



BYLAWS OF THE ALABAMA ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

ARTICLE I—NAME

The official acronym of the Alabama Association of Collegiate Registrars and Admissions Officers shall be ALACRAO.

ARTICLE II--MEMBERSHIP

Section I

Membership dues shall be charged according to the following schedule:

- **Institutional Membership - \$100.00** – Unlimited members
Active membership is institutional and is open to collegiate institutions in the state of Alabama whom are accredited by 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 who are charged with the responsibility for admissions, registrations, records, and other related functions shall be eligible for active participation in the organization. There is an unlimited number of members for this category.
- **Educational Agency Membership - \$80.00** – Up to 6 members
State educational boards or agencies of higher education may apply for educational agency membership. There is a maximum of six members for this category. This membership is non-voting.
- **Corporate Membership - \$50.00** – Up to 2 members
Organizations that are not collegiate or state-related education boards or agencies may apply for corporate membership. There is a maximum of two members for this category. This membership is non-voting.
- **Associate Membership - \$20.00** – Up to 1 member
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.

Section II

If questions arise concerning membership categories, a telephone or electronic poll of the Executive Committee shall be conducted to determine the appropriate category for which an applicant for membership in the Association should be approved.

Section III--Honorary/Retired Members

Electronic communications shall be emailed to honorary and retired members of the Association. Honorary or retired members who attend the annual meeting shall be required to pay only for meal functions. Honorary members of the Association never lose their honorary membership in the Association. If, however, their status changes and they qualify once again for active membership, the active status takes priority over the honorary status.

Section IV--Membership Directory

Directories shall be made available to members through the Association website. The membership directory shall contain the names of all current/active members along with the constitution and bylaws.

ARTICLE III--EXECUTIVE COMMITTEE

Section I

The president-elect should be a former member of the Executive Committee.

Section II

The Executive Committee shall hold one meeting per year on site at the location where the annual meeting is to be held. The Local Arrangements Chair for the previous year shall be invited to attend this meeting to provide input for the current Local Arrangements Chair.

Section III

Minutes from meetings of the Executive Committee shall be compiled by the secretary and sent to Committee members within two weeks following a meeting.

Section IV

When business of the Association requires action at a time when the Executive Committee cannot be convened, an electronic poll of the Committee members shall be conducted.

Section V

The Association shall provide funding for the president-elect to attend one professional meeting in preparation for taking over as president of the state organization.

ARTICLE IV--STANDING COMMITTEES

Section I—Chairs and Vice-Chairs

A vice-chair shall be appointed annually for each standing committee. The vice-chair shall automatically become the program chair the following year. Committee appointments shall be for one year with the exception of the member who is appointed vice-chair.

Section II—Reporting

Standing committees shall report to the vice-presidents of the Association as outlined below:

1. Vice-President for Admissions—Admissions, Articulation, International Students, Professional/Graduate Schools
2. Vice-President for School Relations—School Relations
3. Vice-President for Records & Registration—Records/Registration

4. Vice-President for Professional Development—Professional Development, Professional Access & Equity
5. Vice-President for Technology and Communications – Communications

Section III—Nominations and Elections Committee

A nominating 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 IV—Auditing Committee

An Auditing Committee shall be appointed by the president to assist with a biennial audit of the Association’s financial records, to be conducted at the end of the term for each secretary/treasurer.

Section V—Constitution and Bylaws Committee

The immediate past president shall serve as chair of the Constitution and Bylaws Committee.

Section VI—School Relations Committee

Co-coordinators shall be named annually for each district coordinator on the School Relations Committee. These co-coordinators shall be recommended by the Vice-President for School Relations.

ARTICLE V--ANNUAL MEETING

Section I – Timing

Should the Executive Committee see a need to change the date of the annual meeting, an online vote should be conducted to get the approval of the membership. Potential reasons for needing to move the timing of the annual meeting are, but are not limited to:

- Regional or National conference held within the state close to the timing of the annual meeting
- Excessive hotel/accommodation charges that are impacted by tourist season

Section II – Sponsors

The number of sponsors who participate in the annual meeting of the Association shall be determined by the Local Arrangements Committee (LAC) with the approval of the Executive Committee. Sponsors are encouraged to assist presenters for workshop sessions at the annual meeting; however, program sessions shall not be “vendor tracked.”

The exhibit fee for the annual meeting shall be in five tiers:

- *Platinum level (\$1,000)* – includes conference registration fee, sponsorship of event, exhibit space, name on program, and optional session
- *Gold Level (\$800)* – includes conference registration fee, sponsorship of break, exhibit space, name on program, and optional session
- *Silver Level (\$600)* – includes conference registration fee, exhibit space, name on program, and session
- *Bronze Level (\$400)* – Includes conference registration fee, exhibit space, and name on program
- *Friends of ALACRAO (\$200)* – includes name on program and recognition during conference

The exhibit fee for the annual meeting includes one complimentary registration. Other representatives are required to pay their own registration fee.

Section III—Representatives from Other States

The registration fee shall be waived for one designated representative of another state who wishes to attend annual meetings of the Association.

Section IV – Session Coordinators

Session coordinators will be responsible for the introduction of the session, session speakers, and ensure that the session ends in the allotted time. An orientation for these session coordinators may be done as a pre-conference event prior to the annual meeting or may be done virtually.

Section V—Orientation for New Members/First-Time Attendees

An orientation session for new members/first-time attendees, to be conducted by the immediate past president, shall be scheduled as a pre-conference event prior to each annual meeting.

Section VI – Professional Presentation

The Executive Committee shall designate funds in the annual budget to cover the expenses for one professional presentation at the annual meeting that is of general interest to the majority of the membership.

Section VII – Budget

The Executive Committee shall develop a separate budget for the annual meeting.

ARTICLE VI--SPECIAL PROJECTS

Section I — “Give Back” Project

A “give back” project shall be sponsored annually by the Association for the purpose of assisting with special educational needs in the community hosting the annual meeting. The project shall be approved by the Executive Committee.

Section II—Drive-In Workshops for Support Staff

The Association shall sponsor at least one drive-in workshop for support staff each year. The workshops shall be held in the fall or spring after registration is over, and a minimum fee shall be charged to cover the cost of lunch and facility rental. The president shall chair a committee to plan these workshops. Support staff workshops shall be scheduled, when possible, on a rotating geographical basis throughout the state. In order to promote attendance at support staff workshops, announcements shall be emailed to all individual members of the Association. Registration materials shall be emailed to the contact person at each institution.

ARTICLE VII—GENERAL

A plaque is an appropriate gift for the outgoing president of the Association.

Revisions approved by vote of membership at the 2020 Annual Meeting.