

Bylaws

Article I. Fees

A. Each member institution shall pay an institutional membership fee according to the following schedule.

Institutional Enrollment	Institutional Fee
Under 1000	\$ 50.00
1000-3999	\$ 100.00
4000-9999	\$150.00
10,000 and over	\$200.00
15,000 and over	\$250.00

The institutional enrollment as considered in determining membership fees shall be the total collegiate head-count officially reported by institutions each fall to the Oklahoma State Regents. The treasurer shall bill each member institution for membership dues on or soon after July 1 of each year, with dues due to OACRAO no later than the annual fall conference. Funds shall be used by the executive committee to defray expenses of the annual meeting and any interim expenses incurred by the committee in conducting the business of the Association.

B. Associate Member Fees: Each individual associate member shall pay an annual fee of \$150.00. The fee is due and payable at the time of the annual meeting and covers the membership for the following fiscal year.

C. Registration Fees: Each eligible individual from a member institution (See Article II) shall pay a registration fee at the time of registration for the annual meeting. The amount of the fee shall be determined annually by the executive committee of OACRAO and the amount published in all announcements of the annual meeting sent to member institutions.

D. Fiscal Year and Operating Budget: Definition: The fiscal year of the association shall be from July 1 through June 30. Tax returns must be prepared and filed by the association treasurer in accordance with federal and state tax laws following the association fiscal year.

The Administrative operating budget for the new year is to be approved by a majority vote of the institutional voting representatives present at the annual meeting. The administrative operating budget is to be prepared by the treasurer with recommendations from each area represented on the executive committee.

The bank account balance at the beginning of the annual fall meeting is to be large enough to cover the approved budget for the following year.

Article II. Meeting

The Association shall hold an annual meeting. The meeting shall be planned by the Executive Committee. Only members and associate members may participate in OACRAO sponsored activities unless specifically invited by the OACRAO Executive Committee.

There shall be no one-day registration fee for the annual meeting. The registration fee will include functions throughout the entire annual meeting, excluding the pre-conference workshop.

There shall be a separate registration fee for an annual meeting pre-conference workshop. Persons registering for the pre-conference workshop, but not the annual meeting, shall not receive conference packets and materials nor shall they participate in any part of the annual meeting, including newcomer functions. Non-members may attend the pre-conference workshop only. Separate registration fees are required for non-members and members. This fee for non-members will include the regular pre-conference fee, the conference registration fee and the minimum institutional membership dues.

There shall be no additional fees for a newcomer workshop or function held exclusively for newcomers at the annual meeting. New OACRAO members or those attending the annual meeting for the first time may register for the newcomer workshop and functions.

Article III. Election of Officers

Section 1. Association officers and new Nominations and Elections Committee members shall be elected in the business session held during the annual meeting. The current committee on Nominations and Elections shall announce its slate of nominees in advance of the annual meeting. Additional nominations may be made from the floor at the business meeting.

Section 2. The Committee on Nominations and Elections shall consist of three members who will solicit from the membership nominees and select candidates for nomination for the next year's Nominations and Elections Committee and Association Officers. The Nominations and Elections Committee will make every reasonable effort to reflect among the candidates selected the variety of personal and professional characteristics represented in the membership such as professional area of responsibility, gender, ethnicity, state and institutional type. The deadline for nominations to the Nominations and Elections Committee and Association Officers shall be March 15.

Section 3. The two persons receiving the largest number of votes for new Nominations and Elections Committee members, in addition to the sitting chair-elect will constitute the three-person Nominations and Elections Committee for the following year with the person receiving the largest number of votes serving as chair-elect for the upcoming year. The current chair-elect will serve as the chair for the upcoming year. The third and fourth persons on the ballot shall be designated as

Alternate Number One and Alternate Number Two according to the number of votes received. In the event any member of the committee is unable to serve, the current chair shall select replacement from the alternates in the order of their designation. (No member shall be eligible to serve again on the committee until one year has elapsed.) The committee chair shall work with and report directly to the president. After election to committee membership and during service to the committee, a member of the committee shall not be considered for nomination to an Association office nor become eligible for such consideration by resigning from the committee.

Section 4. A deadline of March 15 shall be set for nominations for Association Officers. Nominating is not restricted to the institution's voting member. Any individual listed on the annual membership form from each institution is eligible to submit nominations for an Association office to the Nominations and Elections Committee.

The current Nominations and Elections committee will meet in June to select a final slate of nominees for the Association offices and new Nominations and Elections Committee members. It shall be the responsibility of the Nominations and Elections Committee to select a balanced slate of Association officers to present at the annual meeting. The Nominations and Elections Committee shall take into consideration such factors as the number of nominations received by an individual from the membership, his/her professional area of responsibility, gender, ethnicity, state and institutional type so that the slate truly reflects the persons and professional characteristics of the membership. The chairman of the Nominations and Elections Committee shall insure each nominee is contacted to determine a willingness to stand for election (and to secure a list of state, regional and national association activities.)

While the Nominations and Elections Committee will file a report of activities and the slate of candidates selected with the Association's executive committee, it (they) shall be responsible directly to the membership.

Article IV. Awards and Recognition

Awards and recognition may be presented on behalf of the Association at the annual meeting in the form of a mounted plaque, under three categories:

I. Honorary Membership: Individuals no longer eligible for active membership in the Association may be recommended by continued affiliation as honorary members. This honor is reserved for persons

retiring or leaving the profession, who have made significant contributions to the admissions and records professions and to OACRAO.

Recognition will be based upon consideration of many factors, including, but not limited to the following:

1. Nominee service to the admissions and records profession for a substantial period of his or her career.
2. Regular attendance at OACRAO meetings.
3. OACRAO officer, committee service or program participant.
4. Participation in state (OACRAO), regional (SACRAO) and national (AACRAO) activities. Emphasis will be placed on OACRAO activities.
5. Other professional activities, publications, etc.

Recognition may be given to retiring individuals in their last year prior to retirement if they formally announce retirement. Otherwise, honorary membership will be conferred in the year following retirement.

II. *Distinguished Service Award*: This award is conferred for distinguished service to OACRAO. The nominee for this award must be an active member of OACRAO who has contributed significantly to the Association, and to higher education in Oklahoma. Nominations are to be submitted to the executive committee and only one nomination will be accepted from each member institution. The award is not mandatory and the executive committee is not required to make the award if in their opinion, it is not merited in a particular year.

III. *Certificate of Appreciation*: This recognition is for OACRAO and non-OACRAO members who have made a special contribution, direct or indirect, to OACRAO. For example, a direct contribution would be a speaker, consultant or program participant, such as a special guest representing SACRAO or AACRAO or outstanding services rendered to the organization. An indirect contribution might be one of financial support or a sponsorship.

Article V. Finances and Tax Compliance

The association Treasurer should keep a ledger of all association deposits and expenditures, recording all transactions into the ledger as soon as possible. Deposits for membership dues, conferences, and workshops should be made and recorded separately for proper identification in

financial reports and tax filings. Any expenditure incurred which exceeds \$500 must be authorized by the association President.

The association's executive committee is responsible for ensuring that the association's tax-exempt status with the IRS remains intact and that the association doesn't engage in business practices that would jeopardize its tax-exempt status (ex: association earnings may not inure benefit to its members). The association Treasurer is responsible for filing the association's annual state and federal income tax returns or notices according to the rules determined by state and federal tax authorities. Any changes to the association name, address, structure or operations must be reported to state authorities and the IRS.

Contributions to section 501(c)(6) organizations are not deductible as charitable contributions on the donor's federal income tax return. They may be deductible as trade or business expenses if ordinary and necessary in the conduct of the taxpayer's business. The association exhibit coordinator must disclose to corporate partners an express statement (in a conspicuous and easily recognizable format) that contributions to the organization are not deductible for federal income tax purposes as charitable contributions.

Every five years, the association's executive committee is responsible for seeking a comprehensive financial review from a certified public accountant to ensure the organization is complying with federal and state tax laws. The Treasurer should incorporate payment for this service into the proposed annual operating budget for the year in which the review should be performed. The budgeted amount should be based on past financial reviews.

Article VI. Dissolution

In the event of the dissolution of the corporation, after expenses incurred in connection with dissolution and all debts of the corporation have been paid, any remaining assets will be donated to charitable organizations for the advancement of higher education as determined by the Executive Committee.

Article VII. Amendments

These bylaws may be amended at any annual meeting by a majority vote of the members present.

Revised 10/7/2016