

# CAPACRAO Constitution & Bylaws

Constitution of the Chesapeake and Potomac Association of Collegiate Registrars and Admissions Officers (CAPACRAO)

## **ARTICLE I: Name**

The name of the organization shall be the Chesapeake and Potomac Association of Collegiate Registrars and Admission Officers (CAPACRAO) (hereafter referred to as the Association).

## **ARTICLE II: Purpose**

The Association shall be a non-profit professional educational association whose mission is to develop and perpetuate a vibrant network of resources and learning opportunities benefiting enrollment personnel within the Maryland and District of Columbia area.

## **ARTICLE III: Membership**

Membership in the Association shall consist of individuals and organizations associated with higher education. Qualifications for categories of membership shall be determined by the Executive Board in accordance with the Bylaws.

## **ARTICLE IV: Officers**

Institutional members are eligible to hold office in the Association. The officers of the Association, elected by the voting membership in accordance with the Bylaws, comprise the Executive Board. Officers shall assume office at the conclusion of the business meeting at the annual meeting of the Association when they are elected. The officers, and their election cycles, are:

President - successional, from President-Elect

President-Elect - elected annually

Past-President - successional, from President

Secretary - elected to a two-year term in even years

Treasurer - elected to a two-year term in odd years

Vice President for Admissions and Enrollment Management - elected to a two-year term in even years

Vice President for Records and Registration - elected to a two-year term in odd years

Vice President for Membership - elected to a two-year term in even years

Vice President for Legislation and Policy - elected to a two-year term in odd years

#### **ARTICLE V: Amendments**

The constitution may be amended at the annual meeting by a two-thirds vote of the voting members voting, provided that notice of the proposed amendments has been sent to the members at least one month in advance of the meeting. Sending an announcement of the posting of proposed amendments on the Association website ([www.capacrao.org](http://www.capacrao.org)) via the Association's list-serve shall constitute notice to the membership. An amendment not thus proposed in advance of the annual meeting may be adopted by a four-fifths vote of voting members present and voting.

#### **ARTICLE VI: Dissolution**

In the event of the dissolution of the Association, after all debts of the Association are paid, any remaining assets will be donated equally to the American Association of Collegiate Registrars and Admissions Officers and the Middle States Association of Collegiate Registrars and Officers of Admission.

Bylaws of the Chesapeake and Potomac Association of Collegiate Registrars and Admissions Officers (CAPACRAO)

#### **ARTICLE I: Membership**

Section 1. Membership in the Association shall consist of higher education professionals who meet the criteria listed hereafter. Members are those who have paid in full annual dues in accordance with the amount and regulations established by the Executive Board.

Section 2. Categories of membership:

Institutional Membership is open to regionally or nationally accredited institutions of higher education in the state of Maryland and the District of Columbia. Other entities may be considered and approved by the Executive Board, provided they are within the state of Maryland or the District of Columbia. Institutional members may include as many individuals on the Association membership roster as they wish, but must indicate one member as the institutional contact. Regardless of the number of individuals participating at the annual meeting, a maximum of two per institution may vote (as determined by the institution's participating members).

Associate Membership is open to individuals at institutions of higher education that are not regionally or nationally accredited institutions in the state of Maryland or the District of Columbia. Associate Membership is also open to students residing in, or enrolled at an institution of higher education in, the state of Maryland or the District of Columbia. Associate members may participate at meetings and be considered for appointment to committees, but may not chair committees, vote, or hold office in the Association.

Corporate Membership is open to those organizations that provide products and services that may benefit Association members. Corporate membership must be approved by the Executive Board. The

Executive Board shall determine the number of individuals that corporate members may include on the Association membership roster at the time when it determines the annual dues. Corporate members may be present at the Annual Meeting but may not vote, hold office in the association, or be considered for appointment to committees.

Honorary Membership may be granted by the Executive Board to individuals with an extraordinary record of service to the Association. Honorary members may participate at the Annual Meeting but may not vote and are not required to pay dues.

## **ARTICLE II: Meetings and Elections**

Section 1. The Association shall hold an annual meeting at a time that does not conflict with the annual meetings of MSACROA or AACRAO. The location and date shall be chosen by the Executive Board. The Executive Board may advance, postpone, or omit an annual meeting in case of emergency.

Section 2. Elections occurring at the Annual Meeting shall require simple majority of those present and voting, unless otherwise stipulated in the Constitution or Bylaws.

Section 3. Election of officers shall consist of a slate of nominees provided by the Nominations & Elections Committee, as well as any nominations from the floor from any voting member present at the Annual Meeting.

Section 4. Meetings of the Executive Board shall be called by the President. The required quorum of an Executive Board meeting shall be a majority of the current Executive Board membership. The President must schedule four regular meetings of the Executive Board; those may include a meeting at the Annual Meetings at the beginning and end of their term. At least three of those meetings must be in-person; others may be held via conference-call if deemed necessary. The President may schedule other meetings, in-person or conference-call, as needed. At an in-person meeting, a member who is unable to attend may dial in via conference-call; however, a quorum can be reached by including no-more than one member dialing in, and only if that member is present during the entire discussion for any item on which he/she will vote.

Section 5. Between scheduled meetings of the Executive Board, if a critical situation shall arise, the President may ask for an immediate vote of the Board via email. Proposals brought to the Executive Board by the President in this manner do not need a second. A majority of all Executive Board members must vote in favor, replying to all other Board members with their vote, before the proposal is considered passed. The action shall be noted in the minutes of the following Executive Board meeting.

## **ARTICLE III: Officers**

Section 1. All officers shall hold office for terms specified in the Constitution. If an Annual Meeting is postponed or omitted, the officers shall hold office until their successors are duly elected. No person may serve successive terms in the same office.

Section 2. The President shall assume full responsibility for all general activities of the Association, shall be responsible for and coordinate all aspects of the annual meeting. The president shall coordinate all necessary correspondence with members in regard to the annual meeting and, with the assistance of the Executive Board, arrange programs and events. All bills must be approved by the President before

payment is made. The President serves as ex-officio member of all committees except the Nominations and Elections Committee.

Section 3. The President-Elect shall act as the chief assistant to the President and shall succeed to that office in the event it becomes vacant. The President-Elect shall chair the Program Committee in the coordination of yearly workshops and sessions, including the annual meeting program of sessions. The President-Elect will become the President the following year.

Section 4. The Secretary shall be the custodian of the records of the Association. The Secretary shall record and distribute the minutes of the Annual Meeting and the meetings of the Executive Board. The secretary shall edit, publish, and distribute all official publications issued in the name of the Association. The Secretary will serve as liaison with the Communications Committee.

Section 5. The Treasurer shall be the custodian of the funds of the Association. The Treasurer shall collect dues and fees, and shall pay all bills rendered to the Association when approved for payment by the President. The Treasurer shall prepare a financial report to be presented to the members of the Association at the annual meeting. The Treasurer will file federal and tax forms each year. The Treasurer will serve as the liaison with the audit committee.

Section 6. The immediate Past-President shall chair the Nominations and Elections Committee. The Past-President shall also serve as liaison with other professional associations. The Past-President will approve any bills to be reimbursed to the president.

Section 7. The Vice President for Admissions and Enrollment Management shall represent the interests of individuals serving in admissions or enrollment management, and shall serve as liaison with the Local Arrangements Committee.

Section 8. The Vice President for Records and Registration shall represent the interests of individuals serving in registration and academic records, and shall liaison with the Awards and Resolutions Committee.

Section 9. The Vice President for Membership shall recruit members, maintain the membership database, and assist the membership with questions related to access or maintenance of the member records, and shall serve as liaison with the Professional Development Committee.

Section 10. The Vice President for Legislation and Policy shall be responsible for activities related to legislation of interest to the profession and to the education of members concerning compliance and regulatory matters.

Section 11. In the event of a vacancy in the office of President, the President-Elect shall assume the duties of President without prejudice to the ensuing term of office. In the event of a vacancy in the office of President-Elect, the President shall appoint a duly-elected member of the Executive Board, with the approval of the Executive Board, to complete the remainder of the term. In the event of a vacancy in the office of Past-President, the most recent Past-President who is willing to serve shall assume the office; if no Past-President is willing to serve, the office shall remain vacant until filled through prescribed succession, the Nominations & Elections Committee shall be chaired by a former or current Executive Board member appointed by the President and confirmed by the Board, and all other duties of the Past-President shall be assigned by the President. In the event of a vacancy of any other office, the

President shall appoint, with the approval of the Executive Board, an eligible member to complete the remainder of the term.

Section 12. Members of the Executive Board may be removed from office for misconduct, failure to perform the duties of the office, or for other just causes as determined by the Executive Board. The Executive Board shall, in open session, consider the charges, examine the evidence presented by all parties, and reach a decision. The President shall preside over the proceedings unless the President is being considered for removal from office; in that event, the Past-President shall preside. The Secretary shall record and transcribe all testimony. Vacancies created through this action shall be filled as prescribed in Article III Section 11 of the Bylaws.

#### **ARTICLE IV: Committees**

Section 1. There shall be a Nominations and Elections Committee chaired by the Past-President, with at least two additional members, who do not serve on the current Executive Board, appointed by the President and approved by the Executive Board. The committee shall be selected after the Annual Meeting and serve until the following year's Annual Meeting. Careful consideration should be given to the composition of the committee to assure cultural diversity and representation from both registrars and admissions officers, and to strive for representation from 2-yr and 4-yr, and public and private, institutions. The committee's duty shall be to select nominees for all eligible elective offices and to report to the Association during the Annual Meeting. Membership term of a committee is two years.

Section 2. There shall be an Audit Committee, Program Committee, Communications Committee, Professional Development Committee, Awards and Resolutions Committee, and a Local Arrangements Committee. The members and chairs of these committees, unless otherwise indicated in the Constitution or Bylaws, shall be recommended by the responsible elected officer as provided in the Constitution or Bylaws, appointed by the President, and approved by the Executive Board.

Section 3. The President shall appoint, and the Executive Board shall approve, any ad-hoc committee or working group deemed necessary for the work of the Association.

#### **ARTICLE V: Finance**

Section 1. The fiscal year of the Association shall extend from July 1 to June 30.

Section 2. The Executive Board shall determine the annual dues for each category of membership prior to the beginning of each fiscal year.

Section 3. Any member who fails to pay annual dues by the conclusion of the annual meeting shall, after a written reminder from the treasurer and approval of the Executive Board, be dropped from the list of members.

Section 4. Fees for the Annual Meeting and other Association activities shall be determined by the Executive Board.

Section 5. An external audit of the fiscal records of the Association shall be conducted after the conclusion of the Annual Meeting in odd years, in conjunction with the beginning of the new Treasurer's term. In alternate years, an audit shall be conducted by the Audit Committee.

## **ARTICLE VI: Amendments**

These Bylaws may be amended at the Annual Meeting by a majority vote of the voting members voting, provided that notice of the proposed amendments has been sent to the members at least one month in advance of the meeting. Sending an announcement of the posting of proposed amendments on the Association website ([www.capacrao.org](http://www.capacrao.org)) via the Association's list-serve shall constitute notice to the membership. An amendment not thus proposed in advance of the Annual Meeting may be adopted by a four-fifths vote of voting members present and voting.

