

# ArkACRAO

## ARKANSAS ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

### Constitution and By-laws

#### ARTICLE I -SCOPE

##### **Section 1.**

This shall be a professional education association, voluntary and nonprofit, of collegiate institutions. Institutional membership is open to Arkansas collegiate level degree-granting not-for-profit institutions that are recognized as institutionally accredited members of the North Central Association of Colleges and Secondary Schools. Eligibility for other types of memberships shall be set forth in the By-laws.

##### **Section 2.**

The name of this organization shall be the Arkansas Association of Collegiate Registrars and Admissions Officers, also referred to as ArkACRAO.

##### **Section 3.**

The general purpose of this Association shall be to promote the advancement of education, particularly higher education. The specific purposes shall be to advance professionally the offices of admission administration, registration, records, school relations and other closely related functions, and to foster a friendly spirit of cooperation, support and unity among its members.

##### **Section 4.**

Any activity appropriate to the purposes set forth in Section 3 may be undertaken by the Association, and specifically included are:

1. Holding an annual meeting for the professional development and improvement of its members and conducting Association business on the first Wednesday, Thursday and Friday in October;
2. Publishing a newsletter, occasional special bulletins, reports pertinent to the organization's needs and service functions, and a directory of its members;
3. Sponsoring professional development workshops, seminars, and mini-conferences for the benefit of its membership at times other than the annual meeting;
4. Encouraging, conducting, and cooperating in research projects intended to further the purposes of the Association;
5. Promoting close cooperation and encouraging participation in related professional activities at the regional and national level;
6. Promoting communication and close cooperation between educational institutions as defined in Section 1 and secondary schools;
7. Establishing a procedures manual, which includes policies and procedures as established by the Executive Committee, other committees, and the membership as a whole. This manual shall be maintained by the Immediate Past-President, and should record the more specific procedures adopted to implement the Constitution and By-laws.

## ARTICLE II - STRUCTURE

### Section 1.

The President shall serve as Chair of the Executive Committee and shall be an ex-officio member of all general standing committees and preside at all meetings of the Association. The President shall be responsible for all activities within the Association, with the prerogative to delegate duties and responsibilities. The President shall preside over the annual business meeting. The President shall serve for a one-year term and shall assume this office after completion of one term as President-Elect.

### Section 2.

The President-Elect shall serve as principal assistant to the President as needed. This officer shall assist the President in planning the program and coordinating the arrangements for the next annual meeting. The President-Elect shall chair the Annual Meeting Program Planning Committee. The President-Elect shall assume the responsibilities of and preside over the fall business meeting in the absence of the President. The President-Elect shall be elected by a majority of the votes cast for this office and shall serve for a one-year term before succeeding to the Presidency. If the Presidency should be assumed prematurely because of a vacancy in that office, the subsequent normal term would not be affected. The President-Elect should have had, at a minimum, two years Executive Committee and conference/event planning experience at the time of election.

### Section 3.

The Secretary shall serve as secretary of the Association's annual business meeting and of Executive Committee meetings. The Secretary shall collect and distribute proceedings and progress reports of standing committee meetings and conduct all correspondence relating to the Association. The secretary shall also be responsible for making revisions to the constitution once approved by the membership. The secretary shall be elected by a majority of the votes cast for the office and shall serve a two-year term.

### Section 4.

The Treasurer shall be responsible for the Association's financial affairs; shall work closely with the President on membership and financial records; and shall have the proposed budget, as approved by the Executive Committee, distributed prior to the annual meeting. The Treasurer may be authorized by the President to audit the Association bills before payment and shall arrange for the annual complete audit by the auditing committee. The Treasurer is responsible to advise the Membership Committee of the membership dues status per month for July, August, and September for committee follow-up. The Treasurer shall be elected by a majority of the votes cast for this office and shall serve a two-year term.

### Section 5.

There shall be four (4) co-equal Vice Presidents of this association: the Vice President for Admission Administration, the Vice President for Records, the Vice President for Registration, and the Vice President for School Relations. These officers shall be elected by a majority of the votes cast for their respective offices; shall serve two-year terms; and shall be elected in alternate years with the School Relations and Records alternating with the Admission Administration and Registration areas. The Vice Presidents shall mentor newly elected Vice Presidents in the second year of their term.

1. The Vice President for Admission Administration shall be responsible for coordinating the affairs of the Association in the professional area of admissions. This Vice President shall serve as a member of the Annual Meeting Program Planning Committee and shall be responsible for coordinating program and professional development activities relative to this professional area.
2. The Vice President for Records shall be responsible for coordinating the affairs of the Association in the professional area of records. This Vice President shall serve as a member of the annual Program Committee and shall be responsible for coordinating program and professional development activities relative to this professional area.
3. The Vice President for Registration shall be responsible for coordinating the affairs of the Association in the professional area of registration. This Vice President shall serve as a member of the Annual Meeting Program Planning Committee and shall be responsible for coordinating program and professional development activities relative to this professional area.
4. The Vice President for School Relations shall be responsible for coordinating the affairs of the Association in the professional areas of school relations and recruitment. This Vice President shall serve as a member of the Annual Meeting Program Planning Committee and shall be responsible for coordinating program and professional development activities relative to this professional area.

**Section 6.**

The Immediate Past-President shall serve as Chair of the Nominations and Election Committee; be responsible for ongoing additions and updates of the Association's procedures manual as approved by the Executive Committee and serve as an ex-officio member. This position is for one year after completion of a term as President.

**Section 7.**

ArkACRAO's SACRAO Representative shall be appointed annually by the President and shall be an ex-officio member of ArkACRAO's Executive Committee

**Section 8.**

A Legislative Liaison shall be appointed by the President and shall serve for three years. The Legislative Liaison shall serve as an ex-officio member of the Executive Committee. The Legislative Liaison will report to the membership, maintain contact with state and national government agencies, solicit the membership's stance on legislative issues, and act as a go-between and spokesperson both inward and outward of this body.

**Section 9.**

The Publications/Publicity Chairman shall be appointed annually by the President and shall be an ex-officio member of the Executive Committee. The President may appoint one or more members to this position.

**Section 10.**

Newly elected officers shall take office at the end of the annual meeting during which they were elected. Any officer completing a full term in office may not be re-elected to the same office, but may be elected to a second term in the same office following a year's absence from the position. In the event of a vacancy in any office other than that of the President, the Executive Committee shall make an appointment for the balance of the unexpired term. Such an appointment shall not affect the appointee's eligibility for election to any office thereafter.

**ARTICLE III -ELECTIONS**

**Section 1.**

Association officers shall be elected in the business session of the annual meeting. A slate of nominees shall have been presented by the Nomination and Election Committee to the membership at least thirty (30) days before the annual meeting. Additional nominations may be made from the floor of the business meeting.

**Section 2.**

The Nominations and Election Committee shall be appointed by the President for a term of one year to prepare and present a list of nominations for the succeeding year and to conduct elections as provided by the By-laws.

**Section 3.**

The Presidency of the Association should alternate each year between the Admissions/School Relations related area and the Records/Registration related area, with equal consideration given to individuals whose professional responsibility is for both areas.

**ARTICLE IV -MEETINGS**

**Section 1.**

A meeting of the entire Association shall be called annually on the first Wednesday, Thursday and Friday in October. The Executive Committee shall have the authority, in case of emergency, to advance, postpone, or omit an annual meeting. Should an annual meeting be omitted, the time between two consecutive meetings shall be counted as one year of administration. The Executive Committee may set a registration fee for the annual meeting, to be paid by each member in attendance.

**Section 2.**

At the annual meeting Association business shall be conducted by the active members through the voting delegates present. Except for constitutional amendments, decisions shall be made by simple majority vote. Official business to be conducted at the annual meeting shall include at least:

1. Election of officers;
2. Reports from officers and committees, with such action as may be appropriate, including adoption of the budget and resolutions;
3. Action on any proposed amendments to the Constitution or By-Laws;
4. Site selection for the upcoming meeting.

**Section 3.**

Voting and Voting Delegates. Each member institution in attendance at the annual meeting may select two people to cast votes on behalf of their institution concerning election of officers and constitutional amendments. One voting delegate must be directly employed in areas of school relations and/or admission administration, and one voting must be directly employed by registration and/or records. Votes shall be taken and votes cast according to member institution roll call. A simple majority vote of those in attendance and voting at the annual business meeting may decide other Association business.

**Section 4.**

Meetings of the Executive Committee shall be called as needed by the President or by the President-elect if the President is unable to do so. Decisions within the Executive Committee shall be made by simple majority vote of the members present and voting.

**Section 5.**

Robert's Rules of Order shall be the parliamentary guide for conducting the business affairs of this Association. The President shall appoint a Parliamentarian to serve at the annual business meeting.

## **ARTICLE V - COMMITTEES**

**Section 1.**

Committees to assist in Association activities, as deemed necessary or desirable, shall be established (or may be discontinued) by the President, with the approval of the Executive Committee. Appointments to committees shall be made by the President, or by the appropriate Vice President, and shall be for one year. To ensure both reasonable continuity and rotation, some members of each should be reappointments from the preceding year. Each appointed committee shall report to the Executive Committee through the appropriate officer.

**Section 2.**

All committees should be constitutionally constructed in such a manner so as to ensure equity from all professional related areas of the Association, age, gender, race, and institutional types (public, private, two-year, professional, etc.)

**Section 3.**

Standing committees shall be defined for purposes of administration as General, Admission Administration-oriented, Records-oriented, Registration-oriented, and School Relations-oriented. The President shall appoint all members of General Standing Committees while appointments to the Admission Administration, Records, Registration, and School Relations Standing Committees shall be appointed by the appropriate Vice President.

1. General standing committees, either appointed or standing, shall be defined as those that affect or are of interest to the total organization and shall report directly to the President.
2. Admission Administration-oriented committees, whether appointed or standing, shall be those that affect or are of interest to admission administration functions and shall report to the Vice President for Admission Administration.
3. Registration-oriented committees, whether appointed or standing, shall be those that affect or are of interest to registration and shall report to the Vice President for Registration
4. Records-oriented committees, whether appointed or standing, shall be those that affect or are of interest to records and shall report to the Vice President for Records.

5. School Relations oriented committees, whether appointed or standing, shall be those which affect or are of interest to school relations and recruitment and shall report to the Vice President for School Relations.

## **GENERAL STANDING COMMITTEES**

1. Nominations and Election Committee - chaired by the Past-President, the Nominations and Election Committee shall consist of five members who will identify candidates for ArkACRAO offices and present a slate of nominees to the general membership for consideration at the annual meeting. To ensure representation of the full membership, the President shall appoint two committee members and the two outgoing Vice Presidents shall complete the committee. The Nominations and Election Committee shall receive approval from the Executive Committee for the report of the slate of officers to be presented to the membership.
2. Constitutional Review Committee - shall solicit, review, and propose constitutional changes to the general membership as deemed necessary.
3. Professional Access and Equity Committee - provides recommendations for annual meeting program topics, monitors ArkACRAO committees and activities for representation of minority interests, and sensitizes the Association about issues concerning the recruitment and retention of minority students in higher education.
4. Annual Meeting Program Committee – chaired by the President-Elect, this committee solicits program topics from the membership, develops the annual meeting program, makes all annual meeting arrangements with host hotel, oversees the work of the Hospitality Sub-committee, and evaluates each annual meeting program.
5. Hospitality Sub-committee - serves as a sub-committee of the Annual Meeting Program Committee, under the leadership of the President-Elect. Plans social activities related to the annual meeting and appropriate professional development conferences, and coordinates charity drive events.
6. Site Selection Committee - identifies possible annual meeting sites. Reviews host hotel accommodations and meeting facilities then makes recommendations to the ArkACRAO membership and leads the membership in selecting future meeting sites. The site selection report shall include prices, accommodations, meal options, and other details important in the selection of the site.
7. Recognition Committee -identifies and recognizes retiring members, deceased members, and members such as outgoing officers who have made significant contributions to the organization. Identifies persons worthy of honorary and life membership and arranges honorary “Arkansas Traveler” certificates for selected annual meeting guests.
8. Membership Committee -shall establish and maintain rapport with inactive members, shall review requests concerning proposals for merger or affiliation, requests for memberships, and implementation of association representation at regional, national, or in-state related organizations.
9. Publicity and Publications Committee - shall have responsibility for publishing a minimum of two (2) newsletters per year with one newsletter distributed to the membership at least one month prior to the annual meeting. Included in this newsletter shall be: proposed constitutional changes, report of the Nominations and Election Committee, annual meeting, and conference and workshop information. Further responsibilities shall be the publication and distribution of the ArkACRAO Directory and submission of articles to the regional (SACRAO) newsletter.

## **ADMISSIONS ADMINISTRATION AND SCHOOL RELATIONS-ORIENTED STANDING COMMITTEES**

1. Articulation Workshop Committee - recommends dates and locations of fall workshops, designs and monitors a rotation schedule for host members; plans the program format for the workshops; submits evaluations of the events; determines the level of participation of associate members at the Articulation Workshops.

2. College Planning Program Clearinghouse Committee - coordinates, evaluates, and makes recommendations concerning the College Planning Programs endorsed by ArkACRAO for Arkansas high school students. The Chair of the Clearinghouse Committee shall serve for two years, and be responsible for receiving proposed dates and times from counselors, advising counselors of probable availability of university representative participation, developing a regional schedule for college planning program dates and times, and distributing the calendar.

## **REGISTRATION AND RECORDS-ORIENTED STANDING COMMITTEES**

(Currently there are no standing committees)

## **BY-LAWS**

### **ARTICLE I -MEMBERSHIP**

#### **Section 1.**

Active members must be accredited members of North Central Association of Colleges and Secondary Schools or approved members grandfathered as of October 1993. Active members shall be those individuals designated by each institutional member to conduct Association affairs, to hold elective office, and to participate in other ways. (Other individuals may be invited to serve the Association on committees and in other capacities.) The annual fee for each institution shall be \$100.

#### **Section 2.**

Distinguished members shall enjoy a permanent invitation to attend ArkACRAO meetings, to maintain interest in ArkACRAO affairs, and shall be exempt from all ArkACRAO fees. They shall be exempt from voting and committee services. Such membership includes:

1. Lifetime Membership granted to those active members upon retirement.
2. Honorary Membership granted to those elected by the Executive Committee for records of significant service to the Association.

#### **Section 3.**

Associate members shall be those individuals or representatives of organizations who have purposes parallel with those of ArkACRAO, who represent a not-for-profit organization, agency, or institution, and who desire to participate in the Association's nonvoting activities. Institutions who are candidates for membership to North Central Association of Colleges and Secondary Schools may apply for associate membership by providing proof of North Central candidacy status. Candidates for associate membership must petition the Membership Committee, meet qualifications for membership, be approved by the Membership Committee, and be approved by a majority vote of the general membership. There shall be an annual fee of \$100 for each institution.

#### **Section 4.**

All members and associate members shall be entitled to receive copies of ArkACRAO publications, including the newsletter, provided that the membership institution submits an updated mailing list to the Secretary when membership fees are due.

#### **Section 5.**

Membership fees are due no later than July 30 each year, prior to attendance at the annual meeting, with June 1 of each fiscal year designated as the billing date. Paid membership status is required to be included in the ArkACRAO Directory. Failure to pay annual dues will render an institution inactive.

### **ARTICLE II -OFFICERS AND EXECUTIVE COMMITTEE**

The elected and appointed officers of the Association, together comprising the Executive Committee, shall include:

1. President
2. President-Elect
3. Secretary

4. Treasurer
5. Vice President for Admission Administration
6. Vice President for Records
7. Vice President for Registration
8. Vice President for School Relations
9. Immediate Past-President (Ex-Officio Member)
10. SACRAO Representative (Ex-Officio Member)
11. Legislative Liaison (Ex-Officio Member)
12. Publications/Publicity Chairman (Ex-Officio Member)

### **ARTICLE III FISCAL AND OTHER MATTERS**

#### **Section 1.**

The fiscal year of the Association shall end at the completion of the annual meeting. Annual fees shall cover membership of affiliation for the duration of the fiscal year.

#### **Section 2.**

None of the Association's funds shall inure to the benefit of any private individual or organization, except for services actually rendered or goods actually purchased, and upon dissolution, any remaining funds or assets shall be distributed to some educational or other charitable or nonprofit organization.

### **ARTICLE IV -CONSTITUTIONAL AMENDMENTS**

#### **Section 1.**

Amendments to and revisions of the Constitution shall be made by two-thirds majority vote, and the By-laws by a simple majority of the votes cast at the annual meeting under procedures as may be provided in the By-laws. All recommended changes for the Constitution or By-laws must be made available to membership at least thirty (30) days prior to the Association's annual meeting date.

Revision: Article III. Section 3 10/2/2008