BYLAWS

Last modified October 30, 2014
Current as of November 1, 2014
With proposed changes for
November 8, 2017

Article I – Fees

Section 1. Institutional enrollment shall determine annual dues for institutional membership, and shall determine the number of active representatives to be designated by the institution.

a. Cost of membership for institutions enrolling 1 – 9,999 credit students in the preceding fall semester shall be $60.00 per year. Up to three active representatives can be designated by the institution.

b. Cost of membership for institutions enrolling 10,000 – 19,999 credit students in the preceding fall semester shall be $100.00 per year. Up to five active representatives can be designated by the institution.

c. Cost of membership for institutions enrolling 20,000 or more credit students in the preceding fall semester shall be $140.00 per year. Up to seven active representatives can be designated by the institution.

d. Institutional enrollment shall be based on Texas Higher Education Coordinating Board figures for the preceding fall semester.

e. Additional active representatives can be designated by an institution at the cost of $20.00 each.

Section 2. The cost of affiliate membership shall be $50.00 per year. Up to two non-voting representatives can be designated by the affiliate member.

Section 3. The membership year and the fiscal year of the Association shall begin September 1 of each calendar year and shall end August 31 of the following calendar year. Any institutional or affiliate member who fails to pay annual membership dues by the following April 1 shall be dropped from the list of members of the Association after on written reminder followed by a verbal reminder from the Treasurer.

Article II – Elections

Section 1. A Nominations Committee shall be elected by the membership of the Association.

a. The election of members to this committee shall be from a pool of seven candidates who are active members selected by the Executive Committee. The Executive Committee will make every reasonable effort to reflect among the candidates the variety of personal and professional characteristics represented in the membership.

b. Candidates' names will appear on a Nominations Committee Ballot submitted electronically to active members with a valid e-mail address on file with the Secretary at least ninety (90) days prior to the annual conference. Members will vote for no more than four candidates and shall complete their ballot within seven (7) days of receipt.

c. The four candidates receiving the largest number of votes shall be elected; the one (of the four) receiving the largest vote total will be Chair-elect. The Executive Committee will break ties on which four are elected and which is Chair-elect. The Chair-elect will assume the role of Chair in the following year to provide continuity; thus each year, the committee will have five members. Except for the Chair-elect, no member shall be eligible to serve again on the Nominations Committee until three years have elapsed from the end of the year's service. This same provision shall apply to the Chair-elect after serving as Chair. During service on this committee, a member shall not be eligible for nomination to an association office nor become eligible by resigning from the committee.

d. The Chair shall certify the results to the President who will announce the results to the Executive Committee; the Nominations Committee will then be announced to membership.

Section 2. The Nominations Committee shall meet at least two (2) months in advance of the annual meeting of TACRAO for the purpose of deciding the slate of nominees for officers; the chair will call this meeting, and announce the committee's decisions to the membership.

a. Additional nominations may be made by the membership directly by forwarding the nomination along with a second from another member and the nominee's consent within seven (7) days of the announcement of the slate of officers from the Nominations Committee. These nominees will be placed on the ballot.
b. The election will be held electronically from the official membership roster, with those individuals having a valid e-mail address on file with the TACRAO Secretary being eligible to vote. Individuals must be official, active members to nominate, be nominated or vote.
c. The election will remain open for seven (7) days. The election will be completed at least four (4) weeks prior to the annual meeting conference. The president will announce the results of this election to the membership.
d. Newly elected officers will be installed at the closing business meeting of the annual conference.

Article III – Committees

Section 1. Executive Committee. The Executive Committee shall be composed of the President, President-Elect, Vice-President for Admissions, Vice-President for Records and Registration, Vice-President for Information Technology, Secretary, Treasurer, and Immediate Past President. The Executive Committee shall have those duties specifically assigned in the Constitution and Bylaws and any others assigned by the President.

Section 2. There shall be nineteen standing committees appointed by the Executive Committee with the following membership guidelines. All standing committee appointments will be reviewed annually and may be altered at the discretion of the Executive Committee. Appointees shall be named prior to the annual meeting for the next year.

a. Assessment. There shall be six members with two rotating off each year. (November 2006, 2008)

b. Auditing. There will be three members with one rotating off each year. Each member will serve a total of three years with the last year as chair.

c. Communications. The chair will also serve as the Newsletter Editor for a term of three years. Members of this committee are designated as Regional Editors for each area of Texas determined to be appropriate by the committee and approved by the Executive Committee. Regional Editors will serve a three-year term with a balanced number of members rotating off each year. During the third year of the term, the Regional Editor will work with an apprentice to transition responsibilities. The chair of Communications Committee will be selected by the Executive Committee. (Name changed November 2006)

d. Community College Issues. There will be three members with one rotating off each year. Each member will serve a total of three years with the last as Chair. The Committee will coordinate activities for the Community College Summer Meeting.

e. Conference Site Selection. This committee will be chaired by the Past President and will include two members with experience in conference site selections or local arrangements. Each member will serve two years with one member rotating each year.

f. Corporate Relations Committee. ~~There will be four~~ The committee is comprised of three members. ~~and a and Chair-~~ Each member will serve a three-year term, with one member rotating off each year. The Chair-elect ~~of the Corporate Relations Committee~~ will be appointed by the Executive Committee. The Chair-elect's appointment will be based on his/her proximity to

the future annual meeting where he/she will serve as Chair. ~~and will serve a term of three years. The Chair will recommend a Chair-Elect who will shadow during the Chair's third and final year. The Executive Committee will have final approval of the Chair-Elect appointment~~. (November 2013) (November 2017)

g. Council of Past Presidents. Membership is limited to those active members who have served as President of the Association. To facilitate communication, the sitting President and President-Elect attend as observers.

h. Graduate and Professional School Relations. The Graduate and Professional School Relations Committee assists TXGAP with planning the Texas Swing calendar for graduate recruiting. There will be six members and a Chair. Each member will serve a five-year term with at least one member rotating off each year. To diversify institutional representation, each member's appointment will be made with the consideration given to institutional type and geographic location. The Chair will serve a three-year term.

i. High School Relations. This committee coordinates and plans the high school fair recruiting schedule in Texas, referred to as the TACRAO schedule. Members are designated as Regional Coordinators of each area of Texas determined to be appropriate by the Committee and approved by the Executive Committee. Each member will serve a five-year term with a balanced number of members rotating off each year. During the fifth year of the term, the Regional Coordinator will work with an apprentice to transition responsibilities. The Chair of the High School Relations Committee will be selected by the Executive Committee and will serve a three-year term.

j. Historical. There will be three members with one rotating off each year. Each member will serve a total of three years with the last year as chair.

k. Honorary Membership and Recognition Awards. There will be three members with one rotating off each year. Each member will serve a total of three years with the last year as chair.

l. Legislative Issues. There will be six members of the committee, each representing one TACRAO region. Each member will serve a four-year term with two members rotating off each year. The Chair will serve a two-year term beginning with an odd numbered year. A Co-Chair will also be appointed (terms changed November 2008)

m. Local Arrangements. The Chair of the Local Arrangements Committee will be nominated by the Past President and approved by the Executive Committee as part of the annual meeting site selection process which takes place 18-24 months in advance of the meeting. The number of members will be determined and individuals selected by the Chair. Each will serve until all

business associated with the conclusion of the annual meeting is finished. The Chair or Co-chairs will attend all Executive Committee meetings for two years prior to their conference, and serve as ex-officio members without vote for the year leading up to their conference. They host Executive Committee meetings the year leading up to their conference (November 2011).

n. Newcomers. The committee will be chaired by the Past President and include three additional members with the Past President and one member rotating off each year. Each member shall serve a total of three years with the last as Coordinator.

o. Nominations. There will be five members (see Article II, Sections 1-3 above).

p. Resolutions. There will be three members with one rotating off each year as Chair.

q. Technology. There will be six members of the committee each serving a five-year term with a balanced number of members rotating off each year. The Chair will be appointed by the Executive Committee and will serve a three-year term. A representative for the SPEEDE server at UT Austin may serve in an *ex officio* capacity (added November 2008). The Technology Committee coordinates the Texas SPEEDE Users' Group summer conference (November 2011). This committee will serve as a resource for the Vice-President for Information Technology. (November 2017).

r. Senior College Issues. This committee will have three members with one rotating off each year. Each member will serve a total of three years with the last as chair. This committee will coordinate activities for the Senior College Summer Meeting.

s. Strategic Enrollment Management. This committee will have six members, each serving a five-year term, with a balanced number of members rotating off each year.

Section 3. Other committees to assist in Association activities, as deemed necessary or desirable, shall be established (or may be discontinued) by the President with the approval of the Executive Committee. Appointment to committees is limited to the active members of TACRAO. Individuals who are not active members may be invited to assist a committee.