of PACAC, who provide counseling, admissions or financial aid services and who are in agreement with the purposes of PACAC and NACAC.

- e. Individuals who have been recognized for their contributions to the Association through Emeritus or Honorary membership.
 - f. Individuals who are enrolled in graduate programs preparing for a professional position through which they will provide counseling, admission, and/or financial aid services to students making the transition to postsecondary education.
5. The membership cycle for all PACAC members will commence on the first day of September and end on the last day of August.
 6. Dues shall be established by the Executive Committee with guidance from the Chairperson of the Membership Committee.

ARTICLE III. Meetings

There shall be at least two general membership meetings held each year. The Annual Meeting of the membership will be held during the annual PACAC conference; the other meeting of the membership will be held during the annual NACAC conference. Other meetings may be called by the president in consultation with the officers.

ARTICLE IV. President's Council and Executive Committee

1. The President's Council and Executive Committee of PACAC serve to advise the President and provide administrative leadership in developing and implementing association policies, programs and services.
2. Membership in the President's Council shall include:
 - a. The President
 - b. The President Elect
 - c. The Immediate Past President
 - d. The Treasurer
 - e. The Chair of the Finance and Budget Committee
 - f. The Three Divisional Directors for Public Advocacy, Marketing and Communications, and Professional Development
3. Membership of the Executive Committee of PACAC shall include:
 - a. The President's Council
 - b. Three At-Large Delegates to the Executive Committee elected by the eligible voting members present at the annual meeting of PACAC. Their term of office shall be three years unless re-elected by the members.
 - c. All persons chairing standing committees.
 - d. The PACAC Executive Assistant, the Treasurer-Elect, the Vice Chair of Admission Practices and the Chair-Elect of the Conference Planning Committee are *ex officio* non-voting members.

- e. The Pennsylvania School Counselors Association liaison is a non-voting advisory member who is not subject to the Executive Committee meeting attendance policy.
4. All President's Council and Executive Committee members must be individual PACAC voting members or their institution's principal voting member at the time they assume office and throughout their tenure on the Executive Committee. All Executive Committee members must also hold membership in NACAC.
5. All members of the President's Council and Executive Committee are subject to the legal obligations of "duty of care" and "duty of loyalty" as explained in PACAC's "Executive Committee Responsibilities of Leadership Handbook" and shall perform specific duties, also outlined therein, as well as those described in ARTICLE VI.
6. All members of the President's Council and Executive Committee are expected to attend meetings as called by the President. Excused absences are at the discretion of the President; unexcused absences are not acceptable. Failure to meet this obligation may result in dismissal from the Executive Committee.
7. In the case of any other unusual circumstances affecting the availability and service of any at-large delegate, the President will chair a group comprised of officers of the Association to address the circumstances and determine appropriate actions. At-large delegates will be appointed for the remainder of the term that would have been served by the elected delegate, pending approval by the membership at the next membership meeting.

ARTICLE V. Election of Officers

1. The officers shall be the President, the President-Elect, the Immediate Past President, the Treasurer, and the Chair of the Finance and Budget Committee.
2. Nominations will be sought from the general membership through a process approved and updated periodically by the PACAC Executive Committee to insure that:
 - a. Officers nominated shall be individual voting members or their institution's principal voting member of PACAC, whose professional responsibilities are related to students' successful transition from secondary school to a place of higher education.
 - b. Officers nominated shall have a record of service to PACAC through participation on one or more of its standing committees, regional college fairs, conference or professional development presentations, Executive Committee or PACAC special projects.
 - c. Officers nominated and selected for the slate presented to the general membership for vote shall, as much as possible, represent a balance of independent, public and private Pennsylvania secondary school and college admission counselors.
3. The officers shall be elected by a majority vote of the eligible PACAC voting members in good standing present at the annual Conference meeting of the general membership of PACAC. Each officer shall serve a term of one year unless re-elected by the members. The Treasurer shall first serve a one-year non-officer term as Treasurer-Elect, followed by successive one-year terms as the Treasurer and the Chair of Finance and Budget Committee. No officer may serve more than two consecutive terms in the same office. The official term of office for all officers will commence at the close of the Annual Conference.

ARTICLE VI. Duties of the Officers

1. The duties of the President shall be:

- a. To preside at any meeting of the Association or Executive Committee
- b. To prepare the agenda for general membership and Executive Committee meetings
- c. To appoint any special committees deemed advisable
- d. To serve as an ex-officio member of all committees
- e. To serve as a delegate to the NACAC Assembly
- f. To appoint the divisional directors for Public Advocacy, Marketing and Communications, and Professional Development
- g. To appoint the chairperson of each standing committee of the Association
- h. To represent PACAC at NACAC leadership and government institutes
- i. To share with the Treasurer and Chair of the Finance and Budget Committee all financial responsibilities of the Association
- j. To serve on the Governance and Nominating Committee
- k. To serve on the Past Presidents Advisory Committee
- l. To review on an annual basis the performance of the Executive Assistant as guided by established protocols.

2. The duties of the President-Elect shall be:

- a. To preside at any meeting of the Association in the absence of the President and to assist the President as requested
- b. To serve as a member of and advisor to the Conference Planning Committee
- c. To serve as a delegate to the NACAC Assembly
- d. To chair the Past Presidents Advisory Committee, which will consist of all former Past Presidents, both active and retired, and any other PACAC voting member assigned by the President
- e. To represent PACAC at NACAC leadership and government institutes
- f. To succeed to the office of President in the event of an early vacancy in that office and then continue on to serve the normal term as President
- g. To chair the CAP Grant Committee
- h. To serve on the Finance and Budget Committee

3. The duties of the Immediate Past President shall be:

- a. To serve as chief delegate to the NACAC Assembly and to certify that all delegates and alternates to the NACAC Assembly are either individual members of, or principal representatives of institutional members of, PACAC
- b. To appoint delegates to the NACAC Assembly from the list of elected alternates as necessary
- c. To chair the PACAC Governance and Nominating Committee
- d. To serve on the Past Presidents Advisory Committee
- e. To serve on the Finance and Budget Committee

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4. In the event that PACAC does not have an Immediate Past President, the duties described in ARTICLE VI, Section 3 will be managed by the next most Immediate Past President who is an active member.
5. The duties of the Treasurer shall be:
 - a. Serve a one-year (non-officer) term as Treasurer-Elect, followed by successive one-year terms as the Treasurer and Chair of the Finance and Budget Committee.
 - b. To gain a thorough understanding of the Association's financial situation, with special emphasis on the management of the PACAC's investments and endowment
 - c. To share with the President and Chair of the Finance and Budget Committee all financial responsibilities of the Association
 - d. To be responsible for the payment of all bills
 - e. To retain records and to report quarterly to the Executive Committee and semi-annually to the general membership on the financial condition of the Association
 - f. To serve as a member of the PACAC Finance and Budget Committee
6. The duties of the Chair of the Finance and Budget Committee shall be:
 - a. To chair the Finance and Budget Committee
 - b. To maintain PACAC's operating accounts, investments and endowment
 - c. To prepare PACAC's annual budget
 - d. To review and administer PACAC's insurance contracts
 - e. To oversee the preparation of the Association's tax forms and audit materials
 - f. To support and advise the efforts of the College Fairs Committee Chair
7. In the case of any other unusual circumstances affecting the availability and service of any officers other than the President, the President will chair a group comprised of officers of the Association to address the circumstances and determine appropriate actions. Officers may be appointed by this group to fill vacancies on the Executive Committee. The appointments will be for the remainder of the term that would have been served by the elected officer.

ARTICLE VII. Delegates to the NACAC Assembly

1. Delegates to the NACAC Assembly shall be elected for three-year terms by members of PACAC who are also voting members in good standing of NACAC using a separate slate specifically for the use of electing NACAC delegates.
2. Alternate Delegates may be chosen by the Governance and Nominating Committee from past presidents to replace a Delegate at the NACAC Assembly if a situation arises that prevents the Delegate from attending the Assembly.
3. The Chief Executive Officer of NACAC shall be notified of the names and terms of office for all Delegates and Alternate Delegates no later than June 30th of the year in which they are to be seated.

4. Delegates and alternate delegates shall be a NACAC voting members in good standing in NACAC by July 15 immediately preceding the next annual meeting of the Assembly. In order to remain delegates of the Assembly, incumbents must continue to be NACAC voting members in good standing or the principal representatives of a NACAC voting institution or organization member in good standing in the Affiliate represented through their terms of service. However, incumbents shall have one hundred eighty (180) days following a change in employment to become NACAC voting members or the principal representatives of another NACAC voting institution or organization member within that Affiliate without forfeiting their delegate status.

ARTICLE VIII. Divisional Directors

1. The following divisional directors have been approved by the PACAC Executive Committee:
 - a. Director of Public Advocacy
 - b. Director of Marketing and Communication
 - c. Director of Professional Development
 - d. Divisional Directors will be PACAC voting members appointed by the President in consultation with the other officers of the Association.
2. Purposes of the PACAC Divisional Directors
 - a. The Director of Public Advocacy is charged with supporting and coordinating the efforts of the Inclusion, Access, and Success; Admission Practices; and Government Relations standing committees as they advance the components of the Association's mission.
 - b. The Director of Marketing and Communication is charged with supporting and coordinating the efforts of the Communications Committee (The Pacer); the Membership Committee; and the Secondary School Counseling Committee as they advance the components of the Association's mission.
 - c. The Director of Professional Development is charged with supporting and coordinating the efforts of the Conference Planning Committee, and the Professional Development Committee as they advance the components of the Association's mission.

ARTICLE IX. Standing Committees

1. The following standing committees have been approved by the PACAC Executive Committee:
 - a. The Admission Practices Committee
 - b. The College Fairs Committee
 - c. The Communications Committee
 - d. The Conference Planning Committee
 - e. The Finance and Budget Committee
 - f. The Governance and Nominating Committee
 - g. The Government Relations Committee
 - h. The Inclusion, Access, and Success Committee

- i. The Membership Committee
 - j. The Professional Development Committee
 - k. The Secondary School Counseling Committee
2. Committee Chairpersons will be voting members of PACAC appointed by the PACAC President and will serve no more than one consecutive three-year term as Chairperson on the same committee. Noted exceptions: The Conference Planning Committee Chair will serve three years in the following sequence: one year as Chair-Elect, one year as Chair and the one year as Past Chair; the Finance and Budget Chair is elected by the PACAC Membership and will serve three years in the following sequence: Treasurer-Elect, Treasurer and Chair of the Finance and Budget Committee; the AP Chair will serve one year as vice chair followed by two years as chair, recommending the appointment of a vice-chair for the final year to succeed into the chair position.
 3. Members of a standing committee and a Vice Chairperson shall be appointed by the Chairperson in consultation with the President of PACAC. The Vice Chairperson will be a voting member of PACAC and may represent the standing committee at Executive Committee meetings, if the Chairperson is unable to attend.
 4. Additional standing committees may be appointed at any time by the President of PACAC, with the approval of the Executive Committee.

ARTICLE X. Amendments

The Bylaws may be amended at any general membership meeting of PACAC by a vote of two-thirds of the members attending, provided that notice of any proposed amendment has been sent to each member at least two weeks prior to the date of said meeting.

The Officers and At-Large Delegates shall have the authority to amend these Bylaws by a five-eighths (5/8) vote, provided that any such amendments are made in response to a government investigation, order, decree, or other action; pending or threatened litigation; or any other circumstance that presents an imminent threat to the continued viability of the Association, in the reasonable opinion of that group. The President shall notify the members of any Bylaw amendments made by the Officers and At-Large Delegates within two weeks after adoption of such amendments.

STANDING RULES

Article I. Quora

A majority of the Executive Committee shall constitute a quorum for a meeting of the Executive Committee. Ten percent of the individual members and principal voting members of member institutions registered at an annual PACAC or NACAC conference will constitute a quorum for the general membership meetings held at the annual conferences of PACAC and NACAC. Only voting members who are in good standing on the fifteenth day prior to a general membership meeting shall be entitled to vote.

Article II. Amendments

Amendments of the standing rules may be made by a majority vote of a quorum of any general membership meeting of PACAC without previous notification.

Article III. Parliamentary Authority

The latest edition of Robert's Rules of Order will govern all rules not specifically covered by the Bylaws and Standing rules of PACAC or the Bylaws of NACAC.

Article IV. Executive Assistant

An Executive Assistant shall be employed by the Association to assist with the general operation of PACAC, performing duties outlined in the Association's Responsibilities of Leadership document. The Executive Assistant will report to the President of the Association and is responsible to the members of the Executive Committee. All matters related to the employment or dismissal of the Executive Assistant shall require majority approval of the officers in tandem with a recommendation by the president.

Article V. Award Descriptions

1. The Delwin K. Gustafson Recognition Award

The Delwin K. Gustafson Recognition Award is given annually to a member for dedicated service to students, the profession and to PACAC. It is the highest award given by the Association and is usually awarded to a member who has given substantial and continuous service.

2. The James McKeever Promising Professional Award

The James McKeever Promising Professional Award was established by the Executive Committee of PACAC as a means of recognizing and encouraging contributions by secondary or post-secondary members early in their careers. To be eligible, a nominee must be employed by a member institution

and have completed no more than four years of professional service. Age is not a factor in the nomination process. Nominees must have demonstrated both outstanding job performance and meaningful professional services beyond their institutions. This award is given in the memory of James McKeever of Mercyhurst College, who died of cancer in 1995 at age 27, and who was an active member of PACAC.

3. The Gary M. Kelsey Human Relations Award

The Gary M. Kelsey Human Relations Award gives priority to a secondary-school counselor who has an outstanding record of serving underserved/underrepresented students. Post-secondary individuals may also be considered.

4. The PACAC Partner in Education Award

The PACAC Partner in Education Award was created in 1998 to enhance awareness about the Association by recognizing someone outside the membership for outstanding contribution to, and support of, post-secondary education. This award represents the collaborative spirit needed to foster a commitment to educational equity and access for all. Individuals, institutions and organizations may be nominated to receive this award.

5. The William R. McClintick, Jr. Service Award

The William R. McClintick, Jr. Service Award is given to a person with 10 to 25 years of experience who has dedicated significant service to the college counseling profession and to PACAC. Like Bill McClintick, the recipient is someone who has demonstrated unwavering loyalty to the profession, leadership to the Association, and who will continue to work on behalf of students to ensure access to post-secondary education.

Article VI. Special Membership Categories Descriptions

1. Retiree Membership

Retiree Membership status is requested by an individual who has retired from full-time employment responsibilities within the profession. Retiree members are considered voting members paying a nominal fee.

2. Honorary Membership

Honorary PACAC Membership for Outstanding Contribution / Leadership is recommended by the Membership Committee to an individual who has been in the profession for at least five (5) years, has contributed significantly to PACAC, and has either left the profession or has left the PACAC region. Honorary members do not vote or pay fees. Upon returning to PA or to the profession, voting membership will be resumed and annual dues will be required.

3. Emeritus Membership

Emeritus status is granted by the Executive Committee to those long standing, highly visible, dedicated professional members of the organization who have retired from the college-counseling profession but may still be employed full time in another area. Emeritus members do not vote or pay fees.