



BYLAWS

The Florida College Registrars and Admissions Officers (FCRAO) organization was established in 1975. All registrars, admissions officers and other professionals in related functions in all Florida College System (FCS) institutions are invited to participate.

MISSION

The mission of the Florida College Registrars and Admissions Officers is:

- To facilitate communication and exchange information among FCS colleagues as well as, the State University System (SUS), the Florida Association of Collegiate Registrars and Admissions Officers (FACRAO), the Council of Student Affairs (CSA), and other appropriate committees, councils, agencies, organizations, and individuals.
- To study and deliberate issues, concerns, and needs in the areas of registration, records, and admissions.
- To develop objectives, policies and best practices related to these issues, concerns, and needs
- To recommend changes and analyze and/or evaluate outcomes related to registration, records, and admissions.

Responsibilities

- To provide both formal and informal opportunities for members to satisfy its mission.
- To give a report at each meeting of the Council of Student Affairs (CSA) when requested by CSA.

Voting Members

- Each college shall be allowed a maximum of two votes at each meeting. Each institution shall designate voting representatives during meeting registration.

Meetings

- FCRAO will meet two times each year – once in spring/early summer the annual conference and once in fall for a Symposium. The meeting dates, sites, and registration fees will be established by the FCRAO Steering Committee.
- The membership is encouraged to submit to the Program Development Committee recommendations for meeting workshops and clinics that will focus on best practices and/or needs of the group. The Steering Committee and the Program Development Committee will work together to plan meetings. At the conclusion of each meeting, each participant is asked to complete an evaluation of the meeting.
- Evaluations will be made on a case by case basis to supplement the coverage of fees if an Florida College School does not cover for a Steering Committee member to attend Council of Student Affairs meetings as a FCRAO representative.

Committees

I. Steering Committee

- a. Membership- The Steering Committee is composed of ten (10) active members including, the immediate Past Chair. The ten (10) members of the Steering Committee serve as FCRAO officers. Officers are elected by the voting membership of the organization. The term for newly elected officers will begin at the conclusion of the spring/ early summer annual conference held in June each year.

- b. Steering Committee membership - The Chair will call for members wishing to serve on the Steering Committee to submit their names, in writing, prior to the start of the Annual Higher Education Summit. Nominations from the floor will be accepted, during the FCRAO business meeting during the Annual Higher Education Summit, provided the nominee has indicated a willingness to serve. Election shall be held by secret ballot.
- c. Officers
- i. Chair
 - The Chair is responsible for coordination and leadership of all aspects of FCRAO meetings.
 - The Chair will represent FCRAO at the Council of Student Affairs (CSA) meetings as requested by the CSA and serve on the FACRAO Higher Education Summit Planning Committee.
 - Will be responsible for coordinating the Summer FCRAO meeting and the Fall symposium.
 - Will coordinate the FCRAO Business Meeting.
 - Upon completion of term, will become the Immediate Past Chair.
 - ii. Vice Chair
 - The Vice Chair will execute the duties of the Chair in the Chair's absence.
 - Will coordinate and lead the Nuts & Bolts sessions at the FCRAO meetings.
 - The Vice Chair will provide input to the Chair in support of the planning of both the FCRAO Fall Symposium and the FACRAO Higher Education Summit.
 - Upon completion of term, will become the Chair.
 - iii. Immediate Past Chair
 - The Immediate Past Chair will serve in an advisory capacity to both the FCRAO Steering Committee and FACRAO Higher Education Summit Planning Committee.
 - The immediate Past Chair is responsible for elections of new committee members at the annual meeting.
 - Handles special projects as assigned by the Chair.
 - iv. Secretary
 - The Secretary will take minutes of each Steering Committee and FCRAO business meeting.
 - Distribute copies to the membership.
 - Collect meeting evaluation forms and compile a report to the Steering Committee.
 - Prepare correspondence on behalf of the organization.
 - v. Treasurer
 - The Treasurer will collect registration fees from meeting attendees and payments from vendors.
 - Maintain an accurate record of all receipts and expenditures and provide financial contacts and details to the Steering Committee.
 - Provide a complete and accurate report to the FCRAO membership.
 - vi. Member-At-Large #1 – Residency Committee Chair
 - Identify concerns related to residency issues, including but not limited to implementation of new legislation, guidelines, common residency affidavit, and so on.
 - Make recommendations to the Statewide Residency Committee on behalf of the FCRAO organization.
 - Serve as a voting member of the Statewide Residency Committee.
 - Work with the Residency committee to coordinate at least one program related to residency at the FACRAO Higher Education Summit Planning and Fall Symposium.

- Serve as a voting member of the Statewide Residency Committee.
- Serve as a voting member of the FCRAO Steering committee
- vii. Member-At-Large #2 – Exhibitor Liaison Chair
 - Serve as Exhibitor Liaison for the Fall Symposium.
 - Will work with the Exhibitor Liaison committee to identify and secure vendors for the Fall symposium.
 - Work with the FCRAO Treasurer to secure payment from vendor.
 - Will complete an annual review of the Vendor pricing structure to make sure Vendor Packages are meeting the needs of Vendors.
 - Serve as a voting member of the FCRAO Steering committee.
- viii. Member-At-Large #3 – Programming Committee Chair
 - Serve as the Chair of the Programming Committee.
 - Will work with the Programming Committee to identify and secure presenters for the Summer FCRAO meeting and the Fall Symposium.
 - Will serve as the liaison for program presenters during the Summer FCRAO meeting and Fall Symposium.
 - Serve as a voting member of the FCRAO Steering committee.
- ix. Webmaster
 - Will maintain the web site for the organization.
 - Serve as a voting member of the FCRAO Steering committee.
- x. Social Media Coordinator
 - Maintain a social media presence on various social media platforms including, but not limited to Facebook and Instagram.
 - Serve as the main photographer for FCRAO during the Summer FCRAO meeting and the Fall symposium.
 - Serve as a voting member of the FCRAO Steering committee.

II. Standing Committees

- a. Statewide Residency Committee
 - The Statewide Residency Committee is composed of six active representatives from the State University System and six active representatives from the Florida College System institutions.
 - The FCRAO Member at Large #1 will serve as the Chair of this committee.
 - In coordination with the Committee Chair, make recommendations to the Statewide Residency Committee on behalf of the FCRAO organization.
 - Coordinate at least one program related to residency at the FACRAO Higher Education Summit Planning and Fall Symposium.
 - Terms for the members of this committee will be staggered so that each year two representatives will expire.
- b. Exhibitor Liaison Committee
 - The Exhibitor Liaison Committee is composed of a minimum of four FCRAO members.
 - The FCRAO Member at Large #2 will serve as Chair of this committee.
 - The committee is charged with oversight of identifying, coordinating, and finalizing vendors for the annual September FCRAO meeting.
 - Terms for the members of this committee will be staggered so that each year two representatives will expire.
- c. Program Development Committee
 - The Program Committee is composed of a minimum of four FCRAO members.
 - The FCRAO Member at Large #3 will serve as Chair of this committee.

- Recommend topics for meeting workshops, clinics, and professional development opportunities for FACRAO.
- Identify and secure presenters for the Summer FCRAO meeting and the Fall Symposium.
- Terms for the members of this committee will be staggered so that each year two representatives will expire.

Bylaw Amendment

All proposed revisions will be distributed to the membership by the Secretary at least one week prior to a regular meeting. The bylaws may be amended at any regular meeting by a three-fourths vote of voting members present.