

# BYLAWS

Last modified November 1, 2023

## Article I – Fees

- Section 1. Institutional enrollment shall determine annual dues for institutional membership, and shall determine the number of active representatives to be designated by the institution.
- a. Cost of membership for institutions enrolling 1 – 9,999 credit students in the preceding fall semester shall be \$150.00 per year. Each institution will have unlimited membership.
  - b. Cost of membership for institutions enrolling 10,000 – 19,999 credit students in the preceding fall semester shall be \$250.00 per year. Each institution will have unlimited membership.
  - c. Cost of membership for institutions enrolling 20,000 or more credit students in the preceding fall semester shall be \$350.00 per year. Each institution will have unlimited membership.
  - d. Institutional enrollment shall be based on Texas Higher Education Coordinating Board figures for the preceding fall semester.
- Section 2. The cost of affiliate membership shall be \$50.00 per year. Up to two non-voting representatives can be designated by the affiliate member.
- Section 3. The fiscal year of the Association shall begin September 1 of each calendar year and shall end August 31 of the following calendar year. Membership fees will be due by October 1<sup>st</sup> of each year. Any institution that fails to pay their annual fee by October 1<sup>st</sup> will be inactivated and membership privileges will be suspended until the fee is paid. Any institution who fails to pay annual membership dues by the following April 1 shall be dropped from the list of members of the Association after on written reminder followed by a verbal reminder from the Treasurer.

## **Article II – Elections**

Section 1. A Nominations Committee shall be elected by the membership of the Association.

- a. The election of members to this committee shall be from a pool of nine candidates who are active members of the association. The Nominations Committee will make every reasonable effort to reflect among the candidates the variety of personal and professional characteristics represented in the membership, with consideration given to such factors as position held, areas of expertise, type of institution, geographical balance, and participation in association activities.
- b. Candidates' name for the following year's Nominations Committee will appear on the same ballot as used for the new TEC officers, prior to the annual conference. The ballot will be submitted electronically to active members with a valid email address on file with the Secretary. Members will vote for no more than six Nominations Committee candidates and shall complete their ballot within seven (7) days of receipt.
- c. The four candidates receiving the largest number of votes shall be elected as active committee members; the one (of the four) receiving the largest vote total will be Chair-Elect. The two nominees receiving the 5<sup>th</sup> and 6<sup>th</sup> highest number of votes will be set as Alternate Committee members. In the event that there is a tie in the top vote getters, the Committee Chair will break the tie to determine the Chair-Elect. The Chair-Elect will assume the role of the Chair in the following year to provide continuity; thus each year, the committee will have five active members and two alternate members. If there is a tie of nominees that are just outside the top four highest vote getters, the Chair will break the tie to select the two alternate members. Except for the Chair- elect, no member shall be eligible to serve again on the Nominations Committee until three years have elapsed from the end of the years' service. This same provision shall apply to the Chair-Elect after serving as Chair. During service on this committee, if a member receives a nomination to an association office, and if the member agrees to accept the nomination, the member must resign their position on the committee and an alternate member will be appointed by the Chair to serve in their place. The nominated committee member may not discuss the other nominee nor be privy to that information prior to making their decision to resign from the N&E committee.
- d. The Chair shall certify the results to the President who will announce the results to the Executive Committee; the Nominations Committee will then be announced to the membership.

Section 2. The Nominations Committee shall meet at least four (4) months in advance of the annual meeting of TACRAO for the purpose of deciding the slate of officers, and the candidates for the Nominations Committee ballot for the following year; the chair will call this meeting, announce the committee's decisions to the membership.

- a. The election will be held electronically from the official membership roster, with those individuals having a valid email address on file with the TACRAO Secretary being eligible to vote. Individuals must be official, active members to nominate, be nominated or vote.
- b. The election will remain open for seven (7) days. The election will be completed in August, prior to the annual meeting.
- c. Newly elected officers will be installed at the closing business meeting of the annual conference and following year's Nominations Committee members will be introduced.

## Article III – Committees

Section 1. Executive Committee. The Executive Committee shall be composed of the President, President-Elect, Vice-President for Admissions, Vice-President for Records and Registration, Vice-President for Information Technology, Secretary, Treasurer, Immediate Past President, and immediate Past-Treasurer. The Executive Committee shall have those duties specifically assigned in the Constitution and Bylaws and any others assigned by the President.

Section 2. Standing committees will be appointed by the Executive Committee with the following membership guidelines. All standing committee appointments will be reviewed annually and may be altered at the discretion of the Executive Committee. Appointees shall be named prior to the annual meeting for the next year.

- a. Auditing. There will be three members with one rotating off each year. Each member will serve a total of three years with the last year as chair.
- b. Communications. The chair will also serve as the Newsletter Editor for a term of three years. Members of this committee are designated as Regional Editors for each area of Texas determined to be appropriate by the committee and approved by the Executive Committee. Regional Editors will serve a three-year term with a balanced number of members rotating off each year. During the third year of the term, the Regional Editor will work with an apprentice to transition responsibilities. The chair of Communications Committee will be selected by the Executive Committee. (Name changed November 2006)
- c. Conference Site Selection. This committee will be chaired by the Past President and will include two members with experience in conference site selections or local arrangements. Each member will serve two years with one member rotating each year.
- d. Corporate Relations Committee. The committee is comprised of three members. Each member will serve a three-year term, with one member rotating off each year. The Chair-elect will be appointed by the Executive Committee. The Chair-elect's appointment will be based on his/her proximity to the future annual meeting where he/she will serve as Chair. (November 2017)
- e. Council of Past Presidents. Membership is limited to those active members who have served as President of the Association. To facilitate communication, the sitting President and President-Elect attend as observers.

- f. Graduate and Professional School Relations. The Graduate and Professional School Relations Committee *plans the* Texas Swing calendar for graduate recruiting. There will be six members and a Chair. Each member will serve a five-year term with at least one member rotating off each year. To diversify institutional representation, each member's appointment will be made with the consideration given to institutional type and geographic location. The Chair will serve a three-year term.
- g. High School Relations. This committee coordinates and plans the high school fair recruiting schedule in Texas, referred to as the TACRAO schedule. Members are designated as Regional Coordinators of each area of Texas determined to be appropriate by the Committee and approved by the Executive Committee. Each member will serve a three-year term with a balanced number of members rotating off each year. During the third-year of the term, the Regional Coordinator will work with an apprentice to transition responsibilities. The Chair of the High School Relations Committee will be selected by the Executive Committee and will serve a three-year term.
- h. Historical. There will be three members with one rotating off each year. Each member will serve a total of three years with the last year as chair.
- i. Honorary Membership and Recognition Awards. There will be three members with one rotating off each year. Each member will serve a total of three years with the last year as chair.
- j. Legislative Issues. There will be six members of the committee, each representing one TACRAO region. Each member will serve a four-year term with two members rotating off each year. The Chair will serve a two-year term beginning with an odd numbered year. A Co-Chair will also be appointed (terms changed November 2008)
- k. Local Arrangements. The Chair of the Local Arrangements Committee will be nominated by the Past President and approved by the Executive Committee as part of the annual meeting site selection process which takes place 18-24 months in advance of the meeting. The number of members will be determined and individuals selected by the Chair. Each will serve until all business associated with the conclusion of the annual meeting is finished. The Chair or Co-chairs will attend all Executive Committee meetings for two years prior to their conference, and serve as ex-officio members without vote for the year leading up to their conference. They host Executive Committee meetings the year leading up to their conference (November 2011).

- l. Newcomers. The committee will be chaired by the Past President and include three additional members with the Past President and one member rotating off each year. Each member shall serve a total of three years with the last as Coordinator.
- m. Nominations. There will be five members (see Article II, Sections 1-3 above).
- n. Resolutions. There will be three members with one rotating off each year as Chair.
- o. Technology. There will be three members of the committee each serving a three - year term with a balanced number of members rotating off each year. The Chair will be appointed by the Executive Committee and will serve a three-year term. This committee will *report to* the Vice- President for Information Technology. (November 2017).
- p. Strategic Enrollment Management. This committee will have six members, each serving a five-year term, with a balanced number of members rotating off each year.
- q. Summer Meeting. This committee will have 2 co-chairs and four to five members. Each member will serve a total of three years with the last as co-chair. This committee will plan the summer meeting.
- r. Texas Common Course Numbering System (TCCNS). This committee will oversee the maintenance, enhancement, and promotion of the Texas Common Course Numbering System (TCCNS) Database and matrix website. This committee membership will be composed of:
  - Five TACRAO members (serving staggered three-year terms; two from a public university, two from a community college district, and one from a private institution of higher education). Replacements are appointed by the TACRAO President-Elect as these terms near completion.
  - One member chosen by the Texas Community College Instructional Administrators (TCCIA).
  - One member chosen by the Texas Council of Chief Academic Officers (TCCAO).
  - One member chosen by the Independent Colleges and Universities of Texas (ICUT).
  - One coordinator of the TCCNS database and website, selected by the committee, and serving as a non-voting member of the committee.
  - One representative from the Texas Higher Education Coordinating Board serving on this committee as ex-officio with no voting privileges.
  - TACRAO VP for Technology who will participate on this committee as ex-officio with no voting privileges.

Section 3. Other committees to assist in Association activities, as deemed necessary or desirable, shall be established (or may be discontinued) by the President with the approval of the Executive Committee. Appointment to committees is limited to the active members of TACRAO. Individuals who are not active members may be invited to assist a committee.