

Virginia Regional Accreditation Symposium

BYLAWS

Draft 5

ARTICLE 1: NAME

The name of this association shall be the Virginia Regional Accreditation Symposium (VRAS).

ARTICLE 2: PURPOSE

VRAS, an active, purposeful network of higher education colleagues in Virginia, advances open discussion and dissemination of knowledge to support institutions' achieving and sustaining SACSCOC accreditation.

The purposes of the VRAS are to:

- Build relationships among faculty and staff responsible for compliance with SACSCOC policies and principles.
- Provide resources for faculty and staff that deal with the intersection of state recognition and regional accreditation.
- Serve as a forum for discussion about salient accreditation-related issues and how they affect Virginia institutions.
- Share accreditation-related knowledge and experiences among Virginia institutions that may serve as an example or guidance to colleagues.
- Welcome, engage, and mentor new members from within our own and other accredited institutions within the Commonwealth to share knowledge and ensure the future growth of the VRAS.

VRAS is organized and shall be operated exclusively for educational purposes and shall not engage in any activity which is not permitted by an organization exempt from taxation under Section 501 (c)(3) of the Internal Revenue Code.

ARTICLE 3: MEMBERSHIP

The membership of the corporation shall consist of the members of the Executive Board.

ARTICLE 4: EXECUTIVE BOARD AND OFFICERS

Section 1: The governing body of VRAS shall be the Executive Board. The Executive Board shall have control of and be responsible for the management of the affairs and property of the organization.

Section 2: The number of officers shall be fixed from time-to-time by the Executive Board but shall consist of no less than three (3) including the following officers: the Chair, the Vice-Chair, and the Past-Chair.

Section 3: The Executive Board shall have authority to make policies for VRAS, which are consistent with the Constitution and By-Laws.

Section 4: Nominations or volunteers for service as an officer will be accepted and voted on by the Executive Board annually.

Section 5: Officer Qualifications/Expectations: Each member of the Executive Board shall attend (either in person, by phone, or other distance representation) at least half of the meetings of the Board per year.

Section 6: Officer Terms: The elected officers shall serve from one annual meeting through the next annual meeting.

Section 7: Vacancies: If any officer is unable to complete his or her term, a replacement shall be chosen by the Chair. If the Chair is unable to complete his or her term, The Vice Chair shall serve as Chair.

Section 8: Quorum: The presence of a majority of Executive Board members shall constitute a quorum.

ARTICLE 5: ORGANIZATIONAL STRUCTURE

Section 1: The Executive Officers of VRAS shall include the Chair, the Vice-Chair, and the Past-Chair. Additional (Optional) Officers can be appointed as needed or requested by the Executive Board. These Executive Officers (the Chair, the Vice-Chair, and the Past-Chair) plus any additional officers appointed shall constitute the Executive Board.

Section 2: Duties of Executive Officers

1. The Chair shall:
 - a. Act as spokesperson for VRAS.
 - b. Receive resolutions/position statements from members/institutions and see to their presentations at the annual meeting.
 - c. Chair the annual symposium planning committee.
 - d. Call and chair meetings of the Executive Board.
 - e. Perform any duties necessary to assist VRAS in achieving its purpose.
 - f. Appoint committees as may be needed to conduct affairs of VRAS and serve as ex-officio member of each committee.
 - g. Represent VRAS in relations with other professional and educational organizations and with government agencies, including the State Council of Higher Education for Virginia (SCHEV).
 - h. Assign duties of additional officers to existing officers (as needed) if those additional officer positions remain vacant.
 - i. Serve as past-chair in the year following his/her term as Chair.
2. The Vice-Chair shall:
 - a. Serve as Chair the following year.
 - b. Serve as the VRAS liaison to the Virginia Assessment Group (VAG).
 - c. Maintain records of current year in preparation for next year's events and improvements.
 - d. Record minutes during meetings of the Executive Board.
 - e. Assist the Chair with annual symposium planning and logistics.
 - f. Represent the Chair when the latter is unable to perform the duties specified above.
3. The Past-Chair shall:
 - a. Assist in the orderly transition of the change of officers.
 - b. Serve in an advisory role to the chair and Executive Board on policies and procedures, as well as planning the annual symposium.

Section 3: Duties of Optional Officers

1. The Logistics Officer shall:
 - a. VRAS event planning of annual symposium and any other added events (such as spring workshops), including:
 - i. Location reservations.
 - ii. Menu and catering reservations.
 - iii. Lodging reservations if needed.
 - iv. Materials for event (e.g. printed agendas, notepads, pens).
 - v. Technology.
 - vi. Accessibility accommodations.
2. The Marketing and Membership Officer shall:
 - a. Communications and marketing for symposium and events.
 - b. Maintain rosters.
 - c. Registration for VRAS events.
3. The Evaluation and Assessment Officer shall:
 - a. Conduct evaluations/surveys of VRAS events, programming and services.
 - b. Assess events, programming and services and how well they support the VRAS mission.
 - c. Work with other planning board members to improve VRAS events, programming and services.
4. The Program Officer shall:
 - a. Organize VRAS Annual Fall Symposium.
 - i. Determine agenda (topics, panels, speakers).
 - ii. Secure speakers/presenters/panelists for events.
 - iii. Create agenda and provide to Logistics Officer for event.
 - b. Develop Spring Workshop.
 - i. Determine topic based on need/request from members.
 - ii. Secure speakers/moderator.
 - iii. Create agenda and provide to Logistics Officer for event.
5. The Technology Officer shall:
 - a. Maintain a file sharing space for the Planning Board.
 - b. Develop and maintain electronic publications including, but not limited to the VRAS website.
 - c. Update website with content from other board members:
 - i. Information about upcoming symposiums, events.
 - ii. Agenda, presentations from previous symposiums and events.
 - iii. VRAS contact information, planning board members, VRAS mission, vision and purpose.
 - d. Maintain VRAS listserv.
6. The treasurer shall:
 - a. Collect registration fees for the annual meeting and for the spring meeting.
 - b. Safeguard and disburse VRAS funds as necessary.
 - c. Monitor and plan for the continued financial viability of the organization.
7. The Constituent Representatives shall:
 - a. Represent the interests of their constituent groups in Executive Board meetings. Constituent groups could include Virginia Community College System institutions,

- private institutions, and other schools with specific focus (e.g. medical schools, seminaries, etc.)
- b. Have responsibility for planning and coordinating workshops, panels, presentations, and other sessions at the annual meeting.

ARTICLE 6: ADOPTION AND REVISION OF THE BYLAWS

Section 1: The Executive Board may amend these bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment and summary of the changes to be effected shall be given to each officer within the time and the manner provided for the giving of notice of meetings.

Section 2: These bylaws shall become effective upon ratification by the Executive Board. Written notice setting forth the proposed bylaws to be effected shall be given to each officer within the time and the manner provided for the giving of notice of meetings.

ARTICLE 7: FINANCES

Upon dissolution of VRAS, the Executive Officers shall, after paying or making provision for payment of all liabilities of the group, dispose of all of the assets of VRAS exclusively for the purposes of VRAS. The recipient organization shall qualify for tax exemption as determined by the Internal Revenue Code of 1954 or future United States Internal Revenue Law.

ARTICLE 8: RULES OF PROCEDURE

Section 1: Decisions of the Executive Board and VRAS shall be shall be adopted by consensus. Consensus shall be understood to mean the absence of any objection expressed by an officer to the adoption of the decision in question.

Section 2: Responsibilities of the Executive Board:

The Chair will:

- Ensure that all pertinent points of view are considered.
- Maintain the dignity of the meeting by giving all board members the right to speak.
- Present issues for discussion in a manner that is understood by all.
- Discuss issues after adequate information and education has been provided for each board member on such issues.
- Document clearly and in writing the decisions of the Board.

The Executive Board will:

- Expect that the Chair is capable of molding different approaches and opinions into a general consensus.

If Board members agree on a course of action by a clear consensus, the Chair may state that the issue is resolved by consensus, or by the “sense of the meeting.” The Chair’s statement is recorded in the minutes as the decision of the meeting. If the board members do not agree on a course of action by a clear consensus, the Chair may institute a vote.