



**Bylaws of**  
**Minnesota Association of Counselors of Color (MnACC)**  
*Approved June 2011*

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## **Article I**

### **MISSION STATEMENT**

MnACC is a non-profit organization that promotes educational opportunities for students of color in Minnesota and supports professionals of color working in higher education. The organization's primary goal is to increase the number of college-bound students of color.

## **Article II**

### **IDENTITY**

The organizational structure of MnACC includes members, officers, bylaws and a code of ethics. MnACC's charge is to provide information and services on higher education so students of color can make informed choices about post-secondary opportunities. The end goal is that students of color find the right "fit" to serve their educational needs. MnACC seeks to empower all students and communities of color. MnACC's philosophy is COLLABORATION, not COMPETITION, among its members and the institutions they represent.

## **Article III**

### **MEMBERSHIP**

**Member:** An institution or organization that wishes to be involved with MnACC must become a member of MnACC. Involvement includes participation in meetings, college fairs, retreats and other activities. Membership dues cover the institution or organization, which will include any number of persons, and will receive only one vote per institution or organization.

The MnACC membership definition is as follows:

*Any institution of higher education that is regionally accredited by the Higher Learning Commission and supports the mission of MnACC. All membership applications are subject to review and approval by the Executive Board.*

## **Article IV**

### **MEMBERSHIP BENEFITS AND MEETINGS**

1. Each member institution will receive one (1) vote (regardless of the number of persons present at meeting from member organization or institution) on all voting matters brought before the membership.
2. Each individual member will receive minutes electronically from MnACC general membership meetings from the MnACC Secretary.
3. Each member institution will be featured in websites, program flyers, brochures and other publications.



4. Individuals from member institutions or organizations will be eligible to hold office and/or serve on committees if they meet the specific requirements.
5. Each member institution will have one table/spot available to them at the college fairs and other programs, provided RSVP has been received by Programs Committee.
6. Each member institution will be able to promote and participate in the MnACC scholarship program.

### **Meeting Attendance**

1. Each member institution is expected to have representation at two meetings each academic year.
  - o Fall meeting for general membership will be held during November fair week.
  - o Spring meeting for general membership will be held during March fair week.
2. MnACC Executive Board meetings will be held the first Thursday of each month (mandatory for Executive Board Members) and are open to individual members to attend.
3. Individual Committee meetings will take place as needed, to be determined by each committee

### **Article V**

#### **MEMBERSHIP DUES**

The MnACC Executive Board shall establish annual membership dues and deadlines for member institutions at the Planning Conference for the upcoming year. Payment of dues is a condition of membership eligibility in the Association.

### **Article VI**

#### **MnACC CODE OF ETHICS**

All individuals of member institutions or organizations of MnACC, shall agree to the following code of ethics:

1. Agree to the “Statement of Principles of Good Practice” in the National Association of College Admission Counselors. This policy and statement is available at: [http://www.nacac.com/downloads/policy\\_spgp.pdf](http://www.nacac.com/downloads/policy_spgp.pdf).
2. Agree to participate in MnACC scheduled college fairs, attend MnACC general meetings, and other events coordinated through MnACC.
3. Agree to provide nonbiased educational counseling to all prospective students.
4. Agree to professionally represent MnACC in local, regional and national events if possible.
5. Agree to promote MnACC membership.
6. Agree to seek professional and financial opportunities to promote MnACC.



## **Article VII**

### **EXECUTIVE OFFICERS**

Each officer, not member institution, will have one vote on Executive Board matters.

#### **President**

1. Current or former member
2. Only votes in the case of a tie
3. All committee chairs report to the President
4. Serves on the Communication Committee
5. One year term; automatically becomes Past-President after one year of service
6. Must have a minimum of 2 years involvement in MnACC
7. Serves on the Advisory Board

#### **President-Elect**

1. Current or former (within the last year) member
2. Has one vote
3. Serves on committee of choice
4. One-year term; automatically becomes President after one year of service
5. Must have a minimum of 1 year of involvement in MnACC
6. Coordinate nominations for Executive Board each spring

#### **Secretary**

1. Has one vote
2. Records all MnACC meeting notes and distributes electronically to members
3. Informs members of scheduled meetings
4. Serves on the Communications Committee. If Secretary so wishes, he or she may sit on an additional committee
5. One-year term; cannot be re-elected as Secretary-Elect until one year after Secretary term is completed
6. Maintains official copies of the bylaws and any changes made to them

#### **Secretary-Elect**

1. Has one vote
2. Serves on committee of choice
3. One-year term; automatically becomes Secretary after one year of service.
4. Must have a minimum of 1 year of involvement in MnACC
5. Assists Secretary with projects and tasks throughout the year

#### **Chief Financial Officer (\*Position will become active in 2012-2013 school year)**

1. The previous Treasurer serves in this position
2. Has one vote
2. Serves on committee of choice



3. One-year term; cannot be re-elected as Treasurer-Elect until one year after Chief Financial Officer term is completed
4. Oversees annual tax-filing procedures as necessary

### **Treasurer**

1. Has one vote
2. Maintains MnACC financial accounts and budget
3. Executes and records all MnACC financial transactions
4. Completes annual tax-filing procedures
5. Serves on committee of choice
6. One-year term; automatically becomes Chief Financial Officer after one year of service
7. Assists committees with fiscal responsibilities as necessary

### **Treasurer-Elect**

1. Has one vote
2. Serves on committee of choice
3. One-year term; automatically becomes Treasurer after one year of service
4. Assists Treasurer with tax-filing procedures

### **Past-President**

1. The previous President serves in this position
2. Has one vote
3. Provides guidance and assistance for board members
4. Serves on the Advisory Board
5. One year term; cannot be re-elected as President-Elect until one year after Past-President term is completed

## **Article VIII**

### **ELECTION OF OFFICERS**

An official call for nominations will come in the spring of each year with elections conducted and results announced at the annual planning meeting. President-Elect, Secretary-Elect, Treasurer-Elect will be elected as required by the position. A special election will occur if any Executive Board positions are vacated prior to completion of term. If the President, Secretary or Treasurer positions are vacation, the position-Elect will move into the vacated position.

## **Article IX**

### **COMMITTEES**

All committee chairs serve on the Executive Board, have one vote and report to the President. Committee chairs serve a one-year term and can be re-elected. Committee chairs are to be voted on during the annual planning conference.

### **Communications:**



This committee will develop a communication cycle plan and coordinate public relations. Responsible for proofing all printed materials that are distributed in the name of MnACC and the maintenance and upkeep of the MnACC website.

**Development:**

This committee will develop a financial plan for MnACC, including fundraising. Treasurer will sit on this committee.

**Programs:**

This committee will develop a plan of action for MnACC. Responsible for planning the fair schedule for fall and spring, spring retreat, and various other MnACC sponsored events.

**Advisory Board:**

An Ex-Officer, seven-member committee/board made up of community members. The committee/board must have at least one representative from each ethnic community MnACC serves.

**Membership:**

This committee oversees membership of current MnACC members and communication with prospective members. Membership Chair is responsible for collecting dues and maintaining membership database and public directory.

**Scholarship:**

This committee oversees the application process for the annual Spring MnACC Scholarship. They are responsible for the selection and award notification for the applicants.

**Article X**

**AMENDMENTS TO BYLAWS**

These Bylaws may be amended at the MnACC Annual Planning Conference by a two-thirds (2/3) vote of MnACC members attending and entitled to vote, 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 MnACC Advisory Board may provide its recommendation to the voting membership regarding any proposed amendment.