

CONSTITUTION
CONNECTICUT ASSOCIATION OF COLLEGIATE REGISTRARS

ARTICLE I
NAME AND OBJECTIVES

1. The name of this Association shall be the Connecticut Association of Collegiate Registrars (CACR).
2. Objectives of the Association are:
 - a. To promote and enhance professional growth and development among its members.
 - b. To facilitate the free exchange of professional information among its members.

ARTICLE II
MEMBERSHIP

1. Institutional membership in the Connecticut Association of Collegiate Registrars shall be extended to community-technical colleges, private 2-year colleges, external degree program colleges, and all 4-year colleges and universities licensed by the State of Connecticut. Representation is through and by officers of the administration who carry out the functions normally charged to collegiate registrars, enrollment services, and other associated offices. All officers of the college engaged in fulfilling these responsibilities are eligible to represent institutional members.
2. Each member institution shall have one vote regardless of the number of representatives. "Member institution" is defined as that institution which pays annual dues to this organization.
3. Membership in the Connecticut Association of Collegiate Registrars may be terminated by action of the Executive Board for any of the following reasons:
 - a. Failure of any member to pay the annual dues as set by duly constituted authority within a reasonable time after proper notice has been dispatched by the Treasurer.
 - b. Conduct detrimental to the Association or in violation of the highest professional standards.
4. The Executive Board is empowered to investigate and interpret the findings in all complaints brought to its attention. The Executive Board's decision will be communicated to the membership of the Association at the next meeting of the Association.

ARTICLE III
MEETINGS

1. Two meetings of the full membership of the Association shall be convened each year at the call of the President or by majority vote of the Executive Board. These shall be designated as the Fall meeting and the Spring meeting. Appropriate items of Association

- business shall be undertaken at these meetings. Additional meetings may be called by the President, the Executive Board, or by majority vote of the general membership.
2. Motions brought before the membership at meetings shall be carried by a simple majority of the member institutions present.
 3. The business agenda of the meetings shall be:
 - a. Call to order by the presiding officer. Secretary will record attendance in the minutes of the meetings
 - b. Reading of the minutes of the preceding meeting
 - c. Report of the President
 - d. Report of the Secretary
 - e. Report of the Treasurer
 - f. Reports of the Committees
 - g. Old Business
 - h. New Business.
 - i. Election of Officers
 - j. Adjournment
 4. The approved order of business may be suspended upon motion of any member of the Association if approved by a majority vote of the member institutions attending.

ARTICLE IV OFFICERS AND EXECUTIVE BOARD

1. The officers of the Association shall be:
 - a. President
 - b. President-elect
 - c. Secretary
 - d. Treasurer
 - e. Webmaster
 - f. Vendor Coordinator
2. The President's term of office is for two years. The President assumes office in even numbered years.
3. The President-elect's term of office is for two years. The President-elect is elected to office in even numbered years. The President-elect automatically becomes President at the conclusion of the term of office as President-elect.
4. The Secretary's and Treasurer's term of office is for two years. These officers are elected in odd numbered years.
5. The Webmaster will be elected by the general membership to assist the other members of the Executive Board maintain the organizations web page. This member will be elected on odd number years and serve for a two-year term.
6. The Vendor Coordinator's term of office is two years. This office is elected in odd numbered years. Their primary function will be to solicit and secure vendors for the annual spring membership meeting to help offset the costs associated with holding the meeting.

7. Three representatives-at-large from the general membership shall be elected to assist the officers in making Association policy and in formulating Association procedures. These representatives shall serve a term of two years, one to be elected in odd numbered years and two to be elected in even numbered years.
8. The Executive Board of the Association shall consist of the officers, the three representatives-at-large, the Immediate Past President and Webmaster. The functions of the Executive Board shall include, but are not limited to:
 - a. **Pursuing** the stated objectives of the Association.
 - b. **Convening** and conducting meetings as required by the Constitution.
 - c. **Bringing** such matters of business before the membership as may be required in fulfillment of the objectives of the Association.
 - d. **Filling** vacancies involving unexpired terms of office of Executive Board members.
 - e. **Establishing** such committees as may be needed in the fulfillment of the objectives of the Association. Such committees are to serve at the pleasure of the Executive Board, but not for a period of time longer than two years from the date it was constituted. Any committee which seeks to have a permanent status (Standing Committee) may petition the general membership of the Association for permanent status at any regular meeting of the Association.
 - f. **Conducting** an annual audit of the financial accounts of the Association.
 - g. **Responding** to the desires of the membership for the direction of the Association, to hear all appeals or complaints concerning violations of rules and to act expeditiously in responding to the concerns of the membership.

ARTICLE V
DUTIES OF THE OFFICERS

1. The duties of the President shall be:
 - a. To preside at any and all meetings of the Association and of the Executive Board.
 - b. To serve as ex-officio member of all committees.
 - c. To prepare the agenda and direct all planning for Association meetings.
 - d. To make a report to the Association at the meeting at the close of the term of office.
2. The duties of the President-elect shall be:
 - a. To preside at any meeting of the Association or the Executive Board from which the President is absent.
 - b. To assist the President as requested.
 - c. To chair the Nominating Committee.
 - d. To maintain the Association directory.
 - e. To assume the office President when that office is vacant by reason of expiration of the President's term of office or to fulfill an unexpired term of office of the President.
3. The duties of the Secretary shall be:
 - a. To keep the minutes and records of the Association.

- b. To make a report to the Association at each meeting.
4. The duties of the Treasurer shall be:
 - a. To be custodian of the funds of the Association.
 - b. To make a report to the Association at each meeting.
 - c. To reside at any meeting of the Association or of the Executive Board from which both the President and president-elect are absent.
5. The duties of the Webmaster shall be:
 - a. To create and manage the content and organization of the Association's website.
 - b. To report updates/changes to the Association at each meeting.
6. The duties of the Vendor Coordinator shall be:
 - a. To maintain a list of current vendor contacts
 - b. To invite vendors to present, table, or sponsor at annual meeting and serve as primary contact throughout conference coordination

ARTICLE VI AMENDMENTS TO THE CONSTITUTION

1. The Constitution may be amended at any meeting of the Association by an approving vote of two-thirds of the member institutions, provided that verbatim notice of any proposed amendment and identification of the convening date be sent by the Executive Board to the representatives of each member institution at least two weeks prior to the date of said meeting.

ARTICLE VII DUES

1. Annual dues for the following academic year shall be determined by the Executive Board and approved by membership by majority vote of the member institutions present at the Spring meeting.

ARTICLE VIII ELECTIONS

1. Officers shall be elected from among the member institutions.
2. Officers shall be elected as follows:
 - a. The Executive Board shall appoint a Nominating Committee to be comprised of two individuals chosen from the member institutions of the Association and chaired by the President-elect. The Nominating Committee shall prepare a slate of nominees and publish this slate to all members of the Association at least one month prior to the Spring meeting.
 - b. The election shall be conducted by the President as a standing agenda item for the Spring meeting.
 - c. The President shall again present the slated candidates presented by the Nominating Committee and shall receive nominations from the floor.

- d. A majority vote of the member institutions in attendance shall elect.
 - e. In absence of a majority, the candidate receiving the lowest number of votes shall be withdrawn and additional ballots taken until a majority is reached.
 - f. In the event of a tie, ballots will continue to be taken until a majority is reached.
3. The newly elected officers take office immediately following the Spring meeting of the Association.

ARITCLE IX
QUORUM

- 1. One half of the member institutions shall constitute a quorum for a meeting of the Association.
- 2. Four (4) members shall constitute a quorum for a meeting of the Executive Board.

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revised
12/7/74
revised
3/15/85
revised
7/02/99
revised
6/9/17