

# **Constitution of the Illinois Community College Admissions and Records Officers Organization (ICCAROO)**

## **ARTICLE I - NAME AND PURPOSE**

### Section 1. Name

The name of this organization shall be the Illinois Community College Admissions and Records Officers Organization (ICCAROO).

### Section 2. Purpose

The purpose of this organization shall be to:

- A. Provide a vehicle for the better communication among Illinois community college admissions and records officers.
- B. Provide a forum for discussing common issues uniquely related to the functions performed by Illinois community college admissions and records officers.
- C. Foster the professional development of admissions and records personnel in Illinois community colleges.

## **ARTICLE II – MEMBERSHIP**

### Section 1. Type of Membership

Membership in the organization shall be institutional in nature.

### Section 2. Requirements for Membership

- A. Every Illinois public community college is eligible for membership
- B. Any individual having responsibility, at the professional level, for some functional aspect of admissions and/or records in a member institution shall be eligible for participation in the organization's activities.

### Section 3. Dues

Dues shall be payable by the annual fall meeting of the organization and shall be assessed at the rate of forty dollars (\$40.00) per annum for each institution.

### Section 4. Retired Members

ICCAROO members who have retired from their institutional positions will be granted a one year extension of membership at no charge. In subsequent years, membership will be offered at an annual fee of \$5.00.

## **ARTICLE III – OFFICERS**

The organization shall have the following officers which constitute the board of directors: president, president-elect, immediate past president, secretary, treasurer, historian and ICCCA (Illinois Council of Community College Administrators) representative.

## **ARTICLE IV - ELECTION, TERM OF OFFICE AND DUTIES OF OFFICERS**

### Section 1. President

The president shall assume office after serving as president-elect and shall not serve more than one elected term. The president shall preside over all meetings of the general membership and act as chairperson of the board of directors. The president shall be responsible for and in full charge of operations of the organization and supervise all assignments and delegated duties.

### Section 2. President-elect

A president-elect shall be elected by a majority of the legal votes cast at the fall meeting. The term of office will begin at the end of the fall meeting. The president-elect shall assist the president as requested and preside over all meetings as necessary in the absence of the president. The president-elect shall become president at the end of the term as president-elect. The president-elect shall succeed to the presidency should the office become vacant and in that circumstance shall be eligible in the following year for a full term as president. It shall be the responsibility of the president-elect to coordinate and direct the program planning for each meeting of the general membership.

### Section 3. Immediate Past President

After having served as president, the immediate past president will remain a member of the board of directors for one year. The term of office will begin at the end of the fall meeting. The primary duties will be to serve in an advisory capacity to the president and board of directors.

#### Section 4. Secretary

The secretary shall be elected by a majority of the legal votes cast at the fall meeting. The secretary shall be elected for one year and may not serve successive terms. The term of office will begin at the end of the fall meeting. The secretary shall keep the minutes of the annual meetings as well as any other general membership meetings as called by the president. The secretary shall be responsible for sending written notices to the admissions and records officers at each Illinois public community college, notifying them of each meeting of the general membership thirty (30) days prior to that meeting. The secretary shall distribute copies of minutes of each general membership meeting to the admissions and records officer of each Illinois public community college. The secretary shall also maintain the mailing list of all eligible paid members as well as a current list of all Illinois public community colleges. The secretary shall be responsible for all secretarial records and shall keep a permanent file of all minutes.

#### Section 5. Treasurer

The treasurer shall be elected by a majority of the legal votes cast at the fall meeting. The treasurer shall be elected for a term of two years and may not serve successive terms. The term of office will begin at the end of the fall meeting. The treasurer shall secure the approval of the board of directors for all expenditures, and shall prepare an annual financial report for the general membership at the fall meeting.

#### Section 6. Historian

The historian shall be appointed by the president for a term of office of no more than three years. The historian may serve successive terms. The term of office will begin at the end of the fall meeting. The historian shall be responsible for all historical records and shall keep the official archives of the organization. The historian shall keep the membership informed of changes in admissions and records personnel in Illinois community colleges, as well as other appropriate member information. The archives shall be transferred to each succeeding historian.

#### Section 7. ICCCA (Illinois Council of Community College Administrators) Representative

*The president shall be duly appointed as the ICCCA Representative so long as the person is identified as an administrator by their institution. If the elected president is not identified as an administrator by their institution, the ICCCA Representative shall be appointed from the eligible members of the association. The term of office will be one year. The ICCCA representative may serve successive terms, if necessary based on the elected president's institutional classification status. The term of office will begin at the end of the fall meeting. This officer*

shall be responsible for representing the organization (ICCAROO) at all meetings of the ICCCA Executive Committee.

#### Section 8. Vacancy in office

Unless otherwise provided for in the constitution, the board of directors shall have the authority to fill any vacancy by appointment for the unexpired term.

#### Section 9. One Office Limitation

No member may hold more than one office within the organization during one year except as defined within the responsibilities of the President/ICCCA Representative.

#### Section 10. Slate of Officers

A slate of officers shall be presented at each fall meeting for election. The slate of officers as presented may be amended from the floor until such time as nominations are closed by the president. No one may be nominated for an office without the nominee's prior consent.

#### Section 11. Voting Procedure

Election of officers at each annual meeting shall be by secret ballot, the winners being determined by simple majority vote. Each member institution shall be eligible for one vote.

## **ARTICLE V – COMMITTEES**

#### Section 1. Nominating Committee

The nominating committee shall be appointed by the president. The committee shall consist of at least three member institutions and shall be composed of at least five individuals who will select a slate of officers for the following year. The nominating committee shall submit its slate of officers to the president at least thirty (30) days prior to the annual meeting.

#### Section 2. Standing and Ad Hoc Committees

The president may appoint members to standing and ad hoc committees as necessary.

## **ARTICLE VI - MEETING**

#### Section 1. General Meetings

Meetings of the general membership shall be scheduled by the president at least two times during each calendar year, in the fall and spring/summer. Additional meetings may be called by

the president as necessary, provided written notice of such meetings is distributed thirty (30) days prior to each scheduled meeting.

#### Section 2. Parliamentary Authority

Meetings shall be conducted according to procedures outlined in Robert's Rule of Order.

#### Section 3. Quorum

A quorum, which shall be necessary to conduct business of the organization, shall consist of representation from at least eight member institutions.

#### Section 4. Voting

- A. Each member institution shall be eligible for one vote.
- B. A simple majority vote of institutions present shall be necessary for passage of any motion brought before the general membership, with the exception of amendments to the constitution.
- C. Voting normally shall be by show of hands, except for the election of officers.
- D. An institution must be represented in order to be eligible to vote.

## **ARTICLE VII – AMENDMENTS OF CONSTITUTION**

The constitution shall be amended as follows: Any admissions and/or records officer from a member institution shall submit a proposed amendment to the secretary, who shall include the proposed amendment in the written notice of the next meeting of the general membership. Approval requires a two-thirds vote.

Adopted July, 1984

Amended October, 1986

Amended March, 1991

Amended June, 1997

Amended October, 1999

Amended October, 2003

Amended October, 2009

Amended October, 2017

Amended October, 2018