

SECTION IV CONSTITUTION AND BY-LAWS

CONSTITUTION:

ARTICLE I-NAME

The name of the organization shall be the Georgia Association of Collegiate Registrars and Admissions officers.

ARTICLE II-PURPOSE

The purpose of this association shall be to provide, by means of annual conferences and otherwise, for the dissemination of information and the interchange of ideas on problems of common interest, to contribute to the advancement of higher education, to foster a friendly spirit of unity and cooperation among its members, to provide professional development in the areas of records management, admissions, enrollment management, administrative information technology and student services, to promote a spirit of professional pride in the vocation, and to function as a unifying and coordinating agency among the educational associations and organizations within the State.

ARTICLE III-MEMBERSHIP AND VOTING

Section I-Active Membership

Any administrative or professional officer whose duties are concerned with admissions, registration, or records of students in any collegiate or technical institution in Georgia accredited by the Southern Association of Colleges and Schools or the Commission of the Council on Occupational Education shall be eligible for active membership and entitled to hold office in the Association.

Section II-Associate Membership

Any administrative or professional officer in any collegiate or technical institution in Georgia accredited by the Southern Association of Colleges and Schools or the Commission of the Council on Occupational Education whose duties are not directly concerned with admissions, registration, or records of students, shall be eligible for associate membership.

Section III-Affiliate Membership

Individuals and organizations which, while non-collegiate, are found to have purposes parallel with those of GACRAO and desire to participate in its (non-voting) activities may be approved for this status by the Executive Committee. The Executive Committee as hereafter provided is empowered to approve all applications for affiliate membership.

Section IV-Honorary Membership

Individuals no longer eligible for active membership in the Association may be recommended for continued affiliation as honorary members. This honor is reserved for persons retiring or leaving the profession in Georgia who have made significant contributions to the profession and to the Association. Should an honoree reenter the profession such that he or she regains eligibility for active membership, the honorary status shall be deferred until honoree is again no longer eligible for active status.

Section V–Voting

Association business shall be conducted at the annual meeting by the members present. Voting may be by individual ballot in a manner designated by the President (show of hands, voice, or secret) EXCEPT that upon request of any individual member, an institutional membership vote must be taken. Institutional Membership entitles each institution to one vote. Institutions having more than one institutional representative shall be expected to designate one of its representatives as the voting representative.

ARTICLE IV–OFFICERS

Section I

The officers of the Association shall be President, President-Elect, Secretary, Treasurer, Member-At-Large I, Member-At-Large II, Member-At-Large III, Immediate Past President, Local Arrangements Chair and a Website Editor.

Section I

Those officers shall be elected at the annual meeting. A majority of the eligible voting members present shall be necessary for the election. They shall hold office from the adjournment of the annual meeting at which they are elected until the adjournment of the next annual meeting.

Section III

The President shall assume office after serving as President-Elect. The President who completes a full term in office may not be re-elected immediately to that office. He/she may be re-elected after the expiration of one calendar year.

Section IV

If a vacancy occurs in an office it shall be filled by the Executive Committee until the next regular election.

Section V

A. It shall be the duty of the President to assume full responsibility for all the general activities of the Association, to conduct all necessary correspondence with the members in regards to meetings of the Association, and with the assistance of the Executive Committee, to arrange the programs. In case the office of the President becomes vacant, the order of succession shall be the usual one.

B. The President-Elect will succeed to the Presidency the year following the term as President-Elect, and in addition, it will be the responsibility of the President-Elect to plan and arrange the annual meeting which will terminate his/her term as President-Elect. To be elected to this office, the President-Elect must have served on the Executive Committee for at least one year as Secretary, Treasurer, or a Member-at-Large. With the exception of President-Elect, there is no automatic progression from any one position on the Executive Committee to another.

C. The Secretary shall keep an accurate list of the members of the Association and shall be responsible for keeping the minutes of the meetings of the Executive Committee and the minutes of all meetings of the Association and distribute the latter to the members. The Secretary shall send reports and proceedings of the meeting to the chairman of the AACRAO Committee on Regional Association and will assist the Treasurer in conducting the annual meeting membership registration. The Secretary will provide information to SACRAO and AACRAO (when requested) concerning activities of GACRAO, and will provide information to the website editor (when requested) for inclusion on the GACRAO website. The Secretary will also be responsible for maintaining the GACRAO archives. The Secretary will provide information to SACRAO and AACRAO (when requested) concerning activities of GACRAO, and will provide information to the website editor (when

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D. The Treasurer shall collect the membership dues, registration fees, other miscellaneous revenues, pay the bills as authorized by the President, and shall make an annual report at the annual meeting of the Association. The Treasurer shall assist the Secretary in conducting the annual meeting's membership registration. The Treasurer shall be elected to a two-year term of office. The Treasurer will also be responsible for conducting the registration process for the annual GACRAO conference.

E. The Immediate Past-President shall serve in an advisory capacity and shall be a member of the Executive Committee and will serve as a member of the Professional Access and Equity Committee. The Immediate Past President will chair the Committee on Honorary Membership and Awards and the Nominations and Elections Committee.

The three members-at-large will be assigned responsibilities as follows:

F. The Member-At-Large I will solicit vendors.

G. The Member-At-Large II will coordinate Association hospitality, receptions and public relations.

H. The Member-At-Large III will serve as a member of the Executive Committee for a two-year term and will arrange and conduct the New Professionals' Orientations at the annual meeting and coordinate the Mid-Year Workshop.

I. The Website Editor will maintain the GACRAO Website and electronic mailing list and will coordinate the evaluation processes at the annual meeting. The Website Editor will serve as an ex-officio member of the Executive Committee for a two-year term.

J. The Local Arrangements Chair is responsible for the equipment (screens, projectors, flipcharts, electrical cords, etc.,) and signage necessary to support the yearly professional GACRAO meetings. The LAC Chair works closely with the President Elect to coordinate signage and equipment needs. As well, the LAC chair works to coordinate with the onsite conference representative.

ARTICLE V-AMENDMENTS

The constitution may be amended at any annual meeting of the Association by a majority vote of the members present and voting, provided the substance of the proposed constitution changes have been sent to the membership at least thirty (30) days prior to the annual meeting.

BY-LAWS:

ARTICLE I-MEETINGS

Section I

The annual meeting of the Association shall be held at the time and place to be fixed by the Executive Committee after discussion by the members at the previous annual meeting.

Section II

Special meetings of the Association may be called by the Executive Committee.

ARTICLE II-DUES

Section I

A. Active and associate members shall be considered institutional members and their membership fees shall be covered by the institutional dues.

B. Annual dues for each member institution shall be assessed on the basis of the previous fall term enrollment by head-count as follows:

1-999 \$ 50.00
1,000-4,999 \$100.00
5,000-9,999 \$150.00
10,000+ \$200.00

****Dues are payable on or before October 1.****

C. Each affiliate member institution shall pay annual dues of \$50.00.

D. Honorary members shall be exempt from the payment of membership dues.

Section II

There shall be a registration fee in an amount to be determined by the Executive Committee and announced by the Committee at the time of the annual meeting.

ARTICLE III-FISCAL YEAR

The fiscal year of the Association shall be from July 1 through June 30.

ARTICLE IV-STANDING COMMITTEES

Section I

The Executive Committee, composed of the President, President-Elect, Secretary, Treasurer, the Immediate Past President, Website Editor (Ex-officio), the Local Arrangements Chair, and three Members-at-Large, shall exercise those powers assigned to it in the Constitution and By-Laws and shall act for the membership when necessary between regular and special meetings of the Association.

Section II

A Committee on Honorary Membership and Awards shall be appointed by the President and shall be chaired by the Immediate Past President of the Association. This committee shall review nominations for honorary membership and nominations for the Distinguished Service Award and the Recognition of the Young Professional Award to be given in recognition of an outstanding contribution to the organization and to the profession. The name or names of the candidate or candidates, upon unanimous approval of the Committee on Honorary Membership and Awards, shall be submitted to the Executive committee for approval.

Section III

The Nominations and Elections Committee will be responsible for selecting a proposed slate of officers for the upcoming year and will present this slate of officers at the annual conference. This committee consists of five members including the immediate three past presidents. The Immediate Past President shall chair the committee. The two members-at-large of the committee shall be nominated at the annual meeting. (A past president of GACRAO should not serve as a member-at-large on the Nominations Committee.)

Section IV

The Local Arrangements Chair is responsible for the equipment (screens, projectors, flipcharts, electrical cords, etc.) and signage necessary to support the yearly professional GACRAO meetings. The LAC Chair works closely with the President Elect to coordinate signage and equipment needs. As well, the LAC chair works to coordinate all physical aspects of the conference with the onsite conference representative.

Section V

A Committee on Resolutions shall be appointed by the President for each annual meeting on an as-needed basis.

Section VI

An Auditing Committee shall be appointed by the President for each annual meeting. The committee shall audit the Treasurer's books for the preceding year.

Section VII

Such other committees as deemed necessary for the welfare of the Association may be appointed by the President.

ARTICLE V-AMENDMENTS

The By-laws may be amended at any annual meeting of the Association by a majority vote of the members present and voting, provided the substance of the proposed By-laws changes have been sent to the membership at least thirty (30) days prior to the annual meeting.