

# MACRAO BY-LAWS

## ARTICLE 1 – MEMBERSHIP

**Section 1:** Membership is institutional and is open to nationally and/or regionally accredited institutions of higher learning in the state of Missouri.

- Institutions of complex organization with multi-campus that have autonomous Registrars and Admissions Officers shall be considered as separate institutional memberships.
- Institutions not designated by acceptable accreditation may be considered and approved by the Executive Committee of the Association

**Section 2:** Each active member of the Association shall be entitled to vote on all matters at the annual conference.

- Should there be a question raised on the result of a vote, then the Secretary shall call the role and each institution present will have one vote on the matter.
- The designated representative for each institution shall be identified when the institution's name is called, and shall then cast her/his vote.
- The majority votes of the institutions will determine the outcome of the challenged issue.

**Section 3:** In keeping with the purpose of this Association, active members shall be those individuals with usual duties in the administrative areas pertaining to admissions, advising, data management, enrollment management, financial aid, institutional research, learning skills, orientation, records, registration, and closely related functions among institutions of higher learning in Missouri

- Active members shall be listed by the institution's Primary Contact during the annual membership drive.
- Active members may be added to the membership list any time.
- The active members shall conduct matters of Association business. They shall elect officers who, serving as the Executive Committee, shall conduct all Association business assigned to them.
- Only active members shall be eligible to serve as officers, to serve on committees, or be listed in the Membership Directory.

**Section 4:** The names of individuals who have been members of MACRAO for ten years or longer and who retire from the profession will be submitted by the Nominating Committee to the Executive Committee for consideration for honorary membership. Upon approval by a simple majority of the Executive Committee, honorary membership will be granted.

Honorary members will be listed in the annual directory and will be invited to the annual conference. In addition, they will be encouraged to subscribe to the MACRAO list serve and to participate in the discussions and the dissemination of information therein.

Honorary members may attend at the designated Honorary Member rate for any given conference or other MACRAO meeting.

**Section 5:** Associate membership will be granted upon approval of the Executive Committee to organizations, agencies, institutions, and individuals that contribute information and ideas of common interest to the membership and to the advancement of higher education in Missouri. Associate members will be charged dues and will be non-voting members of the Association

## **ARTICLE II – OFFICERS**

**Section 1:** Officers of the Association shall be institutional active members only.

**Section 2:** The elected officers of the Association shall include the following:

- President
- President-Elect
- Vice-President for Programs and Projects
- Vice-President for Communications
- Vice-President for Membership
- Vice-President Elect for Programs and Projects
- Treasurer
- Secretary/Historian
- Vice President of Web Services
- Past President

**Section 3:** The officers in Article II, Section 2 of the By-Laws, shall constitute an Executive Committee with the authority to plan the annual conference.

**Section 4:** The officers of the Association shall serve in the following capacities:

- The President shall assume responsibility for all the general activities of the Association, act as Chairperson of the Executive Committee, appoint members to standing and ad hoc committees and preside at the annual meeting.
- The President shall be elected for a one-year term of office.
- MACRAO values the participation of the president and president-elect in the annual AACRAO meeting and conference, as well as the AACRAO State and Regional Officers Meeting. MACRAO will financially support their attendance and participation in these events in accordance with the organization's ability. In the event they are unable to attend, a designee may be appointed. Those who attend should report to the Board about the meeting.
- The President-Elect shall serve as principal assistant to the President and shall perform such duties as may be assigned by the President.
- The President-Elect shall be elected for a one-year term and shall succeed to the Presidency of the Association the ensuing year.
- The Vice-President for Programs and Projects shall be in charge of the program for the annual meeting and be responsible for coordinating the recommendations for programs submitted by the Committees listed in Article V, Section 2.1.
- The Vice-President for Programs and Projects shall assume office after serving as Vice-President Elect for Programs and Projects.

- The Vice-President for Communications shall be responsible for coordinating the editing, publishing and/or production of all communications (in any and all media formats) approved by the membership or directed by the Executive Committee. This shall include, but not be limited to, the annual membership directory, the MACRAO newsletter and the MACRAO list serve. The Vice-President shall post appropriate news items to the list serve in a timely manner and provide those items to the Vice President for Web Services for posting to the MACRAO web site.
- The Vice-President for Communications shall be elected for a two-year term.
- The Vice-President for Membership shall be responsible for coordinating the annual membership drive and maintaining the membership list.
- The Vice-President for Membership shall be elected for a two-year term.
- The Treasurer shall collect all funds for the Association, pay bills, prepare a written financial statement for submission at the annual meeting of the Association, and file all state and federal papers to keep the Association in compliance.
- The Treasurer shall be elected for a two-year term.
- The Secretary/Historian shall be the custodian of the records of the Association. Duties include keeping and publishing/distributing the minutes of the annual meeting and Executive Committee Meetings, as well as keeping an accurate record of all written materials for the organization, including but not limited to, newsletters, meeting minutes and conference materials. The Secretary/Historian will also update the "History of MACRAO" publication on an annual basis (printing and distribution of this document will be at the discretion of the Executive Committee).
- The Secretary/Historian shall be elected for a two-year term.
- The Vice President Elect for Programs and Projects shall serve as principal assistant to the Vice President for Programs and Projects and shall perform such duties as may be assigned by the Vice President for Programs and Projects.
- The Vice President Elect for Programs and Projects shall be elected to a one-year term and shall succeed the Vice President for Programs and Projects of the Association for the ensuing year.
- The Vice-President of Web Services shall be responsible for maintenance of the MACRAO website, (including communication with vendors hired to support the site), be responsible for posting pertinent items from other officers and for managing database information from the website functions as needed.
- The Vice-President for Web Services shall be elected for a two-year term and work closely with the Vice-President for Communications.
- The Past President shall assume responsibilities at the conclusion of the annual conference. Her/his duties include serving as Chair of the Nominating Committee and insuring a review of the by-laws.

**Section 5:** Newly elected officers shall take office at the conclusion of the annual meeting at which they are elected.

- The transition of records should be completed by the end of the fiscal year.

**Section 6:** If vacancies occur on the Executive Committee during the year, they shall be filled as follows:

- *President* — The President-Elect shall assume the office of President.

- *President-Elect* — The Treasurer will assume the office of President-Elect and a new Treasurer will be appointed.
- *Treasurer* — The Nominating Committee will forward a nomination to the President who, with the approval of the Executive Committee, will make the appointment.
- *Vice-President for Programs and Projects* — The Vice-President Elect for Programs and Projects shall assume the office.
- *Vice-President for Communications* — The Nominating Committee will forward a nomination to the President who, with the approval of the Executive Committee, will make the appointment.
- *Vice-President for Membership* — The Nominating Committee will forward a nomination to the President who, with the approval of the Executive Committee, will make the appointment.
- *Vice-President Elect for Programs and Projects* — The Nominating Committee will forward a nomination to the President who, with approval of the Executive Committee, will make the appointment.
- *Past President* — The Nominating Committee will forward the name of an available past president to the President who, with the approval of the Executive Committee, will make the appointment.
- *Secretary/Historian* — The Nominating committee will forward a nomination to the President who, with approval of the Executive Committee, will make the appointment.
- *Vice-President of Web Services* — The Nominating committee will forward a nomination to the President who, with the approval of the Executive Committee, will make the appointment.

### **ARTICLE III - ELECTIONS**

**Section 1:** Association officers shall be elected at the business session held at the annual conference.

The Nominating Committee shall make available to the members with the annual conference materials the slate of nominees. When the nominative slate is presented, an opportunity must be provided for additional nominations from the floor.

**Section 2:** If the nominating procedure results in two or more candidates being nominated for any one office, voting will be done by paper ballot.

**Section 3:** Each active member present is entitled to one vote for each office.

### **ARTICLE IV - MEETINGS**

**Section 1:** An annual meeting of the Association shall be called with the precise date and location set by the Executive Committee. The Executive Committee shall have the authority, in case of emergency, to advance, postpone, or omit an annual meeting. In such a case, the time between two consecutive meetings of the Association shall be counted as one (1) year of administration.

**Section 2:** The Executive Committee shall set registration fees for the annual meeting.

**Section 3:** Association business shall be conducted at the annual meeting by the active members present.

**Section 4:** Meetings of the Executive Committee shall be called by the President, or by the President-Elect if the President is unable to do so.

## **ARTICLE V - COMMITTEES**

**Section 1:** An Executive Committee comprised of the President, President-Elect, Vice-President for Programs and Projects, Vice-President for Communications, Vice-President for Membership, Treasurer, Vice-President Elect for Programs and Projects, Past President, Secretary/Historian and Vice-President for Web Services shall serve to conduct the business of the Association.

**Section 2:** The Association will be served by the following standing committees with the responsibilities and duties prescribed:

- Committee on Admissions and Enrollment Management
- Committee on Records and Registration
- Committee on Professional Development
- Technology Committee
- Committee on New Member Orientation
- Nominating Committee

**2.1** The Committee on Admissions and Enrollment Management, the Technology Committee, the Committee on Professional Development, the Committee on New Member Orientation, and the Committee on Records and Registration shall, in conjunction with the Vice-President for Programs and Projects, provide for professional enrichment and service to the membership in the respective designated areas. Toward fulfillment of these responsibilities, these committees shall be charged as follows:

- To arrange for the development and presentation of sessions of high quality for the program of each annual meeting.
- To participate in on-going assignments on behalf of the Association as requested by the Executive Committee.
- To encourage the development of professional activities applicable to the Committee and initiated by the members of the Committee.

**2.2** The Nominating Committee shall be responsible for securing and presenting a slate of nominees for the elective offices of the Association. The report shall be presented at the annual meeting at which time an opportunity shall be given for additional nominations from the floor.

- The President-Elect shall be nominated to serve as President for a one-year term. The candidate for President-Elect may be chosen from the Association's active membership to serve a one-year term.
- The candidate for Treasurer may be chosen from the Association's active membership to serve a two-year term, commencing in odd-numbered years.

- The Vice-President for Programs and Projects will be the current Vice-President Elect for Programs and Projects.
- The candidate for Vice-President for Communications may be chosen from the Association's active membership to serve a two-year term, commencing in odd-numbered years.
- The candidate for Vice-President for Membership may be chosen from the Association's active membership to serve a two-year term, commencing in even-numbered years.
- The candidate for Secretary/Historian may be chosen from the Association's active membership to serve a two-year term, commencing in even-numbered years.
- The candidate for Vice-President Elect for Programs and Projects may be chosen from the Association's active membership to serve a one-year term, and will succeed to the position of Vice-President for Programs and Projects.
- The candidate for Vice-President for Web Services may be chosen from the Association's active membership to serve a two-year term, commencing in even-numbered years.

**Section 3:** All standing committees shall perform such additional duties as may be delegated to them by the President and the Executive Committee.

**Section 4:** Appointments to all standing committees will be by invitation of the President with the concurrence of the Executive Committee. Membership to these committees will be representative of the membership at large of the Association.

The Nominating Committee shall consist of the following:

- Past President, Committee Chair.
- The University of Missouri System
- Two-Year Public Colleges
- Regional Universities and Four-Year State Colleges
- Private Colleges
- Member-at-Large

**Section 5:** New members of all standing committees shall begin as soon as possible after the term of the President begins.

**Section 6:** The Association shall be served by the appointment of ad hoc committees as deemed necessary and appropriate by the President in consultation with the Executive Committee. These committees shall be appointed to perform designated and specific services for the Association with the duration of appointment determined by the President as appropriate to the nature and extent of the services to be performed.

**Section 7:** Nothing in this Article shall be construed as preventing the appointment, through the established procedure, of ad hoc or additional standing committees as deemed necessary for the continuance of the work of the Association.

## **ARTICLE VI – Dues and Fiscal Year**

**Section 1:** The amount of the annual institutional dues shall be set by the Executive Committee and voted on by the active membership at the annual meeting. All institutional dues shall be payable on or before July 1.

**Section 2:** The Association will consider its fiscal year closing as of the last day of each calendar year.