

CONSTITUTION OF THE MISSISSIPPI ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

ARTICLE I – NAME

The name of this association shall be Mississippi 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 dissemination of information and interchange of ideas on matters of common interest, to enhance the professional development of members, and to contribute to the advancement of higher education in the State of Mississippi.

ARTICLE III – MEMBERSHIP AND VOTING

Section 1. In-State Institutional Membership

Active membership is institutional and is open to collegiate institutions in the State of Mississippi which are accredited or approved as a candidate for accreditation as a collegiate-level degree-granting institution of higher education by an accrediting body recognized by the U.S. Department of Education. Employees of member institutions who are charged with the responsibility of recruitment, admissions, registration, records, and other related functions shall be eligible for active participation/membership in the organization. Exceptions may be made by the Executive Committee. There is an unlimited number of members for this category.

Section 2. Out-of-State Institutional Membership

Institutions outside the state of which are accredited or approved as a candidate for accreditation as a collegiate-level degree-granting institution of higher education by an accrediting body recognized by the U.S. Department of Education may purchase access to the Mississippi College Fair Calendar and may participate in the annual conference and/or other professional development opportunities hosted by MACRAO. This is a non-voting membership. Exceptions may be made by the Executive Committee. There is an unlimited number of members for this category.

Section 3. Corporate/Non-Collegiate Membership

Non-Collegiate institutions, organizations, or other corporate entities with an interest in the postsecondary future of students in the state of Mississippi may purchase access to the Mississippi College Fair Calendar and may participate in the annual conference and/or other professional development opportunities hosted by MACRAO. This is a non-voting membership. There is a limit of 20 members for this category. Exceptions may be made by the Executive Committee.

Section 4. Voting

Each member of the in-state institutional membership category shall be entitled to one vote. Active membership is an institutional member for whom current institutional membership dues have been paid. In addition to voting at the annual meeting, institutional members may be

asked to vote on association business via electronic media (e-mail, password protected voting through association website, etc.). Electronic voting will be limited to institutional members in good standing (current dues paying members).

ARTICLE IV – DUES AND EXPENDITURES

The annual dues for each membership category of the Association shall be set by the Association upon recommendation of the Executive Committee. Membership dues shall be due and payable before June 30th.

The term of each membership shall run from July 1 to June 30.

Expenses authorized by the Executive Committee for operation of the Association, including the cost of travel and per diem, shall be borne by the Association. Travel and per diem shall be in keeping with the State of Mississippi policy.

ARTICLE V – OFFICERS OF THE ASSOCIATION

Section 1. Officers

The officers of the Association shall be President, President-Elect, Vice President for College Fair Coordination, Vice President of Conference Planning, Vice President of Professional Development, Vice President of Communication & Technology, Treasurer, and Secretary. Officers shall be nominated leading up to the annual conference and elected by a majority of those present and eligible to vote. Positions may be filled with an interim in the event of vacancies by appointment of the executive committee.

Section 2. Length of Term

The term of office of President, President-Elect, Vice President of Conference Planning, and Vice President for College Fair Coordination shall be one year. The term of office of the Vice President of Professional Development, Vice President of Communication & Technology, Treasurer, and Secretary shall be two years. Newly elected officers begin their term of office at the close of the annual meeting.

Section 3. Rotation of Officers for Election and Start of Term

To maintain the continuity of the Executive Committee, the Association should adhere to the following rotation for executive officers:

Elections:

Every year: President-Elect, Vice President for College Fair Coordination, Vice President of Conference Planning

Odd calendar years: Treasurer and Secretary

Even calendar years: Vice President of Professional Development and Vice President of Communication & Technology

Start of Term:

Every year: President, President-Elect, Vice President for College Fair Coordination, Vice President of Conference Planning

Odd calendar years: Treasurer and Secretary

Even calendar years: Vice President of Professional Development and Vice President of Communication & Technology

Section 4. Duties of the President

The President shall assume full responsibility for all the general activities of the Association. The president or some other member named by the president shall be the Association's delegate to the annual convention of the American Association of Collegiate Registrars and Admissions Officers or to the annual meeting of the Southern Association of Collegiate Registrars and Admissions Officers.

Section 5. Duties of the President-Elect

The President-Elect shall act as chief assistant to the president and shall succeed to that office in case it becomes vacant and/or upon completion of his or her term as president-elect. He or she shall be responsible for membership promotion and assisting with the development of the program for the annual conference.

Section 6. Duties of the Vice President for College Fair Coordination

The Vice President for College Fair Coordination shall be the main contact for any questions or concerns pertaining to the scheduling, planning, and implementation of college fairs and their publication in the official Mississippi College Fair Calendar. He or she will oversee the College Fair Calendar Committee.

Section 7. Duties of the Vice President of Conference Planning

The Vice President of Conference Planning shall be the main point of contact and executor of the annual meeting/conference of the association. He or she will oversee the Conference Planning Committee which shall be made up of at least the President-Elect, the Vice President of Professional Development and the Professional Development Committee.

Section 8. Duties of the Vice President of Professional Development

The Vice President of Professional Development shall be responsible for coordinating professional development and networking opportunities for the association along with assisting the Vice President of Conference Planning for the annual conference. He or she will oversee the Professional Development committee.

Section 9. Duties of the Vice President of Communication & Technology

The Vice President of Communication & Technology shall be responsible for the maintenance of the social media accounts and website of the association.

Section 10. Duties of the Treasurer

The Treasurer shall collect the membership dues, registration fees, other miscellaneous revenues, pay the bills as authorized by the President, and shall make a report at the annual meeting of the Association. He or she will also work in tandem with the Secretary to conduct the registration process for the annual conference.

Section 11. Duties of the Secretary

The secretary shall be the custodian of the records of the Association, keep minutes of the annual meeting and of meetings of the Executive committee, keep an accurate list of the

members of the Association, and update the membership directory as needed. He or she will also work in tandem with the Treasurer to conduct the registration process for the annual conference.

ARTICLE VI – COMMITTEES

Section 1. The Executive Committee

The Executive Committee shall consist of the officers named in Article V.

Section 2. The College Fair Calendar Committee

The College Fair Calendar Committee shall be appointed by the Vice President of College Fair Coordination and shall consist of at least seven District Supervisors who will oversee communication with high school counselors and/or other administrators and community college representatives for the scheduling, planning, and implementation of college fairs and the publication of the official Mississippi College Fair Calendar.

Section 3. The Conference Planning Committee

The Conference Planning Committee shall be chaired by the Vice President of Conference Planning and be made up of at least the President-Elect, the Vice President of Professional Development, and the members of the Professional Development Committee. Other appointments may be made at the discretion of the Vice President of Conference Planning. The duty of the Conference Planning Committee is to plan and execute the annual conference of the association.

Section 4. The Professional Development Committee

The Professional Development Committee shall be chaired by the Vice President of Professional Development and shall consist of a representative from the three primary elements of the association: recruitment, admissions, and registration. The duty of the Professional Development Committee shall be to identify, plan, and communicate professional development and networking opportunities for the membership of the association.

Section 5. Other Committees

Other standing or special committees deemed necessary for the work of the association shall be appointed by the President. These include but are not limited to auditing, constitution and bylaws, evaluations, recognition and awards, and program committees.

ARTICLE VII – MEETINGS

The Association shall hold an annual conference, with the location and date chosen by the Executive Committee. The Executive Committee shall have the power to advance, postpone, or omit the annual conference as deemed necessary.

ARTICLE VIII - NONDISCRIMINATION STATEMENT

MACRAO is committed to providing an inclusive and welcoming environment for all members, volunteers, participants, subcontractors, and vendors free from harassment or discrimination. MACRAO does not and shall not discriminate on the basis of race, color, religion, creed, gender, gender identity, gender expression, age, pregnancy, genetics, national origin, ancestry,

disability, marital status, sexual orientation, political affiliation, veteran or military status, in any of its activities or operations. These activities include, but are not limited to, selection of volunteers, members, and vendors, and provision of services.

ARTICLE IX – AMENDMENTS

This Constitution may be amended or revised at any time at the discretion of the Executive Committee and/or an appointed review committee provided that notice of the proposed amendment is communicated to the association with opportunity for feedback and voting as outlined in Article III, Section 4. Amendments and revisions may be passed and put into effect by a majority vote of the association. In the event of an electronic vote, lack of participation in feedback and voting will be counted as support for proposed amendments.

Constitution revised:

February 2018

July 2024