

CONSTITUTION OF THE IDAHO ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

ARTICLE I: NAME

The name of the organization shall be the IDAHO ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

ARTICLE II: PURPOSE

The purpose of this association shall be to provide, through conference and other appropriate media, for the communication of information and interchange of ideas on problems of common interest; to foster a friendly spirit of unity and cooperation among its institutions and members; to promote the spirit of professional pride in the respective officers; to encourage individual and institutional growth in and through the profession; and to advance the status of the profession and organization.

ARTICLE III: MEMBERSHIP

Section 1

This shall be a nonprofit professional education association. Idaho nonprofit collegiate-level degree-granting institutions of higher education may be considered for regular institutional membership if they are accredited by an accrediting association approved by the Council on Post Secondary Accreditation. The accrediting association is the Northwest Commission on College and Universities. Eligibility of other institutions and agencies shall be determined by the IACRAO membership.

a. Professional Membership. Any administrative or professional officer whose duties are concerned with admission, registration, records of students, or high school and college relations in any IACRAO member institution of higher education in the State of Idaho or the State Department of Education shall be eligible for a membership and entitled to hold office in the association. Any member carrying a dual title in admissions and records shall be considered as having first responsibility as a records officer.

b. Institutional Membership. Any IACRAO member institution having separate campuses or off-campus centers under separate offices of Admissions and Records shall be eligible for additional memberships upon payment of the annual dues. On all ballots affecting association policies, each institution shall be entitled to one vote.

Section 2

The executive committee provided in Article V is empowered to approve all applications for membership.

Section 3

Persons who have served the association with distinction may be elected to honorary membership by an affirmative vote of two-thirds of the member institutions present at any annual meeting.

ARTICLE IV: OFFICERS

Section 1

The officers of the association shall be a president, a president- elect, a secretary-treasurer, and a high school relations chair.

Section 2

These officers of the association shall be elected at the annual meeting, a majority vote of the member institutions present being necessary to election. The president, president-elect, high school relations chair, and secretary-treasurer shall hold office from the adjournment of the annual meeting at which they are elected until the adjournment of the next annual meeting or as specified in Section 4.

Section 3

If a vacancy occurs in an office, the executive committee shall fill it, until the next regular election.

Section 4

The president-elect will succeed to the office of president. The nomination of the office of the president-elect shall be by caucus of either the admissions and registration and records, or high school-college relations representatives not served by one in this capacity for the current year. This nomination is subject to the approval of the membership at large. The secretary-treasurer will be nominated and elected by vote from the member institutions present at the annual meeting of the association.

Section 5 Duties of the Officers

a. President. It shall be the duty of the president to assume full responsibility for all the general activities of the association, to conduct all necessary correspondence with the members in regard to the meetings of the association, and with the assistance of the executive committee to arrange the programs. In event of vacancy of the office of president, the order of succession shall be that stipulated in Section 4. The president will have ex-officio membership in all committees.

b. President-Elect. The president-elect shall perform all the duties of the president in the absence of that officer.

c. Secretary-treasurer. The secretary-treasurer shall keep an accurate list of the members of the association. He/she shall be the custodian of the records of the

association for two years. He/she shall be responsible for keeping the minutes of the meetings of the executive committee and the minutes of all meetings of the association, and distribute the latter to the members. He/she shall collect the membership dues, pay the bills as authorized by the president and the executive committee, and shall as treasurer, make an annual report at the annual meeting of the association. He/she shall send reports and proceedings of the meetings to the chairman of the AACRAO Committee of Regional Associations.

d. The High School Relations Chair shall coordinate all IACRAO sponsored high school recruitment programs, including, but not limited to counselor days and the Idaho high school tour. In addition, the high school relations chair will oversee the *Higher Education in Idaho* booklet, the *Idaho What's New* Publication, and the opening presentation for the high school tour.

ARTICLE V: COMMITTEES

Section 1 Executive Committee

The officers of the association together with the immediate past president shall constitute an executive committee with power to fix the time and place of all meetings. The other members of the executive committee shall assist the president in arranging the program and in making other necessary arrangements, and shall have the power and authority to conduct the affairs of the association during the interim between its meetings.

Section 2 Nominations and Awards Committee

This committee will identify retiring IACRAO members. It will coordinate efforts to honor these individuals as well as active past presidents and other IACRAO members as appropriate. The immediate past president will serve as chairman.

ARTICLE VI: CONSTITUTION AND ADMENDMENTS

Section 1

This constitution may be amended at any regular meeting with a two-thirds vote of the member institutions present, provided that the substance of the proposed amendment shall have been submitted in the call for the meeting.

Section 2

This constitution shall become effective immediately upon its adoption by a two-thirds vote of the member institutions. BYLAWS

BYLAW I: MEETINGS

Section 1

The annual meetings of the association shall be held at a time and place to be fixed by the executive committee after discussion by the members at the previous meeting. Others may be called at the discretion of the executive committee.

Section 2

A quorum shall be deemed constituted when fifty percent or more of the eligible member institutions are represented at a duly called meeting. A quorum shall be necessary to convene a meeting for the purpose of ratifying or amending the constitution or bylaws of the association.

Section 3

During any official association meeting, each member institution shall have one institutional vote when any recommendation from a committee comes before the membership at large. The president shall have power to vote in case of a tie or to make a two-thirds majority.

BYLAW II: DUTIES AND FEES

Section 1

There shall be annual dues in an amount to be determined by the president and the executive committee.

Section 2

There shall be a registration fee in an amount to be determined by the executive committee and announced by that committee at the time of the annual meeting call.

BYLAW III: COMMITTEES

Section 1

There shall be four standing committees to serve the needs and interests of the association: a , a committee on high school-college relations, a committee on registration and records, a committee on admissions, and a committee on nominations and awards.

a. The committee on high school-college relations, led by the High School Relations Chair, shall be composed of individuals from all regions of the state. These representatives are nominated annually at IACRAO. The committee will serve to coordinate and facilitate high school-college relations programs for the coming year.

b. The committee on registration and records, chaired by an elected chairperson, shall be composed of individuals from member institutions whose affiliation primarily pertains to registration and records. The committee will serve to coordinate and facilitate all activities and business relating to registration and records activities of the member institutions.

c. The committee on admissions, chaired by an elected chairperson, shall be composed of individuals from member institutions whose affiliation primarily pertains to admissions. The committee will serve to coordinate and facilitate all activities and business relating to admissions and serve to coordinate inter-college relations.

d. The committee on nominations and awards, chaired by the immediate past president of IACRAO, shall identify retiring IACRAO members and coordinate efforts to honor these individuals as well as active past presidents and other IACRAO members as appropriate.

Section 2

The person chairing each committee shall appoint one member to serve as secretary to take minutes during the committee meetings for historical purposes and/or recommendations to be presented to the general assemble of the association.

Section 3

Such other committees as deemed necessary for the welfare and progress of the association may be appointed by the president.

ARTICLE VII: AMENDMENTS

The bylaws may be amended at any meeting by two-thirds vote of the member institutions present, provided that the substance of the proposed amendments shall have been submitted in the call for the meeting.

ADOPTED: 21 January, 1968 at Boise, ID

- AMENDED: 5 May, 1978 at Coeur d’Alene, ID
- AMENDED: 18 May, 1988 at Coeur d’Alene, ID
- AMENDED: 7 April, 1989 at McCall, ID
- AMENDED: 7 April, 2000 at Clarkston, WA
- AMENDED: 31 May, 2002 at Boise, ID
- AMENDED: 24 June, 2005 at McCall, ID
- AMENDED: 23 June 2006 at Missoula, MT
- AMENDED: 22 June 2007 at Rexburg, ID