

CACRAO Bylaws

As amended December 8, 2010

ARTICLE I - MEMBERSHIP APPLICATION

Section 1. Admission to full or associate membership hereafter shall be by application to the Executive Committee. This application shall be in writing and shall describe (1) the reason for wishing to join CACRAO, (2) the role of the institution or organization in post-secondary education and (3) an application fee as set annually by the Executive Committee and published on the CACRAO website. If the Executive Committee approves the application, membership benefits shall begin upon payment of the annual membership fee.

Section 2. Individuals recommended for Honorary Membership must meet the following criteria and procedures.

A. Criteria--A person nominated for honorary membership should meet all of the following conditions:

1. Has been an active member of the association for at least 10 years.
2. Has made substantial contributions to the association and its members through service as either an officer, committee member, or participant in the profession.
3. At the time of the election the nominee has retired or left the profession or officially announced his/her intent to do so.

B. Procedure--Thoroughness in the consideration of potential honorary members requires a canvassing of the entire membership.

1. The Newsletters should include the criteria for honorary membership along with a request for suggestions for nominees. Nominations should be sent to the Recognition Committee with full justification for the recommendation.
2. All suggestions should be screened by the committee for conformity with the criteria, and if necessary additional information obtained on each recommendation.
3. The committee should make its final recommendations for honorary membership to the Executive Committee prior to August 1.
4. Certificates of honorary membership shall be prepared by the Recognition Committee for presentation by the President at the annual meeting.

ARTICLE II - DUES

Section 1. Membership is institutional or organizational. An annual membership fee, as set annually by the Executive Committee and published on the website, shall be paid by all charter, full, and associate members of the Association. There shall be no fee for honorary members. A fee payment schedule for membership fees, CACRAO printing, and Educational Opportunity costs will also be posted on the website.

Section 2. Organizations that fail to pay their annual membership fee are considered inactive until such time as they pay their dues. Until their dues are paid for the current year and the most recent past year, they are not allowed to participate in any CACRAO sponsored events, to include annual meeting, ED-Op programs, Guidance Counselor workshops, and participation on committees and awards. Institutions inactive for a period of five or more years must re-submit the membership application.

ARTICLE III – MEETINGS

The Association shall hold an annual meeting. The location and date of the annual meeting will be determined by the Executive Committee. A recommendation shall be made by the Long Range Planning Committee, whose chair will be the immediate past president.

ARTICLE IV - VOTING

Section 1. Voting privileges are extended to each person from any institution granted full membership who is charged with responsibility in the field of admission, registration, and records. The institution must hold charter or full membership, with dues paid for the current year.

Section 2. Voting to select the members of the Nominating Committee shall be conducted by mail among the eligible membership. Those returning ballots by the selected deadline shall constitute a quorum.

Section 3. All other business shall be conducted at a duly called business meeting of the Association. For the annual business meeting, individuals must be registered for the annual meeting and in attendance at the business session in order to vote.

Section 4. The members present shall constitute a quorum for any business session conducted in conjunction with the annual meeting or any other meeting announced to the membership thirty (30) days in advance. No meeting of CACRAO may be called with less than thirty (30) days notice.

Section 5. A voting card will be issued to each qualified registrant attending the annual meeting of the Association. The treasurer of the Association has the responsibility of verifying voter eligibility.

Section 6. During a business session, votes on business will be called for by a show of the voting card. When a secret ballot is necessary, ballots will be distributed to those holding voting cards.

ARTICLE V - ELECTION OF OFFICERS

Section 1. Association officers shall be elected at the business session held during the annual meeting. The Nominating Committee shall announce its slate of officers thirty (30) days in advance of the annual meeting.

Section 2. The Nominating Committee shall meet six months prior to the annual meeting to develop a slate of nominees for the subsequent year's Nominating Committee to be mailed to membership ninety (90) days prior to the annual meeting.

Section 3. The Nominating Committee shall propose a slate of officers to be presented to the membership thirty (30) days prior to the annual meeting consisting of a president-elect, secretary (in appropriate years), treasurer-elect, vice president for admissions for NC (in appropriate years), vice president for admissions for SC (in appropriate years) and vice president for registrars (in appropriate years).

Section 4. The Nominating Committee will make every reasonable effort to reflect among the selected candidates a variety of professional, geographical, and institutional diversity and be inclusive of traditionally underrepresented members.

ARTICLE VI - OFFICER DUTIES

Section 1. The president shall succeed to office immediately after having served as president-elect. This officer shall preside at all meetings of the organization, except when this duty is delegated. This officer shall serve as chairman of the Executive Committee and as an ex-officio member of all committees. The president shall be responsible for all activities with the Association and may assign or delegate duties accordingly.

Section 2. The past-president shall succeed to office immediately after having served as president. This officer shall coordinate the Enrollment Management Institute, which includes the review of institute applications, develop institute curriculum during the annual Conference, and determine program completion by participant. The past-president shall be Chair of the Long Range Planning Committee.

Section 3. The president-elect shall be responsible for the annual meeting and shall assist all committees as directed by the president or requested by the chairman of a committee. This officer shall perform the duties of

president in the absence of that officer. The president-elect shall be chair of the Program Committee and an ex-officio member of the Local Arrangements Committee.

Section 3. The two vice presidents for Admissions, one from North Carolina and one from South Carolina shall be responsible for activities particular to the job duties associated with admissions. They shall serve as liaisons between the Executive Committee and the members of the Association with admissions responsibilities. These officers will represent admissions concerns and preside at meetings of members with admissions responsibilities in their respective state. They shall be responsible for implementing the summer Admissions workshop, shall assist with the program for the annual meeting, and are ex-officio members of the Educational Consultants Committee and the Scheduling Committee for their state.

Section 4. The vice president for Registrars shall be responsible for activities particular to the job duties associated with registrars. He/she shall serve as liaison between the Executive Committee and the members of the Association with registrar's responsibilities. This officer shall represent registrars concerns and preside at meetings of members with registrar's responsibilities. He/she shall be responsible for implementing the summer Registrars workshop, serve on the Program Committee and shall be Chair of the Registrar's Committee.

Section 5. The secretary shall be custodian of all records; shall keep minutes of annual meetings and meetings of the Executive Committee; shall report the activities of the annual meetings and make such other reports as deemed proper and necessary for the needs of the Association. The secretary shall be an ex-officio member of the Program Committee.

Section 6. The treasurer shall keep a roll of the CACRAO membership; shall be responsible for all the financial affairs of the Association, shall collect all membership fees, and shall verify voter eligibility. This officer shall make a report of the financial status of the Association at the annual meeting. The treasurer shall be an ex-officio member of the Budget and Auditing Committee, the Local Arrangements Committee, and the Program Committee.

Section 7. The treasurer-elect shall learn the duties and responsibilities of the outgoing treasurer through observation and scheduled meetings as necessary to ensure a smooth transition during voting years. The treasurer-elect shall be an ex-officio member of the Budget and Auditing Committee.

ARTICLE VII- STANDING COMMITTEES

Section 1. The Program Committee for the annual meeting shall include the president-elect (chairman), the past-president, the two vice presidents for admissions, the vice president for registrars, the secretary, the treasurer, the chairperson of the Professional Access and Equity Committee and others as appointed by the chairperson of the committee. The committee shall be responsible for the planning and implementation of the program for the annual meeting. There shall be a minimum of nine members.

Section 2. The Nominating Committee shall consist of the chairperson, the two vice presidents for admissions, vice president for registrars, and eight other members elected by the membership. The Nominating Committee for the subsequent year shall be elected from a pool of sixteen candidates proposed by the membership and/or selected by the current Nominating Committee. By accepting a position on the Nominating Committee, the CACRAO member is willingly removing themselves from consideration for a leadership position for the year in which the member would be serving as a member of the Nominating Committee. No later than ninety days prior to the Annual Meeting a ballot shall be mailed to each voting member containing the names of nominees for the subsequent year's Nominating Committee, with instructions for voting. Those ballots returned as directed within 30 days of the mailing shall be counted as valid ballots. The Committee shall make every reasonable effort to ensure the authentication and confidentiality of all ballots that are returned. In the case of tie votes, the Committee shall make the choice between tied candidates.

Section 3. The Recognition Committee shall present such resolutions as may be appropriate for the members' consideration at the annual meeting. They shall also inform the association of members who have died since the previous annual meeting. The Committee shall have a minimum of five members.

Section 4. The Budget and Auditing Committee shall be responsible for the development of the annual budget to be presented to the membership at the annual meeting. This committee shall also receive and review the auditor's report and present it to the membership at the annual meeting. There shall be a minimum of seven members.

Section 5. The North and South Carolina Educational Opportunity Programs Scheduling Committees shall be responsible for developing and conducting the recruiting activities of their respective states. Each committee shall have a minimum of seven members.

Section 6. The Ethics Committee shall be responsible for the promotion of CACRAO Principles of Good Practice and make recommendations consistent with the changes in the environment in which we work.

Section 7. The Recommendations and Evaluations Committee shall evaluate the Annual meeting and make recommendations concerning the annual meeting and other CACRAO activities.

Section 8. The Constitution and By-laws Committee shall consider and make recommendations to the membership at the annual meeting.

Section 9. The Professional Access and Equity Committee shall be responsible for the identification of problems or needs in the field of higher education which impact upon traditionally underrepresented members and make recommendations to the membership to correct them.

Section 10. The Mass Communications Committee is responsible for the production and dissemination of information for and about CACRAO institutions and activities.

Section 11. The Registrars Committee shall be responsible for the development of in-service training and consultation for the membership. The vice president for Registrars shall serve as Chair of this committee.

Section 12. The Newsletter Committee shall be responsible for the publication of a newsletter at least three times annually to inform members of activities of the membership and other matters of interest to Admissions Offices, Registrars, and their staffs.

Section 13. The Educational Consultants Committee shall be responsible for making college workshops available for high school students in the Carolinas and will coordinate the selection and training of CACRAO members who will conduct the workshops.

Section 14. The Legislative Concerns Standing Committee shall monitor, assess, and inform the executive committee and CACRAO membership of relevant issues of North Carolina, South Carolina or federal legislation.

Section 15. The Long-Range Planning Committee shall be responsible for on-going organizational self-study. Its members shall make sure the membership addresses self-study recommendations and that the effectiveness of implemented changes is assessed.

Section 16. The Local Arrangements Committee shall act as host for the annual meeting. The number of members will be determined and the individuals selected by the Chair. Each will serve until all business associated with the annual meeting is finished.

Section 17. The North Carolina Guidance Counselor Conference Committee shall be responsible for conducting the Annual Guidance Conferences held at several locations each fall.

Section 18. The South Carolina Guidance Counselor Conference Committee shall be responsible for conducting the Annual Guidance Conferences held at several locations each fall.

Section 19. The Mentoring Committee shall be responsible for identifying and matching new members of the association with members who have been in the field for at least five years, to develop strong mentoring relationships for professional development.

ARTICLE VIII - AUDITING PROCEDURES

The Executive Committee shall employ a professional auditor to audit the treasurer's records prior to the annual meeting.

ARTICLE IX - AMENDMENTS

Section 1. The By-laws may be amended by a simple majority of those present and voting at the annual meeting.

Section 2. All amendments to the By-laws must be submitted to the Constitution and By-laws Committee for its review. All proposed amendments will be submitted to the membership at the next business session with a "do pass" or "do not pass" recommendation.

ARTICLE X - FISCAL YEAR

The fiscal year for accounting and federal reporting will be January 1 through December 31. The membership year extends from July 1 through June 30.