

# **The Constitution and By-laws of CAGAP, Canadian Association for Graduate Enrollment Management**

*Approved by NAGAP – National Association of Graduate Admission Professionals on March 6, 2014.*

## **Article 1. Mission Statement and Goals**

The Canadian Association for Graduate Enrollment Management is a unique professional group dedicated to advancing professions in graduate enrollment management 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 enrollment management, including student recruitment, admissions, financial awards, student services, orientation planning, retention and alumni services, 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 enrollment management through regional meetings including an annual chapter meeting at the national conference of NAGAP, National Association of Graduate Admission Professionals.
- 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 enrollment management 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.

All members of the Association present at any general meeting of the membership shall constitute a quorum for the transaction of that meeting. A simple majority of all voting members present is necessary to carry a vote.

## **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 at the annual NAGAP Conference by a majority vote according to the following timeframe:

March 1: Call for nomination of Officers

April : Voting at AGM, announcement of new officers one week after conference

May 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 on May 1. Should only one person be nominated for an office, the board can acclaim the person into office without a vote. Should an Officer be unable to complete his/her appointed term of office, the President shall appoint a replacement to fill the role until an election can be held at the next AGM.

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

#### President

Term: 2 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, e.g. in LinkedIn group discussions
- 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: 2 years

Role: The Vice-President will:

- Encourage membership and participation in CAGAP, e.g. in LinkedIn group discussions
- Plan and organize the professional development webinars each year
- Encourage members to submit articles to the Chair of the NAGAP Publications Committee for possible printing in *Perspectives: A Newsmagazine for Graduate Admissions Professionals or publication on the NAGAP website, e.g. NAGAP Voices*
- 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: 2 years

Role: The Secretary will:

- Take minutes of all meetings of the Chapter and distribute to membership regularly
- Encourage membership and participation in CAGAP, e.g. in LinkedIn group discussions
- Be responsible for all records of the Chapter
- Publish event notifications and chapter news on the CAGAP website and social media sites
- 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: 2 years

Role: The Treasurer will:

- Seek funding options and management accounting for the Chapter
- Encourage membership and participation in CAGAP, e.g. in LinkedIn group discussions
- 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.