

DVACROA - Constitution

ARTICLE I: SCOPE AND STRUCTURE

Section 1. The name of this Association shall be Delaware Valley Association of Collegiate Registrars and Admissions Officers (DVACRAO).

Section 2. The purpose of DVACRAO shall be to contribute to the professional development of Registrars, Admissions Officers, Enrollment Management, Student Services, Institutional Research and other professionals associated with collegiate level institutions. To fulfill this purpose, the Association shall provided by means of conferences, activities and resources, for the dissemination of information for the exchange of ideas on issues of common concern.

ARTICLE II: MEMBERSHIP

The membership of DVACRAO shall consist of Registrars, Admissions Officers, Enrollment Management, Student Services, Institutional Research and other professionals who are or have been associated with collegiate level institutions.

ARTICLE III: OFFICERS

Section 1. The elected officers are:

- A. President
- B. Information Manager
- C. Secretary
- D. Treasurer

These officers shall comprise the Executive Committee.

Section 2. Elections and terms of office:

- President (one year)
 - Information Manager (three years)
 - Secretary (three years)
 - Treasurer (three years)
- A. President is elected yearly at the annual conference.
- B. The Information Manager, Secretary and Treasurer are elected on a rotating cycle with one elected each year at the annual conference.
- C. In the event of the resignation of the president, the most senior officer (Information Manager, Treasurer or Secretary) becomes acting president as designated by the Steering Committee of the association and that person serves as President until the next regularly scheduled election.
- D. Upon resignation of any officer other than the President, the President shall appoint a replacement subject to ratification by the Steering Committee. This newly appointed officer shall become the least senior member of the Committee.

Section 3. Duties of the officers:

- A. President (one year)
1. Convene and chair the Steering Committee.
 2. Appoint host, conference and program chairs and coordinate their activities.
 3. Appoint conference evaluation person(s) to conduct evaluation of conference and the sessions.
 4. Appoint replacements for other officers as necessary.
 5. With the Steering Committee's approval, arrange meeting sites for the next year.
 6. Act as resource for incoming president.

B. Information Manager (three years)

1. Chairs the Technology Committee and is responsible for overseeing the website.
2. Maintains mailing and membership lists.
3. Produces labels for conference mailings.
4. Produces membership list for conference (for corrections and updates).
5. Responsible for overseeing the Conference Evaluations

C. Secretary (three years)

1. Distributes minutes of Steering Committee meetings on a timely basis.
2. Maintains a historical record of the organization and its conferences.
3. Updates and maintains current the Steering Committee member list.
4. Is responsible, with the President, for general correspondence to and from the Association.
5. Coordinates mailings.

D. Treasurer (three years)

1. Coordinates bank accounts and maintains accounts in the name of the organization.
2. Arranges for the collection of conference fees and provides official receipts.
3. Arranges for payment of conference and other Association expenses.
4. Prepares official written reports of income and expenditures for conference and annually for the Association. These are to be

presented at each conference business meeting, and to the President upon request.

5. Oversees registration area on day of conference.

Section 4. Members of Steering Committee

- A. The Steering Committee consists of the Executive Committee and the members-at-large as defined in Article II.
- B. The responsibilities of the Steering Committee shall include assisting in the planning of the annual meeting and conference(s) and in other business of the Association, as well as ensuring that the broad opinions of the membership are represented.

The members-at-large consist of volunteers whose function is to attend Steering Committee meetings, work with people on committee, and insure that the broad opinions of the membership are represented. At-large membership on the Steering Committee shall require attendance at least two planning meetings prior to each conference.

Section 5. Positions appointed by the president

For Conference

- Host
- Conference Chair
- Program Chair
- Evaluation Chair

Section 6. Position appointed by the Steering Committee

- A. The archivist will be appointed by and will serve at the pleasure of the Steering Committee.
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ARTICLE IV: COMMITTEES

Section 1. Nominations Committee

- A. The Nominations Committee shall consist of the past presidents.
- B. The Committee presents a slate of candidates to the Steering Committee for election by the membership at the annual conference.

Section 2. Audit Committee (as members become available)

- A. The Audit Committee shall consist of at least two members of the Steering Committee appointed by the President, one of whom shall be appointed as chair by President.
- B. The Committee will audit the Treasurer's accounts and present a written audit report annually to the Steering Committee at a meeting prior to the Spring Conference.

Section 3. Archival Committee (as members become available)

- A. The Archival Committee shall consist of the Secretary and the Archivist who is appointed by the Steering Committee.

Section 4. Technology Committee (as members become available)

- A. The Technology Committee will consist of the Information Manager and the current and immediately previous Conference Program Chairs. Additional members may be appointed by the President.
- B. The Committee will serve as the editorial body for the Association website and provide ongoing review and maintenance of web site content.
- C. The Committee will advise the Steering Committee of technology issues and advances pertaining to the Association's business.

ARTICLE V: MEETINGS

Section 1. Frequency: There will be one conference a year, subject to site availability, as well as mini conferences, as warranted.

Section 2. Sites: Meeting sites are to be selected by criteria which include: accessibility to public transportation, parking, sufficient meeting and dining facilities.

ARTICLE VI: AMENDMENTS

An amendment to the constitution may be adopted by a simple majority vote of those in attendance at two consecutive Steering Committee meetings. Any amendment to the Constitution shall be submitted in writing to the Steering Committee at least one meeting prior to the meeting at which the first vote is taken.

Such proposed amendment will be included in the minutes of the Steering Committee.

Revised and Approved 6-10-08.