



CONSTITUTION AND BY-LAWS OF THE MICHIGAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

CONSTITUTION

ARTICLE I

Name

The name of the organization shall be the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO).

ARTICLE II

Purpose

The purpose of this Association shall be to provide, by means of annual conferences and otherwise, for the exchanges of information concerning problems of interest to its members, and to contribute to the advancement of education in Michigan.

MACRAO is a non-profit organization. In the event of dissolution, all assets, real and personal shall be distributed to such organizations as are qualified as tax exempt under Section 501 (c) (3) of Internal Revenue Service Code of the corresponding provisions or a future United States Internal Revenue Law.

ARTICLE III

Membership, Voting and Participation

Section 1. Membership is subject to approval by the Executive Committee.

a. Institutional membership shall be considered for college-level degree-granting institutions of higher education in Michigan if they are accredited by an accrediting association approved by the Council for Higher Education Accreditation (CHEA) (formerly CORPA) and listed in the Directory of Michigan Institutions of Higher Education.

b. Affiliate membership. Open to organizations that provide services to, or establish partnerships with institutional members. (Non-voting)

c. Individual membership. Open to individuals formerly employed at a MACRAO member institution who are no longer associated with higher education, or currently enrolled students at a MACRAO member institution. (Non-voting)

d. Honorary membership. Past Presidents of the Association and individuals no longer affiliated with MACRAO member institutions, who have given significant service to the Association, may be recommended to the Executive Committee for honorary membership by any representative of a member institution. The Executive Committee will then vote to elect honorary members. (Non-voting)

Voting

Section 2. Only institutional members whose current dues are paid prior to the annual meeting are eligible to vote on

the affairs of the Association. Each institution is entitled to one vote. Unless otherwise specified in this constitution or by-laws, a simple majority of institutional members present and voting is required to affect passage.

Participation

Section 3. Only representatives of institutional members may hold Offices in the Association. Affiliate, individual, and honorary members may hold committee positions within the Association. Eligibility to participate in the meetings of the Association shall be open to representatives of institutional, affiliate, individual, honorary members, and invited guests.

ARTICLE IV

Officers

Section 1. The executive officers of the Association shall be a president, president-elect, vice-president, secretary and treasurer. The vice-president, the secretary and the treasurer shall be elected by ballot at annual meetings; a majority of institutional members present and voting being necessary to elect. They shall hold office until the adjournment of the meeting in which their successors are elected. When unexpected vacancies occur between Annual Meetings, vacancies will be filled by appointment.

Section 2. The executive officers named in Section 1 together with the immediate past president, newsletter editor, membership coordinator, web editor, and historian shall constitute an Executive Committee, with the power to fix the time and place of the next meeting as provided in the by-laws, to assist the president conducting the business of the Association.

ARTICLE V

Amendments

This constitution may be amended at any Annual Meeting by two-thirds vote of the institutional members who are present and voting. A proposed amendment must be submitted to the Executive Committee sixty days prior to the Annual Meeting and the Executive Committee shall be responsible for circulating the proposed amendment at least 45 days prior to the Annual 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

Resolutions

Resolutions from committees which affect institutional policies of member institutions, to be presented for vote at an Annual Meeting, must be submitted to the Executive Committee sixty days prior to the Annual Meeting and the Executive Committee shall be responsible for circulating the proposed resolution at least 45 days prior to the Annual Meeting.

BY-LAWS
ARTICLE I
Fees

Section 1. The fiscal year shall be November 1 through the following October 31.

Section 2.

a. The annual institutional membership fee shall be no less than one hundred fifty dollars (\$150.00) or more than two hundred dollars (\$200.00) as approved by the Executive Committee.

b. The annual affiliate membership shall be no less than two hundred fifty dollars (\$250.00) or more than three hundred dollars (\$300.00) as approved by the Executive Committee.

c. The annual individual membership fee shall be no less than fifty dollars (\$50.00) or more than seventy five dollars (\$75.00) as approved by the Executive Committee.

d. Honorary members are not charged an annual membership fee.

Section 3. Members who fail to pay the annual membership fee before the annual meeting may be subject to late fees and other membership sanctions after appropriate notification by the Executive Committee.

Section 4. Institutional, affiliate and individual members who fall into arrears may apply for reinstatement under the current membership criteria and then must pay membership dues for the two most recent years.

Section 5. Upon recommendation of the president-elect the Executive Committee will determine an Annual Meeting registration fee. This fee is applicable to each person in attendance, excluding honorary members and special guests of the Association.

Section 6. Fees are collected to cover expenses in support of the membership to accomplish the objectives and purposes of the organization.

ARTICLE II
Meetings

The Association shall hold an Annual Meeting. The location and date will be chosen by the Executive Committee, which also shall have the power to omit the Annual Meeting if deemed necessary.

ARTICLE III

Term of Office and Duties of Executive Committee

Section 1. The president, president-elect and vice-president shall hold office for one year each. The secretary and treasurer shall hold office for three years each. Should any Annual Meeting be omitted, or the time for it changed, the time between two consecutive meetings shall be counted as one year in the provisions of this section.

Section 2. The president shall assume full responsibility for all the general activities of the Association, with the assistance of the Executive Committee. The president will chair the Executive Committee. With approval of the

Executive Committee, the president will appoint all non-elective officers and shall appoint elective officers should a vacancy occur between Annual Meetings. All contracts and bills must be approved by the president before payment. The president shall become past president as the end of his/her term.

Section 3. The president-elect shall serve as the program chair for the Annual Meeting and shall act as the chief assistant to the president. The president-elect shall be in charge of the Annual Meeting programs, and shall be the liaison officer between the Annual Meeting local arrangements committee and the Executive Committee. The president-elect shall become president at the end of his/her term.

Section 4. The vice-president shall serve as liaison to MACRAO committees and will facilitate leadership development for committees. With approval of the Executive Committee, the vice-president shall appoint members of committees. The vice-president may also be given special assignments by the president or president-elect including ex officio membership on the local arrangements committee. The vice-president shall become president-elect at the end of his/her term.

Section 5. The secretary shall keep the minutes of the Annual Meeting, shall be the custodian of the secretarial records, maintain a cumulative index of the Association's proceedings, and keep minutes of the Executive Committee meetings.

Section 6. The treasurer shall keep an accurate list of the members (by type) of the Association, collect the membership dues, secure the approval of the president on all bills before paying them, present financial statements to the Executive Committee for review, and prepare a report to be presented to the members of the Association at the time of the Annual Meeting.

Section 7. The past president shall serve as chair of the nominations committee, regional representative to AACRAO, and perform other special assignments as requested by the president or president-elect and shall be a voting member of the Executive Committee.

Section 8. The Executive Committee shall be the authority between Annual Meetings to fill any vacancy not otherwise provided for in this article. Any individual appointed to an unexpired term of an elective office shall be eligible to serve a full elective term immediately following the completion of the appointed term.

Section 9. The term of office for non-elective officers shall be two years, and such officers may succeed themselves.

Section 10. The historian, appointed by the president, shall maintain historical records of the Association, provide research for MACRAO activities as directed by the President, and shall be a non-voting member of the Executive Committee.

Section 11. The newsletter editor, appointed by the president, shall publish newsletters as directed by the president and shall be a non-voting member of the Executive Committee.

ARTICLE V

These by-laws may be amended at any Annual Meeting by a majority vote of the institutional members present and voting. Proposed amendments must be submitted to the Executive committee sixty days prior to the Annual meeting and the Executive committee shall be responsible for circulating the proposed amendments at least 45 days prior to the Annual Meeting. An amendment not thus proposed in advance may be adopted by two-thirds vote of the institutional members present and voting.

Section 12. The membership coordinator, appointed by the president, shall work with institutional editors to maintain the Association's directory as directed by the president, be responsible for outreach and active communication with the general membership, and shall be a non-voting member of the Executive Committee.

Section 13. The web editor, appointed by the president, shall maintain the Association's web site as directed by the president, and shall be a non-voting member of the Executive Committee.

Section 14. The president shall appoint representatives to AACRAO and other related organizations.

ARTICLE IV **Committees**

Section 1. The following standing committees shall be appointed by the president with approval of the Executive Committee: College Articulation, College Day/Night, Data and Technology Applications/Michigan Transfer Network (MTN) Governance, Enrollment Management, Equity in Education, Legislative Issues, Professional Development, Registrar's Practices, Secondary School Relations, and Local Arrangements.

These committees shall perform such duties as may be delegated to them by the president and the Executive Committee and shall report to the president.

The members of these committees shall serve for a period of three years with the terms of one-third of the members of a committee expiring each year to provide a basis for both reasonable continuity and rotation of membership. In case of the creation of a new standing committee, the expansion of the membership committee, or the replacement of a member of a committee, the terms of the member so involved shall be set in line with this objective of continuity and rotation. The Local Arrangements Committee will be selected by the president-elect with the purpose of planning the Annual Meeting. This will be a one year term.

Section 2. A Nomination Committee shall be composed of the three most recent past presidents who are still active in the Association plus three at-large members elected by the institutional members at the Annual Meeting. The three elected at-large members shall include one each from a four-year public university, a four-year private college/university and a two-year college. The members shall be notified by the president sufficiently in advance of the Annual Meeting to perform their task of preparing nominations for the elective offices.

The nominations shall be made at the Annual Meeting and at this time an opportunity shall be given for nominations from the floor.

Section 3. Nothing in this article shall be constructed as preventing the appointment of additional standing, ad hoc or special committees deemed necessary for the work of the Association.



MACRAO Standing Committees November 2011

College Articulation (3-year appointment)

- Promotes communication and articulation between postsecondary educational institutions
- Monitors articulation agreements, and addresses specialized problems encountered by students in the transfer process
- Promotes and publishes the MACRAO Transfer Agreement
- Sponsors articulation workshop
- Serves as liaison and a resource on transfer issues to education, government and community at large
- Coordinates approved annual meeting session proposals

College Day/Night (3-year appointment)

- Promotes close communication between secondary schools and colleges and represents the Association in all aspects of college day/night programs in Michigan. These include the approved college day/night guidelines, evaluations and calendar of events.
- Works with MACAC representative in approval of the College Day/Night Calendar
- Establishes and promotes the annual approved College Day/Night Calendar
- Coordinates regional scheduling conflicts and redundant or inefficient services
- Coordinates approved annual meeting session proposals

Data and Technology Applications/Michigan Transfer Network (MTN) Governance (3-year appointment)

- Facilitates the ethical and effective utilization of technology and data. This includes: serves as the primary forum in which those interested in data acquisition, processing, analysis, interpretation, and dissemination can meet to discuss issues and concerns; informs members of existing and developing trends in technology; performs work in answering technology-based questions as identified by the Executive Committee; develops and supports recommendations for organizational standards and procedures pertaining to technology; addresses legal and policy issues related to technology and their impact on higher education.
- MTN responsibilities: oversees the management of the MTN contract and the data contained on the MTN website; regularly reports MTN issues or concerns to the Executive Committee; and provides training and support to the membership on the MTN. Per MTN contractual obligation, this committee must include members representing a two-year, four-year private, four-year public institution and a Michigan State University technical representative.
- Coordinates approved annual meeting session proposals

Enrollment Management (3-year appointment)

- Develops and promotes best practices in recruitment and retention, emphasizing strategic enrollment management functions at institutions of higher education
- Promotes an understanding of the institutional enrollment management concept
- Develops and promotes effective techniques to predict outcomes and assess results
- Serves as a resource on research, models and systems to help institutions achieve their enrollment and retention goals
- Maintains and Publishes the Michigan Uniform Guest Application
- Coordinates approved annual meeting session proposals

Equity in Education (3-year appointment)

- Encourages and promotes equal educational opportunities in higher education for all, especially ethnic minorities, women and the economically disadvantaged through planned programs
- Provides recognition awards in Michigan colleges and universities for outstanding programs
- Coordinates approved annual meeting session proposals

Legislative Issues (3-year appointment)

- Keeps the membership informed about legislative issues impacting higher education through the use of the MACRAO Newsletter and website.
- Sponsors events related to current issues
- Serves as liaison to the AACRAO Federal/External Relations staff

- Educates and encourages participation in state and federal discussions and debates related to higher education issues
- Coordinates approved annual meeting session proposals

Local Arrangements (1-year appointment)

- Assists the President-Elect to develop, promote, and execute the Annual Meeting by serving as liaisons to meeting sites, exhibitors, caterers, speakers bureaus, and other service providers. Provides clerical assistance and budget management as directed by the President-Elect
- Manages all arrangements for the Annual Meeting
- Arranges for guest speakers and AACRAO representation
- Establishes content and directs Web Editor and Newsletter Editor regarding Annual Meeting information on the MACRAO website and newsletters
- Coordinates approved annual meeting session proposals

Professional Development (3-year appointment)

- Undertakes projects assigned by the Executive Committee
- Identifies and promotes activities and opportunities that complement or extend beyond the range of other standing committees (i.e., projects focusing attention on office organization and management, special publications and projects)
- Sponsors the Support Staff Workshop
- Educates and communicates with MACRAO membership
- Selects MACRAO Travel Grant recipients
- Selects MACRAO Outstanding Support Staff recipients
- Coordinates approved annual meeting session proposals

Registrar's Practices (3-year appointment)

- Undertakes projects concerned with improved registration techniques, grading policies and practices, and the maintenance of adequate and accurate records; suggests procedures for quality in production of transcripts and establishes standards for all areas of academic records management (security, storage, retention, retrieval, generation, recording and maintenance)
- Sponsors the Spring Drive-In Workshop
- Maintains and publishes the "What is an Official Transcript" brochure
- Maintains and publishes the "Family Educational Rights and Privacy Act (FERPA) Guidelines for Michigan Colleges and Universities" brochure
- Coordinates approved annual meeting session proposals

Secondary School Relations (3-year appointment)

- Promotes the in-service training and professional development of admissions personnel on relevant issues, projects and activities
- Promotes communication and articulation between secondary schools and colleges and universities in Michigan
- Sponsors the New Professionals Workshop
- Sponsors the Mentorship Program
- Serves as liaison between MACRAO and MASSP and the State Board of Education
- Prepares the Model HS Guidelines Program for college-bound students
- Coordinates approved annual meeting session proposals