

UACRAO Proposed Amendments and Changes  
April 2021

Introduction:

The UACRAO Executive Board would like to recommend some changes to the Constitution, ByLaws, and Handbook.

Article V of the [UACRAO Constitution](#) and Article XI of the [UACRAO ByLaws](#) indicate that these foundational documents “may be amended at any annual meeting by a two-thirds vote of the members who are present and voting, provided that notice of the proposed amendment has been made available to the members at least one month in advance of the meeting.”

This notice is to make the membership aware of proposed changes that will be voted on at the virtual annual meeting held June 10, 2021. We encourage you to review these changes and be prepared to vote at the annual meeting.

If you have any questions or feedback, please email them to [uacrao@gmail.com](mailto:uacrao@gmail.com) or work with your institutional representative to have them represented to the Executive Board.

The recommended changes are as follows:

**Amendment 1 - UACRAO Constitution Change Proposal – Article III (Membership)**

Summary

Provide clarity to membership level qualifications, fees, and benefits by adjusting membership level wording and adding a few sections to address fees and

Background

Over the last few years, membership requests have magnified the need for additional clarity in membership fees, qualifications, and benefits. This proposal is designed to add additional clarity to these areas.

Proposed Changes

*Section 1: Institutional 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 2) a regionally accredited degree-granting institution (within or outside the state of Utah) that is federated with, or affiliated to, an Institutional Membership member institution of the association shall be eligible as an Institutional Member institution with Executive Board approval.

1.1 Institutions that were members prior to the 1996 annual meeting, and who have retained continuous membership, shall retain their membership and voting rights regardless of the aforementioned criteria.

#### *Section 2: Individual Membership*

The staff of ~~member~~ Institutional Membership institutions in the Association are considered individual members of the Association ~~organization and have all voting rights in the elections of officers and any other association business voted on.~~ Institutional Membership institutions are expected to provide the names and titles of individual members at the time annual dues are paid or updated online through the institutional representative. ~~Participation in the conference panels and discussions of the association shall be open to all individual members.~~

#### *Section 3: Honorary Membership*

Persons who after long and valued membership in the Association have transferred their activities to other educational fields but still evidence an interest in the welfare of the Association, or any person who, though not actively engaged in the profession, has rendered noteworthy service to the Association may be recommended for election to honorary membership at any annual meeting. Members may submit names to the Executive Board and/or the Past President for recognition.

#### *Section 4: Individual Affiliate Membership*

Representatives of organizations whose primary emphasis lies in the area of student services may be granted Individual Affiliate Membership by the Executive Board. ~~As such, members have no voting rights, nor can they hold office, but may participate in other annual meeting events upon payment of the appropriate fee as determined by the Executive Board.~~

4.1 Institutions that were members of the Utah Council prior to the 2016 annual meeting, and who establish and maintain continuous affiliate membership, shall retain their ability to participate in the annual ~~Utah High School Tour~~Utah Higher Education Day (UHED).

#### *Section 5 – Secondary Education Membership*

Secondary Education institutions whose student body is primarily comprised of students in grades 9-12 may be granted Secondary Education Membership with Executive Board approval.

#### *Section 6 – Technical College Membership*

Technical colleges as defined in the “Technical Colleges” section of Colleges and Universities on [utah.gov](https://www.utah.gov) may be granted Technical College Membership with Executive Board approval. (see <https://www.utah.gov/education/colleges.html>)

#### *Section 7 – Membership Fees and Annual Dues*

See Appendix K: Institutional Fees of the [UACRAO Handbook](#) for the fees and annual dues amounts.

**Section 8 – Request for Membership**

Entities seeking membership will submit a written request for membership. This request should include membership type and rationale. These requests should be sent to the acting president of UACRAO where it will be reviewed at a future Executive Board meeting for approval.

**Section 9 – Summary of Membership Benefits by Type**

Membership Type	UHED Participation	Voting Rights	Annual Dues	Conference Attendance	Hold Office
Institutional Membership	✔	✔	✔	✔	✔
Individual Membership		✔		✔	✔
Honorary Membership				✔	
Individual Affiliate Membership				✔	
Technical College Membership	✔ *		✔	✔	
Secondary Education Membership	✔		✔		

\*local/regional area participation only

**Amendment 2 - UACRAO ByLaw Change Proposal – Article X (Utah High School Tour)**

**Summary:**

Update the tour name and add clarity to who can participate.

**Background:**

With changes to the membership types, we needed to update the participation guidelines in Article X. The updates create added clarity on technical college participation and conditions that need to be met in order to participate. The adjustments also clarify access to resources.

**Proposed Changes:**

## ARTICLE X – UTAH HIGHER EDUCATION DAY (UHED) SCHOOL TOUR

### *Section 1:*

The Utah Higher Education Day School Tour shall be organized such that each Secondary Education Membership institution will have the opportunity for their senior or junior class to meet with Institutional Membership member post-secondary institution representatives and discuss post-secondary opportunities for education.

### *Section 2:*

Each Secondary Education Membership participating-secondary school will be required to in the tour shall be pay an annual fee based on school size to help offset the expense to update the UHED tour video that is shown during the opening session and any publications provided. Secondary Education Membership participants Participating secondary schools that pay the annual fee will have access to the UHED video, publications, and a higher education day after their scheduled tour date.

### *Section 3:*

All participating Institutional Membership and Technical College Membership member post-secondary institution representatives must agree to and abide by the Utah High School Higher Education Day Code of Ethics and Tour Regulations. Additionally, at least one representative from each Institutional Membership and Technical College Membership post-secondary institution must attend the pre- and post-tour meetings.

### *Section 4:*

Institutional Membership and Technical College Membership entities must be in active status (i.e., paid the annual dues on time) to participate in UHED.

## **Amendment 3 – UACRAO ByLaw Change Proposal – Article V - Elections**

### Summary:

Modify the election timeline for the Vice President of Recruitment

### Background:

The VP for Recruitment oversees the affairs of the Utah Higher Education Day in association with the UHED coordinator. It has proven valuable to have the UHED coordinator at the same institution that the VP of Recruitment resides. Elections for the VP position happen every two years. Preparations for the UHED tour happen in late February and early March. On election years, the transition of these preparations and getting a new coordinator in place is challenging when a new VP is elected at the annual conference (usually in June). Ammending this article will allow VP of Recruitment elections to happen earlier in the year to allow a smoother transition and ownership.

### Proposed Changes:

#### Article V – Elections

Association officers shall be elected in the business session\* on the last day of the annual meeting. A slate of nominees shall have been presented to the membership at least 30 days before the annual meeting, by the Nomination and Elections Committee. Additional nominations may be made from the floor of the business meeting.

\*In election years where the VP of Recruitment is being decided, the vote can be held up to four months prior to the annual conference with Executive Board approval.