ArkACRAO

ARKANSAS ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

CONSTITUION AND BY-LAWS

ARTICLE I -SCOPE

Section 1.
This shall be a professional education association, voluntary and nonprofit, of collegiate institutions. Institutional membership is open to Arkansas collegiate level degree-granting not-for-profit institutions that are recognized as institutionally accredited members of the North Central Association of Colleges and Secondary Schools. Eligibility for other types of memberships shall be set forth in the By-laws.

Section 2.
The name of this organization shall be the Arkansas Association of Collegiate Registrars and Admissions Officers, also referred to as ArkACRAO.

Section 3.
The general purpose of this Association shall be to promote the advancement of education, particularly higher education. The specific purposes shall be to advance professionally the offices of admission administration, registration, records, school relations and other closely related functions, and to foster a friendly spirit of cooperation, support and unity among its members.

Section 4.
Any activity appropriate to the purposes set forth in Section 3 may be undertaken by the Association, and specifically included are:

1. Holding an annual meeting for the professional development and improvement of its members and conducting Association business on the first Wednesday, Thursday and Friday in October;

2. Publishing a newsletter, occasional special bulletins, reports pertinent to the organization's needs and service functions, and a directory of its members;

3. Sponsoring professional development workshops, seminars, and mini-conferences for the benefit of its membership at times other than the Annual Meeting;

4. Encouraging, conducting, and cooperating in research projects intended to further the purposes of the Association;

5. Promoting close cooperation and encouraging participation in related professional activities at the regional and national level;

6. Promoting communication and close cooperation between educational institutions as defined in Section 1 and secondary schools;

7. Establishing a procedures manual, which includes policies and procedures as established by the Executive Committee, other committees, and the membership as a whole. This manual shall be maintained by the Immediate Past-President, and should record the more specific procedures adopted to implement the Constitution and By-laws.

ARTICLE II - STRUCTURE

Section 1.
The President shall serve as Chair of the Executive Committee and shall be an ex-officio member of all general standing committees and preside at all meetings of the Association. The President shall be responsible for all activities within the Association, with the prerogative to delegate duties and responsibilities. The President shall preside over the Annual Business Meeting and represent the Association at the annual regional (SACRAO) meeting. The President shall serve for a one-year term and shall assume this office after completion of one term as President-Elect.

Section 2.
The President-Elect shall serve as principal assistant to the President as needed. This officer shall assist the President in planning the program and coordinating the arrangements for the next Annual Meeting. The President-Elect shall chair the Annual Meeting Program Planning Committee. The President-Elect shall assume the responsibilities of and preside over the fall Business Meeting in the absence of the President. The President-Elect shall be elected by a majority of the votes cast for this office and shall serve for a one-year term before succeeding to the Presidency. If the Presidency should be assumed prematurely because of a vacancy in that office, the subsequent normal term would not be affected. The President-Elect should have had, at a minimum, two years Executive Committee and conference/event planning experience at the time of election.

Section 3.
The Secretary shall serve as secretary of the Association's Annual Business Meeting and of Executive Committee meetings. The Secretary shall collect and distribute proceedings and progress reports of standing committee meetings and conduct all correspondence relating to the Association. The secretary shall also be responsible for making revisions to the constitution once approved by the membership. The secretary shall be elected by a majority of the votes cast for the office and shall serve a two-year term.

Section 4.
The Treasurer shall be responsible for the Association's financial affairs; shall work closely with the President on membership and financial records and have the proposed budget, as approved by the Executive Committee, distributed prior to the Annual Meeting. Additionally, the Treasurer shall submit the Association's financial records to the Annual Financial Review Committee. The Treasurer is responsible to advise the Membership Committee of the membership dues status per month for July, August, and September for committee follow-up and provide a list of paid members to the secretary prior to roll call at the Annual Business Meeting. The Treasurer shall serve a two-year term after completing a year as Treasurer-Elect. Elected in odd years, the Treasurer-Elect is a non-voting member of the Executive Committee and serves for an elected term of one year, which begins at the annual business meeting. The Treasurer-Elect's first year is to learn the processes and procedures related to the position of Treasurer, along with other duties, as assigned. This officer succeeds to become the Treasurer of the association for a two-year term, at which point they become voting members of the Executive Committee.

Section 5.
There shall be five (5) co-equal Vice Presidents of this Association: the Vice President for Admission Administration, the Vice President for Information Technology, the Vice President for Records, the Vice President for Registration, and the Vice President for School Relations. These officers shall be elected by a majority of the votes cast for their respective offices; shall serve two-year terms; and shall be elected in alternate years with the School Relations and Records alternating with the Admission Administration and Registration areas. The Vice Presidents shall mentor newly elected Vice Presidents in the second year of their term.

1. The Vice President for Admission Administration shall be responsible for coordinating the affairs of the Association in the professional area of admissions. This Vice President shall serve as a member of the Annual Meeting Program Planning Committee and shall be responsible for coordinating program and professional development activities relative to this professional area.

2. The Vice President for Information Technology shall be responsible for coordinating the affairs of the Association in the professional area of technology. This Vice president shall serve as a member of the program committee for the annual meeting and coordinate program activities relative to the professional areas of information technology. This officer shall be responsible for coordinating updates to the ArkACRAO website. This officer shall be elected by a majority of the votes and serve a two-year term.

3. The Vice President for Records shall be responsible for coordinating the affairs of the Association in the professional area of records. This Vice President shall serve as a member of the annual Program Committee and shall be responsible for coordinating program and professional development activities relative to this professional area.

4. The Vice President for Registration shall be responsible for coordinating the affairs of the Association in the professional area of registration. This Vice President shall serve as a member of the Annual Meeting Program Planning Committee and shall be responsible for coordinating program and professional development activities relative to this professional area.

5. The Vice President for School Relations shall be responsible for coordinating the affairs of the Association in the professional areas of school relations and recruitment. This Vice President shall serve as a member of the Annual Meeting Program Planning Committee and shall be responsible for coordinating program and professional development activities relative to this professional area.

Section 6.
The Immediate Past-President shall serve as Chair of the Nominations and Election Committee; be responsible for ongoing additions and updates of the Association's procedures manual as approved by the Executive Committee and serve as an ex-officio member. This position is for one year after completion of a term as President.

Section 7.
A Legislative Liaison shall be appointed by the President and shall serve for three years. The Legislative Liaison shall serve as an ex-officio member of the Executive Committee. The Legislative Liaison will report to the membership, maintain contact with state and national government agencies, solicit the membership's stance on legislative issues, and act as a go-between and spokesperson both inward and outward of this body.

Section 8.
The Publications/Publicity Chair shall be appointed annually by the President and shall be an ex-officio member of the Executive Committee. The President may appoint one or more members to this position.

Section 9.
The Historian Chair shall be appointed annually by the President and shall be an ex-officio member of the Executive Committee. This Chair is responsible for tracking and recording membership dates of schools, archiving and taking pictures at events, and shall serve on the Publicity and Publications Committee.

Section 10.
1. Newly elected officers shall take office at the end of the Annual Meeting during which they were elected. Any Vice President or presidential role completing a full term in office may not be re-elected to the same office, but may be elected to a second term in the same office following a year's absence from the position. Only in special circumstances can an officer remain in the role if the position has not been fulfilled, following extensive recruitment efforts with the membership at large.

2. In the event of an untimely vacancy in the role of President, the Executive Committee can provide a slate of nominees that focuses on guidelines in the following order: (1) the balance of institutional representation, (2) has served as a previous Vice President or Past President, or (3) is currently serving as a Vice President and conduct a special election to fill the vacancy for the remainder of the term.

3. In the event of an untimely vacancy in the role of Past President, the Executive Committee can provide a slate of nominees that focuses on guidelines in the following order: (1) the balance of institutional representation, (2) has served as a previous Vice President or Past President, or (3) is currently serving as a Vice President and conduct a special election to fill the vacancy for the remainder of the term. The individual fulfilling the term of Presidency shall succeed into the following fiscal year, as originally voted on by membership, if the President-Elect transitions to President unexpectedly.

4. In the event of an untimely vacancy in any of the Vice Presidents or appointed positions such as Legislative Liaison, Publications/Publicity Chair, and Historian, the Executive Committee shall make an appointment for the balance of the unexpired term. In the event of a vacancy in the office of the President-Elect, the Nomination and Election Committee shall nominate a slate of nominees for the office and conduct a special election to fill the vacancy for the remainder of the unexpired term.

5. Any individual elected or appointed to serve an unexpired term shall be eligible to serve a succeeding full term or terms, as provided for in the constitution.

ARTICLE III -ELECTIONS

Section 1.
Association officers shall be elected in the business session of the Annual Meeting. A slate of nominees shall have been presented by the Nominations and Election Committee to the membership at least thirty (30) days before the Annual Meeting. Eligibility for an Executive Committee role of any capacity includes serving as a chairperson or committee member prior to nomination. Additional nominations may be made from the floor of the Business Meeting.

Section 2.
The Nominations and Election Committee shall be appointed by the President for a term of one year to prepare and present a list of nominations for the succeeding year and to conduct elections as provided by the By-laws.

Section 3.
The Presidency of the Association should alternate each year between the Admissions**/**School Relations related area and the Records/Registration related area, with equal consideration given to individuals whose professional responsibility is for both areas.

Section 4.
In the event an election is needed outside of the annual meeting, the following will apply:

1. The ballot issue must be presented to the membership at least thirty (30) days ahead of a requested vote,

2. Each member school with a vote shall be able to cast two (2) votes with one coming from each area of admission and registration,

3. The voting period should remain open for seven (7) days with

4. A simple majority of voting schools participating.

ARTICLE IV -MEETINGS

Section 1.
A meeting of the entire Association shall be called annually on the first Wednesday, Thursday and Friday in October**.** The Executive Committee shall have the authority, in case of emergency**,** to advance, postpone, or omit an Annual Meeting. Should an Annual Meeting be omitted, the time between two consecutive meetings shall be counted as one year of administration. The Executive Committee may set a registration fee for the Annual Meeting, to be paid by each member in attendance.

Section 2.
At the Annual Meeting Association business shall be conducted by the active members through the voting delegates present. Official business to be conducted at the Annual Meeting shall include at least:

1. Election of officers;

2. Reports from officers and committees, with such action as may be appropriate, including adoption of the budget and resolutions;

3. Action on any proposed amendments to the Constitution or By-Laws;

4. Site selection for the upcoming meeting.

Section 3.

Voting and Voting Delegates. Each member institution in attendance at the Annual Meeting may select two people to cast votes on behalf of their institution concerning constitutional amendments. One voting delegate must be directly employed in areas of school relations and/or admission administration, and one voting delegate must be directly employed by registration and/or records. Votes shall be taken and votes cast according to member institution roll call. Except for constitutional amendments, decisions shall be made by simple majority vote.

Section 4.
Meetings of the Executive Committee shall be called as needed by the President or by the President-elect if the President is unable to do so. Decisions within the Executive Committee shall be made by simple majority vote of the members present and voting.

Section 5.
Robert's Rules of Order shall be the parliamentary guide for conducting the business affairs of this Association. The President shall appoint a Parliamentarian to serve at the Annual Business Meeting.

ARTICLE V - COMMITTEES

Section 1.
Committees to assist in Association activities, as deemed necessary or desirable, shall be established (or may be discontinued) by the President, with the approval of the Executive Committee. Appointments to committees shall be made by the President, or by the appropriate Vice President, and shall be for one year. To ensure both reasonable continuity and rotation, some members of each should be reappointments from the preceding year. Each appointed committee shall report to the Executive Committee through the appropriate officer.

Section 2.
All committees should be constitutionally constructed in such a manner so as to ensure equity from all professional related areas of the Association. Consideration should be given to age, gender, race, and institutional types (public, private, two-year, professional, etc.)

Section 3.
Standing committees shall be defined for purposes of administration as General, Admission Administration-oriented, Records-oriented, Registration-oriented, and School Relations-oriented. The President shall appoint all members of General Standing Committees while appointments to the Admission Administration, Records, Registration, and School Relations Standing Committees shall be appointed by the appropriate Vice President.

1. General standing committees, either appointed or standing, shall be defined as those that affect or are of interest to the total organization and shall report directly to the President.

2. Admission Administration-oriented committees, whether appointed or standing, shall be those that affect or are of interest to admission administration functions and shall report to the Vice President for Admission Administration.

3. Registration-oriented committees, whether appointed or standing, shall be those that affect or are of interest to registration and shall report to the Vice President for Registration

4. Records-oriented committees, whether appointed or standing, shall be those that affect or are of interest to records and shall report to the Vice President for Records.

5. School Relations oriented committees, whether appointed or standing, shall be those which affect or are of interest to school relations and recruitment and shall report to the Vice President for School Relations.

GENERAL STANDING COMMITTEES

1. Nominations and Election Committee - chaired by the Past-President, the Nominations and Election Committee shall consist of five members who will identify candidates for ArkACRAO offices and present a slate of nominees to the general membership for consideration at the Annual Meeting. The

outgoing Vice Presidents shall serve on the committee along with one or two committee members appointed by the President as needed to ensure an odd number of committee members and representation of the full membership. The Nominations and Election Committee shall receive approval from the Executive Committee for the report of the slate of officers to be presented to the membership.

2. Constitutional Review Committee - shall solicit, review, and propose constitutional changes to the general membership as deemed necessary.

3. Professional Access and Equity Committee - provides recommendations for Annual Meeting program topics, monitors ArkACRAO committees and activities for representation of minority interests, and sensitizes the Association about issues concerning the recruitment and retention of minority students in higher education.

4. Annual Meeting Program Committee – chaired by the President-Elect, this committee solicits program topics from the membership, develops the Annual Meeting program, makes all Annual Meeting arrangements with host hotel, oversees the work of the Hospitality Sub-committee, and evaluates each Annual Meeting program.

5. Hospitality Sub-committee - serves as a sub-committee of the Annual Meeting Program Committee, under the leadership of the President-Elect. Plans social activities related to the Annual Meeting and appropriate professional development conferences, and coordinates charity drive events.

6. Site Selection Committee - identifies possible Annual Meeting sites. Reviews host hotel accommodations and meeting facilities then makes recommendations to the ArkACRAO membership and leads the membership in selecting future meeting sites. The site selection report shall include prices, accommodations, meal options, and other details important in the selection of the site.

7. Recognition Committee -identifies and recognizes retiring members, deceased members, and members such as outgoing officers who have made significant contributions to the organization. Identifies persons worthy of honorary and life membership and arranges honorary “Arkansas Traveler” certificates for selected Annual Meeting guests.

8. Membership Committee -shall address concerns with active and inactive members, review requests concerning proposals for merger or affiliation, requests for memberships, and implementation of association representation at regional, national, or in-state related organizations.

9. Publicity and Publications Committee - shall have responsibility for publishing a minimum of two (2) newsletters per year. Further responsibilities shall be the publication and distribution of the ArkACRAO Directory and submission of articles to the regional (SACRAO) newsletter.

10. Annual Financial Review Committee – shall have the responsibility to conduct the annual financial review prior to the Annual Business Meeting. This committee will be appointed by the President.

ADMISSIONS ADMINISTRATION AND SCHOOL RELATIONS-ORIENTED STANDING COMMITTEES

1. Articulation Workshop Committee - recommends dates and locations of fall workshops, designs and monitors a rotation schedule for host members; plans the program format for the workshops; submits evaluations of the events; determines the level of participation of associate members at the Articulation Workshops. The Chair shall serve a two-year term.

2. College Planning Program Clearinghouse Committee - coordinates, evaluates, and makes recommendations concerning the College Planning Programs endorsed by ArkACRAO for Arkansas high school students. The Chair of the Clearinghouse Committee shall serve for two years, and be responsible for receiving proposed dates and times from counselors, advising counselors of probable

availability of university representative participation, developing a regional schedule for college planning program dates and times, and distributing the calendar.

3. College Fair Automation Committee – coordinates, evaluates, and makes recommendations concerning the College Fair Automation Program endorsed by ArkACRAO for Arkansas high school counselors and students. The Chair of the College Fair Automation Committee shall serve as a liaison to the College Fair Automation provider and work closely with the Admissions Administration and School Relations-Oriented Standing Committees to ensure a positive experience for counselors, students, and members. The Chair shall serve a two-year term.

REGISTRATION AND RECORDS-ORIENTED STANDING COMMITTEES

(Currently there are no standing committees)

BY-LAWS

ARTICLE I -MEMBERSHIP

Section 1.
Individuals designated by each institutional member shall be eligible to conduct Association affairs, to hold elective office, and to participate in other ways. (Other individuals may be invited to serve the Association on committees and in other capacities.)

Institutional Membership

Tier	Annual Dues	Institution Student Population
I	$200	1 – 4,999
II	$250	5,000 – 9,999
III	$300	10,000+

Note: Beginning with the 2025-2026 membership year for institutional members, ArkACRAO moved to a tiered system for annual dues.

Section 2.
Educational Agency Membership – $200.00 annual fee – State educational boards or agencies of higher education may apply for educational agency membership. This membership is non-voting. Educational Agency members may participate in the Association's non-voting activities, including Articulation Workshops at the level determined by the Articulation Workshop Committee, and may participate in the Association's listserv.

Corporate Membership – $200.00 annual fee – Organizations that are not collegiate or state-related education boards or agencies may apply for corporate membership. This membership is non-voting. Corporate members may participate in the Association's non-voting activities, including Articulation Workshops at the level determined by the Articulation Workshop Committee, and may participate in the Association's listserv.

Associate Membership – Organizations who have purposes parallel with those of ArkACRAO, who are not otherwise eligible for any other membership designation. Associate Membership is non-voting. Institutions that are candidates for membership to one of the six regional accrediting agencies may apply for associate membership by providing proof of candidacy status. Candidates for associate membership must petition the Membership Committee, meet qualifications for membership, be approved by the Membership Committee, and be approved by a majority vote of the general membership. Once approved, Associate members may participate in the Association's non-voting activities, including Articulation Workshops at the level determined by the Articulation Workshop Committee, and may participate in the Association's listserv.

Association Membership

Tier	Annual Dues	Institution Student Population
I	$200	1 – 4,999
II	$250	5,000 – 9,999
III	$300	10,000+

Note: Beginning with the 2025-2026 membership year for associate members, ArkACRAO moved to a tiered system for annual dues.

Section 3.
Distinguished membership may be extended to those individuals who have provided exemplary service to the Association. These members shall enjoy a permanent invitation to attend ArkACRAO meetings and to maintain interest in ArkACRAO affairs as a non-voting member. They shall be exempt from all ArkACRAO fees. Such membership includes:

1. Lifetime Membership granted to those active members upon retirement.

2. Honorary Membership granted to those elected by the Executive Committee for records of significant service to the Association.

Section 4.
All members and associate members shall be entitled to receive copies of ArkACRAO publications, including the newsletter, provided that the membership institution submits an updated mailing list to the Secretary when membership fees are paid.

Section 5.
Membership fees are due no later than July 31 each year, prior to attendance at the Annual Meeting, with June 1 of each fiscal year designated as the billing date. Paid membership status is required to be included in any ArkACRAO publication, including, but not limited to, the ArkACRAO Directory and to participate in ArkACRAO sponsored events including, but not limited to, Articulation Workshops and the Annual Meetings. Failure to pay annual dues will render an institution inactive. Inactive members may be reinstated upon submission of dues if the institution has been inactive for a period of less than two (2) consecutive years. Inactive institutions for two (2) or more consecutive years must petition for membership and be approved by a majority vote of the general membership.

ARTICLE II -OFFICERS AND EXECUTIVE COMMITTEE

Serving terms that begin at the Annual Business Meeting, the elected and appointed officers of the Association, together comprising the Executive Committee, shall include:

1. President

2. President-Elect

3. Secretary

4. Treasurer

5. Vice President for Admission Administration

6. Vice President for Information Technology

7. Vice President for Records

8. Vice President for Registration

9. Vice President for School Relations

10. Immediate Past-President (Ex-Officio Member)

11. Legislative Liaison (Ex-Officio Member)

12. Publications/Publicity Chair (Ex-Officio Member)

13. Historian Chair (Ex-Officio Member)

ARTICLE III FISCAL AND OTHER MATTERS

Section 1.
The fiscal year of the Association shall be July 1 to June 30.

Section 2.
None of the Association's funds shall inure to the benefit of any private individual or organization, except for services actually rendered or goods actually purchased, and upon dissolution, any remaining funds or assets shall be distributed to some educational or other charitable or nonprofit organization.

ARTICLE IV CONSTITUTIONAL AMENDMENTS

Section 1.
Amendments to and revisions of the Constitution shall be made by two-thirds majority vote, and the By-laws by a simple majority of the votes cast at the Annual Meeting under procedures as may be provided in the By-laws. All recommended changes for the Constitution or By-laws must be made available to membership at least thirty (30) days prior to the Association's Annual Meeting date.

ARTICLE V PROCEDURES FOR STATE OR NATIONAL EMERGENCY

Section 1.
In the event the Arkansas Governor and/or higher authority declares a state or national emergency, the Executive Council may make necessary decisions for ArkACRAO and suspend policies and procedures, as necessary, in order for the organization to continue to function properly; operations will return to normal once the emergency period ends.

Last revision: October 8, 2026 – Annual Conference Business Meeting