

1 **Pacific Association of Collegiate Registrars and Admissions Officers**  
2 **(PACRAO)**

3 **2012-2013 MEMBERS' BUSINESS BRUNCH 87<sup>th</sup> ANNUAL MEETING**  
4 **MINUTES**

5 **Wednesday, October 30, 2013**

6 **Paris Las Vegas Hotel and Casino, Las Vegas, Nevada**

7  
8 **2013 President, Sue Eveland**

9 The meeting called to order at 11:00 a.m. Christine Kerlin served as parliamentarian. Sue welcomed all  
10 in attendance. There were 73 attending.

11  
12 **Secretary, Desi Nielsen**

13 The minutes for the 2011-2012 annual meeting were presented. Opportunity was given to the floor for  
14 revisions and corrections. Hearing none, the meeting was turned over to Sue Eveland for approval of  
15 the minutes. A motion was made to approve the minutes and seconded. The minutes were  
16 unanimously approved.

17  
18 **Vice President for Professional Development, Celeste Nguyen (via President, Sue Eveland)**

19 Sue reported for Celeste Nguyen, Vice-President for Professional Development, who was unable to  
20 attend. Celeste led a team of PACRAO members comprising the editorial board that published a number  
21 of articles on the PACRAO Review blog with additional articles to be published soon. Celeste also  
22 facilitated a webinar on MOOC's, available on the association website. She also worked with our  
23 Diversity Development Advocate, Soraira Urquiza, to develop a new mentoring program. She will return  
24 in February to complete her commitment to the PACRAO Board.

25  
26 **Vice President for Membership, Marianne Stickel**

27 To date, there are 183 paid institutional memberships, with 87 additional institutions expected to  
28 renew. Individual memberships total 2217. This includes 1624 active memberships of which 1552 are  
29 renewed and 109 are new. This also includes our honorary and retired members.

30  
31 Last year PACRAO was approached by CACCRAO, representing the California community colleges. The  
32 association is building a relationship with that organization and has invited their members to join  
33 PACRAO.

34  
35 **Treasurer, Jan McCuen**

36 Copies of the actual budget (Appendix A) were distributed on the tables for review. Jan reported that  
37 PACRAO is in good fiscal standing. She is finalizing the annual report and should have a completed  
38 budget for the year by January. Association income exceeded expenses. The final budget will be posted  
39 to the website for review in January.

40  
41 **Vice President of Publication and Information Technology, Joyce Allen**

42 Joyce reported the accomplishment of two major additions this year. The first was establishing a vendor  
43 registration site on the PACRAO website to accommodate online registration for conference partners  
44 and exhibitors. The second was to post many historical documents to an archival site on the website.

45  
46 **Past President, Julia Pomerenk**

47 The upcoming PACRAO Conferences will be as follows:

48 2014 Portland, Oregon Hilton Portland & Executive Tower

49 2015 Anaheim, California Disneyland Hotel  
50 2016 Las Vegas, Nevada Planet Hollywood Resort & Casino

51

52 Julia introduced the members of the 2012-2013 Nominations and Elections Committee elected by the  
53 membership: Rebecca Mathern, Audra McQuarie, Mickey Reynolds, Karl Ritter, Andrew Speed and Jerri  
54 Weston. Alternates are Colm Joyce and John Colgrove.

55

56 Julia presented the slate of nominees for the 2013-2014 officers:  
57 President Elect, Heather Chermak, University of Idaho  
58 Vice-President for Publications and Information Technology, Diana Thomson, Ockanagan College  
59 Treasurer, Paul Lampano, University of California, Irvine

60

61 President Sue Eveland entertained a motion to accept the slate of nominees for officers as presented.  
62 The motion was made by James Miller and seconded by Wes Holland. The motion was unanimously  
63 approved and Sue congratulated and welcomed the new officers.

64

#### 65 **New Business**

66 Sue noted that the membership was notified of proposed constitution and bylaw changes on September  
67 30<sup>th</sup>. Copies of the proposed changes were distributed on each of the tables and posted to the website.  
68 Sue invited Julia to present the changes.

69

70 Julia proposed two significant changes to the bylaws. The first was to match the bylaw languages with  
71 the constitutional change approved at the annual business meeting last year. The second was to include  
72 the newly developed Audit Committee. All other changes were to make language and verbiage  
73 consistent throughout the constitution and bylaws. Sue asked for a motion to approve the proposed  
74 changes to the constitution and bylaws. The motion was made from the floor and seconded. The  
75 motion was approved. Sue thanked all of those involved for their work and the success of this project.

76

77 Sue thanked those who were leaving the board- Joyce Allen, Jan McCuen, and Julia Pomerenk- for their  
78 tireless effort on behalf of the organization.

79

#### 80 **Closing Comments, President Sue Eveland**

81 Sue thanked all those who helped make the conference a success. She stated that as she came on board  
82 last year her intention was to nurture the association and keep all the good things going. She  
83 mentioned that the board took on new projects and accomplished great things such as...

84 Julia gave us a new constitution and bylaws,

85 Todd spearheaded the development of a new audit committee,

86 Celeste did a great job with the PACRAO Review and produced our MOOC's webinar,

87 Joyce got historical data online,

88 Ann and Joyce developed exhibitor webpages,

89 Soraira, Celeste and Marianne developed the PACRAO Pal mentoring program,

90 Marianne was our "missionary" to CCACRAO,

91 Desi and Jan kept us "minuted" and "monied" up,

92 and Heather and Tara, along with their teams, put on a great conference.

93

94 Sue presented the (missing) president's gavel to Todd McCollum, PACRAO's 2013-2014 President.

95

#### 96 **2013- 2014 President, Todd McCollum**

97 Todd shared his goals for the upcoming year. He would like PACRAO to continue to move forward with  
98 each board member identifying an area where the association can continue to grow and improve. He

99 asked all members to reflect on one idea gained at the conference that could be taken back and  
100 implemented at their respective institutions. He also asked everyone to consider their personal  
101 professional participation and identify one thing they could do during the coming year to contribute  
102 back to PACRAO or another professional organization.

103

104 Todd introduced the Executive Board for the 2013-2014 year.

|     |                  |   |
|-----|------------------|---|
| 105 | Todd McCollum    | President                                 |
| 106 | Heather Chermak  | President-Elect                           |
| 107 | Diana Thomson    | Vice President for Information Technology |
| 108 | Paul Lampano     | Treasurer                                 |
| 109 | Soraira Urquiza  | Diversity Development Advocate            |
| 110 | Marianne Stickel | Vice President for Membership             |
| 111 | Sue Eveland      | Past President                            |
| 112 | Ann Gillen       | Business Partner Liaison                  |
| 113 | Mickey Reynolds  | Program Committee Chair                   |
| 114 | Chris Sweet      | Local Arrangements Committee Chair        |

115

116 **Introduction of 2014 Conference, Chris Sweet**

117 The theme for the conference next year is "Keep PACRAO Wired". Thank you to all who submitted  
118 sessions. Chris presented a video to introduce the theme.

119

120 Meeting adjourned at 11:48 a.m

121

122 Respectfully submitted,  
123 Desi Nielsen, PACRAO Secretary

124

Appendix A

PACRAO Actual and Budget October 22 2013 (2)

|    | 2011-12  | 2012-13      | 2012-13      | 2013-14      | 2013-14      |              |
|----|--|--------------|--------------|--------------|--------------|--------------|
|    | Actual   | Budget       | Year to Date | Budget       | Year to Date |              |
| 1  |  |              |              |              |              |              |
| 2  |  |              |              |              |              |              |
| 3  | <b>ACCOUNT UPDATES: As of October 22, 2013</b>                 |              |              |              |              |              |
| 4  | <b>INCOME</b>  |              |              |              |              |              |
| 5  | Dues   | \$ 32,875.00 | \$ 34,375.00 | \$ 29,583.70 | \$ 30,000.00 |              |
| 6  | Interest   | \$ 256.88    | \$ 250.00    | \$ 188.45    | \$ 250.00    |              |
| 7  | Conference return  | \$ 4,384.16  | \$ 6,000.00  | \$ 6,000.00  | \$ 3,525.00  |              |
| 8  | Job Postings   | \$ 7,550.00  | \$ 6,000.00  | \$ 8,739.09  | \$ 7,000.00  |              |
| 9  | Sponsorships   | \$ 21,500.00 | \$ 18,000.00 | \$ 21,500.00 | \$ 18,000.00 |              |
| 10 |  |              |              |              |              |              |
| 11 | <b>OTHER INCOME (excluding conference pass through income)</b> |              |              |              |              |              |
| 12 | 50% of conference profit from previous year                    | \$ -         | \$ -         | \$ -         | \$ 3,750.00  |              |
| 13 | Program Committee return of seed money                         | \$ 2,387.23  | \$ -         | \$ 500.00    | \$ -         |              |
| 14 | Misc. including reimbursements to PACRAO                       | \$ 531.48    | \$ -         | \$ 500.00    | \$ -         |              |
| 15 | Total Income   | \$ 69,454.75 | \$ 64,525.00 | \$ 68,511.24 | \$ 62,525.00 | \$ 89,658.16 |
| 16 |  |              |              |              |              |              |
| 17 | <b>EXPENSES</b>  |              |              |              |              |              |
| 18 | <b>Administration</b>  |              |              |              |              |              |
| 19 | Bank charges   | \$ 90.71     | \$ 150.00    | \$ 54.00     | \$ 150.00    |              |
| 20 | Foreign Currency Bank Charges                                  | \$ 25.00     | \$ 25.00     | \$ -         | \$ -         |              |
| 21 | Tax services/financial Review                                  | \$ 2,330.00  | \$ 2,500.00  | \$ 2,440.00  | \$ 2,500.00  |              |
| 22 | Membership recruitment   |              |              |              |              |              |
| 23 | Insurance  | \$ 913.00    | \$ 900.00    | \$ 955.00    | \$ 1,000.00  |              |
| 24 | Archiving  | \$ -         | \$ -         | \$ -         | \$ -         |              |
| 25 | Incorporating fee  | \$ 50.00     | \$ 50.00     | \$ 50.00     | \$ 50.00     |              |
| 26 | Governorment   | \$ 348.55    | \$ 350.00    | \$ 334.75    | \$ 375.00    |              |
| 27 | Credit card Discount fee                                       | \$ 2,516.12  | \$ 2,600.00  | \$ 7,290.97  | \$ 8,000.00  |              |
| 28 | Supplies, postage, misc  | \$ 581.74    | \$ 520.00    | \$ 50.00     | \$ 100.00    |              |
| 29 | Total Administrative Expenses                                  | \$ 6,355.15  | \$ 6,575.00  | \$ 11,124.72 | \$ 12,175.00 | \$ 8,383.22  |
| 30 | <b>Conference</b>  |              |              |              |              |              |
| 31 | Future site selection  | \$ 357.84    | \$ -         | \$ -         | \$ 400.00    |              |
| 32 | Future Site Deposit - 2013 Las Vegas                           |              |              |              |              |              |
| 33 | Future Site Deposit - 2016 Las Vegas                           |              |              |              |              |              |
| 34 | Hotel Deposit - Seattle  |              |              |              |              |              |
| 35 | LAC Seed Funds   | \$ 8,600.00  | \$ 6,000.00  | \$ 3,525.00  | \$ 3,000.00  |              |
| 36 | LAC Vendor Fees  |              | \$ 3,000.00  | \$ -         | \$ 7,500.00  |              |
| 37 | Conference Bags Name Badges                                    | \$ 2,993.16  | \$ 3,000.00  | \$ 923.85    | \$ 3,000.00  |              |
| 38 | Key Card - Diamond Partner                                     | \$ 714.33    | \$ 1,000.00  | \$ 651.33    | \$ 1,000.00  |              |
| 39 | 2012 Program Committee   | \$ 7,112.77  | \$ 12,000.00 | \$ 2800.00   | \$ 9,200.00  |              |
| 40 | 2013 Program Committee   |              |              | \$ 125.73    | \$ 1,000.00  |              |
| 41 | PACRAO Presentation  |              | \$ 1,000.00  | \$ 200.00    | \$ 600.00    |              |
| 42 | New Member Orientation (non-food)                              |              | \$ -         | \$ 101.90    | \$ 105.00    |              |
| 43 | Misc.  | \$ 1,219.33  | \$ -         | \$ -         | \$ -         |              |
| 44 |  |              |              |              |              |              |
| 45 | Total Conference Expenses                                      | \$ 20,997.43 | \$ 26,600.00 | \$ 14,193.81 | \$ 26,905.00 | \$ 4,908.23  |
| 46 |  |              |              |              |              |              |
| 47 |  |              |              |              |              |              |
| 48 | Diversity Development Expenses                                 | \$ 313.94    | \$ 650.00    | \$ -         | \$ 650.00    |              |
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PACRAO Actual and Budget October 22 2013 (2)

|    | 2011-12                                 | 2012-13 | 2012-13      | 2013-14 | 2013-14      |
|----|---|---------|--------------|---------|--------------|
|    | Actual                                  | Budget  | Year to Date | Budget  | Year to Date |
| 1  |   |         |              |         |              |
| 2  |   |         |              |         |              |
| 3  | ACCOUNT UPDATES: As of October 22, 2013 |         |              |         |              |
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PACRAO Actual and Budget October 22 2013 (2)

|    | 2011-12                                 | 2012-13 | 2012-13      | 2013-14 | 2013-14      |  |
|----|---|---------|--------------|---------|--------------|--|
|    | Actual                                  | Budget  | Year to Date | Budget  | Year to Date |  |
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| 3  | ACCOUNT UPDATES: As of October 22, 2013 |         |              |         |              |  |
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## Appendix B

### PACRAO Constitution

#### As amended by the membership October 30, 2013

- [Article I - Name](#)
- [Article II - Purpose](#)
- [Article III - Membership](#)
- [Article IV - Officers](#)
- [Article V - Amendments](#)

#### **Article I - Name**

The name of this organization shall be the Pacific Association of Collegiate Registrars and Admissions Officers, hereinafter referred to as the Association.

#### **Article II - Purpose**

The purpose of the Association shall be to provide, by annual conferences and other means, for the consideration of professional issues common to its members, to provide professional development opportunities for its members, and to contribute to the general advancement of education, especially higher education, in the regional area of the Association.

#### **Article III - Membership**

##### **Section 1. Institution Membership**

Any higher education institution within the geographical boundary lines of the Association that is 1) a degree-granting institution accredited by a regional institutional accrediting association or a national accrediting association recognized by the Executive Board, or 2) a Canadian institution that is a member of the Association of Universities and Colleges of Canada, or 3) federated with, or affiliated to, a Member Institution of the Association shall be eligible as a Member Institution.

**Section 1.1** Institutions that were members prior to the 1984 formal annual business meeting, and who have retained continuous membership, shall retain their membership and voting rights regardless of the aforementioned criteria.

**Section 1.2** Each unit or division of a complex institution, where the unit or division is either geographically separate or separately accredited by another regional accrediting association, shall be eligible as a Member Institution, provided it meets other membership criteria.

##### **Section 2. Active Membership**

Any educator whose professional function is in admissions, enrollment management, financial aid, institutional research, records, registration, and/or closely related functions in a Member Institution shall be considered an Active Member. Each Member Institution will designate its Active Members.

##### **Section 3. Associate Membership**

Persons, organizations, corporations, agencies, or candidates for institutional accreditation, which are found to have parallel purposes to the Association, may be considered for Associate Membership subject to approval by the Executive Board. Organizations, corporations, agencies, and institutions that are candidates for accreditation will designate their Associate Members.

##### **Section 4. Extended Membership and Retired Members**

Active Members who leave the profession due to retirement or employment in other fields may elect to continue their membership as Extended Members or be listed as Retired Members. In acknowledgement of their contributions to the profession, Extended Members renew their individual memberships annually,

177 but pay no membership dues. Retired Members are individuals who retire from the profession and elect to  
178 leave PACRAO. Their membership information is maintained for historical purposes.

### 179 **Section 5. Honorary Membership**

180 Persons who after long and valued membership in the Association have transferred their activities to  
181 other education fields but still evidence an interest in the welfare of the Association, or any person who  
182 though not actively engaged in the profession has rendered noteworthy service to the Association may be  
183 approved by the Executive Board for Honorary Membership. Members may nominate individuals for  
184 Honorary Membership to the Executive Board.

### 185 **Section 6. Voting**

186 For the election of members to the Nominations and Elections Committee, all Active, Associate and  
187 Honorary Members may vote. For all other voting issues, including the election of officers, there is one  
188 vote per Member Institution; Associate and Honorary Members may not vote. Voting eligibility is  
189 determined by current, paid institutional membership. The vote that is cast on behalf of the Member  
190 Institution may be cast by any Active Member representing that institution.

## 191 **Article IV - Officers**

### 192 **Section 1. Elected Officers**

193 The officers of the Association shall be a President, a President-Elect, a Vice President for Professional  
194 Development, a Vice President for Membership, a Vice President for Publications and Information  
195 Technology, a Secretary, and a Treasurer.

### 196 **Section 2. Executive Board**

197 The officers named in Article IV, Section 1, together with the Past President, the Diversity Development  
198 Advocate, the Business Partner Liaison, the Local Arrangements Committee Chair, and the Program  
199 Committee Chair shall constitute an Executive Board. All are voting members, except for the Business  
200 Partner Liaison, the Local Arrangements Chair, and the Program Committee Chair, who are ex-officio and  
201 non-voting members of the Executive Board.

## 202 **Article V - Amendments**

203 This constitution may be amended at any formal annual business meeting by a two-thirds affirmative vote  
204 of the Member Institutions present and voting, providing that notice of the proposed amendment has been  
205 sent to the members at least 30 days in advance of the meeting. A constitutional amendment not thus  
206 proposed in advance may be adopted by a four-fifths affirmative vote of the Member Institutions present  
207 and voting.

208



210 **PACRAO Bylaws**211 **As amended by the membership October 30, 2013**

- 212 • [Article I - Regional Area](#)
- 213 • [Article II - Dues](#)
- 214 • [Article III - Meetings](#)
- 215 • [Article IV - Terms of Offices](#)
- 216 • [Article V - Duties of Officers](#)
- 217 • [Article VI - Standing Committees and Appointed Positions](#)
- 218 • [Article VII - Nominations and Elections](#)
- 219 • [Article VIII - Fiscal Year](#)
- 220 • [Article IX - Amendments](#)

221

222 **Article I - Regional Area**

223 The geographical boundary lines of the Association shall include the states of Alaska, Arizona, California,  
 224 Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington (United States of America); the  
 225 countries under the Compact of Freely Associated States; Guam; and the provinces of Alberta, British  
 226 Columbia, Manitoba, and Saskatchewan,(Canada).

227 **Article II - Dues**228 **Section 1. Dues**

229 The annual membership dues shall be \$125.00 for each Member Institution and for each Associate  
 230 Member. Each Institution and Associate Members may list all eligible Active Members. Payment of the  
 231 dues shall entitle the listed member to the voting status specified in Article III, Section 6 of the  
 232 constitution, to the member rate for conference fees, member access to the PACRAO website, and  
 233 Association publications.

234 **Section 2. Waivers**

235 There shall be no annual dues charged to Honorary Members. Honorary Members shall have their  
 236 registration fee waived for the annual conference.

237 **Section 3. Deadlines**

238 Member Institutions and Associate Members will be billed for annual dues in April of each year. Payment  
 239 is expected upon receipt of billing. If payment is not received from a Member Institution or Associate  
 240 Member by July 1, that membership will be considered inactive until payment is received. Any Member  
 241 Institution or Associate Member resuming an active membership by bringing the payment of dues up to  
 242 date must be eligible under the provision of Article III in the constitution at the time of payment.

243 **Article III - Meetings**244 **Section 1. Date and Location**

245 The Association shall hold an annual conference in October or November of each year. The location and  
 246 date will be chosen, with due regard to geographical rotation, by the Executive Board which shall also  
 247 have the power to advance or to postpone. The Executive Board may cancel an annual conference in  
 248 case of emergency.

249 **Section 1.1. Site Selection**

250 Association conference sites are selected approximately three years in advance based on guidelines that  
 251 rotate the locations across the Association regions. Qualifications for possible site locations are  
 252 addressed in the Association Conference Site Selection Guidelines.

253 **Section 2. Business**

254 Association business shall be conducted at the formal annual business meeting by the Active Members  
255 present and shall include at least (1) the election of officers; (2) reports from officers and committees, with  
256 provision for the adoption of Association resolutions; (3) action on proposed amendments to the  
257 constitution and bylaws; and (4) new business, which must be submitted to the President for inclusion in  
258 the agenda at least 24 hours before the formal annual business meeting. Except for amendments to the  
259 constitution and bylaws, action may be taken by a majority of those present and voting.

260 **Section 3. Executive Board**

261 Meetings of the Executive Board shall be called by the President (or President-Elect, if necessary) as  
262 needed. Four voting members of the Board (in addition to the President, or President-Elect if the  
263 President-Elect has called the meeting) constitute a quorum. Any vote taken requires a majority for  
264 approval, with the President (or President-Elect if the President-Elect has called the meeting), voting in  
265 the case of a tie.

266 **Article IV - Terms of Offices**

267 **Section 1. Terms**

268 The terms of office for all elected officers of the Association, with the exception of the President-Elect,  
269 shall be for two years. The President-Elect serves three consecutive years on the Executive Board. A  
270 President-Elect is elected annually, with the Treasurer and Vice President for Publications and  
271 Information Technology being elected on alternate years from the Secretary, Vice President for  
272 Membership and Vice President for Professional Development.

273 The elected members of the Nominations and Elections Committee shall serve for one year, except for  
274 the member who received the most votes. That individual serves for two years and serves as the Vice  
275 Chair of the Nominations and Elections Committee the second year. However should any annual  
276 conference be cancelled (or the time for it changed), the interval between two consecutive conferences  
277 shall be counted as one year in the administration of the provisions of this section.

278 **Section 2. Calendar**

279 All officers, except the Treasurer, shall hold office from the adjournment of the formal annual business  
280 meeting in which they were elected until adjournment of the formal annual business meeting in which  
281 their successors are elected. The Treasurer shall hold office for two fiscal years, beginning February 1.

282 **Section 3. Vacancies**

283 In the event of a vacancy in the office of the President, the President-Elect will succeed to the presidency.  
284 In the event of a vacancy in the office of President-Elect, the current Vice President for Professional  
285 Development will succeed to that position and then to the presidency. In the event of a vacancy in the  
286 offices of the Vice President for Professional Development, the Vice President for Publications and  
287 Information Technology, the Vice President for Membership, the Treasurer or the Secretary, the  
288 Executive Board may appoint a current Executive Board member to assume those responsibilities, or may  
289 appoint another person from the eligible membership, to serve the remainder of the term. In the event of a  
290 vacancy in the office of the Past President, the next most recent and willing Past President will be  
291 appointed by the President. In the event of a vacancy on the Nominations and Elections Committee, after  
292 utilizing the two alternates, the President may appoint a person from the eligible membership. In the event  
293 that a situation arises which is not covered by the succession process outlined above, the Executive  
294 Board may appoint an eligible active member to fill the vacancy.

295 **Article V - Duties of Officers**

296 **Section 1. Common Duties for All Officers**

297 Each officer shall perform the duties of an officer, including the duties as a member of any committee of  
298 the Association. This service should be conducted in good faith, and in the best interests of the  
299 Association, including reasonable inquiry and fiduciary responsibility.

300 **Section 2. President**

301 With the support of the Executive Board, the President shall assume full responsibility for all general

302 activities of the Association, oversee the program and local arrangements for the annual conference, with  
303 the chairs of the Local Arrangements Committee and Program Committee, oversee all financial  
304 obligations, and approve all Association bills before payment by the Treasurer. The President also has  
305 responsibility to appoint the Local Arrangements Committee Chair, the Program Committee Chair, the  
306 Diversity Development Advocate, and the Business Partner Liaison. The President shall serve as  
307 Chairperson of the Executive Board and shall be a member ex-officio of all committees of the Association  
308 except the Nominations and Elections Committee.

### 309 **Section 3. President-Elect**

310 The President-Elect shall act as the chief assistant to the President and shall succeed to the presidency  
311 at the end of the term of the President. The President-Elect shall be responsible for strengthening the  
312 Association's relationship with leadership from state and province associations, the membership and with  
313 business partners and exhibitors. The President-Elect works with the Vice President for Membership and  
314 Treasurer to foster greater Association membership throughout the Pacific region. The President-Elect  
315 identifies individuals to serve in the following roles to run concurrent with his or her presidency: Local  
316 Arrangements Committee Chair, Program Committee Chair, Diversity Development Advocate, and  
317 Business Partner Liaison.

### 318 **Section 4. Past President**

319 The Past President shall serve as adviser to the President, the Executive Board, and to the membership.  
320 The Past President is responsible for site selection for a future annual conference; for the Association  
321 archives; for review of the constitution and bylaws; and for coordinating awards, certificates, and honorary  
322 membership nominations. The Past President chairs the Nominations and Elections Committee.

### 323 **Section 5. Vice President for Professional Development**

324 The Vice President for Professional Development shall be responsible for developing and promoting  
325 professional development opportunities across the region outside of the annual conference; and, as  
326 appropriate, for working with the annual conference Program Committee Chair to suggest potential  
327 speakers and session presenters, and for the new member orientation session at the annual conference.  
328 The Vice President for Professional Development chairs the PACRAO Review Editorial Board.

### 329 **Section 6. Vice President for Membership**

330 The Vice President for Membership, with the assistance of the President-Elect and Treasurer, shall be  
331 responsible for developing and implementing plans for building Association membership, for collecting  
332 annual dues and baseline data used to maintain and update the Association's directory, in accordance  
333 with the provisions of Article III of the constitution, and for maintaining an active list of all members of the  
334 Association with their contact information. The Vice President for Membership chairs the Membership  
335 Development Committee.

### 336 **Section 7. Vice President for Publications and Information Technology**

337 The Vice President for Publications and Information Technology shall be responsible for disseminating  
338 information to members of the Association, via print and electronic communication, which includes the  
339 Association's newsletter and directory (with support from the Vice President of Membership) and provides  
340 leadership to the development and maintenance of the Association's website. The Vice President for  
341 Publications and Information Technology chairs the Publication and Information Technology Committee.

### 342 **Section 8. Secretary**

343 The Secretary shall be the custodian of the records of the Association; and shall keep the minutes of the  
344 formal annual business meeting and all meetings of Executive Board

### 345 **Section 9. Treasurer**

346 The Treasurer is responsible for maintaining the financial records of the Association; shall obtain the  
347 approval of the President on all bills before payment; and shall make an informal report to the members of  
348 the Association at the formal annual business meeting. The Treasurer shall enforce all fiscal policies and  
349 procedures for the Association and shall report any discrepancies to the Executive Board. The Treasurer  
350 will manage all banking activity for the President and President-Elect and for the Chairs of the Local  
351 Arrangements Committee and Program Committee, as appropriate, and shall reconcile each account. At

352 the end of each year, the Treasurer shall prepare a complete formal report, including an accountant's  
353 review of financial statements, for distribution to the Executive Board and for submission to the next  
354 succeeding treasurer. The outgoing Treasurer will transition with the incoming Treasurer through the  
355 close of the fiscal year (January 31) following election of the new Treasurer.

## 356 **Article VI - Standing Committees and Appointed Position**

### 357 **Section I. Standing Committees**

358 With the exception of the Nominations and Elections Committee, standing or ad hoc committees may be  
359 appointed or dissolved by the President as deemed necessary for the work of the Association. All  
360 committee members must be Active Members of the Association.

361

### 362 **Section 2. Nominations and Elections Committee**

363 There will be a nine-member Nominations and Elections Committee composed of the two most  
364 immediate past presidents who remain active in the Association, six elected members and the highest  
365 vote recipient from the previous year's committee, who will serve as vice chair. The past president with  
366 the earliest presidential term will serve as chair. The past president with the most recent presidential term  
367 will serve in an ex-officio, non-voting role, except in the case of a tie vote. The Nominations and Elections  
368 Committee shall solicit nominations for the next Nominations and Elections Committee, for the Audit  
369 Committee, and for the next Executive Board. The Nominations and Elections Committee shall review all  
370 nominations and present a slate of nominees to the Executive Board and to the membership.

371

### 372 **Section 3: Local Arrangements and Program Committees**

373 The chairs of the Local Arrangements Committee and Program Committee are appointed by the  
374 President to plan and manage all components of the annual conference. The chairs report to the  
375 President and serve as ex-officio members of the Executive Board (non-voting members). The President-  
376 Elect will identify these chairs at the time of his or her election so that they may serve on the current  
377 committees, shadowing the current chairs, prior to formal appointment by the Executive Board. Each  
378 chair shall develop a budget for his or her committee and provide updates to the Executive Board and/or  
379 to the Treasurer, as requested.

### 380 **Section 4: Diversity Development Advocate and Diversity Development Committee**

381 The Diversity Development Advocate is appointed by and responsible to the President and serves as a  
382 voting member of the Executive Board and chairs the Diversity Development Committee. This committee  
383 is charged with keeping the Association engaged with issues and activities relevant to equity, diversity,  
384 and inclusion. It meets during the annual conference and is open to any interested member of the  
385 Association willing to commit time and energy to achieving committee goals during the year. The Diversity  
386 Development Advocate serves on the Program Committee and ensures that there are diversity sessions  
387 across the conference program while developing such sessions with the committee's help as well as  
388 recommending diversity speakers. The Diversity Development Advocate attends the winter board  
389 meeting with the Program Committee and reports on the plans and the progress of the Diversity  
390 Development Committee. The Diversity Development Advocate may be invited to attend the summer  
391 board meeting or may submit a board report to be presented by the President at the meeting.

### 392 **Section 5. Professional Development Committee**

393 The Vice President for Professional Development chairs this committee. This committee develops and  
394 promotes professional development opportunities across the Pacific region, outside of the annual  
395 conference. This may include co-sponsoring workshops with state, provincial or national associations;  
396 creating an Association-sponsored workshop or summer seminar, writing articles and publishing such  
397 articles on the PACRAO website, etc. This committee meets during the annual conference and is open to  
398 any interested member of the Association willing to commit time and energy to achieving committee goals  
399 during the year.

### 400 **Section 6: Membership Development Committee**

401 The Vice President for Membership chairs this committee. This committee develops and implements  
402 strategies to invite institutional colleagues to join the Association and to assist in keeping member data  
403 accurate and up to date. This committee meets during the annual conference and is open to any

404 interested member of the Association willing to commit time and energy to achieving committee goals  
405 during the year.

#### 406 **Section 7: Publications and Information Technology Committee**

407 The Vice President for Publications and Information Technology chairs this committee. The committee  
408 strives to keep the Association current on new uses of technology in serving students and/or advancing  
409 the profession through suggesting sessions to the Program Committee for the annual conference;  
410 collaborates with the Professional Development Committee on needed workshops to be delivered to  
411 members across the region; and provides oversight for the maintenance and future development of the  
412 Association's website as a strategic communication tool. This committee meets during the annual  
413 conference and is open to any interested member of the Association willing to commit time and energy to  
414 achieving committee goals during the year.

#### 415 **Section 8: Business Partner Liaison**

416 The Business Partner Liaison is appointed by and responsible to the President and serves as an ex-  
417 officio member of the Executive Board. The Liaison is responsible for promoting stronger ties between the  
418 Association and exhibitors and business partners. The Liaison develops a list of current and potential  
419 business partners and conference exhibitors and solicits financial support for the Association. The Liaison  
420 attends the winter board meeting but does not attend the summer board meeting. The Liaison submits a  
421 report prior to the winter and the summer board meetings. The Business Partner Liaison may be  
422 identified when the President-Elect starts his or her term so that the individual may shadow the current  
423 Liaison for a year and then be formally appointed by the Executive Board.

#### 424 **Section 9: Audit Committee**

425 The Audit Committee is appointed by the Nominations and Elections Committee and is responsible for  
426 reviewing annually the Association's financial practices including the receipt and distribution of funds and  
427 the maintenance of financial records. The committee will prepare an annual report for the Executive  
428 Board of findings and recommendations regarding the Association's financial operations.

### 429 **Article VII - Nominations and Elections**

#### 430 **Section 1. Procedures for Election of the Nominations and Elections Committee**

431 The current Nominations and Elections Committee is responsible for soliciting nominations and  
432 developing a slate of ten (10) nominees for the next year's Nominations and Elections Committee and  
433 meets annually in conjunction with the Association's annual conference to prepare the slate of nominees.  
434 The ballot for the election of members to the Nominations and Elections committee will be made available  
435 for all Active, Associate and Honorary Members. Active, Associate, and Honorary Members will be eligible  
436 to vote for up to six (6) candidates. Voting must be completed by the published deadline. The six (6)  
437 nominees receiving the most votes will serve on the committee for the following year. In addition, the  
438 highest vote recipient from the previous year's committee will serve on the committee as vice chair and  
439 the two most immediate past presidents who remain active in the Association will serve on the committee.  
440 Two (2) alternates shall be designated in descending order according to the vote received. The term of  
441 service will begin at the close of the next annual Association conference.

#### 442 **Section 2. Procedures for Election of Officers**

443 The current Nominations and Elections Committee is responsible for developing a slate of candidates for  
444 officers of the Association. The slate will be published on the Association website and announced again  
445 at the opening session of the annual conference. Additional nominations from the floor will be accepted at  
446 the opening session, and then the nominations will be closed. Voting occurs at the formal annual  
447 business meeting of the Association, held later during the annual conference.

#### 448 **Section 3. Procedures for Appointing the Audit Committee Member**

449 The current Nominations and Elections Committee is responsible for appointing a member to serve on the  
450 Audit Committee for a two-year term, the first year as Secretary and the second year as Chair. The  
451 members of the audit committee must be independent of other duties within PACRAO, and therefore may  
452 not hold any other elected or appointed position within the Association for the duration of their service on  
453 the Audit Committee.

454 **Section 4. Representation**

455 The Nominations and Elections Committee will prepare the slate of candidates with due respect for the  
456 membership of the Association in regard to geographical distributions, ethnicity, gender, public and  
457 private institutions, four-year and two-year institutions, and professional schools.

458 **Section 5. Eligibility**

459 Active Members representing paid Member Institutions are eligible to serve on the Nominations and  
460 Elections Committee Members elected to the Nominations and Elections Committee are not eligible to  
461 serve on the Nominations and Elections Committee in successive years (except for the highest vote  
462 recipient from the previous year's committee who serves as vice chair the subsequent year) or to be a  
463 candidate for office during their term on the Nominations and Elections Committee. Only Active Members  
464 representing paid Member Institutions may be nominated and elected to office.  
465

466 **Article VIII - Fiscal Year**

467 The fiscal year of the Association shall be February 1 to January 31.  
468

469 **Article IX - Amendments**

470 These bylaws may be amended at any formal annual business meeting by a two-thirds affirmative\_vote of  
471 the Member Institutions present and voting, providing that notice of the proposed amendment has been  
472 sent to the members at least 30 days in advance of the meeting. A bylaws amendment not thus  
473 proposed in advance may be adopted by a four-fifths affirmative\_vote of the Member Institutions present  
474 and voting.  
475

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477