

# OACRAO Bylaws

## **Article I: Mission**

The mission of the Ohio Association of Collegiate Registrars and Admissions Officers (hereinafter, the Association) is to provide professional development regarding best practices, and standards and guidelines in records management, admissions, enrollment management, administrative information technology and student services to higher education officials in Ohio, and, but not limited to:

1. Provide a forum for the exchange of information and ideas among members.
2. Provide mentoring and professional development opportunities for the membership.
3. Foster a spirit of unity, cooperation, and professional pride among our members and others in the higher education community.

## **Article II: Membership and Dues**

### **Section 1: Institutional Membership**

1. Institutional membership in OACRAO shall be extended to collegiate-level, degree-granting institutions of higher education in Ohio, and to other institutions of higher education as approved by the Board of Directors.
2. Institutional members shall designate one or more individuals as voting members in such numbers and under such terms as specified in these bylaws of the Association.

### **Section 2: Voting Membership and Dues**

Dues for each member institution shall be charged based on the following scale of institutional headcount enrollment in the fall of each year. Payment of dues shall entitle the institution to designate a specified number of voting members. Multiple campus institutions pay dues based upon the headcount sum for all campuses. Dues will be evaluated annually by the Board of Directors at the time the following year's budget is constructed. Any recommended dues increases will be presented to the membership as part of the proposed budget to be voted on at the annual meeting. The membership will be given at least two weeks advance notice of a dues increase being recommended at the annual meeting.

<u>Headcount</u>		<u>Voting Members</u>
0	999	2
1,000	2,499	4
2,500	4,999	6
5,000	14,999	8
15,000	or more	10

Institutional members may designate an unlimited number of additional non-voting members by paying an additional annual membership fee established via a vote of the membership based on a recommendation by the Board of Directors.

### **Section 3: Honorary Membership**

Honorary (lifetime) individual membership in OACRAO shall be conferred by the Board of Directors according to the following guidelines:

1. Honorary members shall have met the following criteria:
  - a. A minimum of ten years active participation as an OACRAO member.
  - b. A minimum of ten years service within an OACRAO member institution.

- c. Outstanding contributions to the profession and OACRAO.
- 2. Honorary members are entitled to all benefits including Annual Conference registration (excluding meals), that accrue to members, including voting and placement on the OACRAO permanent mailing list.

#### **Section 4: Non-voting Membership**

Non-voting membership in OACRAO shall be extended, with approval of the Board of Directors, to:

- 1. Associate Members who have met the following criteria:
  - a. Retirees from OACRAO.
  - b. Graduate students interested in pursuing careers in the profession.
  - c. Representatives of associations who have goals similar to OACRAO.Dues for Associate Membership shall be established via a vote of the membership based on a recommendation by the Board of Directors.
- 2. Corporate Members who are organizations or companies that are not eligible for membership as an institution. Benefits provided to the corporate member include:
  - a. Consultation with Vice President/Program as a corporate liaison regarding issues and topics.
  - b. Inclusion in any official OACRAO membership roster.Dues for Corporate Membership shall be established via a vote of the membership based on a recommendation by the Board of Directors.

#### **Section 5: Membership Year**

The membership year will be September 1 through August 31.

#### **Section 6: Review of Fitness for Membership**

The Board of Directors is empowered to investigate the fitness of an applicant for membership and to review, at any time, a member's right to hold membership as outlined in Article II, Section 1 of these bylaws.

#### **Section 7: Loss of Membership Status**

Any member failing to pay the appropriate annual dues by September 1 of the membership year may be dropped from the list of members and may not receive membership benefits.

### **Article III: Board of Directors**

#### **Section 1: Board of Directors**

The Directors of the Association shall be elected by the voting membership and shall conduct all Association business that is assigned to them or is not otherwise provided for in these bylaws. The Directors must be voting members of the Association and will also serve as officers of the Association. The Board of Directors shall include the following:

- 1. President
- 2. President-Elect
- 3. Immediate Past-President
- 4. Vice President/Program
- 5. Vice President/Membership Development
- 6. Vice President/Workshops
- 7. Secretary
- 8. Treasurer
- 9. Treasurer-Elect

## **Section 2: Duties of the Board**

Members of the Board of Directors act as representatives of the members. Duties of the Board of Directors shall include, but are not limited to, the following:

1. Review and articulate the mission and purpose of the Association.
2. Ensure effective Association performance.
3. Manage financial resources and all assets of the Association.
4. Determine, monitor and strengthen the Association's programs and services.
5. Ensure legal and ethical integrity and maintain accountability.
6. Publish an annual report and an annual financial audit of the activities of the Association.

## **Section 3: Meetings of the Board of Directors**

The Board of Directors shall meet at the Annual Conference and at least one other time in the year. The Board of Directors may also meet at such other times as the President, or if the President is unable to call a meeting, the President-Elect, shall deem necessary or appropriate.

1. The business of the Board of Directors shall be conducted with the President serving as chair, the President-Elect as vice chair, the Secretary as secretary, and the Treasurer as treasurer of the Board.
2. Meetings of the Board of Directors shall be called by the President, or if the President is unable to do so, by the President-Elect. Notice will be given at least seven (7) days prior to the meeting. Directors may waive their right to notice. Decisions within the Board of Directors shall be made by simple majority vote of a quorum of the Board. A quorum shall be a majority of the Board. Business can also be conducted without a personal meeting of the Board.
3. In the absence of the President or President-Elect calling a meeting, a special meeting of the Board can be convened by two-third consent of the Board.

## **Section 4: Compensation**

Board of Directors shall not be compensated, except that they may be reimbursed for reasonable and necessary expenses incurred in connection with service to the Board.

## **Section 5: Duties of the President**

1. Act as the presiding officer of the Association.
2. Perform such duties and/or responsibilities as specifically described in the bylaws.
3. Preside over meetings of the Board of Directors, and other ad hoc meetings of officers and committees, as announced.
4. Act as liaison with AACRAO for OACRAO in all matters other than those specifically delegated to an appointed AACRAO regional delegate.
5. Prepare a charge and appointment letter with specific objectives for each OACRAO standing and ad-hoc committee member to be forwarded from the Past-President within 45 days of the end of the Annual Conference.
6. Attend AACRAO Annual Conference sessions and/or workshops oriented toward state and regional activities or designed for state and regional officers.
7. Convene the OACRAO Annual Conference—prepare the agenda for and preside over the business meeting(s) during the Annual Conference.

## **Section 6: Duties of the President-Elect**

1. Assume the duties of President when the President is unable to perform them.
2. Serve on the Fiscal Committee.

3. Develop and recommend the annual budget to the Board of Directors in time for adoption by the membership at the Annual Conference.
4. Arrange an OACRAO and/or regional function for the AACRAO conference.
5. Maintain contact with the vice presidents to ensure ongoing membership development through workshops, seminars and other regional meetings.
6. Coordinate dissemination of all information distributed under the Association name.
7. Attend AACRAO State/Regional Officers Workshop and AACRAO Annual Conference sessions and/or workshops oriented toward state and regional activities or designed for state and regional officers.
8. Review the association insurance policy and recommend changes, if any, to the Board of Directors.
9. Serve as board liaison to the Government Relations Committee.

### **Section 7: Duties of the Immediate Past-President**

1. Chair the Nominations and Elections Committee.
2. Chair the Bylaws Committee.
3. Chair the Fiscal Committee.
4. Serve as Parliamentarian during any business meeting(s) at the Annual Conference in the absence of an appointed parliamentarian.
5. Develop the Committee membership lists prescribed in Article VI Committees and submit it to the Board of Directors for approval no later than 30 days after the end of the Annual Conference.

### **Section 8: Duties of the Vice President/Program**

1. Coordinate the development of program sessions for the Annual Conference that address current topics and issues in conjunction with the chairs and vice-chairs of the program committees and include corporate member's presentations.
2. Develop a calendar of additional planning sessions, the date for the tentative program deadline (advise Communication Committee) and other deadlines.
3. Identify conference room and special equipment needs (advise Local Arrangements Committee).
4. Chair the Program Committee.

### **Section 9: Duties of the Vice President/Workshops**

1. Coordinate the development of workshops.
2. Develop workshops budget.
3. In conjunction with Communication Committee and Secretary, coordinate workshops publicity.

### **Section 10: Duties of the Vice President/Membership Development**

1. Coordinate recruitment of new members and new member institutions to the Association. In coordination with the Membership and Mentoring Committee and the program committees, develop programs for the Annual Conference with specific emphasis on new members.
2. Develop needs assessment mechanisms to ensure that the Association is meeting the needs of its membership.
3. Chair the Membership and Mentoring Committee.
4. Review institutional membership paid/unpaid dues on an annual basis; provide information and recommendations on institutional status to the Board of Directors.
5. Maintain the organization's database of members.

### **Section 11: Duties of the Secretary**

1. Attend all meetings of the Board of Directors, keep a record of decisions made, and distribute copies of minutes to all members of the Board of Directors and to the webmaster for posting on the website after they have been approved.

2. Attend the Annual Conference, write a brief summary of the entire proceedings including the business meeting and distribute copies to members of the Board of Directors and the Web Master (to be marked "Draft" until approved by a vote at the next Annual Conference).
3. Prepare a printout of Membership Handbook information relevant to each institution for the Treasurer's verification; additions, or deletions to be mailed out with dues letter.
4. Serve as the Board of Directors liaison with the Communication Committee.
- 5.. Maintain the organization's list serve in conjunction with the list serve host/manager and the membership list with the webmaster.

## **Section 12: Duties of the Treasurer**

1. Provide notification of and assess dues on an annual basis.
2. Collect all dues and other income, and process appropriate expenditures on behalf of the organization.
3. Keep an accurate accounting of all transactions and present the books to the Fiscal Committee for their approval at the end of the fiscal year, and prior to the Annual Conference.
4. Submit a Treasurer's report at every Board of Directors meeting.
5. Submit a report to the membership at large at the Annual Business Meeting held at the Annual Conference.
6. Inform members of the reimbursement guidelines of the current Internal Revenue Code.
7. Serve as a non-voting member of the Fiscal Committee.
8. Serve as the Board of Directors liaison with the Scholarship Committee.
9. Provide recommendations to the Board of Directors and membership on strategic directions for financial planning including investments and fund management.
10. Mentor and train the Treasurer-Elect in preparation for assuming the responsibilities of the Treasurer.
11. Keep an accurate file of all OACRAO contracts.

## **Section 13: Duties of the Treasurer-Elect**

1. Assume the duties of the Treasurer if the Treasurer is unable to perform them.
2. Assist the Treasurer with all of his/her responsibilities in a manner which provides thorough training for assuming that office.
3. Serve as a non-voting member of the Fiscal Committee.
4. Assume the Office of Treasurer for a two-year term after serving one year as Treasurer-Elect.

## **Section 14: Vacancies**

1. In the event the office of President becomes vacant, the President-Elect will assume that office for the balance of the year and through his or her regular term of office.
2. If a vacancy occurs in any position other than the President, the Board of Directors shall request a nomination from the Nominating Committee, and shall appoint a replacement until an election can be held at the next Annual Business Meeting. Service of the elected replacement shall extend for the balance of the unexpired term. Such appointment or election shall not affect a person's eligibility for subsequent election to a full term.

## **Section 15: Removal of Directors**

The process for removing an elected or appointed Officer shall be as follows:

1. Any Officer, who, during the course of a term of service, fails to qualify as a voting member for a period of ninety (90) days due to loss of employment or some other circumstance, shall be removed from office immediately and a replacement shall be named in accordance with Article III, Section 13, as appropriate.
2. Any voting member may file a complaint about an Officer with the President or Immediate Past-President of the Association. The complaint must be in writing and must specify the nature of the problem in adequate detail. Such reasons can be, but are not limited to, dishonesty, failure to perform in office, or financial mismanagement.

3. After concurrence by an Officer, the full Board of Directors will convene in special session within thirty (30) days to consider the complaint. The complainant(s) may be invited to present evidence and be available for questioning at this special session. The Officer who is the subject of a complaint will be given reasonable time prior to the meeting to prepare a response to the written complaint(s) and will be invited to be present to deliver that response. The President will preside over this special session. If the President is the subject of the complaint, the Immediate Past-President shall preside.
4. The Board of Directors will vote, by secret ballot, to retain or remove the individual from office. A two-thirds majority vote of those voting will be required to remove an Officer from office.

## **Article IV: Elections**

### **Section 1: Election of Board of Directors**

Directors shall be elected by voting members prior to the Annual Business Meeting at the Annual Conference. The Nominations and Elections Committee shall announce its slate of nominees and send ballots to voting members no later than four weeks prior to the Annual Conference with a deadline for return of ballots no later than two weeks prior to the Annual Conference. Additional nominations may be made via write-in on the ballot. Election results will be announced at the Annual Business Meeting of the Annual Conference.

### **Section 2: Nominations and Elections Committee**

1. The Nominations and Elections Committee shall consist of five voting members with the Immediate Past-President serving as chairperson. The remaining four voting members shall be elected by ballot prior to the Annual Conference, two from Past Presidents and two "at large" from the overall membership.
2. Responsibilities shall be as follows:
  - Prepare the slate of officers to be presented to the Board of Directors in time for action by voting members prior to the Annual Conference in the fall.
  - Prepare nominations for the filling of any vacancy as requested by the Board of Directors.
  - Prepare the slate of the next Nominations and Elections Committee for election by ballot to be sent to voting members prior to the Annual Conference; namely, four members at-large and four Past Presidents.
  - Oversee the election process.
  - Prepare the slate of nominee(s) for the Garland G. Parker Award for outstanding distinguished service to the profession by active participation in both OACRAO and AACRAO. The Award(s) may be given annually at the Annual Conference. It is permissible for the slate to be comprised of current, former or retired OACRAOans. The slate is to be presented to the Board of Directors for approval at least two months before the Annual Conference in order for a plaque to be produced for presentation at the Annual Conference.
  - Prepare a slate of nominee(s) for the Linus J. Ryland Distinguished Service Award for outstanding service to the profession and to OACRAO. The Award(s) may be given annually at the Annual Conference. Candidates for this award may be either actively involved or retired from OACRAO. The slate is to be presented to the Board of Directors for approval at least two months before the Annual Conference in order for a plaque to be produced for presentation at the Annual Conference.
  - Present to the Board of Directors any eligible OACRAO members who should be considered for current AACRAO awards/recognitions, lifetime and/or honorary OACRAO memberships.

### **Section 3: Terms of Directors**

1. The President-Elect shall be elected by a majority of ballots submitted by voting members and received by the advertised deadline. An announcement of the person receiving the majority of votes will be made at the Annual Business Meeting of the Annual Conference. He or she shall serve a term of one year. The President-Elect shall hold office from the announcement and passing of the gavel from the President to the sitting President-Elect at which time he or she is elected until the announcement and passing of the gavel

- at the next Annual Business Meeting, following which he or she automatically succeeds to President. The Immediate Past-President position is filled upon the passing of the gavel at the Annual Business Meeting.
2. The Vice President/Program, the Vice President/Membership, the Treasurer-Elect, and the Secretary shall be elected, in odd numbered years, by a majority of ballots submitted by voting members and received by the advertised deadline. An announcement of the person receiving the majority of votes will be made at the Annual Business Meeting of the Annual Conference. With the exception of the Treasurer-Elect, he or she will hold office for a term of two years and may not succeed himself or herself.
  3. The Vice President/Workshops shall be elected, in even numbered years, by a majority of ballots submitted by voting members and received by the advertised deadline. An announcement of the person receiving the majority of votes will be made at the Annual Business Meeting of the Annual Conference. He or she will hold office for a term of two years and may not succeed himself or herself. The Treasurer shall begin his or her term in an even numbered year at the passing of the gavel at the Annual Meeting.

### **Article V: Meetings**

At least one Annual Business Meeting of the entire membership shall be held each fall at the Annual Conference, at which time officers of the Association shall be announced as a result of the ballots received from voting members by the Nominations and Elections Committee and that comply with the established deadline. The voting members present in person at any meeting of the members shall constitute a quorum for such meeting. Other meetings may be called at the discretion of the Board of Directors. Any group of ten or more members desiring a special meeting may call for such a meeting by petitioning the Board of Directors.

### **Article VI: Committees**

#### **Section 1: Committee and Task Force Appointments**

All members (voting, non-voting, corporate and Honorary) are eligible for committee and task force appointments. Only voting members are eligible to serve in the position of Chair or Vice-Chair of a committee. The President of the Association at the end of his or her term, upon becoming Immediate Past President, in consultation with the Board of Directors shall select all standing committee members. The incoming President, at the beginning of his or her term, and in consultation with the Board of Directors, shall select all ad hoc committee and task force members. Standing committee member and chairperson appointments shall be effective at the conclusion of the Annual Conference and will be for one year unless otherwise specified. The new President shall forward a charge and appointment letter with specific objectives for each OACRAO standing or ad-hoc committee or task force no later than 45 days after the Annual Conference.

#### **Section 2: Operational Committees**

##### **a. Bylaws Committee**

1. The Bylaws Committee shall consist of the Immediate Past-President as chairperson and no fewer than two voting members selected by the chairperson from the pool of committee volunteers.
2. This committee shall be responsible for the preparation of any appropriate articles of incorporation or bylaw amendments or revisions of current amendments as deemed necessary by any voting members of the Association.
3. The committee shall be responsible for notifying the Association, in writing, of any proposed amendments or revisions at least two weeks prior to the meeting at which the amendment is to be considered.
4. Appointments to this committee shall be three years in length (with option for renewal upon recommendation of the Board of Directors).

**b. Fiscal Committee**

1. The Fiscal Committee shall consist of the Past President, the President-Elect, the Treasurer-Elect (during even numbered years), the Treasurer as a non-voting member, and one member to be appointed each year by the Immediate Past President from the pool of committee volunteers.
2. The Past President will serve as the chairperson.
3. The committee will propose to the Board of Directors a budget for the ensuing year.
4. The committee will audit the Treasurer's books for the preceding year, as soon as possible after the close of the fiscal year.
5. An audit report shall be submitted to the Board of Directors after the annual audit is conducted.
6. A report from the committee will be presented at the Annual Business meeting.

**c. Local Arrangements Committee**

1. The Local Arrangements Committee shall carry out all responsibilities for the Annual Conference. The committee shall consist of a chairperson or two co-chairpersons who are voting members and additional voting or non-voting members chosen from the pool of committee volunteers.
2. The scope of responsibilities shall be generally defined to include arrangement of physical facilities; recommendation of a conference theme, if appropriate; development and distribution of materials related to the conference; arranging meals and social activities; arranging for exhibits and exhibitors; arranging for equipment needs in coordination with the Vice President/Program and Vice President/Workshops; coordinating registration; arranging AACRAO representative's lodging at the Annual Conference; reserving lodging for the OACRAO President (paid for by OACRAO); developing a conference budget for presentation to the Board of Directors by May 1; preparing a financial report of the conference no later than the end of the calendar year in which the conference is held.
3. All contracts must be presented to the Board of Directors for approval and signature, if required.

**d. Membership and Mentoring Committee**

1. The committee shall consist of the Vice President/Membership Development as chairperson and additional voting members appointed by the Immediate Past-President from the pool of committee volunteers.
2. The scope of responsibility shall be generally defined to include association membership development, such as periodic assessments to ensure that member needs are being met by the association; identification of prospective new members to the organization, and dissemination of information regarding OACRAO and AACRAO to them; development and coordination of new member and mentoring sessions/activities at the Annual Conference; and development, maintenance and dissemination of the New Member Handbook.
3. Appointments to this committee shall be for three years to ensure both reasonable continuity and rotation.

**e. Communication Committee**

1. The Communication Committee shall consist of a chairperson and additional voting members selected by the Immediate Past-President from the pool of committee volunteers. The Newsletter Editor, Listserv Manager and the Webmaster are permanent members.
2. This committee shall be responsible for publicizing all items of interest regarding the business of the Association. This committee shall also be responsible for maintaining the association's Web site and preparing all resolutions as directed by the Board of Directors.
3. Appointments to this committee shall be three years in length (with option for renewal upon recommendation of the Board of Directors).
4. The secretary shall be the liaison from the Board of Directors and shall assist the committee in the dissemination of all materials.

#### **f. Scholarship Committee**

1. The Scholarship Committee shall consist of a chairperson, vice-chairperson, and additional voting members selected by the Immediate Past-President from the pool of committee volunteers.
2. The scope of responsibility of the committee shall be generally defined to include the following: notify the membership of the OACRAO scholarship award; define the criteria to be used to select scholarship recipients and recommend same to the Board of Directors; seek nominations of eligible students by the publicized deadline; review applications and then select the recipient(s) of the award for review and approval by the Board of Directors; and present the names of the scholarship award recipients at the Annual Conference.
3. Appointments to this committee shall be for three years to ensure both reasonable continuity and rotation.
4. The vice-chairperson will succeed to the chair after one year and assume the responsibilities of the chair at that time.
5. The Treasurer shall be the liaison from the Board of Directors.

#### **g. Program Committee**

1. The Program Committee shall consist of the Vice President/Program, and the chairperson and vice-Chairperson of each of the four program committees: The Admissions and International Education Committee, the Data Management and Research Committee, the Professional Development Committee, and the Records and Registration Committee.
2. The Vice President/Program shall serve as chairperson.
3. This committee is responsible for planning the program sessions for the Annual Conference.
4. This committee shall supervise any special projects referred to it by the Board of Directors.

#### **h. Government Relations Committee**

1. The Government Relations Committee shall consist of a chairperson and additional voting members selected by the Immediate Past-President from the pool of committee volunteers.
2. This committee shall be responsible for alerting the membership to local, state, and federal initiatives that could impact higher education and our profession.
3. This committee shall be responsible for coordinating OACRAO's relationship with state agencies as well as elected and appointed government officials.
4. This committee and its members should provide communication and education on behalf of our organization but may not engage in lobbying activities on behalf of the organization.
5. Appointments to this committee shall be three years in length (with option for renewal upon recommendation of the Board of Directors).
6. The President Elect shall be the liaison from the Board of Directors.

### **Section 3: Programming Committees**

These are sub-committees of the Program Committee responsible for the identification, development, and presentation of program sessions at the Annual Conference. They assist the Vice President/Workshops in the development of workshop topics. Corporate members are ineligible to participate in Program Committees.

#### **a. Admissions and International Education Committee**

1. The committee shall consist of a chairperson, vice-chairperson and additional voting members selected by the Immediate Past-President from the pool of committee volunteers.

2. The scope of topics shall be generally defined to include admission; recruiting; post-secondary enrollment options; equal educational opportunity; financial aid; international student issues; study abroad programs; and information on education in other countries.
3. Appointments to this committee shall be for three years to ensure both reasonable continuity and rotation.
4. The vice-chairperson will succeed to the chair after one year and assume the responsibilities of the chair at that time.

**b. Data Management and Research Committee**

1. The committee shall consist of a chairperson, vice-chairperson and additional voting members selected by the Immediate Past-President from the pool of committee volunteers.
2. The scope of topics shall be generally defined to include information systems; data collection; analysis and reporting; admission enrollment reports and institutional studies; and current and future technologies.
3. Appointments to this committee shall be for three years to ensure both reasonable continuity and rotation.
4. The vice-chairperson will succeed to the chair after one year and assume the responsibilities of the chair at that time.

**c. Professional Development Committee**

1. The committee shall consist of a chairperson, vice-chairperson and additional voting members selected by the Immediate Past-President from the pool of committee volunteers.
2. The scope of topics shall be generally defined to include office management; office organization; and member professional development.
3. Appointments to this committee shall be for three years to ensure both reasonable continuity and rotation.
4. The vice-chairperson will succeed to the chair after one year and assume the responsibilities of the chair at that time.

**d. Records and Registration Committee**

1. The committee shall consist of a chairperson, vice-chairperson and additional voting members selected by the Immediate Past-President from the pool of committee volunteers.
2. The scope of topics shall be generally defined to include academic calendars; grading policies and practices; records management; registration techniques; and scheduling.
3. Appointments to this committee shall be for three years to ensure both reasonable continuity and rotation.
4. The vice-chairperson will succeed to the chair after one year and assume the responsibilities of the chair at that time.

**Section 4: Other Committees and Task Forces**

Other committees may be appointed by the President as required to ensure the proper conduct of the business of the Association.

**Section 5: Committee Reports**

All committee chairpersons shall be prepared to report to the association at the Annual Conference.

## **Article VII: Special Appointments**

### **Section 1: Historian**

The President, with approval of the Board of Directors, shall appoint the Historian. The Historian shall be responsible for maintaining a record of activities and accomplishments of the Association for the current year. This record shall be added to the records for all previous years.

### **Section 2: Special Liaisons**

The President, with approval of the Board of Directors, may appoint special liaisons on an annual basis, subject to an annual review, to various groups or organizations with which communication and involvement would be of special interest to the Association.

### **Section 3: Newsletter Editor**

The President, with approval of the Board of Directors, shall appoint a Newsletter Editor to publish a newsletter to communicate information of interest to the members. This individual will serve on the Communication Committee.

### **Section 4: Webmaster**

The President, with the approval of the Board of Directors, shall appoint a Webmaster to coordinate information for and maintenance of the Web site of the Association. This individual will serve on the Communication Committee.

### **Section 5: Listserv Manager**

The President, with the approval of the Board of Directors, shall appoint a Listserv Manager to coordinate information for and maintenance of the listerv of the Association. This individual will serve on the Communication Committee.

## **Article VIII: Miscellaneous Provisions**

### **Section 1: Fiscal Year**

The fiscal year will be January 1 through December 31.

### **Section 2: Contract Authorization**

The Board of Directors may authorize any Director, employee or agent to execute contracts on behalf of the Association and sign checks, drafts, loans or other orders of payment or evidence of indebtedness.

### **Section 3: Parliamentary Rules**

Except as otherwise specifically provided in the Articles of Incorporation and Bylaws, all questions of order or procedure shall be determined in accordance with Robert's Rules of Order.

### **Section 4: Amendments**

The Articles of Incorporation or Bylaws may be amended at any meeting of the Association by vote of two-thirds of the voting membership present, provided written notice has been sent to the members at least two weeks prior to the date of said meeting.

Approved by a vote of the membership at the annual meeting on November 6, 2003.  
Amended by a vote of the membership at the annual meeting on November 3, 2006.  
Amended by a vote of the membership at the annual meeting on November 9, 2007.  
Amended by a vote of the membership at the annual meeting on November 13, 2008.  
Amended by a vote of the membership at the annual meeting on October 1, 2009.  
Amended by a vote of the membership at the annual meeting on October 13, 2011.