Texas Association of Collegiate Registrars and Admissions Officers

CONSTITUTION

Approved November 14, 1979. Amended November 12, 1980; November 10, 1982; November 9, 1983; November 5, 1986; November 11, 1987; November 8, 1989; November 6, 1991; November 11, 1992; November 4, 1998; November 10, 1999; November 5, 2006; November 5, 2008; November 17, 2010; November 9, 2011; November 8, 2017.

ARTICLE I - Name

The name of this organization shall be the Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) hereinafter referred to as "the Association".

ARTICLE II - Scope and Purpose

Section 1. This shall be a professional educational association, voluntary and nonprofit, of cooperating collegiate level institutions.

Section 2. The general purpose of the Association shall be to contribute to the advancement of higher education in its fullest and broadest implications. The specific purposes shall be to advance professionally the work and the positions in the offices of admissions, records, registration and other closely related functions among institutions of higher learning.

Section 3. Any activity appropriate to the purposes set forth in Section 2 may be undertaken by the Association; activities specifically included are the following:

a. To hold an annual meeting for the professional improvement of the membership and for conducting Association business;

b. To publish a newsletter, special bulletins and reports;

c. To encourage, conduct, and cooperate in research projects intended to further the purpose of the Association;

d. To conduct workshops or seminars for development of expertise in appropriate professional areas;

e. To cooperate with other professional organizations whose objectives and purposes are deemed consistent with those of the Association.

ARTICLE III - Membership

Section 1. Institutional Membership. Active membership is institutional and shall be open to Texas institutions of higher education which hold membership in the Southern Association of Colleges and Schools - Commission on Colleges.

a. Eligibility of other educational institutions shall be determined by the Executive Committee of the Association.

b. Institutions of complex organizations with divisions which are listed separately in the current Education Directory: Colleges and Universities (published by the National Center for Educational Statistics) may hold an institutional membership for each separately organized unit.

c. The member institution shall designate, from professional staff members in their offices as listed in Article II Section 2 above, individuals to constitute the active membership of the Association. Each member institution may designate active members and additional active members in accordance with Article I Section 1 of the Bylaws.

d. The active members shall conduct matters of Association business. They shall elect officers who, constituting the Executive Committee, shall conduct all Association business assigned to them. Only designated active members shall be eligible to serve as officers, to serve on committees, or to be listed in the Association directory.

Section 2. Voting. There will be one vote per active member. Each institution shall name its active members when dues are paid.

Section 3. Honorary Members. Honorary members shall be those individuals, no longer eligible to be active members but with records of significant service in the Association, who are so elected by the Executive Committee on recommendation of the Committee on Honorary Membership and Recognition Awards. They shall enjoy a permanent invitation to attend the TACRAO annual meeting and to maintain interest in TACRAO affairs and shall be excused from the TACRAO annual meeting fee and any annual association membership fee. An Honorary Member who becomes eligible to be an active member will have their Honorary Member status suspended until they are no longer eligible to be an active member. (November 2010)

Section 4. Affiliate Membership. Affiliates shall be those organizations which are found to have purposes parallel with those of TACRAO, which desire to participate in its non-voting activities, and which are approved for this status by the Executive Committee. There shall be an annual fee for each affiliated organization as stated in the Bylaws.

ARTICLE IV - Officers

Section 1. Officers of the Association shall be institutional active representatives only.

Section 2. The Executive Committee of the Association shall include the following:

Elected Officers:

a. President

b. President-Elect

c. Immediate Past-President

d. Secretary

e. Treasurer

f. Vice-President for Admissions

g. Vice-President for Records and Registration

h. Vice-President for Information Technology

Appointed Officers, recommended by the Past President and approved by the Executive Committee, non-voting: (November 2011)

a. The Chair or Co-chairs of the Local Arrangements Committee for the next conference.

b. The Chair or Co-Chairs of the following conference (observers).

Section 3. Duties of the Officers

a. The President shall serve as Chairman of the Executive Committee and shall be an ex-officio member of all appointed TACRAO committees. The President may assign and delegate duties but shall be responsible for all activities within the Association and for coordinating the programs and arrangements for the next annual meeting. The President shall assume this office after completion of one term as President-Elect and shall serve for a one-year term.

b. The President-Elect shall serve as principal assistant to the President. He/She shall be elected for a one-year term before succeeding to the Presidency; if he/she should become President prematurely because of a vacancy in that office, his/her normal term of office would not be affected.

c. The immediate Past President shall serve as advisor to the President and other officers. He/She shall hold this position for one year after the completion of his/her term as President.

d. The Vice-President for Admissions and Vice-President for Records and Registration shall coordinate the work of committees in their respective professional areas and carry out assignments of the President. Each shall be elected by a majority of votes cast for the respective office; each shall serve for a two-year term with terms expiring in alternating years.

e. The Vice-President for Information Technology shall be responsible for coordinating the affairs of the Association in the professional areas of information technology. This Vice-President shall be elected by a majority of the votes cast for the office and shall serve for a two-year term expiring in alternating years with the Secretary.

f. The Secretary shall maintain the membership roster, maintain all official records of the Association, maintain minutes of the annual business meeting and of Executive Committee meetings, maintain the constitution of the Association, complete correspondence on behalf of the Executive Committee and perform assignments made by the President. The Secretary shall be elected by a majority of the votes cast for this office and shall serve for a two-year term with the term expiring in alternating years with the Treasurer.

g. The Treasurer shall collect the membership dues at the close of the fiscal year, handle financial activities of the Association, make a complete financial report which will be audited by the Auditing Committee and presented to the Executive Committee for publication, prepare budgets and perform other assignments made by the President. The Treasurer shall be elected by a majority of the votes cast for the office and shall serve for a two-year term expiring in alternating years with the Secretary.

h. The Local Arrangements Committee Chair or Co-chairs plan, organize, manage and present the Annual Conference, working closely with the rest of the Executive Committee. (November 2011)

Section 4. Newly elected officers shall take office at the conclusion of the annual meeting at which they are elected. In the event of a subsequent vacancy in the offices of Vice-President for Admissions, Vice-President for Records and Registration, Vice-President for Information Technology, or Secretary, or Treasurer, the Executive Committee shall make an appointment for the balance of the unexpired term; such appointment shall not affect the appointee's eligibility for election to that office.

Section 5. Should office of the President become vacant, the President-Elect shall assume the duties of the President; should the office of the President-Elect become vacant, the Executive Committee shall call a special election; should the office of the Immediate Past- President become vacant, it shall remain unfilled.

Section 6. No person shall be eligible for election to an office in the Association who shall not, at the time of such election, be an active member of the Association. If any office, subsequent to the election, shall be declared vacant by the remaining members of the Executive Committee; and the vacancy shall be filled in the manner prescribed in Article IV Section 4 and Article IV Section 5 of this Constitution.

ARTICLE V - Meeting

Section 1. There shall be an annual meeting of the Association, the precise date and location to be set by the Executive Committee. The Executive Committee shall have the authority in case of emergency, to advance, to postpone, or to omit an annual Meeting; in such case, the time between two consecutive meetings of the Association shall be counted as one year of administration. In the event that an annual meeting is postponed or omitted or in case of an emergency, the Executive Committee has the authority to conduct association business by mail or electronic media. The same voting requirements outlined in Section 2 will apply. The Executive Committee shall set a registration fee for the annual meeting, to be paid by each active member and affiliate in attendance at the Meeting.

Section 2. Association business shall be conducted at the annual meeting by the active members present. The adoption of any proposed amendment to the Constitution or Bylaws shall require a two-thirds majority of the votes cast if notice has been circulated to the active members at least one month in advance, or a four-fifths majority of the votes cast if less than a month or no advance notice has been given. Except for amendments, decisions shall be made by a majority of the votes cast.

a. Official business to be conducted at annual meetings shall include but not be limited to the following:
    1. Introduction of newly elected officers;
    2. Reports from officers and committees, with such action as may be appropriate including adoption of resolutions and annual budget discussion;
    3. Action on any proposed amendments to the Constitution or Bylaws.
b. Normally, the notice shall have been given in advance on any substantive matter which is to be voted on at the annual meeting.

Section 3. Meetings of the Executive Committee shall be called by the President, as needed or by the President-Elect if the President is unable to do so.

Decisions within the Executive Committee shall be made by a majority vote of the members present and voting.

ARTICLE VI - Dissolution

Section 1. This association is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Section 2. Notwithstanding any other provision of this constitution the Association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 or (b) by an association contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).

Section 3. Upon dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to a nonprofit fund, foundation, or educational institution which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has established its tax-exempt status under section 501(c)(3) of the Internal Revenue Code.