

2025 Annual Business Meeting | Bylaw Revision Proposal

Article Section	Article II - Dues Section 3
URL	https://www.pacrao.org/bylaws.php
Suggested update	Update deadline for paying member dues from July 1st to July 31st to allow more flexibility for member institutions to access fiscal year funds.
Contact Person for Questions	Alex Underwood, past-president@pacrao.org Shelly Hsu, vp-membership@pacrao.org

Bylaw Revision Side by Side

Additions in **Green** – Deletions in **Yellow**

Existing Bylaw	Proposed Edit
Article II - Dues Section 3. Deadlines Member Institutions and Associate Members will be billed for annual dues in April of each year. Payment is expected upon receipt of billing. If payment is not received from a Member Institution or Associate Member by July 1, that membership will be considered inactive until payment is received. Any Member Institution or Associate Member resuming an active membership by bringing the payment of dues up to date must be eligible under the provision of Article III in the constitution at the time of payment.	Article II - Dues Section 3. Deadlines Member Institutions and Associate Members will be billed for annual dues in April of each year. Payment is expected upon receipt of billing. If payment is not received from a Member Institution or Associate Member by July 31 , that membership will be considered inactive until payment is received. Any Member Institution or Associate Member resuming an active membership by bringing the payment of dues up to date must be eligible under the provision of Article III in the constitution at the time of payment.

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Article	Article V - Duties of Officers
URL	https://www.pacrao.org/bylaws.php
Suggested update	Removes references to outdated committees Moves archives responsibility to Secretary Modernizes descriptions of the VP-CIT and Treasurer
Contact Person for Questions	Alex Underwood, past-president@pacrao.org

Bylaw Revision Side by Side

Additions in **Green** – Deletions in **Yellow**

Existing Bylaw	Proposed Edit
<h2>Article V - Duties of Officers</h2> <p>Section 1. Common Duties for All Officers</p> <p>Each officer shall perform the duties of an officer, including the duties as a member of any committee of the Association. This service should be conducted in good faith, and in the best interests of the Association, including reasonable inquiry and fiduciary responsibility.</p> <p>Section 2. President</p> <p>With the support of the Executive Board, the President shall assume full responsibility for all general activities of the Association, oversee the program and local arrangements for the annual conference, with the chairs of the Local Arrangements Committee and Program Committee, oversee all financial obligations, and approve all Association bills before payment by the Treasurer. The President also has responsibility to appoint the Local Arrangements Committee Chair, the Program</p>	<h2>Article V - Duties of Officers</h2> <p>Section 1. Common Duties for All Officers</p> <p>Each officer shall perform the duties of an officer, including the duties as a member of any committee of the Association. This service should be conducted in good faith, and in the best interests of the Association, including reasonable inquiry and fiduciary responsibility.</p> <p>Section 2. President</p> <p>With the support of the Executive Board, the President shall assume full responsibility for all general activities of the Association, oversee the program and local arrangements for the annual conference, with the chairs of the Local Arrangements Committee and Program Committee, oversee all financial obligations, and approve all Association bills before payment by the Treasurer. The President also has responsibility to appoint the Local Arrangements Committee Chair,</p>

Existing Bylaw	Proposed Edit
<p>Committee Chair, and the Business Partner Liaison. The President shall serve as Chairperson of the Executive Board and shall be a member ex-officio of all committees of the Association except the Nominations and Elections Committee.</p>	<p>and the Program Committee Chair, and the Business Partner Liaison. The President shall serve as Chairperson of the Executive Board and shall be a member ex-officio of all committees of the Association except the Nominations and Elections Committee.</p>
<p>Section 3. President-Elect</p> <p>The President-Elect shall act as the chief assistant to the President and shall succeed to the presidency at the end of the term of the President. The President-Elect shall be responsible for strengthening the Association's relationship with leadership from state and province associations, the membership, and with business partners and exhibitors. The President-Elect works with the Vice President for Membership and Treasurer to foster greater Association membership throughout the Pacific region. The President-Elect identifies individuals to serve in the following roles to run concurrent with his or her presidency: Local Arrangements Committee Chair, Program Committee Chair and Business Partner Liaison.</p>	<p>Section 3. President-Elect</p> <p>The President-Elect shall act as the chief assistant to the President and shall succeed to the presidency at the end of the term of the President. The President-Elect shall be responsible for strengthening the Association's relationship with leadership from state and province associations, the membership, and with business partners and exhibitors. The President-Elect works with the Vice President for Membership and Treasurer to foster greater Association membership throughout the Pacific region. The President-Elect identifies individuals to serve in the following roles to run concurrent with his or her their presidency: Local Arrangements Committee Chair and Program Committee Chair and Business Partner Liaison.</p>
<p>Section 4. Past President</p> <p>The Past President shall serve as adviser to the President, the Executive Board, and to the membership. The Past President is responsible for site selection for a future annual conference; for the Association archives; for review of the constitution and bylaws; and for coordinating awards, certificates, and honorary membership nominations. The Past President chairs the Nominations and Elections Committee.</p>	<p>Section 4. Past President</p> <p>The Past President shall serve as adviser to the President, the Executive Board, and to the membership. The Past President is responsible for site selection for a future annual conference; for the Association archives; for review of the constitution and bylaws; and for coordinating awards, certificates, and honorary membership nominations. The Past President serves as the board liaison with the Leadership Development Institute and chairs the Nominations and Elections Committee.</p>
<p>Section 5. Vice President for Professional Development</p> <p>The Vice President for Professional Development shall be responsible for developing and promoting professional development opportunities across the region outside of the annual conference; and, as appropriate, for working with the annual conference Program Committee Chair to</p>	<p>Section 5. Vice President for Professional Development</p> <p>The Vice President for Professional Development shall be responsible for developing and promoting professional development opportunities across the region outside of the annual conference; and, as</p>

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<p>suggest potential speakers and session presenters, and for the new member orientation session at the annual conference. The Vice President for Professional Development chairs the PACRAO Review Editorial Board.</p> <p>Section 6. Vice President for Membership</p> <p>The Vice President for Membership, with the assistance of the President-Elect and Treasurer, shall be responsible for developing and implementing plans for building Association membership, for collecting annual dues, and baseline data used to maintain and update the Association's directory, in accordance with the provisions of Article III of the constitution, and for maintaining an active list of all members of the Association with their contact information. The Vice President for Membership chairs the Membership Development Committee.</p> <p>Section 7. Vice President for Communications and Information Technology</p> <p>The Vice President for Communications and Information Technology shall be responsible for disseminating information to members of the Association, via print and electronic communication, which includes the Association's newsletter and directory (with support from the Vice President of Membership) and provides leadership to the development and maintenance of the Association's website. The Vice President for Communications and Information Technology chairs the Publication and Information Technology Committee.</p> <p>Section 8. Secretary</p> <p>The Secretary shall be the custodian of the records of the Association; and shall keep the minutes of the formal annual business meeting and all meetings of the Executive Board.</p>	<p>appropriate, for working with the annual conference Program Committee Chair to suggest potential speakers and session presenters, and for the new member orientation session at the annual conference. The Vice President for Professional Development chairs the PACRAO Review Editorial Board.</p> <p>Section 6. Vice President for Membership</p> <p>The Vice President for Membership, with the assistance of the President-Elect and Treasurer, shall be responsible for developing and implementing plans for building Association membership, for collecting annual dues, and baseline data used to maintain and update the Association's directory, in accordance with the provisions of Article III of the constitution, and for maintaining an active list of all members of the Association with their contact information. The Vice President for Membership chairs the Membership Development Committee.</p> <p>Section 7. Vice President for Communications and Information Technology</p> <p>The Vice President for Communications and Information Technology shall be responsible for leading the Association's digital presence and communications strategy. This includes overseeing the development, maintenance, and accessibility of the Association's website, managing digital communications platforms, and ensuring timely and effective dissemination of information to members. The Vice President for Communications and Information Technology collaborates with the Vice President for Membership to maintain accurate member data and supports initiatives that enhance member engagement through technology. disseminating information to members of the Association, via print and electronic communication, which includes the Association's newsletter and directory (with support from the Vice President of Membership) and provides leadership to the development and maintenance of the Association's website. The Vice President for</p>

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<p>Section 9. Treasurer</p> <p>The Treasurer is responsible for maintaining the financial records of the Association; shall obtain the approval of the President on all bills before payment; and shall make an informal report to the members of the Association at the formal annual business meeting. The Treasurer shall enforce all fiscal policies and procedures for the Association and shall report any discrepancies to the Executive Board. The Treasurer will manage all banking activity for the President and President-Elect and for the Chairs of the Local Arrangements Committee and Program Committee, as appropriate, and shall reconcile each account. At the end of each year, the Treasurer shall prepare a complete formal report, including an accountant's review of financial statements, for distribution to the Executive Board and for submission to the next succeeding treasurer.</p> <p>Section 10: Treasurer-Elect</p> <p>The Treasurer-Elect serves for one year under the guidance of the Treasurer, working closely with the Treasurer to learn the roles and responsibilities and to assist with budgeting, reconciliation, and reporting. At the end of this term, the Treasurer-Elect shall become Treasurer and serve for two additional years.</p> <p>Section 11. Vice President for Diversity Development</p> <p>The Vice President for Diversity Development is responsible for promoting and advocating for matters related to diversity, equity and inclusion within PACRAO. The VP for Diversity Development serves on the Program Committee and ensures that there are diversity sessions across the conference program while developing such sessions with the help of the Diversity Development Committee. The VP for Diversity Development chairs the Diversity Development Committee.</p>	<p>Communications and Information Technology chairs the Publication and Information Technology Committee.</p> <p>Section 8. Secretary</p> <p>The Secretary shall be the custodian of the records of the Association; and shall keep the minutes of the formal annual business meeting and all meetings of the Executive Board. The Secretary is responsible for the association's archives.</p> <p>Section 9. Treasurer</p> <p>The Treasurer is responsible for maintaining accurate and transparent financial records for the Association and for upholding its fiscal policies and procedures. The Treasurer shall lead the Association's financial operations with integrity and accountability, ensuring that all expenditures align with approved budgets and strategic priorities. the financial records of the Association; shall obtain the approval of the President on all bills before payment; and shall make an informal report to the members of the Association at the formal annual business meeting. The Treasurer shall enforce all fiscal policies and procedures for the Association and shall report any discrepancies to the Executive Board. The Treasurer will manage all banking activity for the President and President-Elect and for other designated roles, the Chairs of the Local Arrangements Committee and Program Committee, as appropriate, and shall reconcile each account. At the end of each year, the Treasurer shall prepare a complete formal report, including an accountant's review of financial statements, for distribution to the Executive Board and for submission to the next succeeding treasurer.</p> <p>Section 10: Treasurer-Elect</p> <p>The Treasurer-Elect serves for one year under the guidance of the Treasurer, working closely with the Treasurer to learn the roles and</p>

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<p>Section 12: Business Partner Liaison</p> <p>The Business Partner Liaison is responsible for promoting stronger ties between the Association and exhibitors and business partners. The Liaison develops a list of current and potential business partners and conference exhibitors and solicits financial support for the Association.</p> <p>Section 13: Business Partner Liaison-Elect</p> <p>The Business Partner Liaison-Elect serves for one year under the guidance of the Business Partner Liaison to learn the roles and responsibilities and to assist with soliciting financial support for the Association. At the end of this term, the Business Partner Liaison-Elect shall become Business Partner Liaison and serve for two additional years.</p>	<p>responsibilities and to assist with budgeting, reconciliation, and reporting. At the end of this term, the Treasurer-Elect shall become Treasurer and serve for two additional years.</p> <p>Section 11. Vice President for Diversity Development</p> <p>The Vice President for Diversity Development is responsible for promoting and advocating for matters related to diversity, equity and inclusion within PACRAO. The Vice President for Diversity Development or designee serves on the Program Committee and ensures that there are diversity sessions across the conference program while developing such sessions with the help of the Diversity Development Committee. The Vice President for Diversity Development chairs the Diversity Development Committee.</p> <p>Section 12: Business Partner Liaison</p> <p>The Business Partner Liaison is responsible for promoting stronger ties between the Association and exhibitors and business partners. The Business Partner Liaison develops a list of current and potential business partners and conference exhibitors and solicits financial support for the Association.</p> <p>Section 13: Business Partner Liaison-Elect</p> <p>The Business Partner Liaison-Elect serves for one year under the guidance of the Business Partner Liaison to learn the roles and responsibilities and to assist with soliciting financial support for the Association. At the end of this term, the Business Partner Liaison-Elect shall become Business Partner Liaison and serve for two additional years.</p>

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Article	Article VI - Standing Committees and Appointed Position
URL	https://www.pacrao.org/bylaws.php
Suggested update	Updates Article name as the BPL is now an elected Board Officer Makes the Audit Committee non-dissolvable by the President Remove outdated committees and rennumbers articles.
Contact Person for Questions	Alex Underwood, past-president@pacrao.org

Bylaw Revision Side by Side

Additions in **Green** – Deletions in **Yellow**

Existing Bylaw	Proposed Edit
<p>Article VI - Standing Committees and Appointed Position</p> <p>Section I. Standing Committees With the exception of the Nominations and Elections Committee, standing or ad hoc committees may be appointed or dissolved by the President as deemed necessary for the work of the Association. All committee members must be Active Members of the Association.</p> <p>Section 2. Nominations and Elections Committee There will be an eight-member Nominations and Elections (N&E) Committee composed of six elected members, the highest vote recipient from the previous year's committee, who will serve as vice</p>	<p>Article VI - Standing Committees and Appointed Position</p> <p>Section I. Standing Committees With the exception of the Nominations and Elections and Audit Committees, standing or ad hoc committees may be appointed or dissolved by the President as deemed necessary for the work of the Association. All committee members must be Active Members of the Association.</p> <p>Section 2. Nominations and Elections Committee There will be an eight-member Nominations and Elections (N&E) Committee composed of six elected members, the highest vote recipient</p>

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<p>chair, and the past president who will serve as chair. At the concluding N&E Committee meeting, the incoming past president will join the committee and serve in an ex-officio, non-voting role, except in the case of a tie vote. The N&E Committee shall solicit nominations for the next N&E Committee, for the Audit Committee, and for Executive Board positions whose terms begin a year hence at the conclusion of the annual business meeting. The N&E Committee shall review all nominations and present a slate of nominees to the Executive Board and to the membership.</p>	<p>from the previous year's committee, who will serve as vice chair, and the past president who will serve as chair. At the concluding N&E Committee meeting, the incoming past president will join the committee and serve in an ex-officio, non-voting role, except in the case of a tie vote. The N&E Committee shall solicit nominations for the next N&E Committee, for the Audit Committee, and for Executive Board positions whose terms begin a year hence at the conclusion of the annual business meeting. The N&E Committee shall review all nominations and present a slate of nominees to the Executive Board and to the membership.</p>
<p>Section 3: Local Arrangements and Program Committees</p> <p>The chairs of the Local Arrangements Committee and Program Committee are appointed by the President to plan and manage all components of the annual conference. The chairs report to the President and serve as ex-officio members of the Executive Board (non-voting members). The President-Elect will identify these chairs at the time of his or her election so that they may serve on the current committees, shadowing the current chairs, prior to formal appointment by the Executive Board. Each chair shall develop a budget for his or her committee and provide updates to the Executive Board and/or to the Treasurer, as requested.</p>	<p>Section 3: Local Arrangements and Program Committees</p> <p>The chairs of the Local Arrangements Committee and Program Committee are appointed by the President to plan and manage all components of the annual conference. The chairs report to the President and serve as ex-officio members of the Executive Board (non-voting members). The President-Elect will identify these chairs at the time of his or her their election so that they may serve on the current committees, shadowing the current chairs, prior to formal appointment by the Executive Board. Each chair shall develop a budget for his or her committee and provide updates to the Executive Board and/or to the Treasurer, as requested.</p>
<p>Section 4: Diversity Development Committee</p> <p>The Diversity Development Committee is charged with keeping the Association engaged with issues and activities relevant to equity, diversity and inclusion. It meets during the annual conference and is open to any interested member of the Association willing to commit time and energy to achieving committee goals during the year.</p>	<p>Section 4: Diversity Development Committee</p> <p>The Diversity Development Committee is charged with keeping the Association engaged with issues and activities relevant to equity, diversity and inclusion. It meets during the annual conference and is open to any interested member of the Association willing to commit time and energy to achieving committee goals during the year.</p>
<p>Section 5. Professional Development Committee</p> <p>The Vice President for Professional Development chairs this committee. This committee develops and promotes professional development</p>	<p>Section 5. Professional Development Committee</p> <p>The Vice President for Professional Development chairs this committee. This committee develops and promotes professional development</p>

Existing Bylaw	Proposed Edit
<p>opportunities across the Pacific region, outside of the annual conference. This may include co-sponsoring workshops with state, provincial or national associations; creating an Association-sponsored workshop or summer seminar, writing articles and publishing such articles on the PACRAO website, etc. This committee meets during the annual conference and is open to any interested member of the Association willing to commit time and energy to achieving committee goals during the year.</p>	<p>opportunities across the Pacific region, outside of the annual conference. This may include co-sponsoring workshops with state, provincial or national associations; creating an Association-sponsored workshop or summer seminar, writing articles and publishing such articles on the PACRAO website, etc. This committee meets during the annual conference and is open to any interested member of the Association willing to commit time and energy to achieving committee goals during the year.</p>
<p>Section 6: Membership Development Committee The Vice President for Membership chairs this committee. This committee develops and implements strategies to invite institutional colleagues to join the Association and to assist in keeping member data accurate and up to date. This committee meets during the annual conference and is open to any interested member of the Association willing to commit time and energy to achieving committee goals during the year.</p>	<p>Section 6: Membership Development Committee The Vice President for Membership chairs this committee. This committee develops and implements strategies to invite institutional colleagues to join the Association and to assist in keeping member data accurate and up to date. This committee meets during the annual conference and is open to any interested member of the Association willing to commit time and energy to achieving committee goals during the year.</p>
<p>Section 7: Communications and Information Technology Committee The Vice President for Communications and Information Technology chairs this committee. The committee strives to keep the Association current on new uses of technology in serving students and/or advancing the profession through suggesting sessions to the Program Committee for the annual conference; collaborates with the Professional Development Committee on needed workshops to be delivered to members across the region; and provides oversight for the maintenance and future development of the Association's website as a strategic communication tool. This committee meets during the annual conference and is open to any interested member of the Association willing to commit time and energy to achieving committee goals during the year.</p>	<p>Section 7: Communications and Information Technology Committee The Vice President for Communications and Information Technology chairs this committee. The committee strives to keep the Association current on new uses of technology in serving students and/or advancing the profession through suggesting sessions to the Program Committee for the annual conference; collaborates with the Professional Development Committee on needed workshops to be delivered to members across the region; and provides oversight for the maintenance and future development of the Association's website as a strategic communication tool. This committee meets during the annual conference and is open to any interested member of the Association willing to commit time and energy to achieving committee goals during the year.</p>
	<p>Section 5-9: Audit Committee</p>

Existing Bylaw	Proposed Edit
<p>Section 9: Audit Committee</p> <p>The Audit Committee is appointed by the Nominations and Elections Committee and is responsible for reviewing annually the Association's financial practices including the receipt and distribution of funds and the maintenance of financial records. The committee will prepare an annual report for the Executive Board of findings and recommendations regarding the Association's financial operations. The Audit Committee is a standing committee comprised of two members. The N&E will solicit nominees for membership on the Audit Committee and will appoint members from among the nominees. Initially, one member is appointed for one year who serves as Chair and one member for two years who serves as Secretary the first year and as Chair the second. Thereafter, one member is appointed each year for two years, serving as Secretary the first year and Chair the second. Each member of the Audit Committee must be independent of other duties within PACRAO. Therefore, no member of the Audit Committee may hold any other elected or appointed position within the Association as an officer or as a member of any other standing committee for the duration of their service on the Audit Committee.</p> <p>Section 10: Leadership Development Institute Committee</p> <p>The purpose of the Leadership Development Institute is to provide leadership education and encouragement for members; to increase awareness of diversity, equity and inclusion and support greater representation from marginalized groups; and to support a leadership pipeline both for PACRAO and for our member institutions, through participants actively engaging with the materials and the mentoring provided in the LDI. Participants are selected by the LDI committee members (faculty and chair) through reviewing applications based on established criteria and stated acceptance of the time commitments necessary to successfully contribute to and complete the LDI. Participants are cohort members of the institute for their cohort year. The</p>	<p>The Audit Committee is appointed by the Nominations and Elections Committee and is responsible for reviewing annually the Association's financial practices including the receipt and distribution of funds and the maintenance of financial records. The committee will prepare an annual report for the Executive Board of findings and recommendations regarding the Association's financial operations. The Audit Committee is a standing committee comprised of two members. The N&E will solicit nominees for membership on the Audit Committee and will appoint members from among the nominees. Initially, one member is appointed for one year who serves as Chair and one member for two years who serves as Secretary the first year and as Chair the second. Thereafter, one member is appointed each year for two years, serving as Secretary the first year and Chair the second. Each member of the Audit Committee must be independent of other duties within PACRAO. Therefore, no member of the Audit Committee may hold any other elected or appointed position within the Association as an officer or as a member of any other standing committee for the duration of their service on the Audit Committee.</p> <p>Section 6-10: Leadership Development Institute Committee</p> <p>The purpose of the Leadership Development Institute is to provide leadership education and encouragement for members; to increase awareness of diversity, equity and inclusion and support greater representation from marginalized groups; and to support a leadership pipeline both for PACRAO and for our member institutions, through participants actively engaging with the materials and the mentoring provided in the LDI. Participants are selected by the LDI committee members (faculty and chair) through reviewing applications based on established criteria and stated acceptance of the time commitments necessary to successfully contribute to and complete the LDI. Participants are cohort members of the institute for their cohort year. The Chair of the Leadership Development Institute Committee is selected by the current faculty members and must either be a past or current faculty.</p>

Existing Bylaw	Proposed Edit
<p>Chair of the Leadership Development Institute Committee is selected by the current faculty members and must either be a past or current faculty. The selected party must be confirmed by the Board President. The Chair of this committee serves to lead the Leadership Development Institute by recruiting other committee members (faculty) and ensuring a successfully operational LDI annually. The committee members, including the chair, can serve up to a total of four years (consecutive or not). The Past President serves as the board liaison to the LDI ensuring that budget and operational requirements are met.</p>	<p>The selected party must be confirmed by the Board President. The Chair of this committee serves to lead the Leadership Development Institute by recruiting other committee members (faculty) and ensuring a successfully operational LDI annually. The committee members, including the chair, can serve up to a total of four years (consecutive or not). The Past President serves as the board liaison to the LDI ensuring that budget and operational requirements are met.</p>