

**CONSTITUTION AND BYLAWS**  
**OF THE**  
**MONTANA ASSOCIATION OF COLLEGIATE REGISTRARS**  
**AND ADMISSIONS OFFICERS – (MACRAO)**

CONSTITUTION

Article 1 - Name

The name of this organization shall be the Montana Association of Collegiate Registrars and Admissions Officers, hereinafter referred to as the Association.

Article II – Purpose

The purpose of the Association shall be to provide by two meetings per year and other means, for the consideration of professional problems common to its members, and to contribute to the general advancement of education, especially higher education in the geographical area of the Association.

Article III – Membership

Section 1. Institutional Membership. Any institution within the geographical boundary lines of the Association and of the collegiate rank as defined in this section shall be eligible for institutional membership. Each institution member shall be entitled to two votes at Association meetings. For the purposes of this section, any institution of collegiate rank shall be defined as an institution which meets any one of the following criteria.

- 1.1 The institution is accredited as an institution of higher education by the regional accrediting agency, the Northwest Association of Schools and Colleges.
- 1.2 The institution is a candidate for accreditation by the regional accrediting agency as defined in 1.1.
- 1.3 The institution has as “AG” or “AP” rating in the current Transfer Credit Practices of Designated Educational Institutions published by the American Association of Collegiate Registrars and Admissions Officers.
- 1.4 An institution which is a correspondent of the commissions of the regional accrediting agency as defined in 1.1 may be granted institutional membership. A correspondent institution must meet one of the criteria established in 1.1 through 1.3 to remain eligible for institutional membership.

Section 2. Active Membership. Any educator whose function is in admissions, financial aid, institutional research, records, registration, international students, enrollment management, and closely related functions in institutions of higher learning within the regional area of the Association shall be eligible for active membership.

Section 3. Honorary Membership. Any person who after long and valued membership in the Association has transferred his/her activities to other educational fields but still evidences an interest in the welfare of the Association, or any person who though not actively engaged in the profession has rendered noteworthy service to the Association, may be recommended for election to honorary membership at any meeting.

Section 4. Individual Membership. An individual or institution or organization whose activities relate to those of the Association may be approved for membership as a nonvoting member of the Association, subject to the approval of the majority of voting members of the Association.

Section 5. Voting Members. All voting members in the election of officers and in other Association balloting are vested through a member institution of the Association. Each member institution shall be entitled to two votes which may be cast by any active member(s) representing that institution. Each institution, at the beginning of every meeting, shall indicate which member(s) will cast the 2 votes for the duration of that meeting. The designation of voting rights in this section shall not limit the right of any member of the Association to participate in debate and discussion of Association affairs or to serve on Association committees or to chair Association committees or to actively participate in Association meetings and other Association matters.

#### Article IV - Officers

Section 1. The officers of the Association shall be a president, a vice-president, immediate past-president, a treasurer, and a technology officer. Each spring a new vice-president will be elected (terms transition on June 30). Only active members shall be eligible to hold office in the Association.

Section 2. The officers in Section 1 shall constitute an Executive Board. The executive board is empowered to act on behalf of the Association in all manner not related to the amending of bylaws or constitution. The Executive Board is required to report and such action at the next bi-annual meeting.

#### Article V – Amendments

This constitution may be amended at any spring meeting by a two-thirds vote of the institutional member present and voting, providing that notice of the proposed amendment has been sent to the member at least one month in advance of that meeting. A constitutional amendment not thus proposed in advance may be adopted by a four-fifths vote of the members present and voting.

### **Bylaws**

#### Article 1- Regional Area

The geographical boundary lines of the Association shall be the Montana State boundary lines.

#### Article II – Dues

Section 1. The annual membership shall be \$50.00 for each institution member (covering all active members in a given institution). Payment of the fee shall entitle the member institution to two votes at Association meetings.

Section 2. There shall be no annual dues charged for honorary membership.

Section 3. The annual individual membership shall be \$10.00.

Section 4. Any member whose dues have not been paid by June 1 for the current calendar year shall be notified in writing by the Treasurer that membership will be terminated on July 1 unless that annual membership fee is paid. Any member whose membership is terminated for failure to pay dues must reapply in order to regain membership. An institution which reapplies for membership must be eligible under the provisions of Article III in the Constitution at the time of reapplication.

#### Article III – Meetings

Section 1. The Association shall hold bi-annual meetings, the location and date to be chosen, with due regard for geographic rotation, by the Executive Board which shall also have the power to advance, postpone, or omit a meeting in case of emergency.

Section 2. Association business shall be conducted at the spring meeting by the active members present and shall include at least the (1) election of officer(s); (2) reports from officers and committees, with provision for the adoption of Association resolutions; and (3) action on proposed amendments to the Constitution and Bylaws. Except for amendment to the Constitution and Bylaws (which require a two-thirds or four-fifths majority) action may be taken by a majority of those present and voting.

Section 3. Meetings of the Executive Board shall be called by the president as needed. Three members of the Board constitute a quorum with a majority of those present required to take action.

#### Article IV – Terms of Office

Section 1. The term of service for all officers of the Association shall be for three years, except for the Treasurer and Technology Officer, whose term shall be for one year. A person elected as vice-President will serve in that capacity for one year, after which they assume the role of president for one year, and complete their three-year term of service as immediate past president. Should any spring meeting be omitted (or the time for it be changed), the interval between two consecutive meetings shall be counted as one year in the administration of the provisions of this section.

Sections 2. All officers shall hold office from July 1<sup>st</sup> of the calendar year in which they were elected until June 30<sup>th</sup> of the following year.

#### Article V – Duties of Officers

Section 1. President. The president shall assume full responsibility for all general activities of the Association, conduct all necessary correspondence with the members and on behalf of the membership, approve all Association bills before payment to the Treasurer, share information gathered at national conference(s), and chair the meetings of the Association. The President shall serve as Chairman of the Executive Board and shall be a member ex-officio of all committees of the secretary to assist with the minutes and other record matters.

The Association President and Immediate Past President may represent MACRAO at annual regional or national conferences. MACRAO shall provide a budget line item to pay for a portion of the travel and conference costs for which may include the conference registration fee, travel and per diem in accordance with state of Montana travel regulations; the exact amount travel/conference financial assistance shall be decided by a majority vote of members of the MACRAO Executive Board and reported to the association membership at the next regular meeting.

The President may appoint a representative to attend a national conference if he/she is unable to attend; PACRAO or AACRAO travel/conference financial assistance may be transferred to the MACRAO President's appointed representative by approval of the Executive Board.

Section 2. President Elect. The President Elect shall coordinate the program for the twice yearly meetings and as chairperson on any meeting committee.

Section 3. Immediate Past President. The past president shall serve as advisor to the President, the Executive Board, and to the membership. The Immediate Past President shall chair meetings in the absence of the President. The Immediate Past President shall share information gathered at national conference(s).

The Immediate Past President may represent MACRAO at annual regional or national conferences. MACRAO shall provide a budget line item to pay for a portion of the travel and conference costs for which may include the conference registration fee, travel and per diem in accordance with state of Montana travel regulations; the exact amount travel/conference financial assistance shall be decided by a majority vote of members of the MACRAO Executive Board and reported to the association membership at the next regular meeting.

The Immediate Past President may appoint a representative to attend a national conference if he/she is unable to attend; PACRAO or AACRAO travel/conference financial assistance may be transferred to the MACRAO President's appointed representative by approval of the Executive Board.

Section 4. Secretary/Treasurer. The Secretary/Treasurer shall mail invoices to collect the membership dues for the year; shall be responsible for maintaining an accurate listing of paid-up members with their mailing addresses and for providing the President and membership with an annual membership directory for the Association records; shall obtain the approval of the President on all bills before payment; shall make an informal report to the members of the Association at the spring meeting. At the end of each year, the Secretary/Treasurer shall prepare a complete formal report for distribution to the Executive Board and for submission to the next succeeding Secretary/Treasurer. The Secretary/Treasurer shall maintain minutes of the twice yearly meetings.

Section 5: Technology Officer. The Technology Officer shall maintain the MACRAO website; shall prepare web registration for MACRAO meetings; shall assist the treasurer in posting minutes and updates to the bylaws to the MACRAO website; and shall provide technical knowledge, research, and support to MACRAO initiatives.

#### Article VI – Standing Committees

Section 1. Standing or ad hoc committees may be appointed or dissolved by the President as deemed necessary for the work of the Association.

#### Article VII – Amendments

Section 1. These bylaws may be amended at any spring meeting by a two-thirds vote of the members present and voting.

3/25/96 – Amendments to the Constitution and Bylaws approved by majority vote, Spring meeting, held at Montana State University-Bozeman.

4/3/09 – Bylaws Amended; Article V, Section 1; held at UM Helena COT.

4/12/12 – Bylaws Amended; Article V Duties of Officers; held at Miles CC