

**CONSTITUTION OF THE IDAHO ASSOCIATION OF  
COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS**

ARTICLE I: NAME

The name of the organization shall be the  
IDAHO ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

ARTICLE II: LOGO

The logo of the organization shall be:



ARTICLE III: WEBSITE

The website of the organization shall be: [www.iacrao.net](http://www.iacrao.net)

ARTICLE IV: PURPOSE

The purpose of this association shall be to provide, through conference and other appropriate media, for the communication of information and interchange of ideas on problems of common interest; to foster a friendly spirit of unity and cooperation among its institutions and members; to promote the spirit of professional pride in the respective officers; to encourage individual and institutional growth in and through the profession; and to advance the status of the profession and organization.

ARTICLE V: MEMBERSHIP

Section 1

This shall be a nonprofit professional education association. Idaho nonprofit collegiate-level degree-granting institutions of higher education may be considered for regular institutional membership if they are accredited by an accrediting association approved by the Council on Post-Secondary Accreditation. The accrediting association is the Northwest Commission on Colleges and Universities. Eligibility of other institutions and agencies shall be determined by the IACRAO membership.

a. Professional Membership. Any administrative or professional officer whose duties are concerned with admission, registration, records of students, or high school and college relations in any IACRAO member institution of higher education in the State of Idaho or the State Department of Education shall be eligible for a membership and entitled to hold office in the association. Any member carrying a dual title in admissions and records shall be considered as having first responsibility as a records officer in IACRAO.

b. Institutional Membership. Any IACRAO member institution having separate campuses or off-campus centers under separate offices of Admissions and Records shall be eligible for additional memberships upon payment of the annual dues. On all ballots affecting association policies, each institution shall be entitled to one vote.

### Section 2

The executive committee provided in Article VII is empowered to approve all applications for membership.

### Section 3

Persons who have served the association with distinction may be elected to honorary membership by an affirmative vote of two-thirds of the member institutions present at any annual meeting.

## ARTICLE VI: OFFICERS

### Section 1

The officers of the association shall be a past president, a president, a president-elect, a secretary-treasurer, a high school relations chair, an admissions chair, a registrar's chair, an advisory chair, and a technology chair.

### Section 2

These officers of the association shall be elected at the annual meeting, a majority vote of the member institutions present being necessary to election. The past president, president, president-elect, high school relations chair, admissions chair, registrars chair, and advisory chair shall hold office from the adjournment of the annual meeting at which they are elected until the adjournment of the next annual meeting or as specified in Section 4. The secretary-treasurer shall hold a two-year term. The technology chair shall hold a three-year term.

### Section 3

If a vacancy occurs in an office, the executive committee shall fill it, until the next regular election.

### Section 4

The president will succeed to the office of past president. The president-elect will succeed to the office of president. The nomination of the office of the president-elect shall be by caucus of the admissions representatives, registration and records representatives, or high school-college relations representatives not served by one in this capacity for the current year. This nomination is subject to the approval of the membership by one vote per member institution. The secretary-treasurer will be nominated and elected by one vote per member institutions.

Section 5      Duties of the Officers

a. Past-President. It shall be the duty of the immediate past-president to chair the Nominations and Awards Committee (see ARTICLE VII Section 2) and assist the president in all other executive committee responsibilities so as to maintain continuity of service within the association. The past-president shall hold office for one year.

b. President. It shall be the duty of the president to assume full responsibility for all the general activities of the association, to conduct all necessary correspondence with the members in regard to the meetings of the association, and with the assistance of the executive committee to arrange the programs. In event of vacancy of the office of president, the order of succession shall be that stipulated in Section 4. The president will have ex-officio membership in all committees. The president shall hold office for one year.

c. President-Elect. The president-elect shall perform all the duties of the president in the absence of that officer. The president-elect shall hold office for one year.

d. Secretary-treasurer. The secretary-treasurer shall keep an accurate list of the members of the association. He/she shall be the custodian of the records of the association for two years. He/she shall be responsible for keeping the minutes of the meetings of the executive committee and the minutes of all meetings of the association, and distribute the latter to the members. He/she shall collect the membership dues, pay the bills as authorized by the president and the executive committee, and shall as treasurer, make an annual report at the annual meeting of the association. He/she shall send reports and proceedings of the meetings to the chairman of the AACRAO Committee of Regional Associations. The secretary-treasurer shall hold office for two years.

e. High School Relations/Admissions Chair. The High School Relations/Admissions Chair shall coordinate all IACRAO sponsored high school recruitment programs, including, but not limited to counselor days and the Idaho high school tour. In addition, the High School Relations/Admissions chair will oversee the opening presentation for the high school tour, updates at counselor days, high school relations related media and recognition of high school advisors. The Chair shall coordinate all IACRAO sponsored high school recruitment programs, including but not limited to, the annual IACRAO conference admissions business meeting and other group meetings. The Chair shall coordinate annual IACRAO conference presentations for the admissions track, and any other professional development opportunities for the admissions group. The High School Relations/Admissions Chair shall hold office for one year.

f. Registrar Chair. It shall be the duty of the Registrar chair to coordinate all IACRAO sponsored registration and records programs and meetings, including but not limited to, the annual IACRAO conference registration and records business meeting and other group meetings. It shall also be the duty of the registrar chair to coordinate annual IACRAO conference presentations for the registration and records track, and any other professional development opportunities for the registrar group. The registrar chair shall hold office for one year.

g. Advisory Chair. It shall be the duty of the Advisory chair to oversee and coordinate the efforts of the committee on Advisory to the State of Idaho. This chair shall also periodically report back to the IACRAO executive board on meetings, discussions, and other pertinent information

shared between the committee on Advisory to the State of Idaho and the State Board of Education. The advisory chair shall hold office for two years.

h. Technology Chair. It shall be the duty of the technology chair to oversee and coordinate the ongoing communication efforts of the association including, but not limited to, website maintenance and updates, board meeting conference call set up, quarterly association webinar technology needs, annual conference technology needs, etc. The technology chair shall hold office for three years.

## ARTICLE VII: COMMITTEES

### Section 1      Executive Committee

The officers of the association together with the immediate past president shall constitute an executive committee with power to fix the time and place of all meetings. The other members of the executive committee shall assist the president in arranging the program and in making other necessary arrangements, and shall have the power and authority to conduct the affairs of the association during the interim between its meetings.

### Section 2      Nominations and Awards Committee

This committee will identify retiring IACRAO members. It will coordinate efforts to honor these individuals as well as active past presidents and other IACRAO members as appropriate. The immediate past president will serve as chairman.

## ARTICLE VIII: CONSTITUTION AND AMENDMENTS

### Section 1

This constitution may be amended at any regular meeting with a two-thirds vote of the member institutions present, provided that the substance of the proposed amendment shall have been submitted in the call for the meeting.

### Section 2

This constitution shall become effective immediately upon its adoption by a two-thirds vote of the member institutions.

## BYLAWS

### BYLAW I: MEETINGS

### Section 1

The annual meetings of the association shall be held at a time and place to be fixed by the executive committee after discussion by the members at the previous meeting. Others may be called at the discretion of the executive committee.

## Section 2

A quorum shall be deemed constituted when fifty percent or more of the eligible member institutions are represented at a duly called meeting. A quorum shall be necessary to convene a meeting for the purpose of ratifying or amending the constitution or bylaws of the association.

## Section 3

During any official association meeting, each member institution shall have one institutional vote when any recommendation from a committee comes before the membership at large. The president shall have power to vote in case of a tie or to make a two-thirds majority.

### BYLAW II: DUTIES AND FEES

#### Section 1

There shall be annual dues in an amount to be determined by the president and the executive committee.

#### Section 2

There shall be a registration fee in an amount to be determined by the executive committee and announced by that committee at the time of the annual meeting call.

### BYLAW III: COMMITTEES

#### Section 1

There shall be five standing committees to serve the needs and interests of the association: a committee on high school-college relations, a committee on registration and records, a committee on admissions, a committee on nominations and awards and a committee to advise the State of Idaho.

a. The committee on High School Relations/Admissions, led by the High School Relations/Admissions Chair, shall be composed of individuals from all regions of the state. These representatives are nominated annually at IACRAO. The committee will serve to coordinate and facilitate high school-college relations programs for the coming year and will serve to coordinate and facilitate all activities and business relating to admissions and serve to coordinate inter-college relations.

b. The committee on registration and records, led by the Registrar Chair, shall be composed of individuals from member institutions whose affiliation primarily pertains to registration and records. The

committee will serve to coordinate and facilitate all activities and business relating to registration and records activities of the member institutions.

d. The committee on nominations and awards, chaired by the immediate past president of IACRAO, shall identify retiring IACRAO members and coordinate efforts to honor these individuals as well as active past presidents and other IACRAO members as appropriate.

e. The committee on Advisory to the State of Idaho shall serve between IACRAO and the Office of Idaho State Board of Education and its affiliates, which shall be chaired by an elected chairperson and shall be composed of a minimum of three and no more than five individuals from member institutions. The committee will represent and act as the liaison between the member institutions and the State of Idaho.

## Section 2

The person chairing each committee shall appoint one member to serve as secretary to take minutes during the committee meetings for historical purposes and/or recommendations to be presented to the general assemble of the association.

## Section 3

Such other committees as deemed necessary for the welfare and progress of the association may be appointed by the president. Such committees may include, but are not limited to, an annual conference committee.

## ARTICLE VII: AMENDMENTS

The bylaws may be amended at any meeting by two-thirds vote of the member institutions present, provided that the substance of the proposed amendments shall have been submitted in the call for the meeting.

ADOPTED: 21 January, 1968	at Boise, ID
AMENDED: 5 May, 1978	at Coeur d'Alene, ID
AMENDED: 18 May, 1988	at Coeur d'Alene, ID
AMENDED: 7 April, 1989	at McCall, ID
AMENDED: 7 April, 2000	at Clarkston, WA
AMENDED: 31 May, 2002	at Boise, ID
AMENDED: 24 June, 2005	at McCall, ID
AMENDED: 23 June, 2006	at Missoula, MT
AMENDED: 22 June, 2007	at Rexburg, ID
AMENDED: 14 June, 2013	at McCall, ID
AMENDED: 11 June, 2014	at Coeur d' Alene, ID
AMENDED: 16 May, 2017	at Boise, ID

