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## President's Message

As the summer is quickly coming to a close and we gear up for the fall recruitment season, welcoming the Class of 2018 to our campuses and the start of fall classes for all students, I am once again reminded how great this organization and its members truly are. Many exciting workshops took place this summer such as the Professional Development Workshop in May and the Summer Summit this past June. The New Professionals Workshop is taking place during the first week of August in Lansing which will round off our summer offerings. I am so glad that so many members have taken the opportunity to attend these important workshop offerings to keep informed of the many happenings occurring around the state, to network with other MACRAO members and to gain some new information to take back to your home institution to further your own professional development.

The annual conference "Soaring to New Heights" will soon be here so I encourage our membership to register early! There will be important information shared at the conference in regards to a new proposed structure of the Executive Committee of MACRAO, voting in a new Vice President, a new Treasurer and new Nomination Committee Members, inducting two Honorary MACRAO members as well as voting on proposed Constitution/By-law changes. Outside of the formal business, this a great opportunity to connect with members from around the state of Michigan to gain new insight and perspective of what is happening in higher education. I hope to see you there.

This newsletter contains the many changes to our Constitution and By-laws of the organization. I wanted to share with you a few items that the Executive Committee has been addressing that need special consideration:

- Our organization is currently in the process of changing our status with the IRS in moving from a 501C(6) organization to a 501C(3) organization. Currently as a 501C(6) organization, we are not exempt from state taxes and therefore, the costs of our annual conference and workshops would need to increase to accommodate the state income taxes that would be imposed for each event. The EC has estimated this as an additional \$10,000 a year in state taxes that would need to be paid. We are currently working with a law firm to change our status to a 501C(3) organization which would allow us to be a non-profit, charitable organization and therefore, save the organization money by being exempt from paying state taxes. This process could take some time, but we wanted to let you know of this change that is currently underway. Therefore, as an organization, we would need to change our "mission" and "purpose" to reflect our new status. Those changes are in the proposed Constitutional changes found within the newsletter.

## President's Message (cont'd)

- The Executive Committee is also proposing several By-law changes that would “restructure” the Executive leadership of MACRAO and add some new committees. It has been a concern of mine, as well as the EC, for the past two years in regards to the sustainability, viability and succession to the leadership roles of the organization. With the continued decrease in nominations submitted by the membership for Executive Committee positions, the EC decided to reach out to our colleagues from other state/regional ACRAO's to explore their structures, job duties and standing committees to see if we could come up with a viable solution to keep MACRAO strong for the future. A survey was sent to the membership in early June to gather some information and I truly appreciate those of you who submitted your feedback to gain some insight to the thoughts of our members and the future leadership of MACRAO. I encourage you to read through the proposed changes (although there are many) to have a better understanding as to the reasoning behind the changes that are before the membership to truly benefit MACRAO's future.

I understand and respect that change can be a “scary” transition but with change comes fresh perspective, insight and an opportunity to explore the great potential that lies within the organization! It is my hope that as a collective organization, we can embrace change that will make us a stronger organization as we continue to develop leaders within the field of higher education. MACRAO provides so many opportunities for professional development, networking and leadership and I would hate to see this fall away if we aren't willing to make changes to keep us moving forward. The restructuring that is being proposed is truly to benefit the future of MACRAO and its members.

This is also a great time to reflect on your own skill set and become an “active” participant in one of MACRAO 's many committees. Without volunteers from our membership, this organization would never function. We are in need of new, fresh insight and perspective from both admissions and registrar folks, old and young, to assist with moving our organization forward, offering high quality and informative workshops and sharing what you do that is so great at your institution. Applications are available on the website and we will be accepting them for the new academic year! I encourage you to get involved with MACRAO as it is not only a great professional development opportunity, but you get to meet so many wonderful people that make MACRAO so special!

Please know that it has truly been a pleasure and honor to serve as the MACRAO president for the past two years. As my time as president is winding down, I am continuing to ensure that this organization remains strong and is ready for the next set of leaders that are forging a path behind me. It is so great to see up and coming leaders each year within MACRAO and I look forward to our future!

I hope that all of you enjoy the last month of summer and have a great start to the Fall happenings at your campus.

~Carrie

# MACRAO Constitution/By-Law Proposed Updates

## Constitution and By-Law Updates

*Per Article V of the Association's By-Laws, proposed amendments must be submitted to the Executive Committee sixty (60) 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.*

*The Executive Committee is sending a recommendation your way for review. The proposed amendments are reflected in **red** below and will be presented for vote at our Business Lunch on Thursday, November 6, 2014 at the Boyne Mountain Resort in Boyne Falls, MI.*

### **Current Mission:**

MACRAO (The Michigan Association of Collegiate Registrars and Admissions Officers) provides for the exchange of information concerning issues of interest to its members and to contribute to the advancement of education in Michigan.

The association, through an annual meeting, other workshops and seminars, contacts with educational leaders and other professional associations in the state, strives to provide professional development opportunities for its members as well as provide a forum for discussion and the exchange of ideas.

### **Proposed Mission:**

**The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) is a nonprofit, charitable and voluntary professional education association of institutions of higher education which** provides for the exchange of information concerning issues of interest to its members and to contribute to the advancement of education **in the State of Michigan.**

The association, through an annual meeting, other workshops and seminars, contacts with educational leaders and other professional associations in the state, strives to provide professional development opportunities for its members as well as provide a forum for discussion and the exchange of ideas.

### **Rationale:**

To better align the mission of our association with our purpose as outlined in our Constitution to reflect that we are a nonprofit, charitable and voluntary organization as we change our status from a 501C(6) organization to a 501C(3) organization with the IRS. ***Please note: This item would be "pending" on our acceptance of our 501C(3) application by the IRS. If our application is not accepted, the mission would not be changed.***

### **Current Language of the Constitution, Article II:**

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 Constitution/By-Law Proposed Updates (cont'd)

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.

### Proposed Language:

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 organized exclusively for charitable and educational purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501C(3) of the Internal Revenue Code.

MACRAO is a non-profit, **charitable** 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 501C(3) of Internal Revenue Service Code of the corresponding provisions or a future United States Internal Revenue Law.

### Rationale:

The MACRAO organization is currently a 501C(6) organization which does not allow us to be exempt from state taxes or for members/donors to claim charitable donations to the organization on their federal and state income taxes. MACRAO is in the process to become a 501C(3) organization which would allow us to be a non-profit, charitable organization and therefore, our purpose needs to reflect this change. ***Please note: This item would be “pending” on our acceptance of our 501C(3) application by the IRS. If our application is not accepted, the mission would not be changed.***

### Current Language of the Constitution, Article IV, 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.

### Proposed Language:

The executive officers of the Association shall be an **immediate past president**, president, president-elect, ~~vice-president~~, secretary and treasurer. The ~~president-elect~~, ~~vice-president~~, the secretary and the **treasurer-elect who will become 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.

# MACRAO Constitution/By-Law Proposed Updates (cont'd)

## Rationale:

To reflect the new proposed structure of the executive committee for future sustainability and succession to the leadership roles of the association.

## Current Language of the Constitution, Article IV, 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.

## Proposed Language:

The executive officers named in Section 1 together with the ~~immediate past president~~, newsletter editor, membership coordinator, web editor, ~~treasurer-elect, conference committee chair~~ and historian shall constitute an Executive Committee, ~~with non-voting rights~~, 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.

## Rationale:

To reflect the new proposed structure of the executive committee for future sustainability and succession to the leadership roles of the association.

## Current Language of the By-laws, Article III; 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.

## Proposed Language:

The ~~immediate past-president~~, president ~~and~~ president-elect ~~and vice-president~~ shall hold office for one year each. The secretary ~~shall hold office for three years;~~ the treasurer shall hold office for three years ~~with the first year serving as the treasurer-elect. 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.

## Rationale:

To reflect the new proposed structure of the executive committee for future sustainability and succession to the leadership roles of the association.

## Current Language of the By-laws, Article III; 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

## MACRAO Constitution/By-Law Proposed Updates (cont'd)

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.

### **Proposed Language:**

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 **and serve as the regional representative to AACRAO**. 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 **ast** the end of his/her term.

### **Rationale:**

To better reflect the duties of the president position by moving the regional representative to AACRAO to the president's role as well as a correction in word usage.

### **Current Language of the By-laws, Article III; 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.

### **Proposed Language:**

The president-elect shall act as the chief assistant to the president, shall be the liaison officer between the conference committee chair and the Executive Committee, **serve as the program chair for the Annual Meeting as the liaison to MACRAO committees and will facilitate leadership development for committees. This includes the oversight of the Conference Chair and Conference Committee and is responsible for the Annual Meeting programs (session proposals/pre-conference workshops content). With approval of the Executive Committee, the president-elect shall appoint members of committees. The president-elect may also be given special assignments by the president including ex officio membership on the conference committee.** The president-elect shall become president at the end of his/her term.

### **Rationale:**

To reflect the new proposed structure of the executive committee for future sustainability and succession to the leadership roles of the association.

### **Current Language of the By-laws, Article III; 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.

## MACRAO Constitution/By-Law Proposed Updates (cont'd)

### **Proposed Language:**

Eliminate Article III, Section 4 of the by-laws due to the new structure of the Executive Committee.

### **Rationale:**

To reflect the new proposed structure of the executive committee for future sustainability and succession to the leadership roles of the association.

### **Current Language of the By-laws, Article III; 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.

### **Proposed Language:**

Keep the same language but move this to By-law, Article III, Section 4.

### **Rationale:**

To keep the numbering succession within the By-laws with the removal of the Vice President role.

### **Current Language of the By-laws, Article III; 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.

### **Proposed Language:**

Keep the same language but move this to By-law, Article III, Section 5.

### **Rationale:**

To keep the numbering succession within the Bylaws with the removal of the Vice President role.

### **Create a new addition to the By-laws, Article III, to be Section 6 – Proposed Language:**

**The treasurer-elect shall assist the Treasurer as directed. The treasurer-elect shall be elected in the third year of the incumbent Treasurer's term, serve for one year and shall succeed at the end of such year to the Treasurer to serve two years and be a non-voting member of the Executive Committee.**

### **Rationale:**

To reflect the new proposed structure of the executive committee for future sustainability and succession to the leadership roles of the association and upon the recommendation of our certified public accountant for a smoother transition of the financial records of the association as well as to keep the numbering succession within the By-laws with the removal of the Vice President role.

## MACRAO Constitution/By-Law Proposed Updates (cont'd)

### **Current Language of the By-laws, Article III; Section 7:**

The past president shall serve as chair of the nomination 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.

### **Proposed Language:**

The past president shall serve as chair of the nomination committee, **plans the annual Leadership Summit** ~~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.

### **Rationale:**

To better reflect the duties of the past president position and moved the regional representative to AACRAO to the president's role.

### **Current Language of the By-laws, Article III; Section 9:**

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

### **Proposed Language:**

The term of office for non-elective officers shall be two years and such officers may succeed themselves , **with the exception of the conference committee chair which shall be a one year appointment.**

### **Rationale:**

To reflect the new proposed structure of the executive committee for future sustainability and succession to the leadership roles of the association.

### **Create a new addition to the By-laws, Article III, to be Section 14 – Proposed Language:**

**The conference committee chair, appointed by the president with Executive Committee approval, shall serve as the conference planning chair for the annual meeting and shall be the liaison between the Conference Committee and the Executive Committee. This is a one-year, non-voting member of the Executive Committee.**

### **Rationale:**

To reflect the new proposed structure of the executive committee for future sustainability and succession to the leadership roles of the association.

### **Current Language of the By-laws, Article III; Section 14:**

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

## MACRAO Constitution/By-Law Proposed Updates (cont'd)

### Proposed Language:

Keep the same language but move this to By-law, Article III, Section 15.

### Rationale:

To keep the numbering succession within the By-laws with the addition of the conference committee chair role.

### Current Language of the By-laws, Article IV; 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.

### Proposed Language:

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 the **Conference Committee**. ~~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-elect.

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~~ **Conference Committee** will be selected by the ~~conference committee chair~~ **president-elect** with the purpose of planning the Annual Meeting. This will be a one year term.

## MACRAO Constitution/By-Law Proposed Updates (cont'd)

**Rationale:**

To align the committee name change to reflect the new proposed structure of the executive committee for future sustainability and succession to the leadership roles of the association.

**Create a new addition to the By-laws, Article IV, to be Section 3 – Proposed Language:**

**An Auditing Committee shall be composed of three members, appointed by the President with the approval of the Executive Committee, for a one-year term. One member will serve as Chair and is appointed by the President. The committee will meet with the Treasurer/Treasurer-Elect prior to the annual meeting to conduct a detailed audit of all books and financial records of the Association for the past year and prepare a written report on the results of the audit for presentation to the membership at the business lunch of the annual meeting. The results will be posted to the association website within 30 days after the annual meeting has concluded.**

**Rationale:**

Per the recommendation of our certified public accountant's financial review for 2014, an auditing committee should be put in place to ensure the accountability of the financial records of the association in the non-auditing/financial review years by a professional.

**Current Language of the By-laws, Article IV; 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.

**Proposed Language:**

**Keep the same language but move this to By-law, Article IV, Section 4.**

**Rationale:**

To keep the numbering succession within the By-laws with the addition of the auditing committee.

Respectively submitted,  
Carrie D. Jeffers, Ph.D.  
MACRAO President

# Michigan Public Registrars Meeting



On Friday, July 25th, the Michigan Public Registrars held their 3rd annual meeting at the Great Lakes Maritime Academy in Traverse City. Annually, the Registrars, meet to discuss topics of interest.



## Communication from MACRAO

Please note that **ALL** formal communication for MACRAO business will be sent via the MACRAO Listserv. If you have opted out of the Listserv, please know that you will not receive any formal MACRAO communication to respect your choice to not participate. Therefore, you may miss out on critical happenings within the organization. Information can be found on the [MACRAO website](#) in regards to all MACRAO business. If you would like to re-enroll and/or opt out of the Listserv, you must do so by the following methods:

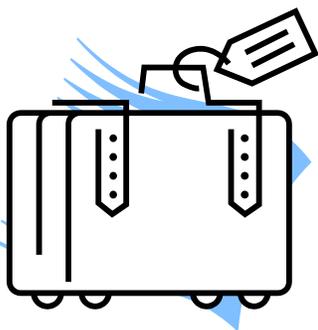
To subscribe to the list, send an email to [listserv@list.msu.edu](mailto:listserv@list.msu.edu) from your work/preferred email account with the following in the body of the email (no subject needed):  
SUBSCRIBE MACRAO YourFirstName YourLastName

To unsubscribe from the list, send an email to [listserv@list.msu.edu](mailto:listserv@list.msu.edu) from your subscribed email account with the following in the body of the email (no subject needed):  
SIGNOFFMACRAO

Emails to the Listserv must be sent from your subscribed address.

**\*\*If you have changed your email address, you must subscribe under your new email address in order to send mail to the Listserv.**

# Annual Conference Travel Grant



Want to go to the Annual Conference? The Professional Development Committee is offering MACRAO members the opportunity to apply for one of two \$250 Professional Development Travel Grants to attend this year's annual conference. These grants have been established as a means of returning assets to the membership and to support travel to the Annual Conference in November. The two grants will be awarded to active members for expenses incurred during participation at the conference; including the conference registration fee, hotel costs and mileage. The travel grants are meant for those individuals who otherwise would not be able to attend the conference. Those interested in applying for the travel grant must complete the [2014 Professional Travel Grant application](#), submit a written proposal describing the reasons for applying for a travel grant, an estimated budget for attendance and a letter of support from the applicants supervisor. The application and supporting documents should be submitted to *LaJoyce Brown, Chair, Professional Development Committee* at [lajoyce@wayne.edu](mailto:lajoyce@wayne.edu) or via fax (313) 577-7536. The application deadline is **Tuesday, September 2, 2014**.

## Membership Dues Deadline



Attention Institutional Editors! Have you paid your membership dues? Don't forget that membership dues are due soon! 2014-15 invoices for dues were sent on Wednesday, May 28<sup>th</sup>. The deadline to pay is **Sunday, August 31<sup>st</sup>**. If you have any questions or need an additional invoice sent to you, please contact Tammy Grossbauer at [grossbt@lcc.edu](mailto:grossbt@lcc.edu) or Chris Bedz at [cbedz@umich.edu](mailto:cbedz@umich.edu). Thank you!

## Movers and Shakers

**Penny Bundy** at Western Michigan University (WMU) has transitioned from undergraduate admissions to the Graduate College to work with graduate recruitment and admissions. Please join us in recognizing Penny's 8 years of service in undergraduate admissions at WMU as Director of Admissions. During this time, Penny and her team enrolled over 27,000 incoming first-year students and nearly 20,000 new transfer students. Penny also co-founded the Seita Scholars Program along with Mark Delorey and Yvonne Unrau.



**MACRAO 2014**  
**BOYNE MOUNTAIN RESORT**  
 November 5-7, 2014

*You do not want to miss this conference!*

*Registration will open soon!*

The *Insider* covers organizational activities, news and accomplishments of MACRAO members. The *Insider* welcomes ideas, photographs, announcements, articles and suggestions from our membership. Send your contributions to Stephanie Jordan, Newsletter Editor, at [sjorda15@emich.edu](mailto:sjorda15@emich.edu).