



8-7-14

WaACRAO Constitution

Washington Association of Collegiate Registrars and Admissions Officers

Article I- NAME

The name of the organization shall be the Washington Association of Collegiate Registrar and Admissions Officers (WaACRAO).

Article II- Purpose

Section I:

The purpose of this Association shall be

- A. To provide for the dissemination of information and the interchange of ideas on problems of mutual interest to the individual participants of the member institutions.
- B. To foster a better understanding of the activities of member institutions and to develop a spirit of cooperativeness, helpfulness, and unity in the solution of mutual problems.

Section II:

Among the activities accepted and understood to be within the established authority and jurisdiction of the Association for the fulfillment of these purposes are the following:

- A. The holding of at least one meeting per year
- B. The publication of regular or special bulletins.
- C. The conducting of cooperative studies and surveys, on the initiative of the Association or in joint responsibility with other organizations of similar general purpose.
- D. The dissemination of information on problems of common interest to its members.

Article III-MEMBERSHIP

Section I:

Membership in the Association shall consist of higher education professionals who meet the criteria listed hereafter. Members are those who participate in the annual meeting:

- A. Institutional Members: Institutional membership is afforded to those regionally accredited institutions recognized by the Washington Higher Education Coordinating Board (HECB). Only one institutional membership will be required for those institutions with multiple

campuses or centers within the State of Washington. Institutional members may list as many individuals in the WaACRAO directory as deemed necessary by the institutional member in order to conduct business within the Association. During annual meetings, all individual institutional members present may vote on Association issues. For special elections, each institution shall have two votes, one for the Registrar's Office and one for the Office of Admissions. On campuses where one person serves in both capacities, the institution shall have two votes.

- B. Associate Members: Persons, organizations, corporations, agencies, or candidates for institutional accreditation, which are found to have parallel purposes to the Association, may be considered for associate membership, subject to approval by the Executive Board. Organizations, corporations, agencies, and institutions that are candidates for accreditation will designate their Associate Member(s).
- C. Affiliated Members: Affiliated membership is afforded to those regionally accredited institution whose primary campus resides outside of the State of Washington, is recognized by another state or province's governing body and who will benefit by participating in Association activities. Affiliated members may list as many individuals in the WaACRAO directory as deemed necessary to conduct business within the Association. Affiliated members may not vote on Association issues.
- D. Corporate Members: Corporate membership shall be granted to those organizations that provided products and services to benefit Association members. Corporate members may list up to four individuals in the WaACRAO directory per membership, but may not use the directory for solicitation purposes. Corporate members may not vote on Association issues.
- E. Honorary Members: The Executive Board may grant a permanent honorary membership to those individuals who have a long-standing record of service to the Association. Honorary members may not vote on Association issues, but will be listed in the WaACRAO directory. Honorary members will not be required to pay dues to participate in Association activities.

Section II:

Participation in the conference, panels and discussions of the Associations shall be open to all faculty and staff of member institutions who are charged with any responsibilities in admission or registration related activity. In addition, companies and agencies are invited to promote admissions or registration services at the annual conference at a cost to be determined by the Executive Committee.

Article IV- OFFICERS

Section I:

The executive officers of the Association shall be a president, a past president, a vice-president, a secretary, and a treasurer. The vice-president, secretary, and treasurer shall be elected at the Spring meeting. A simple majority of institutional members present and voting is necessary to elect officers. The new officers shall assume office at the end of the Spring meeting.

Section II:

The executive officers named in Section I, together with the immediate past president and the newly elected officers shall constitute an Executive Committee with power to fix the time and place of the next meeting as provided in the bylaws, to assist in arranging the program, and to assist the president in conducting the business of the Association.

Article V- AMENDMENTS

This constitution may be amended at any annual meeting by a two-thirds vote of the institutional members who are present and voting, provided that notice of the proposed amendment has been sent to the institutional 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 institutional members present and voting.

Article VI- DISSOLUTION

Section I:

Upon the winding up and dissolution of this association, after paying or adequately providing for the debts and obligation of the association, the remaining assets shall be distributed to a nonprofit fund, foundation, or association, which is organized and operated exclusively for charitable, educational, or religious and/or scientific purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. (For example, American Association of Collegiate Registrars and Admissions Officers, One Dupont Circle, N.W., Suite 330, Washington, D.C. 20036-1110).

Section II:

No part of the net earnings of this association shall ever inure to or for the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the association shall be empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the exempt purposes for which it was formed.

Section III:

Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on by an association exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1954.