

# DVACROA - Constitution

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## ARTICLE I: SCOPE AND STRUCTURE

**Section 1.** The name of this Association shall be Delaware Valley Association of Collegiate Registrars and Officers of Admissions (DVACROA).

**Section 2.** The purpose of DVACROA shall be to contribute to the professional development of Registrars, Admissions Officers, as well as Enrollment Management, Student Services, and other professionals associated with collegiate level institutions. To fulfill this purpose, the Association shall provide access to conferences and activities, for the dissemination of information for the exchange of ideas on issues of common concern.

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## ARTICLE II: MEMBERSHIP

The membership of DVACROA shall consist of Registrars, Admissions Officers, Enrollment Management, Student Services, and other professionals who are or have been associated with collegiate level institutions.

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## ARTICLE III: OFFICERS

**Section 1.** The elected officers are:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

These officers, along with the Members at Large, shall comprise the Executive Committee. All terms run from July 1 to June 30 which comprises the fiscal year.

**Section 2.** Elections and terms of office:

- President (one year)
  - Vice President (two years)
  - Secretary (two years)
  - Treasurer (two years)
- A. President is elected by the Executive Committee before the end of the fiscal year.
- B. The Vice President, Secretary and Treasurer are elected at the conclusion of the executive predecessor's term.
- C. In the event of the resignation of the president, the most senior officer (Vice President, Treasurer or Secretary) becomes acting president as designated by the Steering Committee of the association and that person shall serve as President until the end of the fiscal year. Upon resignation of any officer other than the President, the President shall appoint a replacement subject to ratification by the Steering Committee. This newly appointed officer shall become the least senior member of the Executive Committee.

**Section 3.** Duties of the officers:

All Executive Committee members must save final documents to the designated shared location to maintain institutional memory.

- A. President (one year)
1. Convene and chair the Steering Committee.
  2. Act as contact for, and confirm, conference guest speaker and vendors.
  3. Confirm conference host site.
  4. Delegate conference tasks to steering committee.
  5. Appoint replacements for other officers as necessary.
  6. Summarize and analyze conference evaluations and make recommendations.
  7. Serve one year as Immediate Past President to mentor incoming president.

B. Vice President (two years)

1. Manages, updates, and coordinates with Vice President of Information Technology at Middle States Association of Collegiate Registrars and Officers of Admission (MSACROA).
2. Coordinates with Secretary to maintain membership lists with up to date contact information and sends member mailings.
3. Saves current contact information to designated shared location.
4. Create the program for the Annual Conference.
5. Responsible for creating, sending, and collecting the Conference Evaluations.

C. Secretary (two years)

1. Schedule Steering Committee meetings.
2. Takes and distributes minutes of Steering Committee meetings on a timely basis and saves to the shared location.
3. Is responsible, with the President, to maintain a historical record of the organization and its conferences.
4. Updates and maintains current the Steering Committee member list.
5. Is responsible, with the President, for general correspondence to and from the Association.
6. Coordinates with the Vice President to coordinate mailings to the membership list.

D. Treasurer (two years)

1. The outgoing Treasurer will work with incoming Treasurer to orchestrate the transition of the bank account.
2. Maintains bank accounts in the name of the Association.
3. Arranges for the collection of registrations and conference fees and provides official receipts; provides attendee list.
4. Works with conference site to determine menu for conference; arranges for payment of conference and other Association expenses.
5. Prepares official written reports of income and expenditures for presentation at the conference and annually for the Association. These are to be presented to the Executive Committee upon request.
6. Oversees registration area on day of conference.

#### **Section 4.** Members of Steering Committee

- A. The Steering Committee consists of the Executive Committee and the members-at-large as defined in Article II.
- B. The responsibilities of the Steering Committee shall include assisting in the planning of the annual meeting and conference(s) and in other business of the Association, as well as ensuring that the broad opinions of the membership are represented.
- C. The members-at-large consist of volunteers whose function is to attend Steering Committee meetings, work with people on the committee, and insure that the broad opinions of the membership are represented. At-large membership of the Steering Committee shall be required to attend at least two planning meetings prior to each conference, and should be available prior to the Annual Conference, especially for conference calls and in-person meetings

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### **ARTICLE IV: ACCOUNTABILITY**

#### **Section 1.** Audit Committee

- A. Shall consist of the President and Vice President.
- B. The Committee will audit the Treasurer's accounts and present an audit report annually, or as needed, to the Steering Committee at a meeting prior to the Annual Conference.

## **Section 2.** Records Management

The Executive Committee shall preserve and maintain access to all association files and documents, including, but not limited to:

- Meeting minutes
- Conference programs
- Planning documents
- Quarterly financial statements, and the
- Association Constitution

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## **ARTICLE V: MEETINGS**

**Section 1.** Frequency: There will be one conference a year, subject to site availability, as warranted, and at least one social gathering.

**Section 2.** Sites: Meeting sites are to be selected by criteria which include: accessibility to public transportation, parking, sufficient meeting and dining facilities.

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## **ARTICLE VI: AMENDMENTS**

An amendment to the constitution may be adopted by a simple majority vote of those in attendance at two consecutive Steering Committee meetings. Any amendment to the Constitution shall be submitted in writing to the Steering Committee at least one meeting prior to the meeting at which the first vote is taken.

Such proposed amendment will be included in the minutes of the Steering Committee.

*Revised and Approved 8/2/2018.*