



**ASSOCIATION OF REGISTRARS OF THE UNIVERSITIES AND COLLEGES OF CANADA
ASSOCIATION DES REGISTRAIRES DES UNIVERSITÉS ET COLLÈGES DU CANADA**

ARUCC 2008 Biennial General Assembly

Proposed Amendment to Constitution Article V – Executive Committee

Summary of Amendments:

The ARUCC Executive Committee proposes that commencing with the 20010-12 term, the membership of the Executive Committee be revised to:

1. Include two (2) Regional Representatives from Ontario, one nominated by the Ontario Universities Registrars Association (OURA) and one by the College Registrars Association (CRALO).
2. No region shall have more than three (3) representatives on the ARUCC Executive in any given term.
3. The ARUCC Executive may from time to time invite representatives from a region(s) as resources as may be appropriate.

Background:

The Regional Registrars' Associations are invited to submit nominations for the position of Vice-President and/or a Regional Representative. The respective Associations in the Western and Atlantic Regions as well as Quebec represent most postsecondary education institutions the college and university sectors. However, in Ontario there are two such Associations, OURA and CRALO representing the Colleges and Universities. ARUCC has been well served by members from both Associations as named members of the Executive and Ontario Regional Representatives. The Executive notes as well the increasing number of colleges from Ontario who are now Regular Members of ARUCC. The intent of the proposed amendment is to ensure that the respective Associations representing the college and university sectors in Ontario are appropriately represented on the Executive Committee.

The Executive is also aware of the long standing tradition of regional balance on the Committee. Given the regional requirements for the Past President, President and Vice-President, at least three regions will have two representatives on the Executive during a term. Further, one region may have three representatives by virtue of the Secretary. To illustrate this point, the current ARUCC Executive includes three representatives from Quebec; two representatives from both the Atlantic and Western regions; one representative from Ontario. The intent of the proposed amendment is to ensure that regional balance is maintained even with the addition of a new Ontario Regional Representative.

Finally, the Executive has from time to time found it helpful to invite individual members of ARUCC to assist the Executive with particular matters or projects. The Executive feels that this practice should be so noted in the ARUCC Constitution.

Proposed Edits:

Following are the proposed edits to ARTICLE V, Sections 1 and 2 recommended for adoption by the ARUCC membership.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1 - Composition

The Executive Committee shall consist of the following members:

- i) President
- ii) Past President ('ex-officio')
- iii) Vice-President
- iv) Secretary/Treasurer
- v) ~~Four~~ **Five** Regional Representatives - one from each of the following regions: Atlantic Provinces, Quebec, ~~Ontario~~ the Western Provinces, **and two from Ontario**.
- vi) No region shall have more than three representatives on the Executive Committee in any given term.

vii) The Executive from time to time may invite individual members of ARUCC to assist the Executive with particular matters or projects. Such individuals will not be voting members of the Executive Committee.

Section 2 - Election of Officers

a) The President normally shall be the Vice-President from the previous term. The Vice-President is nominated on even years by the regions on a rotating basis in the sequence Western Provinces, Ontario, Quebec, Atlantic Provinces.

b) The immediate Past President normally shall be the Chair of the Nominating Committee. The Chair shall appoint four other members, one from each region.

c) A minimum of two months prior to the date of the General Meeting, the Nominating Committee shall distribute to the appropriate Executive Committees for the Regional Registrars' Associations (***WARUCC, OURA, CRALO, CREPUQ, and AARAO***) an invitation to submit nominations for the position of Vice-President and/or a Regional Representative, as well as nominees to the position of Secretary/Treasurer.

d) In the event of the nomination of more than one individual to the position of Secretary/Treasurer, the Nominating Committee will select one individual for the proposed slate of officers to be presented at the General Meeting.

e) Nominations for any position may be accepted from the floor at a General Meeting. In the event of the nomination of more than one individual for any of the positions an immediate vote shall be called, by institution, with only those Institutional Members in attendance at the General Meeting granted the right to vote. The Executive Officers will be elected by a simple majority of those present and voting.

f) Balloting shall be supervised, and votes tabulated, by no less than two (2) Regular Members appointed by the Executive Committee.

Executive Committee members must be designated as a Regular Member by an Institutional Member of the Association.

Proposed Amendment to By-Law I – Fees, By-Law V – Communication: Section 1-2-3 – Official communication, Newsletter, Membership Directory – By-Law VI – Amendments.

Summary of Amendments:

The proposed amendments reflects the changes of the association's practices, from paper communications and services through electronic communication and services.

Background:

The 2004-06 ARUCC Executive Committee undertook to revise the ARUCC web site as the primary source for information on ARUCC, including the ARUCC Membership Directory. A web ARUCC Membership Directory was introduced and includes information on ARUCC Regular, Associate and Corporate Member Institutions, Associations and Corporations. The Directory is a self-serve format, allowing the primary contact for each Regular Member Institution to maintain and update institutional contact information and member listings. With the introduction of the web directory, production of the hard-copy directory was ended.

Other amendments are needed such as : reflecting the new reality of electronic communication and the need to eliminate any additional fees to members within an institution since most if not all information and services are transmitted through the Web without related printing costs.

Proposed Edits:

Following are the proposed edits to By-Law I – Fees, By-Law V – Communication: Section 1-2-3 – Official communication, Newsletter, Membership Directory – By-Law VI – Amendments.

BY-LAW I - FEES

Section 1

The Executive Committee shall make recommendations concerning **Institutional membership fees (see annex)** at the General Meeting for ratification by the Association. The general fee structure shall be reviewed at the end of each six-year period, the first such review taking place before the Annual Meeting of 2002.

Section 2 - Institutional Members

Commencing June 26, 2002, the total operating revenue reported to Statistics Canada for each **institutional member** during 2000-01 shall determines the base **institutional fee (see annex) and the number of individuals each institution may declare as Regular Members**. Institutional fees will be adjusted annually on July 1 by the average Consumer Price Index (CPI) for the preceding twelve months in order to determine the base institutional fee for the subsequent year.

For new institutional members, fees will be established by matching the total operating revenue for the institution during 2000-01 to a comparable on-going member's current fee and Regular Member entitlement.

Section 3 - Associate Members

The fee for Associate Members (see annex) and the number of individuals each institution/organization may declare as Associate Members shall be as determined by the Executive Committee from time to time.

Section 4 - Corporate Members

The fee for Corporate Members (see annex) and the number of individual representatives may declare as Corporate Members shall be as determined by the Executive Committee from time to time.

BY-LAW V - COMMUNICATION

Section I - ~~Newsletter~~ Official Communication

Communication required by the constitution, bylaws or for the general operation may be electronic communication, and such communication will be considered official.

~~Normally, a Regular Member of the Association shall be appointed by the Executive Committee as Editor of the Association's newsletter, CONTACT.~~

~~The term of office for the Editor shall be two years. The Editor may be re-appointed.~~

~~The Association's newsletter normally shall be produced three (3) times per annum. The Editor, who is responsible to the President for content of the newsletter, will submit copy to the President for approval prior to publication.~~

~~Responsibility for the submission of material to CONTACT shall be shared by the President and the Regional Representatives.~~

~~The Editor has the right to edit any submission. However, notwithstanding the approval of the President, in the event of a substantial change to any article, the Editor must contact the contributor and allow time for review of the revised material. A budget, prepared by the Editor, detailing the production expense of the newsletter must be submitted for approval by the Executive Committee on an annual basis.~~

Section 2 - ~~Membership Directory~~ Newsletter

Normally, a Regular Member of the Association shall be appointed by the Executive Committee as Editor of the Association's newsletter, CONTACT.

The term of office for the Editor shall be two years. The Editor may be re-appointed.

The Association's newsletter normally shall be produced three (3) times per annum. The Editor, who is responsible to the President for content of the newsletter, will submit copy to the President for approval prior to publication.

Responsibility for the submission of material to CONTACT shall be shared by the President and the Regional Representatives.

The Editor has the right to edit any submission. However, notwithstanding the approval of the President, in the event of a substantial change to any article, the Editor must contact the contributor and allow time for review of the revised material. A budget, prepared by the Editor, detailing the

production expense of the newsletter must be submitted for approval by the Executive Committee on an annual basis.

Section 3 – Membership Directory

A directory of Association members shall be published and updated ~~every two years in September~~ by the Secretary/Treasurer working under the direction of the Vice-President. ~~The Directory shall also~~ **and** be available on the Association's web site and shall include a listing of the current membership with institutional and email addresses as well as other Association information as determined by the Executive Committee from time to time. **It is the responsibility of the member institution to ensure the accuracy of their listing in the membership directory.**

BY-LAW VI - AMENDMENTS

Section 1

These by-laws may be amended at any General Meeting or by ~~mail~~ **electronic** ballot.

a) A majority of the voting members is required provided that a notice of the proposed amendment has been forwarded by the Executive Committee to each institutional member at least sixty calendar days before a General Meeting or due date for returning ballots.

b) An amendment not proposed as in By-Law VI a) prior to a General Meeting may be adopted by a four-fifths vote of institutional members present and voting.

FRAIS D'INSCRIPTION MEMBERSHIP FEES

Membres institutionnels Institutional Members	Frais annuel Yearly Fee
Revenu total d'Opérations (\$000m) Total Operating Revenue (\$'000s)	
0 - 4,499	115,01 \$
4,500 - 6,599	159,74 \$
6,600 - 10,999	191,70 \$
11,000 - 16,499	230,03 \$
16,500 - 21,999	268,36 \$
22,000 - 33,299	306,71 \$
33,300 - 44,399	345,06 \$
44,400 - 55,499	383,39 \$
55,500 - 82,999	421,73 \$
83,000 - 110,999	460,06 \$
111,000 - 166,499	498,41 \$
166,500 - 221,999	536,75 \$
222,000 - over	575,08 \$
Membres associés Associate Members	100,00 \$
Membres corporatifs Corporate Members	500,00 \$