

## **CONSTITUTION OF**

### **THE ALABAMA ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS**

#### **ARTICLE I – NAME**

The name of this association shall be ALABAMA ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS (ALACRAO).

#### **ARTICLE II – PURPOSE**

The purpose of this association shall be to provide, by means of annual conferences and otherwise, for dissemination of information and interchange of ideas on matters of common interest, to enhance the professional development of members, and to contribute to the advancement of higher education in the State of Alabama

#### **ARTICLE III – MEMBERSHIP AND VOTING**

##### *Section 1. Institutional Membership*

Active membership is institutional and is open to collegiate institutions in the State of Alabama which are accredited by the Southern Association of Colleges and Schools, Commission on Colleges, or are candidates for such accreditation. Exceptions may be made by the Executive Committee. Administrative officers of member institutions who are charged with the responsibility for admissions, registration, records, and other related functions shall be eligible for active participation in the organization. There is an unlimited number of members for this category.

##### *Section 2. Honorary Membership*

Honorary lifetime membership may be conferred by the Executive committee upon individuals deemed worthy of such recognition by virtue of service in the profession.

##### *Section 3. Educational Agency Membership*

State educational boards or agencies of higher education may apply for educational agency membership. This membership is non-voting. There is a maximum of six members for this category.

##### *Section 4. Corporate Membership*

Organizations that are no collegiate or state-related educational boards or agencies may apply for corporate membership. This membership is non-voting. There is a maximum of two members for this category.

##### *Section 5. Associate Membership*

Individuals who are not otherwise eligible for any other membership category and who wish to participate in the organization may apply for associate membership. This membership is non-voting. This membership only covers one member for this category.

##### *Section 6. Voting*

Each member of the institutional membership category shall be entitled to one vote. Active membership is an institutional member of whom current institutional membership dues have been paid.

#### **ARTICLE IV – DUES AND EXPENDITURES**

The annual dues for member institutions of the Association shall be set by the Association upon recommendation of the Executive Committee. Membership dues shall be due and payable before November 1.

Expenses authorized by the Executive Committee for operation of the Association, including the cost of travel and per diem, shall be borne by the Association. Travel and per diem shall be in keeping with the State of Alabama policy.

## **ARTICLE V – OFFICERS OF THE ASSOCIATION**

### *Section 1. Officers*

The officers of the Association shall be present, a president-elect, an immediate past president, a vice president for admissions, a vice president for professional development, a vice president for records and registration, a vice president for school relations, and secretary/treasurer. A technology/communications associate, historian and a local arrangement chair(s) shall be appointed by the president as ex-officio and non-voting members of the Executive Committee. Officers shall be elected at the annual meeting by a majority of those present and eligible to vote.

### *Section 2. Length of Term*

The term of office of president, president-elect, immediate past president and the local arrangements chair(s) shall be one year. The term of office of the vice-presidents, the secretary, the treasurer and the Technology/Communications Associate editor, shall be two years. The term of the historian shall be five years.

Newly elected officers begin their term of office at the close of the annual meeting. In the case of the treasurer, transfer is affected as soon as practical and no later than three months after the close of the annual meeting.

### *Section 3. Duties of the President*

The president shall assume full responsibility for all the general activities of the Association. The president or some other member named by the president shall be the Association's delegate to the annual conventions of the American Association of Collegiate Registrars and Admissions Officers and to the annual meeting of the Southern Association of Collegiate Registrars and Admissions Officers.

### *Section 4. Duties of the President-Elect*

The president-elect shall act as chief assistant to the president and shall succeed to that office in case it becomes vacant and/or upon completion of his term as president-elect. The president-elect shall be responsible for membership promotion and for the development of the program for the annual meeting.

### *Section 5. Duties of the Secretary*

The secretary is to be custodian of the records of the Association, keep minutes of the annual meeting and of the meetings of the Executive committee.

### *Sections 6. Duties of the Technology and Communications Associate*

The technology and communications associate will be responsible for the maintenance of the website, e-communications, social media, and any other duties assigned by the president that pertain to technology or communications.

*Section 7. Duties of the Vice Presidents*

Each of the four vice presidents (vice president for professional development, vice president for records and registration, vice president for admissions, and vice president for school relations) shall be responsible, in cooperation with the president-elect, for program committee activities for the annual meeting. The vice president for school relations will also coordinate the work of the district coordinators in planning college day programs in Alabama. Other duties deemed necessary for the work of the Association may be assigned to each of the vice presidents by the president.

*Section 8. Duties of the Immediate Past President*

The immediate past president shall assist the president as necessary and perform other duties as requested by the Executive Committee.

*Section 9. Duties of the Historian*

The historian shall be responsible for maintaining the archives of the associate which includes all historical records (meeting minutes, newsletters, annual meeting program, etc.) for the association. The historian annual updates the history of the association and conducts research for the association as required.

*Section 10. Duties of the Local Arrangements Chair(s)*

The local arrangements chair(s) shall be responsible for coordinating activities, such as lodging, meals, session room assignments, audio-visuals, etc., of the upcoming annual meeting. In addition, the LAC(s) shall be the primary representative of the association in negotiating with the management of the annual meeting site facility. Activities of the LAC(s) shall be coordinated with the president and president-elect.

*Section 11. Duties of the Treasurer*

The Treasurer shall collect the membership dues, registration fees, other miscellaneous revenues, pay the bills as authorized by the President, shall make a report at the annual meeting of the Association, shall keep an accurate list of the members of the Association, will be responsible for monitoring the updates of the membership directory, and will also be responsible for conducting the registration process for the annual ALACRAO conference.

**ARTICLE VI – COMMITTEES**

*Section 1. The Executive Committee*

The Executive Committee shall consist of the officers named in Article V.

*Section 2. The Nominating Committee*

A nominated committee shall be appointed by the president. The duty of the committee shall be to select nominees for the several elective offices and to report their selections at the annual meeting, at which time opportunity shall be given for additional nominations from the floor.

*Section 3. Site Selection Committee*

A site selection committee shall be responsible for surveying potential meeting sites and collecting data needed from available facilities to present to the Executive Committee for site selection. Sites are to be planned and selected three years in advance of the annual meeting of the Association. When possible, the committee will attempt to rotate the meeting geographically throughout the state. The site selection committee will consist of the president-elect, the president, and the immediate past-president. The immediate past-president will serve as chair of the committee.

*Section 4. Other Committees*

Other standing or special committees deemed necessary for the work of the Association shall be appointed by the President. They include: auditing, constitution and bylaws, evaluations, recognition and awards, and site selection.

**ARTICLE VII – MEETINGS**

The Association shall hold an annual meeting, the location and date to be chosen by the Executive Committee. The Executive Committee shall have the power to advance, postpone, or omit the annual meeting when deemed necessary by the Executive Committee.

**ARTICLE VIII – AMENDMENTS**

This Constitution may be amended at any annual meeting by a majority vote of the members present and eligible to vote, provided that notice of the proposed amendment has been sent to members at least one month in advance of the meeting. An amendment not thus proposed in advance may be adopted by a two-thirds vote of the members present and eligible to vote.

Constitution revised: June 30, 1981

Amended: June 23, 1983

Amended: June 27, 1986

Amended: June 29, 1990

Amended: June 26, 1992

Amended: June 28, 1996

Amended: June 26, 1998

Amended: June 15, 2016