

Virginia
Association of
Collegiate
Registrars and
Admissions
Officers



2008 Member Directory

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Information Current as of September 2008

Please send corrections to:

Darren Troxler

George Mason University

Director of Admissions Operations

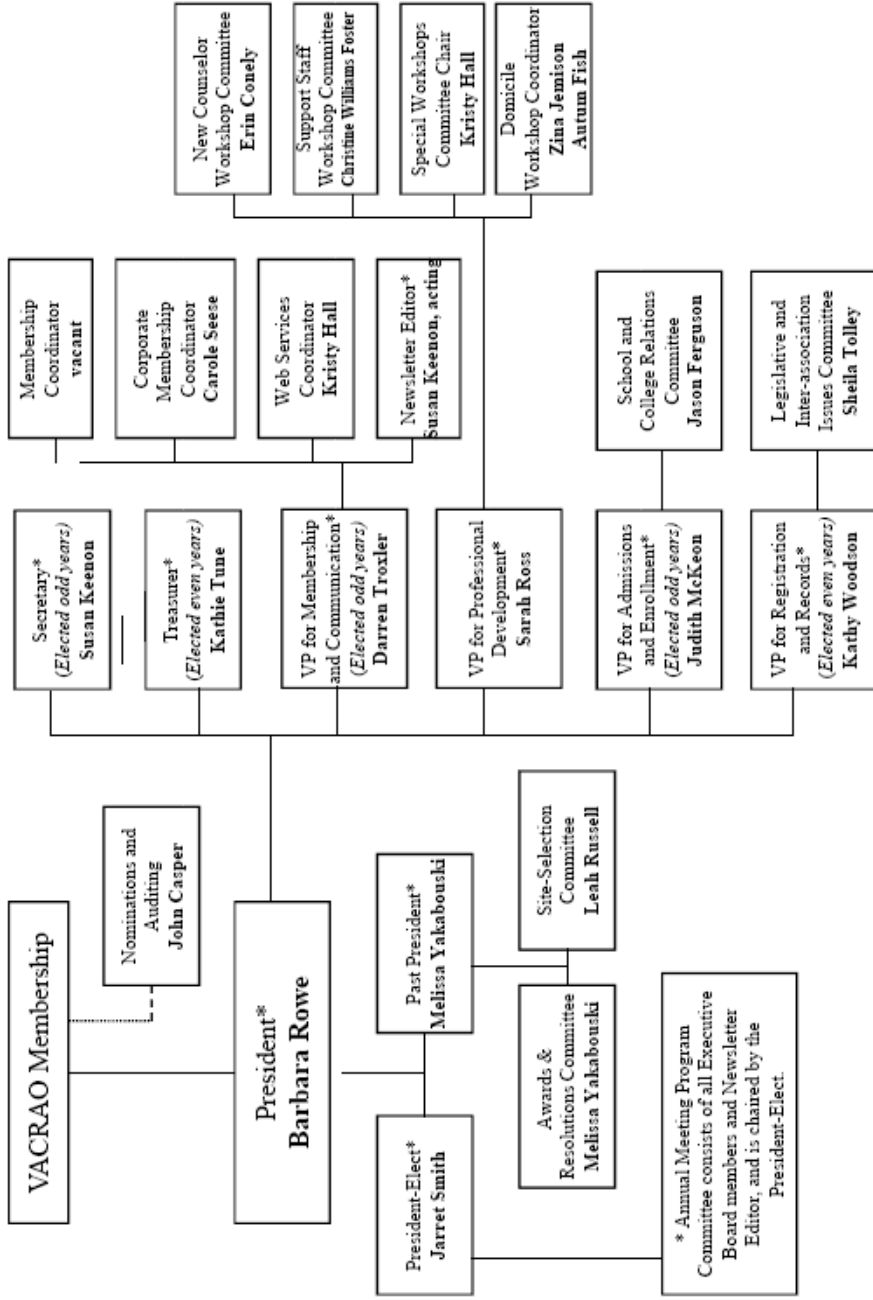
4400 University Drive, 3A4

Fairfax, VA 22030

dtroxler@gmu.edu

Insert membership listings here

VACRAO Leadership 2008



Awards

Certificate of Appreciation

2007 Joe Bouchelle
2007 Ann Sorensen
2007 Cathy Williams
2007 Amanda Craddock
2007 John Casper
2005 Steve Bruce
2005 Rebecca Huffman
2004 Lee Andes
2004 Amanda Craddock
2004 Bethany Gerber
2003 Angie Rudd
2003 Linda Williams
2002 Tony Quist
2000 Richard Rainsberger
2000 Susan Breeden
1999 Deborah Powell
1998 Sara Marchello
1998 Joanne Taylor
1997 Paul Wiley II
1997 Barbara Thrasher
1997 Stephanie Shell
1997 Kevin Creamer
1996 Ron Hedrick
1996 Sara Marchello
1996 Jeanine Sellers
1996 Catherine Smiley
1996 Robert LeHeup
1995 Michael Smith
1995 Patrick Dwyer
1995 Carrie Camden
1995 Steve Bruce
1995 Katherine Mangum
1995 Cynthia Lackey
1995 Erin Walsh
1994 Bill Savely
1994 Nancy Hostetter
1994 Brenda Blount
1994 Carolyn Flinchum
1993 Brenda Blount
1993 Susan Towler
1993 Lara Turner
1993 D. Scott Dittman
1992 Catherine Smiley
1992 Steve Greiner
1992 Rita Richardson
1992 Lawton Blandford
1992 Cynthia McKinney
1991 Juanita Dillard
1990 Judy McMillan
1990 Cora Salzsberg
1990 Barry Dorsey
1989 James McLean
1989 Scott Langhorst
1987 Josh Wheeler
1986 Calvin Jamison
1986 Archie Phlegar
1981 Tom Powell
1981 Juanita Dillard
1981 John Smolen
1981 Clinton Blount
1981 Margaret Crumley
1981 Henry Dawson
1981 Ann Devening
1979 J. Douglas Connor
1978 Edward Smith
1977 Harold Head
1977 Edward Smith
1977 Marceline Staples
1975 William Robertson

Distinguished New Professional

2007 Sarah Ross
2006 Jarret Smith
2005 Lucinda Austin
2004 Lakeisha Phelps
2003 Amanda Craddock
2002 Lisa Workman
2001 Michelle Roberts
2000 Rebecca Duckwall
1999 Melissa Yakabouski
1998 Barbara Rowe
1998 John Coleman
1995 Karla Leybold-Taylor
1994 Patrick Dwyer
1994 Anita Navarro
1994 Amy Springer
1992 Tasha Cullings
1992 Marc Watson
1991 Alison Gauch

Distinguished Service Award

2007 Robert LeHeup
2004 Jenifer Blair
1998 Patricia Riordan
1997 Patrick Dwyer
1996 Bob Bailey
1995 Ann Antrobus
1995 D. Scott Dittman
1995 Robert Hopkins
1994 Vernon Beitzel
1994 Bruce Cunningham
1991 Shelley Olds
1991 D. Scott Dittman
1991 Edward Gibbon
1991 Peggy Chrisley
1988 Dorothy Bryant
1987 Thomas Pollard
1986 H. Conrad Warlick

Honorary Membership

2007 Graham Valentine
2006 Heidi Terry
2005 Carolyn Boggs
2003 Jenifer Blair
2003 Cynthia Bruce Thornton
2003 Karen Torgersen
2001 Richard Rainsberger
2001 Richard Rainsberger
2001 Ann Kostal
2001 Virginia Carey
2001 Laura Conklin
2000 Carolyn Eakin
2000 Connie Diamant
2000 Michael Smith
1999 Paul Wiley II
1998 Michael McDermott
1998 Judy Vogt
1997 Dick Witte
1996 Mark Sandy
1996 Ruth Tergesen
1996 Gary Kinder
1996 Bob Bailey
1996 Lynda Bailey
1996 Doyle Bickers
1996 Brenda Blount
1996 David Bousquet
1996 Dale Hess
1996 Karla Leybold-Taylor
1996 Tim Terpstra
1996 Andy Walker
1995 Maha Morse
1995 Tom Atkins

Honorary Membership cont.

1995 Jeffrey Papa	1988 Scott Langhorst
1995 James Schmidt	1988 Debra Robinson
1995 Dan Troppoli	1987 Shirley Downs
1995 Russ Francisco	1987 C. Steve Smith
1995 Horace Wooldridge	1987 William Buchanan
1995 F. Gordon Hancock	1987 Peter Checkovich
1995 Roscoe Black	1987 Milan DiVina
1995 Anita Navarro	1987 Frances Turner
1995 Gary Knight	1987 Edward Smith
1995 Robert Hopkins	1987 Gary Gronewag
1994 Adrienne East	1986 Sylvia Mclvor
1994 Cynthia McKinney	1985 Archie Phlegar
1994 Keith McLaughlin	1985 Harold Head
1994 Ernie Chadderton	1984 Merril Espigh
1994 Bill Savely	1983 Marceline Staples
1994 Jennifer McGinnis	1981 C. Edwin Cox
1994 Robert Bontrager	1980 Marjorie Lee
1994 Richard Bayer	1980 Edwin Walker
1994 Bruce Cunningham	1980 Robert Hunt
1994 Steve Stocks	1980 John Waters III
1994 Maurice Allen	1977 Herbert Pickett
1994 Austin Merrill	1976 Ann Splitstone
1993 Walt Crutchfield	1976 Arthur Lipscomb
1992 Shelley Olds	1973 A. Ray Merchant
1992 James McGowan	1973 Ernest Ern
1992 Edward Gibbon	1973 Anne Acey
1992 Dorrine Douglas	1973 Robert Hendrick Jr.
1992 Marc Harding	1972 Marguerite Carter
1991 Dennis Bailey	1972 W. Joseph DeLong
1991 Forrest Parker	1972 M. Phillip Shelley
1991 Nick Mathis	1971 Clarice Prichard
1991 Jean Betton	1971 Lewis Drew
1991 Mona Lovett	1971 William Howard
1991 Virginia Blackwell	1971 Mary Watkins
1991 Mary Linn	1971 Samuel Good
1991 Robert Seay	Harold McGee
1990 Abas Adenan	Jennifer Gray
1990 Mildred Johnson	Donna Wilson
1990 Michael Walsh	Cynthia Hilliard
1989 Peggy Eldridge	Edgar Wilkerson
1989 Dorothy Bryant	Nellie Powell
1989 Michael Malone	Edward Lautenschlager
1989 Sallie Washington	Marguerite Hillhouse
1988 Linda Glover	H. Westcott Cunningham
1988 H. Conrad Warlick	Joseph Barden
	Kenneth Schultz

Annual Meeting Sites and Presidents

Year Location President Institution

2009.....TBD.....	Jarret Smith.....	Bridgewater College
2008.....Richmond.....	Barbara Rowe.....	Washington and Lee University
2007.....Blacksburg.....	Melissa Yakabouski.....	University of Mary Washington
2006.....Staunton.....	Leah Russell.....	Roanoke College
	Heidi Terry.....	Radford University
2005.....Virginia Beach.....	Leah Russell.....	Roanoke College
2004.....Roanoke.....	Robert LeHeup.....	University of Virginia
2003.....Charlottesville.....	Mildred Johnson.....	Virginia Polytechnic Institute & State University
2002.....Crystal City.....	Jenifer Blair.....	Mary Washington College
2001.....Portsmouth.....	Barbara Thrasher.....	Randolph-Macon Woman's College
2000.....Richmond.....	D. Scott Dittman.....	Washington & Lee University
1999.....Hot Springs.....	D. Scott Dittman.....	Washington & Lee University
	Paul Wiley II.....	Sweet Briar College
1998.....Charlottesville.....	Alison Gauch.....	Mary Washington College
1997.....Roanoke.....	Michael Tapscott.....	George Mason University
1996.....Rosslyn.....	Judy McMillan.....	Tidewater Community College
1995.....Williamsburg.....	Brenda Blount.....	Christopher Newport University
1994.....Wintergreen.....	David Bousquet.....	Virginia Polytechnic Institute & State University
1993.....Richmond.....	Vernon Beitzel.....	Virginia Military Institute
1992.....Wintergreen.....	Patricia Riordan.....	George Mason University
1991.....Alexandria.....	Frank Cool.....	Norfolk State University
1990.....Virginia Beach.....	Bob Bailey.....	Ferrum College
1989.....Richmond.....	Peggy Chrisley.....	New River Community College
1988.....Roanoke.....	Michael Malone.....	Old Dominion University

1987.....	Williamsburg.....	Dorothy Bryant.....	College of William and Mary
1986.....	Charlottesville.....	Linda Glover.....	James Madison University
1985.....	Fairfax.....	C. Steve Smith.....	James Madison University
1984.....	Lynchburg.....	Archie Phlegar.....	Virginia Polytechnic Institute & State University
1983.....	Hot Springs.....	Merril Espigh.....	Hampden-Sydney College
1982.....	Williamsburg.....	H. Conrad Warlick.....	Mary Washington College
1981.....	Virginia Beach.....	Jean Rayburn.....	University of Virginia
1980.....	Williamsburg.....	Michael McDermott.....	George Mason University
1979.....	Hot Springs.....	Jerrie Johnson.....	Virginia Commonwealth University
1978.....	Warrenton.....	Edward Smith.....	Virginia State College
1977.....	Norfolk.....	Harold Head.....	Washington and Lee University
1976.....	Hot Springs.....	James Vaillencourt.....	Old Dominion University
1975.....	Richmond.....	C. Edwin Cox.....	Randolph-Macon College
1974.....	Roanoke.....	Edwin Walker.....	Northern Virginia Community College
1973.....	Virginia Beach.....	Anne Acey.....	Ferrum College
1972.....	Fredericksburg.....	Robert Hendrick Jr.....	Virginia State College
1971.....	Roanoke.....	Robert Hunt.....	College of William and Mary
1970.....	Richmond.....	A. Ray Merchant.....	Mary Washington College
1969.....	Williamsburg.....	Marceline Staples.....	Old Dominion University
1968.....	Arlington.....	William Robertson.....	Virginia Commonwealth University
1967.....	Roanoke.....	Lewis Drew.....	Hampden-Sydney College
1966.....	Virginia Beach.....	Lewis Drew.....	Hampden-Sydney College
1965.....	Richmond.....	Harold McGee.....	Tidewater Community College
		Shirley Downs.....	Medical College of Virginia
1964.....	Arlington.....	Thomas Pollard.....	University of Virginia
1963.....	Richmond.....	Edward Lautenschlager.....	Roanoke College
1962.....	Roanoke.....	Unknown.....	Unknown
1961.....	Richmond.....	Unknown.....	Unknown
1960.....	Lynchburg.....	Unknown.....	Unknown
1959.....	Richmond.....	Unknown.....	Unknown
1958.....	Roanoke.....	Unknown.....	Unknown
1957.....	Richmond.....	Unknown.....	Unknown
1956.....	Roanoke.....	Unknown.....	Unknown
1955.....	Natural Bridge.....	Unknown.....	Unknown
1954.....	Elkton.....	Unknown.....	Unknown
1953.....	Williamsburg.....	Unknown.....	Unknown
1952.....	Lynchburg.....	Unknown.....	Unknown
1951.....	Richmond.....	Unknown.....	Unknown
1950.....	Roanoke.....	Unknown.....	Unknown
1949.....	Richmond.....	Unknown.....	Unknown
1948.....	Roanoke.....	Unknown.....	Unknown
1947.....	Richmond.....	Unknown.....	Unknown
1946.....	Roanoke.....	Unknown.....	Unknown
1945.....	Richmond.....	Unknown.....	Unknown
1944.....	Blacksburg.....	Unknown.....	Unknown
1943.....	No meeting.....	Unknown.....	Unknown
1942.....	No meeting.....	Unknown.....	Unknown
1941.....	Sweet Briar.....	Unknown.....	Unknown
1940.....	Arlington Hall.....	Unknown.....	Unknown
1939.....	Hollins.....	Unknown.....	Unknown
1938.....	Unknown.....	Unknown.....	Unknown
1937.....	Unknown.....	Unknown.....	Unknown
1936.....	Bridgewater.....	Unknown.....	Unknown
1935.....	Roanoke.....	Unknown.....	Unknown
1934.....	East Radford.....	Unknown.....	Unknown
1933.....	Harrisonburg.....	Unknown.....	Unknown
1932.....	Unknown.....	Unknown.....	Unknown
1931.....	Unknown.....	Unknown.....	Unknown
1930.....	Unknown.....	Unknown.....	Unknown
1929.....	Unknown.....	Unknown.....	Unknown
1928.....	Unknown.....	Unknown.....	Unknown

**ARTICLES OF INCORPORATION
OF THE
VIRGINIA ASSOCIATION
OF
COLLEGIATE REGISTRARS
AND ADMISSIONS OFFICERS, INC.
(A Virginia Non-Stock Corporation)**

We hereby associate to form a non-stock corporation under the provisions of Chapter 2 of Title 13.1 of the Code of Virginia, and to that end set forth the following:

ARTICLE I

The name of this corporation is the Virginia Association of Collegiate Registrars and Admissions Officers, Inc. (herin referred to as "the Corporation").

ARTICLE II

The Corporation shall have perpetual duration.

ARTICLE III

This corporation is organized for the following purposes:

- A. Promote the professional preparation, effectiveness, and association of registrars, admissions and record administrators in colleges, universities and other educational institutions of higher education.
- B. Facilitate communication between educational institutions through an exchange of ideas, information and experiences.
- C. Promote such systematic studies, cooperative experiments, conferences and other related activities as may be desirable or necessary to fulfill the abovestated purposes.
- D. The Corporation shall have the power to do any and all lawful acts and things which may be necessary, useful, suitable or proper for the furtherance or accomplishment of the purposes and powers of the Corporation, and shall exercise all powers possessed by Virginia Corporations of similar character, including the power to own, lease, contract for the purchase and sale of, and to mortgage or otherwise encumber real and personal property.
- E. To serve as a regional organization affiliated with the American Association of Collegiate Registrars and Admissions Officers.

ARTICLE IV

Membership in the Corporation shall consist of persons employed by institutions of higher education approved to award degrees by the State Council of Higher Education for Virginia, and who are concerned with the administrative functions or registrations, admissions and records of said educational institutions. Qualifications for membership shall be determined by the Board of Directors in accordance with the By-Laws. Each active member in good standing shall be entitled to one vote in all matters coming before membership meetings at which he or she is present. Each active member in good standing shall have full voting rights.

ARTICLE V

The Corporation shall not be operated for profit (except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance or its purposes as hereinabove stated), and no part of the net earnings of the Corporation shall inure to the benefit of any private individual. The Corporation is organized Under Section 501(c) (3) of the Internal Revenue Code. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt for federal income tax under Section 501(c) (3) of the Internal Revenue Code or cognate sections thereof.

ARTICLE VI

The affairs of the Corporation shall be managed by a Board of Directors.

- A. The initial number of directors of the Corporation shall be eleven (11). The number of directors may be increased or decreased from time to time by amendment to the ByLaws.
- B. The Board of Directors shall be comprised of the President, Vice President, Secretary, Treasurer, President-Elect, immediate Past President, all of whom (except the immediate Past President, Secretary, and Treasurer) shall be elected for a term of one (1) year by and from the voting membership at the annual membership meeting, and by the chairman of each standing committee.

The names and addresses of the persons who are to serve as the initial directors are as follows:

Charles S. Smith Dr. Archie C. Phlegar
Admissions Office Director of Admissions
James Madison University Virginia Tech
Harrisonburg, VA 22807 Blacksburg, VA 24061

Linda F. Glover Gary C. Groneweg
Director of Admissions Director of Admissions
Bridgewater College Longwood College
Bridgewater, VA 22812 Farmville, VA 23901

Dr. Peter G. Checkovich Pamela C. Reilly
Registrar Asst. Dir of Admissions
Shenandoah College/Conservatory Hollins College
Winchester, VA 22601 Hollins College, VA 24020

Peggy T. McConnell Dr. H. Conrad Warlick
Coordinator of Adm/Records VP for Adm/Fin Aid
New River Community College Mary Washington College

John A. Blackburn Dorothy A. Bryant
Dean of Admissions Registrar
Box 372B, University Station College of William and Mary
Charlottesville, VA 22903 Williamsburg, VA 23185

ARTICLE VII

Private property of the directors, officers and members of this Corporation shall be forever exempted from all corporate debts and liabilities according to the provisions set forth herein.

A. The Corporation shall indemnify any person who was or is a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (including any action or suit by or in the right of the Corporation to procure a judgment in its favor) by reason of the fact that he or she is or was a director or officer of the Corporation, against judgments, fines, amounts paid in settlement, and expenses (including attorney's fees) actually and reasonably incurred by him or her in connection with such action, suit or proceeding except only in relation to any claim, issue or matter as to which such person shall have been finally adjudged to be liable for his or her gross negligence or willful misconduct. Each such indemnity shall inure to the benefit of the heirs, executors and administrators of such person.

B. Any indemnity under subsection (A) shall (unless authorized by a court) be made by the Corporation only as authorized in the specified case upon a determination that the director or officer was not guilty of gross negligence or willful misconduct in the performance of his or her duty and in the case of settlement, that such settlement was, or if still to be made, is consistent with such indemnity and the best interest of the Corporation. Such determination shall be made (i) by the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit or proceeding, or (ii) if such quorum is not obtainable, or, even if obtainable, a quorum of disinterested directors so directs, by independent legal counsel in a written opinion.

If the determination is to be made by the Board of Directors, it may rely, as to all questions of law, on the advice of independent counsel.

C. Expenses incurred in defending an action, suit, or proceeding, whether civil, administrative or investigative, may be paid for by the Corporation in advance of the final disposition of such action, suit or proceeding as authorized by vote of the persons provided in subsection (f) of this section, upon receipt of any undertaking by or on behalf of the director or officer to repay such amount unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation as authorized by this section.

D. The right of indemnification provided by this section shall not be exclusive of any other rights to which any director or officer may be entitled, including any right under policies of insurance that may be purchased and maintained by the Corporation or others, even as to claims, issues or matters in relation to which the Corporation would not have the power to indemnify such director or officer under the provision of this section.

E. The Corporation may purchase and maintain at its sole expense insurance against all liabilities or losses it may sustain in consequences of the indemnification provided for in this section, in such amounts and on such terms and conditions as the Board of Directors may deem reasonable.

ARTICLE VIII

The initial registered office of the Corporation is to be located at 104 Wadsworth Street, Radford, Virginia 24141, and mailing address at Post Office Box 826, Radford, Virginia 24141. The name of the City in which the initial registered office is located in Radford, Virginia. The name of the registered agent is John D. Buck, a member of the Virginia State Bar, whose business office is the same as the registered office of the Corporation and he is a resident of the State of Virginia.

ARTICLE IX

The names and addresses of the incorporators are:

Charles S. Smith Admissions Office James Madison University
Harrisonburg, VA 22807

Dr. Archie G. Phlegar Director of Admissions Virginia Tech
Blacksburg, VA 24061

ARTICLE X

On dissolution or final liquidation of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all lawful debts and liabilities of the Corporation, distribute all of the assets of the Corporation to a non-profit organization which may have been created to succeed the Corporation for a nonprofit organization or organizations having similar aims and objectives as the Corporation and which may be selected as an appropriate recipient of such assets, as long as such organizations shall act as an exempt organization pursuant to the Internal Revenue Code. In the event that for any reason upon the dissolution of the Corporation, the Board of Directors of the Corporation shall fail to act in the manner herein provided within a reasonable period of time, the Judge of the Circuit Court of the City where the Corporation has its principal office shall make such distribution as herein provided upon the petition of one or more persons.

Adopted April 30, 1985.

**BY-LAWS
OF THE
VIRGINIA ASSOCIATION
OF
COLLEGIATE REGISTRARS
AND ADMISSIONS OFFICERS, INC.**

ARTICLE I – NAME

The name of this association is the Virginia Association of Collegiate Registrars and Admissions Officers, Inc.

ARTICLE II – PRINCIPAL OFFICE

The principal office of the Association, a non-profit corporation incorporated under the laws of the Commonwealth of Virginia, shall be at 104 Wadsworth Street, City of Radford, Virginia, which is also the business address of the registered agent.

ARTICLE III – PURPOSE

- A. Promote the professional preparation, effectiveness, and association of higher education professionals in the fields of admissions, registration and records, enrollment management, institutional research, financial aid, instructional management, information technology, and student services.
- B. Facilitate communication between educational institutions through an exchange of ideas, information, and experiences.
- C. Promote such systematic studies, cooperative experiments, conferences and other related activities as may be desirable or necessary to fulfill the above-stated purposes.
- D. Serve as a regional organization affiliated with the American Association of Collegiate Registrars and Admissions Officers and the Southern Association of Collegiate Registrars and Admissions Officers.

ARTICLE IV – MEMBERSHIP AND VOTING

Membership in the Association shall consist of higher education professionals in the fields of admissions, registration and records, enrollment management, institutional research, financial aid, instructional management, information technology, and student services who meet the criteria for membership described hereafter. Members are those approved by the Executive Committee who have paid the annual dues in accordance with the amount and regulations of dues payment as established by the Executive Committee.

A. **Voting Members** – Institutions of higher education may be considered for regular institutional membership if their central officers are located within the Commonwealth of Virginia and they are approved to award degrees by the State Council of Higher Education for Virginia.

Voting members shall be those individuals designated by each regular institutional member to conduct Association affairs through voting and holding elective office. Each institution may designate up to eight voting members and may designate additional voting members for an additional annual per-member fee in an amount approved by the Executive Committee. Each voting member in good standing and present at the annual meeting shall be entitled to one vote in all matters coming before the membership. Voting membership is contingent upon institutional affiliation and is not transferable.

B. **Associate Members** – Institutions that are not eligible for voting membership but that have purposes parallel with or related to those of the Association and desire to participate in its activities, including

those institutions of higher education whose central offices are located outside the Commonwealth of Virginia, those institutions that are not approved to award degrees by the State Council of Higher Education for Virginia, and others approved by the Executive Committee may be considered for associate institutional membership. Each associate institutional member may designate two individual members. This membership is non-voting.

- C. **Honorary Members** – Individuals, no longer eligible to be voting or associate members, but with records of significant service in the Association, who are so recommended by the Executive Committee may be granted honorary membership. There are no dues for honorary members. This membership is non-voting.
- D. **Individual Members** – Individuals not eligible for voting or associate membership but who would benefit by participating in Association activities and receiving Association literature may be recommended for individual membership by a voting member. This membership is non-voting.
- E. **Corporate Members** – Corporate members shall be those organizations that provide products and services that assist and benefit Association members in carrying out their duties and responsibilities at their institutions who desire to participate in Association activities. The Executive Committee will approve corporations seeking corporate membership and the extent and type of participation. Each corporate member may designate two individual members. This membership is non-voting.

ARTICLE V – FINANCE

The fiscal year of the Association shall be from January 1 to December 31. Income shall be derived from membership dues and other sources approved by the Executive Committee. Dues shall be assessed and collected in amounts and in such manner as may be prescribed by the Executive Committee. Accounts payable will be handled in an efficient and timely manner following a payment schedule developed by the Finance Committee. The fiscal records of the Association shall be audited in a manner prescribed by the Executive Committee.

ARTICLE VI – OFFICERS

The elected officers of the Association, their selection, and their terms of office shall be as follows:

- A. The President shall assume office after serving as President-Elect and serve one and only one term of one year;
- B. The President-Elect shall be elected each year by a majority vote of the voting membership present at the annual meeting and serve one and only one term of one year;
- C. The Immediate Past President shall assume office after serving as President and shall serve one and only one term of one year;
- D. The Vice President for Admissions and Enrollment Management shall be elected in odd-numbered years by a majority vote of the voting membership present at the annual meeting and serve one and only one term of two years;
- E. The Vice President for Registration and Records shall be elected even-numbered years by a majority vote of the voting membership present at the annual meeting and serve one and only one term of two years;
- F. The Vice President for Professional Development shall be elected in even-numbered years by a majority vote of the voting membership present at the annual meeting and serve one and only one

term of two years;

- G. The Vice President for Membership and Communication shall be elected in odd-numbered years by a majority vote of the voting membership present at the annual meeting and serve one and only one term of two years;
- H. The Treasurer shall be elected in even-numbered years by a majority vote of the voting membership present at the annual meeting and serve a term of two years. The Treasurer may serve no more than two consecutive terms, if re-elected by the majority of the voting membership at the annual meeting;
- I. The Secretary shall be elected in odd-numbered years by a majority vote of the voting membership present at the annual meeting and serve a term of two years. The Secretary may serve no more than two consecutive terms, if re-elected by the majority of the voting membership at the annual meeting.

Candidates for office must be voting members of the Association. Once elected, an officer may serve for the duration of the term of office so long as the requirements for voting membership continue to be met.

In the event of a vacancy in the office of the President, the President-Elect shall assume the duties of the president without prejudice to the ensuing term of office.

In the event of a vacancy in the office of the President-Elect, one of the Vice Presidents, Secretary, or Treasurer, the President with the approval of the Executive Committee shall appoint a person to fill said vacancy until filled by the method of original selection.

ARTICLE VII – DUTIES OF OFFICERS

- A. **President** – The President shall preside at all meetings of the Association; serve as chair of the Executive Committee; serve as the appointed chair of the Finance Committee; appoint members of the Awards and Resolutions Committee with the approval of the Executive Committee; be a non-voting member *ex-officio* of all committees; and submit a written annual report of the Association to the Executive Committee at the end of the term of office.
- B. **President-Elect** – The President-Elect shall perform all the duties of the President in the President's absence or at the President's request; serve as the appointed chair of the Annual Meeting Program Committee; and perform such other duties as may be required by the Association.
- C. **Vice President for Admissions and Enrollment Management** –The Vice President for Admissions and Enrollment Management shall serve as an appointed member of the Annual Meeting Program Committee; coordinate the work of individuals, standing committee (*School and College Relations*), and ad hoc committees reporting to the office; appoint chairs for those committees; develop program offerings for the annual meeting (*EEO/Transfer issues*); and perform such duties as the President may direct or as may be required by the Association.
- D. **Vice President for Registration and Records** –The Vice President for Registration and Records shall serve as an appointed member of the Annual Meeting Program Committee; coordinate the work of individuals, standing committee (*Legislative & Inter-Association Issues*), and ad hoc committees reporting to the office; appoint chairs for those committees; develop program offerings for the annual meeting (*Academic Policies and Practices, Administrative and Curriculum Technology*); and perform such duties as the President may direct or as may be required by the Association.
- E. **Vice President for Professional Development** –The Vice President for Professional Development shall serve as an appointment member of the Annual Meeting Program Committee; coordinate the

work of individuals, standing committees, and ad hoc committees reporting to the office; appoint chairs for those committees; develop program offerings for the annual meeting; administer, along with the chairs of the committees reporting to the office, the Jean Rayburn Memorial Grant; and perform such duties as the President may direct or as may be required by the Association.

- F. **Vice President for Membership and Communication** –The Vice President for Membership and Communication shall serve as an appointed member of the Annual Meeting Program Committee; coordinate the work of individuals, standing committees, and ad hoc committees reporting to the office; appoint chairs for those committees; develop program offerings for the annual meeting; and perform such duties as the President may direct or as may be required by the Association.
- G. **Treasurer** –The Treasurer shall collect all Association fees; secure the approval of the Finance Committee for the payment of bills; prepare an annual financial report which shall be audited before presentation to the annual meeting; and, perform all other duties of this office required by the Association. All records and archives of the Association shall be turned over to the succeeding Treasurer by February 15 in the year the successor’s term begins.
- H. **Secretary** –The Secretary shall keep the minutes of the annual meeting and the Executive Committee meetings; be responsible for all secretarial and historical records; keep the official archives of the Association; and, perform other duties of this office required by the Association. All records and archives of the Association shall be turned over the succeeding Secretary by February 15 in the year the successor’s term begins.
- I. **Immediate Past-President** –The Immediate Past-President shall serve as a member of the Executive Committee; as Parliamentarian of the Association; as the appointed chair of the Awards and Resolutions Committee; and work with the Site Selection Committee.

ARTICLE VIII – COMMITTEES

Committees to assist in Association activities, as deemed necessary or desirable, shall be established or discontinued by the Executive Committee. Committee chairs shall be appointed by the appropriate Vice-President unless stated otherwise below. Committee chairs shall serve for two-year terms, with reappointment possible for not more than two additional years unless stated otherwise below. The appropriate Committee chairs shall assign members to the committees for two-year terms, with reappointment possible for not more than two additional years unless stated otherwise below. To ensure both reasonable continuity and stimulating rotation, a significant proportion of the members of each committee should be reappointments from the preceding year. Each appointive committee reports to the Executive Committee through the appropriate Vice-President.

The standing committees of the Association are:

A. **Committee Elected by the Membership**

Nominations and Auditing Committee – The Nominations and Auditing Committee is elected by the membership, the chair being the candidate receiving the largest number of votes in the previous year’s election and having served as chair-elect for the preceding year. The five committee members solicit nominees for open positions on the Executive Committee. The committee selects a slate of qualified individuals representative of the membership and presents that slate for the membership’s consideration at the Annual Meeting in December as well as calling for nominations from the floor.

The committee also submits six candidates, including biographical sketches, for the Nominations and Auditing Committee ballot to be mailed to the membership in October. Four candidates are elected to serve with the highest number of votes electing the chair-elect for a two-year term and all other

members to a one-year term.

The committee shall audit the fiscal records of the Association no later than July 1 following the end of the fiscal year. A status report is made to the Executive Committee and to the membership.

B. Committee Appointed by the President

Awards and Resolutions Committee –The Awards and Resolutions Committee is chaired by the Immediate Past President of the Association and is comprised of at least two other members, which include previous presidents or other long-term Association members, named by the President.

This committee will be responsible for approving certificates of appreciation and new professional awards to any current or previous Association members who demonstrate an exceptional commitment to the Association or the profession or both. The Committee also recommends to the Executive Committee the awarding of distinguished service awards and honorary membership. The Committee is also responsible for providing to the President at the annual meeting appropriate recognition (i.e. plaques) of those individuals completing service on the Executive Committee.

C. Committees Reporting to the Vice-President for Admissions and Enrollment Management

School and College Relations Committee –The School and College Relations Committee will consist of eleven members: the chair, nine committee members representing sectional divisions of the Commonwealth as designated by the committee and approved by the Executive Committee, and the elected President of the Roadrunners. The Roadrunners is a loosely-organized group of traveling admissions representatives from member institutions.

The committee will establish and annually publish the College Day/College Night schedule for each upcoming fall and spring tour, and will maintain authority over such functions. The schedules will be distributed to the membership in a timely manner. The Committee will annually publish the VACRAO Roadrunner's Gazette. In addition, the Committee will sponsor at least two program sessions at the Association's annual meeting.

D. Committees Reporting to the Vice-President for Registration and Records

Legislative and Inter-Association Issues –The Legislative and Inter-Association Issues Committee will consist of at least three and no more than five members. The Committee monitors, analyzes, and represents VACRAO's interests in legislative, regulatory, and legal issues affecting and of interest to the membership; serves as an intermediary with other professional associations for the exchange of materials, information, and resources; and provides information to the membership. The Committee sponsors at least two program sessions at the Association's annual meeting.

E. Committees Reporting to the Vice-President for Professional Development

Support Staff Workshop Committee – The Support Staff Workshop Committee will consist of at least three and not more than five members. The committee sponsors the Association's annual Support Staff Workshop. The Committee sponsors at least one program session at the Association's Annual meeting.

New Counselor Workshop Committee – The New Counselor Workshop Committee will consist of at least three and not more than five members. The committee sponsors the Association's annual New Counselor Workshop. The Committee sponsors at least one program session at the Association's Annual meeting.

Domicile Workshop Committee – The Domicile Workshop Committee will consist of at least three and no more than five members. The committee sponsors the Association's annual Domicile Workshop. The committee sponsors at least one program session at the Association's annual meeting.

Special Workshop Committee – The Special Workshops Committee will consist of at least three and not more than five members. The Committee sponsors at least one special workshop for Association members each year. In addition, the Committee sponsors at least one program session at the Association's annual meeting.

F. Committees Reporting to the Vice-President for Membership and Communication

Membership Coordinator – A committee of one, the Membership Coordinator maintains information on all members in Association databases; works with the Treasurer, the chair of the School and College Relations Committee; and the Corporate Membership Coordinator to insure the accuracy and completeness of this information; solicits membership from non-member Virginia institutions; annually publishes the Association's *Directory of Members*; supplies mailing labels to other committees and members; and performs other duties as may be required by the Association. The Membership Coordinator is appointed for an initial two-year term and may be reappointed for additional one-year terms for an indefinite period with the approval of the Executive Committee.

Corporate Membership Coordinator – A committee of one, the Corporate Membership Coordinator serves as a liaison with corporate members; solicits membership from potential corporate members; coordinates space and local arrangements for exhibitors at the annual meeting site; collects fees from annual meeting exhibitors and transfers them to the Treasurer; and performs other duties as may be required by the Association. The Corporate Membership Coordinator is appointed for an initial two-year term and may be reappointed for additional one-year terms for an indefinite period with the approval of the Executive Committee.

Newsletter Editor – A committee of one, the Newsletter Editor will edit and publish an Association newsletter three times a year. The Newsletter Editor is appointed for an initial two-year term and may be re-appointed for additional one-year terms for an indefinite period with the approval of the Executive Committee. The Newsletter Editor also serves on the Annual Meeting Program Committee.

Web Services Coordinator – A committee of one, the Web Services Coordinator maintains the Association's electronic resources, specifically the VACRAO homepage and the VACRAO e-mail; monitors existing and developing policies and practices in electronic resource management; monitors and analyzes developments in technology and content of electric resources of interest to the membership; and provides information to the membership.

G. Committees Reporting to the Past-President

Annual Site Selection Committee – The Annual Site Selection Committee will consist of three members. The Committee researches and recommends sites for the Association's annual meeting two years in advance of the meeting.

ARTICLE IX – MEETINGS

An annual meeting of the entire Association shall be called in the month of December, the precise date and the location to be approved by the Executive Committee with due regard to geographical rotation. The Executive Committee shall approve the registration fee for the annual meeting, to be paid by each member

and affiliate in attendance at the meeting. Association business shall be conducted at the annual meeting by the voting members present. All annual meetings should be announced in writing to all members at least thirty days in advance.

ARTICLE X – ELECTIONS AND VOTING

Elected officers of the Association must be voting members as defined in Article IV. Elections must be conducted at the annual meeting of the current fiscal year preceding the beginning of the term office.

A vote of the voting membership present at the annual meeting is required for all elected officers, amendments to the By-Laws of the Association, and as otherwise deemed appropriate by the Executive Committee. Unless otherwise specified, a majority vote is required to approve action of any vote of the Association.

ARTICLE XI – EXECUTIVE COMMITTEE

The administrative responsibility of the Association shall be vested in an Executive Committee. The Executive Committee shall function as an Executive Board of the Association and shall consist of the President, President-Elect, Immediate Past President, Vice President for Admissions and Enrollment Management, Vice President for Registration and Records, Vice President for Professional Development, Vice President for Membership and Communication, Secretary, and Treasurer. The Executive Committee, in the management of business, property and assets of the Association, shall be vested with all powers possessed by the Association itself, including the power to appoint and remunerate agents and employees, in so far as such delegation of authority is not inconsistent with or repugnant to the laws of the Commonwealth of Virginia or any other laws, the Articles of the Incorporation of the Association, or these Bylaws. The required quorum of the Executive Committee meeting shall be fifty-one percent of the current membership of the Executive Committee.

The Finance Committee shall be a standing subcommittee of the Executive Committee and shall consist of the President, President-Elect, and Treasurer. The President shall serve as chair. The committee will develop the annual operating budget for the Association and advise the Treasurer on matters pertaining to the financial management of the Association.

ARTICLE XII – CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

The Executive Committee may authorize any officer or officers of the Association to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association and such authority may be general or confined to specific instances.

All checks, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by an officer or officers and in the manner determined by the resolution of the Executive Committee. In the absence of such determination, such instruments should be signed by the Treasurer or by the President.

All funds of the Association shall be deposited to the credit of the Association in banks, trust companies, or other depositories selected by the Executive Committee.

The Executive Committee may accept on behalf of the Association any contribution, gift, bequest, or devise for the general purposes or for any special purposes of the Association.

ARTICLE XIII – DISSOLUTION OR FINAL LIQUIDATION

Dissolution or final liquidation of the Association shall take place upon vote of the membership as described in Article X. An official audit of the Association financial records is required within thirty days of this action. Upon acceptance of the audit by the Executive Committee, all outstanding liabilities will be paid and any remaining assets will be distributed to one or more of the categories of recipients listed in Article X of the Association's Articles of Incorporation.

ARTICLE XIV – LIMITATION OF ACTIVITIES

The Association shall not be operated for profit (except that the Association should be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purpose as set forth Article III hereof). The Association should not directly or indirectly participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any provisions in these By-Laws or in the Association's Articles of Incorporation, the Association shall not carry on any activities not permitted to be carried on by an organization exempt from federal income taxation under Section 501 (a) of the Internal Revenue Code of 1954 as an organization described in Code Section 501 (a), (or corresponding provisions of any future United States Internal Revenue Laws). No substantial part of activities of the Association shall be the carrying on of the propaganda or otherwise attempting to influence legislation, except that the Association may elect to have provisions of Section 501 (h) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Laws) apply with respect to such activities.

ARTICLE XV – PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order shall govern the Association in all cases in which they are applicable and in which time they are not inconsistent with the Article of Incorporation, these By-Laws, and special rules of order the Association may adopt.

ARTICLE XVI – AMENDMENTS OF BY-LAWS

These By-Laws may be amended or revised by a majority vote at any business meeting. Voting members must be notified in writing of proposed amendments thirty days in advance of voting at any business meeting. An amendment not thus proposed in advance may be adopted by a two-thirds vote of the voting members present at the annual business meeting.