



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

### **ARTICLE I – NAME**

The name of this association shall be the 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, the 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.

ALACRAO is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Code. In the event of the dissolution of the corporation, after all debts of the corporation are paid, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

### **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 as a collegiate-level degree-granting institution of higher education, or be approved as a candidate for accreditation, by an accrediting body recognized by the U.S. Department of Education. Institutions meeting the above conditions may enter ALACRAO by submitting a written request. Institutions not meeting these qualifications may become members upon approval of 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 not 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.

#### 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.

In addition to voting at the annual meeting, institutional members may be asked to vote on association business via electronic media (e-mail, password protected voting through association website, etc.). Electronic voting will be limited to institutional members in good standing (current dues paying members).

### **ARTICLE IV – DUES, MEMBERSHIP TERM, AND EXPENDITURES**

The annual dues for member institutions/individuals of the Association shall be set by the Association upon recommendation of the Executive Committee. Membership dues shall be due and payable before June 30.

The term of each membership shall run from July 1 to June 30 to align with the annual conference.

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 a president, 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, a vice president for school relations-elect, a vice president of technology and communications, treasurer, treasurer-elect, and secretary. A historian and a local arrangements 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, local arrangements chair(s), school relations-elect, and the treasurer-elect shall be one year. The term of office of the

vice-presidents, the secretary, and the treasurer 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 effective as soon as practical, and no later than three months after the close of the annual meeting.

### Section 3. Rotation of Offices for Election and Start of Term

To maintain continuity of the Executive Committee, the Association should adhere to the following rotation for executive officers:

#### *Elections:*

Every year: President-Elect

Even calendar years: Vice President of Admissions, Vice President of School Relations-Elect, and Vice President of Technology and Communications

Odd calendar years: Treasurer-Elect, Secretary, Vice President of Professional Development, Vice President of Records and Registration

#### *Start of Term:*

**Every year:** President-Elect, President, Immediate Past-President, and Local Arrangements Chair(s)

**Even calendar years:** Treasurer, Vice President of Admissions, and Vice President of Technology and Communications

**Odd calendar years:** Treasurer-Elect, Secretary, Vice President of Professional Development, Vice President of School Relations-Elect, and Vice President of Records and Registration

### Section 4. 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 5. 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 6. 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.

### Section 7. Duties of the Vice Presidents

Each of the five vice presidents (vice president for professional development, vice president for records and registration, vice president for admissions, vice president for school relations, vice president for school relations-elect, and vice president for technology and communications) 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. The vice president for school relations-elect shall succeed to the office of vice president for school relations should it become vacant and/or upon completion of their term as

vice president for school relations-elect. Other duties deemed necessary for the work of the Association may be assigned to each of the vice presidents by the president. The vice president of technology and communications will also be responsible for the maintenance of the website, electronic communications, and other duties as assigned that pertain to technology and communications.

#### 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 association which includes all historical records (meeting minutes, newsletters, annual meeting program, etc.) for the association. The historian annually 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. This role entails annually filing the necessary forms with the IRS to ensure the organization maintains its tax-exempt status and remains in good standing with the IRS.

#### Section 12. Duties of the Treasurer-Elect

The treasurer-elect shall act as chief assistant to the treasurer during the treasurer's second year of office. The treasurer-elect shall succeed to the office of treasurer should it become vacant and/or upon completion of their term as treasurer-elect.

### **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 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 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. District Coordinators Committee

District Coordinators shall be responsible for working directly with the Vice President of School Relations and fair coordinators in their designated district. District Coordinators are the liaisons between ALACRAO and high school contacts to ensure proper planning of ALACRAO sanctioned college fairs including but not limited to: securing dates and locations of college fairs, assisting with promoting college fairs and the use of scanning technologies, and assisting with rouge fair management.

#### Section 5. Social Media Committee

The Social Media Committee shall be responsible for managing ALACRAO's Facebook and Instagram profiles. The committee will post updates and promotions of events or important information at the direction of the Executive Committee.

#### Section 6. 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 program committees.

### **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.

### **ARTICLE VIII - NONDISCRIMINATION STATEMENT**

ALACRAO is committed to providing an inclusive and welcoming environment for all members, volunteers, participants, subcontractors, and vendors free from harassment or discrimination.

ALACRAO does not and shall not discriminate on the basis of race, color, religion, creed, gender, gender identity, gender expression, age, pregnancy, genetics, national origin, ancestry, disability, marital status, sexual orientation, political affiliation, veteran's status or military status, in any of its activities or operations. These activities include, but are not limited to, selection of volunteers, members, and vendors, and provision of services.

## **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 vote. 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

Amended: October 29, 2020

Amended: June 24, 2022

Amended: June 23, 2023