

The Constitution and By-laws of the Canadian Association of Graduate Admissions Professionals (CAGAP)

Approved by the Membership Board of the National Association of Graduate Admissions Professionals on July 11, 2011.

Article 1. Mission Statement and Goals

The Canadian Association of Graduate Admissions Professionals is a unique professional group dedicated to advancing professions in graduate admissions and supporting the work of professionals in the field through strategic collaboration, research, mentorship, and engagement of related organizations and the general public.

The goals of the Association are to:

- Advance the profession of graduate student recruitment and admissions in Canada by identifying trends and sharing best practices through guest speakers, peer presentations, and discussion forums.
- Support the professional development of Canadian professionals working in graduate admissions, recruitment and student services through regional meetings including an annual chapter meeting at the national conference of National Association of Graduate Admissions Professionals (NAGAP).
- Enhance the yield and diversity of graduate applicants and students in Canadian universities.
- Engage with stakeholders to encourage collaboration in improving the overall graduate education experience.
- Disseminate the expertise of the membership locally, nationally, and internationally.

Article 2. Membership

Members of CAGAP must accept and comply with both the NAGAP and CAGAP Constitutions. Membership is open to all graduate admissions professionals (but not their universities, organizations, or corporations) in graduate degree-granting universities that are member institutions who are members of NAGAP through an institutional, individual, affiliate, or retired membership. Voting privileges will be granted to recognized members only. Membership may be terminated by a majority of the Chapter Board for failing to comply with the practices and standards set by CAGAP or failure to maintain requirements for members in CAGAP.

Article 3. Meetings and Communication

There will be one annual meeting of CAGAP at the national conference of NAGAP. The dates and sites of any additional meetings will be coordinated by the President with input from the Chapter Board. Written notice of and agenda for any meetings shall be emailed to every member of the Chapter through the Chapter distribution list and posted on the Chapter website at least one month in advance of the meeting. All members will be responsible for the expenses incurred to participate in any CAGAP meeting.

Article 4. Election of Offices and their Duties

There shall be a President, Vice-President, Secretary, and Treasurer. Each Officer will be elected by and from the CAGAP voting membership prior to the annual NAGAP Conference by a majority vote according to the following timeframe:

March 1: Call for nomination of Officers
April 1: Ballot sent to CAGAP members
May 1: Announcement of Officers / election outcome
July 1: Officers begin their terms

Members may nominate candidates; self-nominations will also be accepted. All candidates and subsequently Officers must be recognized members of both NAGAP and CAGAP. Each Officer's term will commence following the NAGAP Annual Conference. Should an Officer be unable to complete his/her appointed term of office, the President shall appoint a replacement to complete the term.

The terms and roles of each Officer will be as follows:

President

Term: 3 years

Role: The President of the Chapter will:

- Act as main point of contact for the Membership Chair of NAGAP
- Ensure the Chapter is in compliance with all requirements set forth by NAGAP
- Encourage membership and participation in CAGAP
- Ensure space for or accessibility to meetings for members
- Prepare the agenda of all meetings
- Preside at all meetings of the individual Chapter and Chapter Board
- Serve as an ex-officio member of all committees
- Submit an Annual Report to the Membership Chair of NAGAP by August 1 of each year (the Annual Report will include a brief summary of activities for the year including meeting dates, a financial report, a list of officers, and a list of chapter members with institutional affiliations and contact information)
- Appoint an individual to fill each vacated position on the chapter board through the end of the current term of office
- Assume other responsibilities as directed by the governing and chapter boards

Vice-President

Term: 3 years

Role: The Vice-President will:

- Encourage membership and participation in CAGAP
- Encourage members to submit articles to the Chair of the NAGAP Publications Committee for possible printing in *Perspectives: A Newsmagazine for Graduate Admissions Professionals*
- Preside at any meeting of the chapter board in the absence of the President
- Assist the president as required
- Assume the position of president in the event that President shall leave office prior to the completion of the current term

Secretary

Term: 3 years

Role: The Secretary will:

- Take minutes of all meetings of the Chapter and distribute to membership regularly
- Be responsible for all records of the Chapter
- Send out all necessary notices of meetings to the members of the Chapter
- Maintain the CAGAP membership list
- Assume other responsibilities as directed by the President

Treasurer

Term: 3 years

Role: The Treasurer will:

- Seek funding options and management accounting for the Chapter
- Be responsible for the funds and financial matters of the chapter
- Make an annual report of the Chapter for review by the President
- Assume other responsibilities as directed by the President

Article 5. Chapter Board

The Chapter Board shall consist of the Past President (if applicable) from the most recent term, all Officers of the CAGAP Chapter and the Chairs of any standing committees of the Chapter. A simple majority of the Chapter Board membership shall constitute a quorum at meetings. A simple majority of those present will be required to carry a vote.

The Chapter Board will take action on any issues concerning the Chapter by simple majority vote, establish standing or ad hoc committees as necessary, act as an Advisory Group to the President and any standing or ad hoc committee chairs, act as a policy-making body for CAGAP, and meet as often as deemed necessary at the discretion of the President.

Article 6. Committees

There may be standing or ad hoc committees established by the Chapter Board. Committee membership will be voluntary but appointed by the Chapter Board. Committee Chairs will be elected by simple majority by the Committee membership and shall be members of the Chapter Board.

Article 7. Amendments

CAGAP's constitution and by-laws may be amended at any general meeting by a two-thirds vote of all recognized members present. In such a case, notice of the proposed amendments must be sent to the members at least one month in advance of the meeting.

Article 8. Dissolution Statement

In the event of dissolution, all of the remaining assets and property of CAGAP shall, after necessary expenses thereof, be distributed to the parent organization, NAGAP.