

Constitution and Bylaws of

West Texas Association of Collegiate Registrar and Admissions Officers

Established - March 19, 1987

Amended – April 24, 2024

I. Name

The name of this association shall be: West Texas Association of Collegiate Registrars and Admissions Officers. (WTACRAO)

II. Objectives

- a. In general, to promote the advancement of education, particularly higher education in the West Texas area. The specific purposes shall be to advance professionally the work and the positions in offices of admissions, records, registration, and closely related functions such as data processing and research, among member institutions. This shall include the promotion of consistency and cohesiveness of academic records management practices; the promotion of ethical practices of recruiting; the promotion of cooperation among member institutions and high schools in the areas of admissions, recruiting, transcript management and educational counseling as a means toward the end of the facilitating smoothness of transfer for students in the West Texas area; supporting the purposes of TACRAO, SACRAO and AACRAO in accomplishing such concentration of effort.
- b. To provide a source of professional counsel for members and their institutions in the conduct of day-to-day academic record transactions and admission operations.
- c. To promote general recognition of the vital professional role performed by the academic records and admissions administrators in college and university systems, particularly those in the West Texas area.
- d. To provide organized assistance and support to individual members in their efforts to maintain ethical and orderly records management and admissions practices at their own institutions if such practices are recognized throughout the commonly accepted guidelines of the American Association of Collegiate Registrars and Admissions Officers and its affiliates.
- e. To promote cooperation among area institutional members and the community in various innovative ventures involving curriculum, admissions, instruction, grading, non-traditional credit, and records reporting, while maintaining professional and ethical standards.
- f. To encourage professional attitudes and motivation among individual members by providing training and orientation through scheduled professional meetings, workshops, and seminars to exchange ideas and

techniques pertinent to the administration of academic records and the admission functions of member institutions.

III. **Membership**

- a. Institutional membership shall be open to institutions of higher learning in the West Texas area which are accredited by the Southern Association of Colleges and Schools. Institutions not so accredited should submit a request for membership in writing for recommendation of the executive committee and approval by the membership.
 - i. Each school shall name its own members and associated staff.
 - ii. Associate membership may be extended by the duly elected officers of the Council to individuals interested in the objectives of the association.
 - iii. Honorary membership shall consist of individuals no longer eligible for active membership who have given outstanding service to the council and who are elected by the membership.
 - iv. Each active member in attendance has one vote.
- b. There are no membership dues.

IV. **Officers**

- a. The rotating officers of this council shall be **President, Vice-President, Secretary, and Immediate Past-President** - Each to be elected for a one-year term by the voting members each year at the spring meeting.
- b. The non-rotating officers of this council shall be **Treasurer and Historian** – Each to be elected by the voting members at the spring meeting until no longer eligible for active membership or their resignation.
- c. If the Secretary or Vice-President is unable to complete a term in office, the vacancy shall be filled by a majority vote of the total active membership present and voting at the next meeting.
- d. If the President is unable to complete a term of office, the vacancy shall be filled by the Vice-President who shall complete the unexpired term in addition to the Presidential term for which he or she was originally to serve as Vice-President elect.
- e. If the Treasurer or Secretary are unable to complete a term of office, all financial and historical records must be passed to their successor, or if no successor is immediately available, to the President.
- f. The President shall:
 - i. Administer the operation of the organization and preside at all meetings.
 - ii. Appoint appropriate individuals and committees to conduct the affairs of the organization in an effective, orderly manner.

- iii. Serve as ex-officio of all committees except the Nominating Committee, if such is appointed.
 - iv. Lead planning of the annual spring meeting in coordination with officer committee and representatives from the host institution.
- g. The Vice-President shall:
 - i. Act in the absence of the President.
 - ii. Serve as chairman of the Meeting Arrangements Committee and notify the members of the place and date of each meeting.
 - iii. Serve as President-Elect; to become President at the next change of officers.
 - iv. Assist with planning of annual spring meeting in coordination with the President.
- h. The Secretary shall:
 - i. Perform as the Recording Secretary and record action of the organization through maintaining minutes.
 - ii. Maintain a roster of members and committee lists.
 - iii. Assist with agenda preparation.
 - iv. In the absence of the President or Vice-President, call the meeting to order and ask for nominations for someone to act as Chairman Pro-Temp.
 - v. Become Vice-President with the next change of officers.
 - vi. Assist with planning of annual spring meeting in coordination with the President.
- i. The Treasurer shall:
 - i. Oversee and maintain WTACRAO financial records and expenditures.
 - ii. Provide treasury updates at WTACRAO and TACRAO annual meetings.
 - 1. Updates to include:
 - a. WTACRAO account balance prior to and following annual WTACRAO meeting.
 - b. WTACRAO account balance prior to and following annual WTACRAO meeting.
 - c. Votes to spend funds.
 - iii. Collect annual spring meeting registration fee and track member payments.
 - iv. Coordinate the transition of accounts and funds with President to the new Treasurer upon resignation or ineligibility for WTACRAO membership.
- j. The Historian shall:
 - i. Maintain historical records for WTACRAO, including but not limited to:
 - 1. Bylaws
 - 2. Meeting agendas and minutes

- 3. WTACRAO planning materials
 - 4. Photographs from WTACRAO and TACRAO annual meetings
- ii. Records to be maintained in a centralized digital location and made accessible to new officers as they're elected.
- iii. Rescind access to maintained records once a member rotates out of the officer's council.
- k. The Immediate Past-President shall serve as a member of the Executive Committee.

V. Meetings

- a. The meetings of this council shall be held in conjunction with the fall TACRAO meeting and the most desirable date around spring break, on a rotating basis and date and time in the West Texas area determined by the Meeting Arrangements Committee. The meeting dates will not conflict with the dates of the annual TACRAO, SACRAO or AACRAO meeting dates.
- b. Notice of the date and location of each subsequent meeting shall be announced at each meeting; or the membership will be notified in writing at least 30 days in advance of the next meeting.
- c. The basic order of business of the Spring meeting shall include the election of officers and staff development.
- d. Roberts Rules of Order, Revised, shall be the authority on parliamentary procedures at all meetings of the association.

VI. Committees

- a. The Meeting Arrangements Committee and other Standing and Special committees shall be appointed by the President.
 - i. The Standing Committee shall be:
 - 1. The Executive Committee, comprised of the Immediate Past-President, President, Vice-President, Secretary, Treasurer, and Historian.
 - 2. The Meeting Arrangements Committee is comprised of the Executive Committee plus a representative from the host institutions.
 - ii. Other Standing or Special committees may be appointed by the President as needed.

VII. Amendments To The Constitution

- a. Amendments may be made at any WTACRAO meeting by a majority vote of the active members present and voting.