



8/7/2014

WaACRAO BY LAWS

Article I-FEES

Section I:

The annual institutional membership conference shall be determined by the Executive Committee and shall be paid prior to or at the annual meeting.

Section II:

Section III:

Article II- MEETINGS

The association shall hold at least one meeting per year at a time that does not conflict with either the annual regional meeting of the PACRAO or the annual national meeting of the AACRAO.

Section II:

The location and date(s) are to be chosen by the Executive Committee with due regard to geographical rotation. The Executive Committee shall also have the power to advance, postpone, or omit an annual meeting in case of emergency.

Article III- TERM OF OFFICE AND DUTIES OF OFFICERS

Section I:

All officers with the exception of the vice president, who is elected for a three year term, should hold office for two years. If the annual meeting is omitted or postponed, the officers will hold office until their successors are fully elected. No person may serve successive term in the same office.

Section II:

The president shall assume full responsibility for all general activities of the Association, coordinate all necessary correspondence with members in regard to the annual program and with the assistance of the Executive Committee arrange the program and serve as chair person at Association meetings. All bills must be approved by the president before payment. This person will call and coordinate regular executive committee meetings.

Section III:

The vice-president shall act as the chief assistant to the president and shall succeed to that office in case it becomes vacant. The vice-president will become president the following year. In addition, the vice-president makes site arrangements for the annual meeting to be held the following year and is the immediate backup to all positions.

Section IV:

The past president shall serve in an advisory capacity to the current president and chair the Nomination and Election's Committee. In addition, the past president shall be responsible for the recognition of retirees at the Annual meeting.

Section V:

The public relations coordinator shall succeed to the office of vice-president in the event it becomes vacant. In addition, the public relations coordinator is responsible for the membership listserv and distributing information via statewide listserves, WaACRAO website, and other statewide meetings.

Section VI:

The secretary shall be the custodian of the records of the Association. This person shall keep the minutes of the annual meeting and the meetings of the Executive Committee. This person shall edit, publish and distribute all official publications issued in the name of the Association.

Section VII:

The treasurer shall be the custodian of the funds of the Association. This person shall keep an accurate list of the Association members, collect membership dues, and pay all bills rendered to the Association when approved for payment by the president. This person shall prepare, publish and distribute a financial report to be presented to the members of the Association at the time of the annual meeting. Additionally, the treasurer will serve as registration coordinator for the annual meeting.

Section VIII:

The hospitality coordinator shall be responsible for the coordinating conference needs with the caterer regarding foods, set-up, costs, location, and time. This person works closely with the on-site coordinator.

Section IX:

The webmaster shall be the custodian of the WaACRAO website and is responsible for the maintenance and update of content.

Section X:

The on-site coordinator shall be responsible for contacting hotels, motels, restaurants in the conference area for information, space and location. This person will share this information with the public relations coordinator for circulation to all potential attendees. Additionally, organize any sight-seeing events or special events pertaining to the area during the annual meeting.

Section XI:

The publications officer shall be responsible for the content of all public publications. This person will coordinate with the public relations coordinator regarding content of publications. This person is responsible for the development of the conference program and development of any scripts for circulation amongst attendees during the annual meeting.

Section XII:

The vendor coordinator shall be responsible for contacting vendors to attend and support annual meeting. This person will coordinate the financial contributions with the treasurer and hospitality coordinator.

Section XIII:

The post-conference assessor shall be responsible to prepare and collect all session evaluations. This person will prepare, publish and distribute the results to the members of the Association no later than four months after the annual meeting.

Section XIV:

The session and pre-conference workshop coordinator shall be responsible for contact of all presenters, arrangement of sessions equipment, content of sessions, and balance of session topics. This person will establish themes pertinent and popular.

Section XV:

Any vacancies not covered by the constitution can be filled at the discretion of the Executive Committee.

Article IV-COMMITTEES

Section I:

Section II:

Article V- REGIONAL AND NATIONAL ASSOCIATION

The Washington Association of Collegiate Registrars and Admissions Officers shall be represented at the annual meeting of the Pacific Association of Collegiate Registrar and Admissions Officers and the annual meeting of the American Association of Collegiate Registrar and Admissions Officers by the President of the Association or a designee.

Article VI- FISCAL YEAR

The fiscal year of the Association shall cover the period from July 1 to June 30.

Article VII- AMENDMENTS

These Bylaws may be amended at any annual meeting by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment was sent to the members at least one month in advance of the meeting. An amendment not thus proposed in advance may be adopted by a four-fifths vote of the members present and voting.