

# PROCEDURES MANUAL

*for the*

**Texas Association of Collegiate Registrars and Admissions Officers**

**TACRAO**



This manual is an operational guide for the Executive and other committees of the Texas Association of Collegiate Registrars and Admissions Officers (TACRAO). It includes a brief description and outline of responsibilities of each officer and committee.

This manual is updated annually by the Past President of the organization.

TACRAO Constitution & Bylaws, and Planning Calendar are maintained as separate documents. Each document is available on the TACRAO Website.

**REVISED AUGUST 2018**

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# EXECUTIVE COMMITTEE

The Executive Committee includes the President, President-Elect, Vice President for Records and Registration, Vice President for Admissions, Vice President for Information Technology, Secretary, Treasurer, and Immediate Past-President. The Local Arrangements Chair for the current year and the next year's Annual Conference serve as ex-officio members. The Committee meets a minimum of three times per year with a maximum at the discretion of the TEC. Typically, three on-site meetings are held and last 2-3 days each (TACRAO pays travel expenses for these meetings, but not for the annual meeting).

## **Duties and Responsibilities**

- Manage the affairs and conduct all business of the Association.
- Oversee planning for the Annual Conference and special workshops.

## **President**

- Chair Executive Committee Meetings, the Annual Business Meeting, and the Annual Conference.
- Appoint members of special and ad hoc committees.
- Serve as liaison for state regional associations, SACRAO, AACRAO, and other professional organizations.
- Serve as liaison between the Annual Conference Local Arrangements Committee and the Executive Committee.
- Serve as liaison to the Texas Higher Education Coordinating Board to establish Advisory Committees and/or discussion groups.
- Establish a working relationship among association committees and communicate their activities to the membership.
- Prepare an annual report to the membership.

## **President-Elect**

- Appoint members of standing and session planning committees.
- Coordinate development of the program sessions and special workshops in relation to the Annual Conference agenda.
- Serve as liaison between the Corporate Relations Committee and the TACRAO Executive Committee and the LAC Committee.
- Serve as chief assistant to the President.
- Attend the AACRAO workshop in Washington, DC.

### **Past-President**

- Chair the Past-Presidents Council at the Annual Conference.
- Prepare a Past-Presidents Council report to be submitted to the membership at the Annual Business Meeting.
- Chair the New Member Committee.
- Prepare a New Member Committee report to be submitted to the membership at the Annual Business Meeting.
- Publish and maintain an online New Member Orientation booklet.
- Chair Conference Site Selection Committee and make site selection for annual meeting three years in the future.
- Serve as liaison with the Historical Committee for the archival of historical records.
- Maintain and update the TACRAO Procedures Manual.
- Maintain and update the TACRAO Constitution and Bylaws.
- Maintain and update the LAC manual with assistance from the previous conference's LAC chair/co-chairs.

### **Vice President for Admissions**

- Coordinate activities of the following session planning committees: Community College, Technical and Transfer; Health Sciences, Graduate and Professional Schools; Student Success; Strategic Enrollment Management; Access and Equity for Students and Staff; and Undergraduate Admissions and Recruitment.
- Coordinate development of admissions programs for the Annual Conference.
- Plan and develop the annual workshop for new admissions counselors held in conjunction with the Annual Conference.
- Plan and develop the SEM workshop held in conjunction with the Annual Conference.
- Recommend admissions Session Planning Committee Chairs and members for appointment by the Executive Committee.
- Attend the AACRAO workshop in Washington D.C.

### **Vice President for Records and Registration**

- Coordinate activities of the following session planning committees: Certification and Legal Issues; Technology and Data Collection; Management, Organization and Professional Development; Records, Registration and Graduation.
- Coordinate development of programs for the Annual Conference.
- Recommend records and registration Session Planning Committee Chairs and members for appointment by the Executive Committee.
- Attend the AACRAO workshop in Washington D.C.

### **Vice President for Information Technology**

- Coordinate the affairs of TACRAO in the professional areas of information technology

- Coordinate updates to the TACRAO website
- Oversee the production of electronic conference schedule/program in conjunction with the Vice President for Admissions, Vice President for Records and Registration, and the LAC of the conference. This would include the annual conference as well as the summer meetings; ApplyTexas and Speede Meeting, University Issues and Community College Issues meetings.
- Coordinate program activities relative to the professional areas of information technology. Such activities include but are not limited to: technology related to TACRAO voting; assisting the Assessment Committee with any technology needs surrounding assessment projects; assisting with the maintenance of the TACRAO conference registration system and membership database in conjunction with the TACRAO secretary and TEC.;
- Maintain and update the TACRAO website with input from the TEC
- Assist the TEC with system training for new officers, and liaison with software vendor.
- Troubleshooting technology issues with the organization's membership/registration software.
- Generate queries or reports from the membership/registration software.
- Assist the communications committee with distribution of membership newsletters
- Oversight and technology support for Dropbox or file sharing resource for TEC, with the treasurer serving as backup.
- Technology support and oversight of electronic meeting accounts for TEC use.
- Serve as a technology resource to related standing and session planning committees for ideas related to sessions for upcoming conferences and needs for the association.
- Manage the TACRAO list-serv.
- Serve as an ex-officio member of the TCCNS committee.
- Attend the AACRAO workshop in Washington D.C.

### **Secretary**

- Maintain all official records of TACRAO business including minutes of Executive Committee and Annual Business Meetings.
- Maintain the member activity database.
- Maintain records of members and subscribers.
- Publish and distribute an annual membership directory.
- Invoice for membership dues and subscription fees annually.
- Invoice for Texas Common Course Numbering System maintenance fees annually.
- Provide member mailing lists and/or labels as needed.
- Attend the AACRAO workshop in Washington D.C.

### **Treasurer**

- Collect and deposit institutional fees and other Association income.
- Make payments for all Association financial obligations.

- Maintain the financial accounts for the Association.
- Act as the fiscal agent for the Texas Common Course Numbering System.
- Prepare financial reports for Executive Committee Meetings.
- Prepare tax statements.
- Prepare a complete financial statement at the close of the fiscal year for presentation at the Annual Business Meeting and for audit by the Auditing Committee.
- Keep official hotel contracts for future conferences.
- Attend the AACRAO workshop in Washington D.C.

**Local Arrangements Chairperson (Ex-Officio, non voting)**

- Appoint Local Arrangements Committee members to plan and present the Annual Conference.
- Prepare a proposed annual conference budget and submit to the TEC by February 1 of the year of the conference.
- Oversee all arrangements for the Annual Conference.
- Prepare a detailed accounting report of expenses and income for the annual meeting for audit by the Auditing Committee.
- Insure the financial report, records and account balances are submitted to the Treasurer by February 1.
- Attend all Executive Committee meetings for two years prior to their conference, hosting such meetings for the year of their conference.
- Pass along contractual concerns/issues to the Conference Site Selection Committee as they become evident.

## **SESSION PLANNING COMMITTEES**

**Purpose**

To submit, plan, and execute program sessions and workshops at the Annual Conference.

**Appointments**

Session planning committee Chairs and Members are appointed by the Executive Committee at its June meeting and are expected to attend the next two annual conferences. If a chosen committee chair is not performing duties or participating, the TEC may remove and/or replace the chair. If the chair reports that members of the committee are not participating, the TEC may remove and/or replace committee members. If removed or not participating, TACRAO participation points will not be earned. Session planning committees report to the Vice Presidents as follows:

***Admissions Session Planning Committees***

- Health Sciences, Graduate and Professional Schools
- Access and Equity for Students and Staff
- Community College, Technical and Transfer

- Student Success
- Undergraduate Admissions and Recruitment

Note: The Strategic Enrollment Management Session Planning Committee was dissolved effective November 2010, with session duties transferred to the SEM Standing Committee

***Records and Registration Session Planning Committees***

- Certification and Legal Issues
- Technology and Data Collection
- Management, Organization and Professional Development
- Records, Registration and Graduation

**Structure**

- One Committee Chair
- Four or five members



**Term of Office**

- One year (beginning at the Annual Conference).
- One member is named as chair for the following year.
- All other members rotate off.

**Income:** No Income Generated.

# **SESSION PLANNING COMMITTEES**

*(continued)*

**Duties and Responsibilities****Chair**

- Begin to develop program ideas at the Annual Conference.
- Submit session ideas, suggest presenters, and estimate budget expenses through the Committee Chair to the Vice President.
- Develop approved sessions and workshops to be offered at the Annual Conference including confirmation of presenters, facilitators, and audiovisual needs.
- Enter data on each session in the Conference Planning Databases.
- Oversee the coordination and implementation of sessions; providing leadership to the session planning committee.
- Insure that all relevant topics are being covered; that stipends, if necessary, are secured.
- Secure presenters and facilitators and ensure that all the information is correct in the TACRAO session database.
- Assign the planning of sessions to each committee member following up on each session until it is presented at the conference.

**Committee Members**

- Begin to develop program ideas at the Annual Conference.
- Develop and coordinate sessions for the conference. Secure the topic to be presented and secure the presenters and facilitators for each session.
- Input session information into the TACRAO session database.
- As a committee, submit 12-15 sessions for review by the TACRAO Executive Committee.
- Follow up on sessions submitted up until the session is presented at the conference.
- Confirm presenters, non-TACRAO presenters' expenses, facilitators, and audiovisual needs and update this information in the data base.

## ***Access and Equity for Students and Staff***

### **Session Topics (Examples):**

- Clearinghouse Updates
- How to Create Training Manuals
- Updates from High School Counselors.

## ***Health Sciences, Graduate and Professional Schools***

### **Session Topics (Examples):**

- HOT TOPICS: Health Sciences.
- Graduate and Professional Schools.
- Admissions Issues for Health Sciences, Graduate and Professional Schools.
- Recruitment of Health Science, Graduate and Professional School Students.
- New Student Orientations for Health Science, Graduate and Professional School Students.
- Graduate and Professional School International Student Admissions Issues.

## ***Student Success***

### **Session Topics (Examples)**

- Student Success Initiative Updates and Strategies
- High School Student Perspective Panels
- TSI Updates.

## ***Undergraduate Admissions and Recruitment***

### **Session Topics (Examples):**

- HOT TOPICS: Admissions
- HOT TOPICS: Student Recruitment
- Recruiter Olympics
- Session for New Admission Professionals, Part I
- Session for New Admission Professional, Part II
- New Admission Strategies
- New Student Recruitment Strategies
- New Student Programs (Orientation Programs)
- Using Student Ambassadors in the Recruitment Process;
- How to Conduct Campus Tours
- Visitor Center Sessions
- ApplyTexas Application Updates
- Undergraduate International Admission Issues
- SEVIS Updates
- College Open Houses or Preview Days.

## ***Certification and Legal Issues***

### **Session Topics (Examples)**

- Affirmative Action
- FERPA
- SEVIS Updates
- Residency
- Subpoenas
- State Auditor's Office (Compliance/Updates)
- NCAA Certification
- THECB Reporting Changes
- Veteran Affairs Issues
- Texas Legislature Update
- Theft Issues (Identity, School Seal, etc.)
- Security of Records

## ***Community Colleges, Technical and Transfer***

### **Session Topics (Examples)**

- Transfer Issues
- Core Curriculum
- Partnerships
- SACS Criteria Changes
- Dual Credit, STAAR, End-of-Course Testing

## ***Management, Organization and Professional Development***

### **Session Topics (Examples)**

- Office Organization and Management
- Record Management
- Professional Development
- Effective Communication Between Departments
- Training Manuals
- Student Worker Training

## ***Records, Registration and Graduation***

### **Session Topics (Examples)**

- Record Management and Retention
- Registration Techniques
- Transcript Issues
- Transfer Credit Issues
- AACRAO Transcript Guide Changes
- Virtual College of Texas
- Texas Success Initiative
- Workshop for New Records and Registration Professionals I and II
- Hot Topics-Registrars
- Graduation planning

## ***Technology and Data Collection***

### **Session Topics (Examples)**

- Data Assessment
- Data Security
- Surviving Conversions
- Software Decisions
- Managing An Imaging System
- Web Development Standards
- Degree Audit
- Web Accessibility
- Enrollment Management
- Use of E-Mail Addresses
- Hot Topics-Technology

## **STANDING COMMITTEES**

If a chosen committee chair is not performing duties or participating, the TEC may remove and/or replace the chair. If the chair reports that members of the committee are not participating, the TEC may remove and/or replace committee members. If removed or not participating, TACRAO participation points will not be earned.

### ***Assessment Committee***

#### **Purpose**

Oversee the coordination and implementation of the organization's assessment efforts.

**Structure**

- One Chair
- Five members

**Term of Office**

- Three years
- Two members rotate off each year.

**Income Generated**                      No Income Generated.

**Duties and Responsibilities****Chair**

- Meet with the TACRAO Executive Committee (TEC) as needed to determine the TEC's assessment needs.
- Make budget recommendations to the TEC to carry out the duties and responsibilities of the committee.
- Convene meetings of the committee as necessary to conduct the committee's assessment responsibilities.
- Assist the Local Arrangements Chair with the Annual Conference evaluations (sessions and overall conference).
- Prepare an annual report of the committee activities to be presented to the membership at the Annual Business Meeting.
- Identify and recommend potential committee members to the Executive Committee.

**Committee**

- Assist the with the various assessment activities of the committee.
- Assist with the session evaluations and the overall evaluation of the Annual Conference.

## ***Auditing***

**Purpose**

To annually review the financial transactions of the Association as reflected in the financial records of the Treasurer of the Association and the immediate past Local Arrangements Committee and any committee which generates funds or handles money.

**Structure**

- One Chair
- Two members.

**Term of Office**

- Three years beginning at the Annual Conference with the last year serving as Chair.

- One Member rotates off each year (the Chair)

**Income Generated**            No Income Generated.

**Duties and Responsibilities**

**Chair**

- Identify and recommend potential committee members to the Executive Committee.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.

**Committee**

- Audit the financial records of the Local Arrangements Committee (including bank statements, canceled checks, receipts for expenditures, and registration receipts) not later than February 1 each year. Invite the LAC Chair for the upcoming conference to attend.
- Submit an audit report of Local Arrangements Committee financial records to the Executive Committee prior to its February meeting.
- Audit the financial records of the Association (including bank statements, canceled checks, receipts for expenditures, and income deposits) after the close of the fiscal year, usually at the Annual Conference.
- Establish procedures and guidelines to be followed by the Treasurer and the Local Arrangements Chair in executing the financial responsibilities of each office including provisions for compliance with IRS section 501(c)(3) concerning tax exempt status and state laws governing state sales tax exemption.

**SEE ADDENDUM FOR AUDIT GUIDELINES AND PROCEDURES**

***Communications***

(November 2006)

**Purpose**

To publish and distribute the Association newsletter

**Structure**

- One Chair (Newsletter Editor)
- Six members who serve as regional reporters
  - North,
  - East
  - Southeast
  - South
  - Central
  - West (panhandle)
  - Ex officio: Webmaster.

**Term of Office**

- Chair: three years.
- Member: three years plus one year as an apprentice. (Revised 2006)

**Income Generated**            No Income Generated.

**Duties and Responsibilities****Chair**

- Coordinate the activities of regional editors.
- Receive, edit, and organize information to publish three newsletters annually as specified in the Association calendar.
- Print and mail the Association newsletter.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.
- Schedule and chair a committee planning meeting at the Annual Conference.
- Identify and recommend potential committee members to the Executive Committee.
- Publish minutes from Conference Business Meeting in Spring Newsletter.
- Post newsletter to the web and the TACRAO listserv. (Revised 2006)  
*(Note: if the new VPIT office is approved by the TACRAO membership in the 2017 business meeting, this duty will move from the communications chair to the VPIT.)*

**Committee**

- Solicit, edit, and submit information and materials for each newsletter from member institutions in the region.
- Attend the committee planning meeting at the Annual Conference.

# ***Community College Issues***

## **Purpose**

To identify issues facing community colleges and provide a forum (usually in late July) for discussion among community colleges, the Coordinating Board, state auditors, and others groups or agencies as needed.

## **Structure**

- One Chair
- Two members.

## **Term of Office**

- Three years with the last as Chair.
- One member rotates off each year.

## **Income Generated**

Registration fees for TACRAO Summer Meeting.

## **Duties and Responsibilities**

### **Chair**

- Identify and recommend potential committee members to the Executive Committee.
- Submit an annual financial report to the Treasurer by July 31.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.
- Prepare a detailed accounting report of expenses and income for summer meeting for audit by Auditing Committee.
- Insure the financial report, records and account balances in excess of \$500 are forwarded to TACRAO Treasurer by August 15<sup>th</sup>.

### **Committee**

- Monitor and make community college representatives aware of statewide issues affecting community colleges.
- Plan, organize, and present the Community College Annual Summer Meeting, traditionally held in mid-July. Plan in conjunction with University Issues Summer Meeting Committee and Technology Committee.



# **Conference Site Selection**

## **Purpose**

To select the conference site for future conferences

## **Structure**

- Chaired by the current Past-President
- Two members with experience in conference site selection or local arrangements.

## **Term of Office**

- Chair serves one year.
- Two members serve two years with one member rotating off each year.

**Income Generated**            No Income Generated.

## **Duties and Responsibilities**

### **Chair**

- Solicit the membership for interest in serving as Local Arrangements Chair.
- Get bids from hotels that meet TACRAO requisites.
- Get detailed contract from chosen hotel.
- Sign contract and send copies to committee members, current president and treasurer and potential LAC Chair. (The Treasurer will keep the original.).
- Make an LAC Chair or Co-chairs recommendation to the Executive Committee.

### **Committee**

- Visit hotels and make recommendation to TEC with the potential LAC Chair.
- Work closely with TACRAO's hotel contract negotiation agent, and if possible, that person should be present during the site visit.
- Review and approve contract.

## ***Council of Past Presidents***

### **Purpose:**

To serve the Executive Committee in an advisory capacity

### **Structure**

- Chaired by the current Past-President
- Membership limited to active members who have served as President of the Association.

### **Term of Office**

Until retirement from the profession.

### **Income Generated**

No Income Generated.

### **Duties and Responsibilities**

#### **Chair**

- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.

#### **Committee**

- Meet just prior to the Annual Meeting.
- Recommend goals and issues to be addressed by the Association.
- Perform tasks or provide leadership as assigned by the Executive Committee.

# ***Graduate and Professional School Relations***

## **Purpose**

To provide and promote recruitment opportunities for graduate and professional school programs and to address issues related to the unique needs of these programs.

## **Structure**

- One Chair.
- Five members.

## **Term of Office**

- Chair: three years.
- Member: five years.

**Income Generated**                      No Income Generated.

## **Duties and Responsibilities**

### **Chair**

- Notify the TEC of the created recruitment calendar, known as the “Texas Swing” so that the TACRAO Secretary may upload to the TACRAO website.
- Publish the “Texas Swing” recruiting calendar to the TXGAP site.
- Identify and recommend potential committee members to the Executive Committee.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.

### **Committee**

- Plan and implement a geographically based schedule of graduate and professional school recruitment activities (Texas Swing).
- Provide opportunities to enhance relationships among graduate and professional school recruiters.

# ***High School Relations***

## **Purpose**

To organize, plan, and present a statewide schedule of high school day/night college programs. Note: - Every member of the High School Relations Committee is expected to attend the pre-conference meeting of this committee held at the annual conference. The committee will work with Gotocollegefairs.org regarding scanners used at high school day/night college programs.

## **Structure**

- Chair
- Twelve members designated as regional coordinators for the following districts of the state: (Revised 2016)
  1. Districts 1 & 2 Valley and Coastal Bend
  2. Districts 3, 4, & 5 Gulf Coast/SE Texas
  3. Districts 4 & 6 Houston area
  4. Districts 7 & 8 East Texas
  5. Districts 9 & 11 Fort Worth area
  6. Districts 10 & 11 Dallas area
  7. Districts 12 & 13 Austin & Waco
  8. Districts 14, 15, & 18 West Texas
  9. Districts 16 & 17 Panhandle
  10. District 19 El Paso area
  11. District 20 San Antonio area
  12. District 21 Rio Grande Valley area

## **Term of Office**

- Chair three years (an apprentice is appointed during the fifth year to provide transition).
- Members - five years with a balanced number rotating off each year.

**Income Generated:** Sale of annual Schedule of College Day/Night Programs.

## **Duties and Responsibilities**

### **Chair**

- Work with the Executive Committee, particularly the Secretary and Treasurer, to identify and correspond with affiliate members and schedule subscribers
- Finalize the program calendar by May each year.
- Publish the annual TACRAO Schedule of Day/Night Programs.
- Identify and recommend potential committee members to the Executive Committee.
- Submit an annual financial report to the Treasurer by July 31.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.

**Committee**

- Work with high school counselors to schedule college day/night programs at high schools and community colleges across the state.
- Recommend procedures to enhance the relationship between high school counselors and college admissions recruiters/counselors.
- Meet at the Annual Conference to begin developing the program.

# ***Historical***

## **Purpose**

To collect and archive materials and memorabilia related to the organization's activities and the conduct of business.

## **Structure**

- Chair.
- Two members.

## **Term of Office**

- Three years with the last as chair.
- One member rotates off each year.

**Income Generated**            No Income Generated.

## **Duties and Responsibilities**

### **Chair**

- Arrange for delivery of boxed and bound materials to the Southwest Collection of Texas Tech University, Lubbock, Texas 79409-4349.
- Identify and recommend potential committee members to the Executive Committee.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.

### **Committee**

- Collect and organize historical information following the established retention policy and records management plan.
- Bind and/or box materials as outlined in committee guidelines.

**SEE ADDENDUM FOR RECORDS GUIDELINES AND RETENTION POLICY**

# ***Honorary Membership and Recognition Awards***

## **Purpose**

To recommend to the Executive Committee individuals eligible for honorary membership and/or special recognition.

## **Structure**

Chair

Two members.

## **Term of Office**

- Three years with the last as Chair.
- One member rotates off each year.

**Income Generated**                      No Income Generated.

## **Duties and Responsibilities**

### **Chair**

- Collect personal information to be used in introducing honorary membership recipients to the membership at the Annual Conference including name, address, family members (with a special note of those in attendance), employment history in higher education, personal highlights or memories of TACRAO, hobbies, current and future plans.
- Identify and recommend potential committee members to the Executive Committee.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.
- Present honorary membership recipients at the recognition ceremony at the Annual Conference.

### **Committee**

- Identify individuals who have been active TACRAO members and are potentially eligible for honorary membership based on retirement from the profession or a career change that precludes any future active membership in the Association.
- Establish eligibility (minimum of 60 points) for honorary membership using the approved point system based on outstanding service, leadership and participation in TACRAO activities. Individuals who have demonstrated outstanding service to TACRAO may receive credit for attending the annual conference.
- Recommend to the Executive Committee individuals eligible for membership, including a breakdown of points earned by each candidate, for approval and presentation at the next Annual Conference.

## ***Honorary Membership and Recognition Awards*** (cont.)

### **Committee** (cont.)

- Identify individuals eligible for special recognition using the following definition: The recognition award is reserved for the active TACRAO member who has exhibited outstanding service and contributed significantly to the Association. Recommendation to honor a member in this manner will be based upon specific actions undertaken by that member, which may include leadership ability, development and/or implementation of programs, and meaningful advancement of the Association.
- Nominate individuals who have made outstanding professional contributions to the Executive Committee for consideration of merit/distinguished service awards and certificates to be presented at the next Annual Conference.
- Assist in gathering professional information necessary to annually update the point system database maintained by the Secretary.

**SEE ADDENDUM FOR HONORARY MEMBERSHIP POINT SYSTEM**



# ***Legislative Issues***

## **Purpose**

To monitor and respond to proposed and passed legislation affecting higher education in the general areas pertaining to the TACRAO membership.

## **Structure**

- One Chair.
- One Co-Chair.
- Four members representing each of the TACRAO regions not represented by the Chair and Co-Chair.

## **Term of Office**

- Chair: two years beginning with an odd numbered year (non-legislative year)
- Co-Chair: appointed each even numbered year rotating to Chair the following year.
- Members: one year with possible reappointment.

**Income Generated:** No Income Generated.

## **Duties and Responsibilities**

### **Chair/Co-Chair**

- Arrange meetings with House and Senate educational staff to discuss proposed legislation.
- Provide testimony on behalf of the Association before legislative committees as needed.
- Post regular legislative updates on the TACRAO list serve and coordinate with the Webmaster for similar information to be available on the web site.
- Organize and participate in discussion groups as directed by the Executive Committee.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.
- Identify and recommend potential committee members to the Executive Committee.

### **Committee**

- Maintain a working relationship with both the House and Senate legislative liaisons for educational issues and appropriate Coordinating Board staff.
- Work closely with legislative staff members during the interim period between legislative sessions to develop relationships and provide information on upcoming issues.
- Obtain copies of pertinent legislative proposals and distribute to other committee members and the Executive Committee as appropriate.
- Solicit input from the Executive Committee and the TACRAO

membership on pertinent issues.

# ***Local Arrangements***

## **Purpose**

To plan, organize, manage, and present the Annual Conference in early November each year.

## **Structure**

- Chair (serves on Executive Committee. See duties there).
- 5-6 members (appointed by the Local Arrangements Chair, who serve as LAC sub-committee chairs).
- Co-Chair or Vice Chair is optional.

## **Term of Office**

-2 Year(s) as needed for planning, presentation, and close of business.

## **Income Generated**

Annual Conference registration fees, vendor fees, and donations.

## **Duties and Responsibilities:**

- Plan and coordinate with the Executive Committee the physical arrangements, special events, refreshments and meal functions, audio visual needs, special arrangements for outside speakers, and vendors for the Annual Conference.
- Chair or Co-chairs attend all Executive Committee meetings for two years prior to their conference.
- Develop a conference budget for Executive Committee approval.
- Establish the conference bank account and maintain all finances.
- Serve as liaison with the conference hotel for all arrangements.
- Plan the Fred Russell Memorial Golf Tournament to raise funds in coordination with the LAC to pay for the workshop and the golf tournament and raise funds for the Fred Russell Scholarship. (Revised June 2006)
- Receive and process conference registrations.
  - *An institution will be permitted to substitute one registrant/participant for another from that institution as long as it does not result in cost to the organization. Registration resulting from a gift or prize is not transferable or substitutable. The LAC will accommodate these requests in the registration system so that name tags/meal tickets will be issued to the substituted individual.*
  - *Requests for refunds after the refund deadline will be forwarded by the LAC to the TEC for determination. (Added February 2017)*
- Organize and staff on-site conference support activities.
- Prepare an annual financial report for the Treasurer.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.
- Receives an advance from TACRAO Treasurer. See Addendum.

**SEE TACRAO LOCAL ARRANGEMENTS MANUAL FOR DETAILED  
INFORMATION**

# ***Newcomers***

## **Purpose**

To plan and present activities for new TACRAO members and/or first-time attendees at the Annual Conference

## **Structure**

- Chaired by Past President
- Three members with one serving as Committee Coordinator.

## **Term of Office**

- Chair: one year in conjunction with term as Past President.
- Member: three years with last served as Committee Coordinator.
- One member rotates off each year.

**Income Generated**                      No Income Generated.

## **Duties and Responsibilities**

- To promote the admissions/registrars/record professions and encourage the involvement of new professionals in the Association.
- To introduce new members and first-time conference attendees to established members for the purpose of mentoring.

## **Chair**

- Solicit active TACRAO members to serve as mentors to new members.
- Facilitate activities at Newcomer Mixer and Newcomer Orientation (Session 1.1.1) at the Annual conference.
- Make arrangements with the Local Arrangements Chair to have reserved tables for mentors and mentees at the Recognition Luncheon.

## **Coordinator**

- Assist in gathering and receive information about both mentors and new members and first-time attendees (mentees) prior to and at the Annual Conference.
- Match mentors and mentees.
- Attend the Newcomer Mixer and Newcomer Orientation Session at the Annual Conference and assist in activities planned for both.
- Facilitate introduction of mentors and mentees at Newcomer Orientation Session at the Annual Conference.

## **Member**

- Assist in activities of the committee as instructed by the Chair and/or Committee Coordinator.

# ***Nominations***

## **Purpose**

To recommend a slate of in-coming officers to the Executive Committee and to the membership for approval at the Annual Business Meeting.

## **Structure**

- Chair
- Chair-Elect
- Three members (elected by the membership).
- Individual receiving highest number of votes each year serves as Chair-Elect rotating to Chair the following year.

## **Term of Office:**

- Chair/Chair-Elect: two years.
- Member: one year.

**Income Generated**            No Income Generated.

## **Duties and Responsibilities**

### **Chair**

- Coordinate the election of Chair-Elect and committee members using the electronic voting system.
  - Solicit nominations for available executive offices from the membership in January.
  - Determine that names submitted are eligible for nomination
  - Submit list to the TEC for additional vetting to the required number which the constitution states will be proposed for election to the N&E committee.
  - To allow time to collect the willingness to be elected and biographical information for the ballot
  - To ensure time for setting up the electronic voting system ballot, preferably holding the vote in May, but not later than early June.
  -
- Identify and recommend potential committee members to the Executive Committee prior to announcing to the membership. Proposed date – by February 1.
- Coordinate the election of officers by setting up the ballot and submitting biographical information about nominees to the electronic voting system administrator for use by the membership. Proposed date – by February 1.
- Schedule and preside over annual committee meeting which will nominate the

- slate of TEC officers for election, typically held in June or very early July.
- Report nominations to the Executive Committee.
  - Set up the official election ballot with the voting software for publication to the membership
  - Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.

### **Committee**

- Attend annual committee meeting.
- Recommend and confirm a nominee for each available executive office with consideration given to such factors as position held, areas of expertise, type of institution, geographical balance, and participation in association activities.

# ***Resolutions***

## **Purpose**

To prepare and present resolutions to the membership that state a goal or position on issues pertinent to the Association.

## **Structure**

- Chair
- Two members.

## **Term of Office**

- Three years with the last year served as Chair.
- One member rotates off each year.

**Income Generated**                      No Income Generated.

## **Duties and Responsibilities**

### **Chair**

*Prior to Annual Conference:*

- Collect and review resolutions from previous years.
- Create a shell resolution document.
- Forward the shell resolutions document and previous years' resolutions to committee members.
- Schedule two committee meetings to be held during the Annual Conference, usually on Sunday and Tuesday.
- Contact the Local Arrangements Committee and make arrangements to print the resolutions.
- Identify and recommend potential committee members to the Executive Committee.
- At the Annual Conference:
  - Contact members of the Executive Committee and the Local Arrangements Committee for items of interest and people for recognition in the resolution.
  - Present the resolution to the membership during the Annual Business Meeting.

*After the Annual Conference*

- Forward final copies of the resolution to the President, Secretary, Newsletter editor and Historical Committee chair.

### **Committee**

- Meet at the Annual Conference and develop a resolution focusing on different aspects of the conference, TACRAO activities, officers and members to be recognized.
- Publish a final copy of the resolution for presentation at the Annual Business Meeting.

**SEE ADDENDUM FOR SUGGESTED RESOLUTION FORMAT.**



# ***Strategic Enrollment Management***

## **Purpose**

To promote the concept of strategic enrollment management through the admissions, registration, and records processes and to provide information, training, and counsel to the membership and our educational Partners throughout the state of Texas regarding strategic enrollment management issues. To submit, plan, and execute program sessions and workshops at the Annual Conference.

## **Structure**

- Chair
- Five members with a balanced number of members rotating off each year.

## **Term of Office**

- Five years

## **Income Generated**

Income generated from SEM Pre-Conference Workshop at Annual Conference

## **Duties and Responsibilities**

### **Chair and Committee**

- Plan the Fred Russell Enrollment Management pre-conference workshop
- Request nominations for Fred Russell Scholarship.
- Assist the Executive Committee with the scholarship recipient selection process.
- Oversee the coordination and implementation of all sessions providing leadership to the session planning committee. The chair must ultimately insure that all relevant topics are being covered; that stipends, if necessary, are secured; that presenters and facilitators are secured and that all the information is correct in the TACRAO session database.
- The chair assigns the planning of sessions to each committee member following up on each session until all sessions are scheduled and confirmed for the conference.
- Work closely with the membership throughout the year to address issues that arise concerning strategic enrollment management
- Assist the Executive Committee with all activities relating to strategic enrollment management
- Develop sessions on strategic enrollment management to be presented at the annual conference
- Serve as the TACRAO liaison to the state, TASFAA, and THECB regarding relevant financial aid, scholarship issues and programs.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.
- Identify and recommend potential committee members to the Executive Committee.

## ***Strategic Enrollment Management* (cont.)**

- Each committee member is responsible for development and coordination of sessions for the conference. This includes the generation of topic ideas, the securing of the presenters and facilitators as well. Each committee member must also input this information into the TACRAO session database.
- The SEM Committee should submit 12-15 sessions for review by the TACRAO Executive Committee. Each committee member must follow up on sessions submitted up until the session is presented at the conference.

### **Program Session Topics**

#### *Examples:*

- HOT TOPICS: Enrollment Management Issues
- Uniform Recruitment and Retention Updates
- “Closing the Gaps” Updates
- Retention Strategies and Updates
- Retention Model
- The Role of Enrollment Managers and Enrollment Services.

# ***Technology***

## **Purpose**

To identify technology available to enhance the admissions, records, and registration processes, to facilitate the implementation of available technology, and to provide technical support to the TACRAO membership.

## **Structure**

- Chair
- Five members

## **Term of Office**

- Chair: three years.
- Member: five years.
- Balanced number of members rotating off each year.

## **Income Generated**

Conference registration fees.

## **Duties and Responsibilities**

### **Chair**

- Schedule and attend a meeting which, beginning with summer 2017, will be scheduled between the community college and university issues summer meetings in mid-July.
- Submit an annual financial report to the Treasurer by July 31.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.
- Prepare a detailed accounting report of expenses and income for summer meeting for audit by Auditing Committee.
- Insure the financial report, records and account balances in excess of \$500 are forwarded to TACRAO Treasurer by August 15.
- Identify and recommend potential committee members to the Executive Committee.

### **Committee**

- Actively seek and identify technology that could enhance or benefit the work of admissions, records, and registration professionals.
- Maintain a working knowledge of available technology and its uses in the profession including data standards, data maintenance and availability, delivery systems, personal data carriers, “leading edge” technology, methods of implementation, and automation and economy.
- Educate the TACRAO membership concerning available technology and its uses via publications, sessions and workshops.
- Develop, promote and facilitate the implementation of available technology.

- Provide technical advice and support to the TACRAO membership.
- Attend the May Meeting.
- Work with the Executive Committee to identify items to be posted to the TACRAO website ([www.tacrao.org](http://www.tacrao.org))
- Plan, organize, and present the ApplyTexas/Speede annual Meeting, traditionally held in mid-July in Austin. Plan in conjunction with Community College Issues Summer Meeting Committee and University Issues Summer Meeting Committee.
- Assist in maintaining the TACRAO website including posting and/or deletion of items and information.

# ***University Issues Committee***

## **Purpose**

To identify issues facing senior colleges and provide a forum for discussion among senior institutions, the Coordinating Board, state auditors, and other groups or agencies as needed.

## **Structure**

- Chair
- Two members with a balanced number of members.

## **Term of Office:**

- Three years with the last as Chair.
- One member rotates off each year.

## **Duties and Responsibilities:**

### **Chair**

- Identify and recommend potential committee members to the Executive Committee.
- Submit an annual financial report to the Treasurer by July 31.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.
- Prepare a detailed accounting report of expenses and income for summer meeting for audit by Auditing Committee.
- Insure the financial report, records and account balances in excess of \$500 are forwarded to TACRAO Treasurer by August 15.

### **Committee**

- Monitor and make senior institution representatives aware of statewide issues affecting senior colleges.
- Plan, organize, and present the University Issues Annual Summer Meeting, traditionally held in mid-July in Austin. Plan in conjunction with Community College Issues Summer Meeting Committee and Technology Committee.

# Honorary Membership Point System

(Revised and Approved November 2010)

<b>Volunteer Position</b>	<b>Points Awarded</b>
Conference Session Presenter	5 per conference
Conference Session Facilitator	1 per conference
<b><i>Executive Committee</i></b>	
President	30 per year
President-Elect	20 per year
Past President	20 per year
Vice President	20 per year
Secretary	20 per year
Treasurer	20 per year
Secretary/Treasurer	25 per year
<b><i>Local Arrangements Committee</i></b>	
Chairperson	20 per year
Co-Chairperson	15 per year
Vice Chairperson	10 per year
Treasurer	10 per year
Member/Sub-Committee Chairperson	6 per year
Sub-Committee Member	3 per year
<b><i>High School Relations Committee</i></b>	
Chairperson	15 per year
Member/Regional Coordinator	6 per year
<b><i>Communications Committee</i></b>	
Chair/Newsletter Editor	15 per year
Webmaster	15 per year
Proceedings Editor	15 per year
Member/Regional Reporter	6 per year
<b><i>Standing, Session Planning, and/or Ad Hoc Committees, TCCNS, WECM</i></b>	
Chairperson/Co-Chairperson	6 per year
Treasurer	5 per year
Member	3 per year
<b><i>Task Force/Advisory Committee</i></b>	
Chairperson/Co-Chairperson	5 per year
Member	2 per year



## **TACRAO Seal**

(Approved May 21, 2000)

The design of the TACRAO seal is composed of two concentric circles. The outside circle forms the border of the seal and contains the name of the organization. The inside circle contains the symbolic elements of the seal. Although founded in 1916, the name of the organization and the date of its first annual conference are inscribed in black 14 point Helvetica Bold capital lettering in the gold circle that forms the border of the seal, with stars separating the date from the name: TEXAS ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS \* 1921 \* . The gold background of the border is symbolic of the TACRAO mission of professional development of its membership.

The elements within the inner circle draw upon the design of the Texas State Seal. A single white star of five points symbolizing the Lone Star State is in the center of the circle, with the acronym TACRAO in black capital letters inscribed within the star. The star is cradled by two curved green branches joined at the bottom. One branch is a live oak branch, representing the age and strength of TACRAO and its continuous growth. The other branch is an olive branch, symbolizing the peace and concordance that exist within the organization and its institutional members, state agencies, and state legislature. The blue background on which these elements are displayed represents the truth and loyalty of TACRAO to higher education in Texas

# **Addendum**

## **General Operating Guidelines and Procedures**

The following topics were discussed and adopted or approved by a TACRAO Executive Committee or the general membership as indicated. The listing is in alphabetical order by topic and date. For additional information on policies and procedures, consult the current TACRAO President.

### **AACRAO Workshop**

TACRAO will pay for the President, President-Elect and incoming Vice-President to attend the AACRAO Workshop for Officers of State and Regional Associations. Additional members of the TEC may attend the workshop with expenses paid by TACRAO. (June 2002; rev. June 2011; rev November 2017)

### **AACRAO 'Best Presentation' Award**

TACRAO will provide a scholarship to TACRAO member(s) selected to present at AACRAO as incentive to attend and represent our organization. The scholarship shall be used to offset registration and travel expenses not to exceed \$1000. Payment will be made to the member's institution in the form of a reimbursement for expenses incurred and invoices/receipts must be provided to substantiate costs.

### **AACRAO AND SACRAO Representatives at Annual Conference**

If the AACRAO and SACRAO representatives at the annual TACRAO conference are not from Texas Institutions, TEC will cover the registration fee for them. (approved by TEC May 2017 meeting).

### **Affiliate Membership**

Affiliate membership is available only to non-educational institutions with purposes parallel to those of the Association. (March 1989)

### **Annual Conference - Division of Financial Responsibility**

Executive Committee meals, the Session Planning Committee Luncheon, the President's Reception and the Standing Committee Luncheon are functions of the Association and paid for from TACRAO funds rather than Local Arrangements Committee funds. TACRAO will also pay for the incoming and outgoing Presidents' family members' meals for both the President's Dinner and Business Meeting Breakfast. (June 1997; rev. March 2002; rev. November 2016)

### **Annual Conference - Keynote Speaker**

Payment to a keynote speaker shall not exceed \$5,000.00 including travel expenses. This cost will be an Association expense, not a Local Arrangements Committee expense. (Feb, 2010)

### **Annual Conference - Vendor Tracks**

Tracks may be offered as part of the conference agenda and limited to



registered vendors at an extra charge of \$700.00. The vendor registration fee will be \$600.00. (May 1998, rev. 2005; rev. April 2012; February 2017)

### **Audit of Annual Conference Finances**

The Audit Committee will audit annual conference/local arrangement's finances prior to June 1 each year and report its findings to the Executive Committee for discussion at its June meeting. (June 1997; May 2011)

### **College Day/Night Program Subscription and Schedule**

The Secretary will email subscription invoices to previous subscribers in April with a June 15 due date. The Secretary will forward a list of paid subscribers to the High School Relations Chair who will distribute the schedule. The cost of the schedule will be \$250. Purchase is limited to regionally accredited institutions located outside the State of Texas. Regionally accredited institutions within the state are expected to be members of TACRAO. (June 1997; rev. 2007)

### **Committee Appointments**

Session Planning and Standing committees will be appointed prior to the Annual Conference. Session Planning Committees are expected to come to the conference prepared with session topics. The new committees will meet during the Annual Conference. (November 1989)

### **Committee Finances**

With the approval of the Executive Committee, a standing committee may establish a committee bank account and handle finances of the committee independent of the main TACRAO account. Each committee may maintain up to \$500.00 in the account and must submit receipts, records, and a financial report to the Treasurer, in a specified format, by September 30. All funds in excess of \$500.00 must be forwarded to the Treasurer. (May 1999, rev. February 2016)

### **Committee Service**

A TACRAO member may not serve on more than one committee in a year. The Executive Committee may approve exceptions. (November 1990)

### **Don Palermo Golf Tournament**

The Fred Russell Memorial Golf Tournament will be held at the annual conference with proceeds going towards two scholarships. The Strategic Enrollment Management workshop will be held at the annual conference rather than in the summer. (June 2002)

### **Evaluations of Annual Conference**

The President presiding over the conference is responsible for distributing session evaluations to each presenter along with a letter of thanks for their participation. (November 1997)

### **Fred Russell Scholarship**

Using proceeds from the annual Fred Russell Golf Tournament held in

conjunction with the Fred Russell Enrollment Management Seminar, five recipients will be awarded \$500.00 each to help offset cost of attending their first TACRAO Annual Conference. Nominations will be solicited by the Strategic Enrollment Management Standing Committee from member institutions in August each year with a deadline for receipt of September 15. Recipients will be notified by October 1. Scholarship funds are awarded at the Recognition Luncheon and checks are payable to the nominating institution. Criteria for selection:

- Nomination must be submitted by the TACRAO institutional contact person. The nomination should include a statement of support and a resume of the nominee's qualifications and be accompanied by a letter of recommendation from at least one additional staff member.
- Nominee must be a professional staff member likely to become actively involved with TACRAO.
- Nominee must be attending the TACRAO Annual Conference for the first time. (November 2004; rev. Nov. 2011)

### **Fund Raising (for Annual Conference)**

The Annual Conference Local Arrangements Committee has the authority to sell advertising space in the conference program to local business to generate conference revenue. (February 1992)

### **Honorary Membership Point System**

A point system was established for use by the Honorary Membership and Recognition Awards Committee in selecting candidates for honorary membership. The total number of points needed for eligibility as an honorary member is 60. (June 2006)

### **Honorary Membership Travel Expense**

In addition to the permanent waiver of the annual conference registration fee, an Honorary Member can receive one-time reimbursement of travel costs up to a maximum of \$300 to attend the annual TACRAO meeting at which their membership is being presented. It is possible for the stipend to be deferred to a following year if the Honorary Member is unable to attend for the induction year. A TACRAO Travel Expense Form is to be completed and submitted for reimbursement. (November 2010)

**Keynote Speaker** – See Annual Conference-Keynote Speaker

### **Local Arrangements Committee (Advance Funds for)**

A sum of \$5,000 will be advanced to the Local Arrangements Committee to begin work on the Annual Conference (August 2011)

### **Local Arrangements Committee (Next Chair)**

The LAC Chair will meet with the TACRAO Executive Committee for two years beginning with the TEC Business Meeting following the Annual Conference. (November 2004)

## **Membership**

SACS charter should be guideline to determine when individual campuses should be treated under one membership rather than as separate membership. (March 2002) Any member institution that has not paid for two consecutive years will have their membership revoked. (June 2006)

## **Minutes (Approval of Business Meeting)**

The Secretary will email the minutes of the annual Business Meeting as well as the TEC meetings to the Executive Committee for approval immediately after the meeting. After approval is given, the minutes will be reported on the TACRAO web page. (November 1996; rev. March, 2001)

## **Newsletter**

The *TACRAO Newsletter* will be published only on the web with membership receiving an e-mail message when it is available. (March 2001)

## **Newsletter Editors**

The newsletter editors will be aligned with the regional associations, thus combining the West Texas and Panhandle editor positions beginning in 2002-03. (May 2001)

## **Plaques for Service**

Each member of the TEC, including the Past-President, will receive a service plaque at the conclusion of service in that office.

## **President – Comp Room Summer Meeting**

The TACRAO President will receive a comp room at the Summer meeting which he/she would not normally attend based on institution type, and the ApplyTexas/Speede meeting, if possible, in order to give the official welcome to the membership.

## **President-Elect – See AACRAO Workshop**

## **Procedures Manual**

The TACRAO Procedures Manual was adopted for use by the Executive Committee and the Association in the conduct of annual activities. It is the responsibility of the Past President to update the manual on a regular basis. (November 1999)

## **University College Issues**

This ad hoc committee became a regular standing committee. (June 2002; rev. 2006)

## **Signatures for Bank Accounts**

One signature is required on the TACRAO bank account and two signatures are required on the Local Arrangements Committee account. (May 1991)

### **Signature for Bank Account**

The Treasurer and the President are the two authorized signatures for the account. (November 1992)

### **Summer Meetings**

University and Community College summer meetings will be held in close proximity to (before or after) the Coordinating Board meeting in July. (June 2002)

### **TACRAO Fiscal Year**

The accounting year will be the same as the fiscal year specified in the Constitution - September 1 through August 31 each year. (March 1991)

### **TCCNS (Billing)**

The billing will be handled in August, to separate from the June invoicing of TACRAO dues. (June 2002)

### **Travel Allowance**

Reimbursement for approved mileage will be set each September 1 for the TACRAO year in coordination with the State of Texas Comptroller mileage rate. (March 1991, rev. 2005; rev. August 2012)

### **Travel Expenses for Non-TACRAO Presenters**

The Executive Committee establishes a total budget for non-TACRAO presenters each year. Travel expenses paid for non-TACRAO presenters at the Annual Conference will not exceed airfare (at the coach rate) or mileage (as outlined in Travel Allowance), meals at actual expense not to exceed the state recommended reimbursement amount for that geographic location per day, and one night's lodging. Honoraria and/or additional expenses must be approved by the TEC. (February 1992; rev. November 1996; rev. February 1999; rev. August 2012; rev. June 2016)

**Vendor Tracks** – See Annual Conference-Vendor Tracks.