

Constitution

of the
Conference of Registrars
in Jesuit Institutions

As amended at the Annual Meeting of CORE held on April 16, 2010, Hotel de la Poste, New Orleans, LA.

Article 1: PURPOSE

The purpose of the Conference of Registrars in Jesuit Institutions (CORE) shall be to promote the advancement of education, particularly Jesuit higher education, and to contribute effectively to the accomplishment of the purpose and objectives of the Association of Jesuit Colleges and Universities.

This Conference shall ALSO aim to advance professionally THE WORK AND POSITIONS IN THE OFFICE OF THE REGISTRAR and to encourage and assist in developing communication, cooperation, and activities among its members pursuant to these aims and objectives.

Article 2: MEMBERSHIP

Membership Types

1 Full Membership (Voting)

a. The members of CORE shall be Jesuit institutions of higher education inside the United States.

b. Each member institution is entitled to representation in CORE. The representatives shall be those who are administrators in the OFFICE OF THE REGISTRAR.

c. In all activities of the Conference, each member institution shall be entitled to one vote, although more than one ELIGIBLE representative of a member institution may attend meetings AND PARTICIPATE OTHERWISE IN THE ACTIVITIES of the Conference.

2. Affiliate Membership (Non-Voting)

a. The members of CORE shall be Jesuit institutions of higher education outside the United States.

b. Each member institution is entitled to representation in CORE. The representatives shall be those who are administrators in the OFFICE OF THE REGISTRAR.

c. In all activities of the Conference, members may attend meetings and participate otherwise in the activities of the Conference. (Added by vote of the membership: April, 2010)

Article 3: DUES

Dues are set at the recommendation of the Executive Committee and voted by the members. (Added by vote of the membership: March, 2011). Each full-member institution shall pay 100% of the annual dues and each affiliate member institution shall pay 50% of the annual dues. (Added by vote of the membership: April 2010). If excessive funds accumulate, dues will be suspended until the treasury is again in need. If annual dues are not paid, the benefits of the organization will be denied, including, but not limited to: inability to vote at the annual meeting, removal from the listserv and removal from the directory. (Added by a vote of the membership: April 2008). The annual dues will be \$150 for large institutions and \$75 for small institutions. (Added by vote of the membership: March, 2012).

Article 4: OFFICERS

The officers of CORE shall be a Chair, a Vice-Chair, and a Secretary-Treasurer elected from among the member institution representatives to CORE.

1. The Chair shall be elected for a two-year term, after which the Chair shall be an ex officio member of the Executive Committee for a two-year period. The duties of the Chair shall include, but not be restricted to, the following:
 - a. To preside at all meetings of CORE.
 - b. To represent CORE and to act as liaison officer with AJCU, AACRAO, and other organizations.
 - c. To prepare the agenda for the annual meeting.
 - d. To act as Chair of the Executive Committee.
2. The Vice-Chair shall be elected for a two-year term. The term of office shall run concurrently with that of the Chair. This officer shall serve as principal assistant to the Chair, as needed. He/she shall preside at meetings in the absence of the Chair. Should the Chair be unable to complete his/her term of office, the Vice-Chair shall serve in his/her stead until the next annual meeting and would be eligible to serve as Chair for a full two-year term upon completion of the unexpired term.
3. The Secretary-Treasurer shall be elected for a three-year term, after which re-election for a second term is possible. The duties of the Secretary-Treasurer shall be:

To serve as Secretary for all meetings of the

Conference and Executive Committee, preparing and distributing the MINUTES as appropriate, including copies for the AJCU central office.

- a. To maintain the official records of CORE.
 - b. To pay all bills of the organization which are considered by the Secretary-Treasurer to be reasonable and appropriate.
 - c. To collect dues from the member institutions and to keep an accounting of funds.
 - d. To maintain an official roster of current institutional representatives.
 - e. To submit a Secretary-Treasurer's report at each annual meeting.
 - f. To assist the Chair in preparing for the annual meeting and to notify members and the AJCU central office of all meetings.
 - g. To inform members of CORE activities and to distribute to them information or materials pertinent to matters of common interest and concern.
4. The Executive Committee shall consist of the elected officers of the Conference and its immediate past Chair. The duties of the Executive Committee shall be:
- a. To advise the Chair on all matters of policy pertaining to the best interests of CORE.
 - b. To appoint members of committees.
 - c. To appoint a replacement to serve until the next annual meeting should the position of Vice-Chair or Secretary-Treasurer be vacated.

All actions of the Executive Committee shall be reported to the Conference at its next annual meeting.

Article 5: MEETINGS

1. CORE shall meet annually, customarily at the time and place of the Annual meeting of the American Association of Collegiate Registrars and Admissions Officers (AACRAO). The specific day and time of the meeting shall be determined by a majority vote of the membership in attendance at the prior meeting. Should a change be necessary, the Executive Committee will propose an alternate date and time via email for approval by a majority of the membership. (Added by vote of the membership: March, 2011).
2. A quorum shall consist of one-fourth (1/4) of the member institutions of the Conference.
3. With the exception of attendees from the host institution, (when the annual meeting is held at a Jesuit institution), those institutions that have more than one representative attending the annual meeting will be charged for each additional attendee. Likewise, the affiliate members will pay the meeting attendance fee. This fee

will be determined by the members of CORE. Annual dues cover the attendance at the CORE meeting of institutional representatives from dues paying institutions. The CORE meeting is defined as the meeting and any related events of the day. (Added by vote of the membership: March, 2012).

Article 6: NOMINATIONS AND ELECTIONS

The Executive Committee shall serve as a Nominating Committee for CORE. The Nominating Committee shall call for nominations of member representatives at least sixty (60) days in advance of the annual meeting. In the event no nominations are submitted by the membership, the Executive Committee shall propose a slate of officers to be voted upon by mail ballot or at the annual meeting. Any member representative may nominate another representative so long as that person agrees in advance, to serve.

Article 7: DISSOLUTION

In the event this Conference is dissolved, any and all remaining assets shall be distributed on an equal basis to all current member institutions.

Article 8: TASK FORCE AND COMMITTEES

The Executive Committee may recommend at any time the appointment of a Task Force to study a particular problem for CORE. The members of the Task Force shall be appointed by the Chair. A committee of more permanent nature may be established at any annual meeting of CORE by a majority vote AND members shall be appointed by the Executive Committee. Any member may submit a request for a Task Force to the Executive Committee at any time.

Article 9: AMENDMENTS

This Constitution may be amended by a majority vote at any annual meeting provided there is a quorum present.