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***AN ABBREVIATED HISTORY  
OF OUR PROFESSION***

*Adapted from remarks by J Douglas Conner, former Executive Director, AACRAO*

Some historians have traced the origin of the registrar professions to the Middle Ages, approximately the 14th century. During this period, the structure of early universities was greatly influenced by the organizational pattern established at the University of Paris. Under this pattern, the individual responsible for governing the university was designated as the Rector. This position evolved from the office of the Proctor who supervised the students from individual nations at the university. Later, when an administrator for corporate powers was needed, the position of Rector was instituted and a Secretary was elected to function as a Vice-Rector.

The office which probably preceded the registrar was that of Major Beadle. The Major Beadle performed many functions including informing faculty members of meetings, helping faculty members with discipline, ringing bells for chapel, walking at the head of academic processions, and keeping a register of all graduates. Also, the Major Beadle's salary was paid from fees imposed upon prospective graduates, licentiates, and masters of the university. If the Major Beadle disclosed confidential university matters, his salary was not paid. Before he could assume the position, the Major Beadle was required to swear allegiance to the nation, the faculty, and to the Rector of the university. Later, Major Beadles was given the additional title of Grapharins, which may be translated to mean clerk or registrar. These Major Beadles were assigned the responsibility for keeping the official graduation register and the matriculation list of the university.

In America, colleges were established in the 17th century and were modeled, for the most part, on the British universities. These colleges included the College of William and Mary, Harvard College, Kings College and Yale College. At these colleges, the registrar was often a faculty member who assumed the responsibility for college entrance requirements and admissions procedures.

Throughout the 19th century, as the importance of college education was emphasized, admission requirements tended to become very specific and quantitative. As a result of the emphasis placed upon college admissions standards, the need for the Office of Registrar became apparent.

The registrar profession, as it is known today, is attributed to the efforts of Ezra Gillis, who is considered by many individuals to be the father of the registrar profession. One of Gillis major accomplishments was the establishment of the American Association of Collegiate Registrars and Admissions Officers.

**TENNESSEE ASSOCIATION OF COLLEGIATE  
REGISTRARS AND ADMISSIONS OFFICERS (TACRAO)**  
(<http://www.tnacrao.org>)

The first organized meeting of Tennessee registrars was held in the late 1930s. The Tennessee Association of Collegiate Registrars and Admissions Officers (TACRAO) was founded in the 1940s as the Tennessee Branch of the American Association of Registrars. The membership of TACRAO has grown through the years and in 2004 included over 84 institutional members and more than 520 participating representatives.

In regard to the first meeting (before 1946), Dr. J. Ridley Stroop of David Lipscomb College wrote: “The best I recall, it was my privilege to nominate Dr. R. F. Thomason, at that time registrar of the University of Tennessee at Knoxville, who was elected president of the association. I regret that I do not recall what year that was. That initial meeting, which so far as I recall, only selected officers and planned for the first program and regular meeting one year hence, was held on Peabody campus.”

Dr. R. F. Thomason of the University of Tennessee made the following statements: “As I recall it, there were two or three meetings which we had around 1937-41 which were largely informal and were in Nashville, either at one of the hotels or at Peabody College. I remember that Dr. J. R. Robinson, formerly the registrar at Peabody, now deceased, and I assembled as many registrars as we could get together for a meeting in Nashville, and I believe that I acted as president about the first year, and he came along as president the next year. Then the war caused us to disband for about two or three years.”

Other historical tidbits: Early meetings were held on Saturday for a half-day at the Hermitage or Maxwell House Hotel in Nashville. It is also interesting to note that the 1969 annual meeting was held on the campus of Memphis State University. Members stayed in dormitory rooms and ate meals on campus. The meeting was not evaluated by members as being successful, and this type of meeting format has not been repeated.

TACRAO activities are highlighted each year by the annual conference. The conference program typically includes a variety of professional sessions and culminates the work of the board of directors. Customarily, the annual meeting rotates between the three divisions of the state: east, middle, and west. The dates for the annual meeting were changed from October to mid-November in 1985 to accommodate the Admissions Officers’ recruitment travel schedules.

A newsletter is published three or four times per year. An annual directory provides the names and institutional addresses of our membership. Annual Support Staff Workshops are held in the three geographical areas of the state as well as a summer Admissions Workshop, a Registrars Roundtable, and a Graduate School Forum. These activities are organized by the vice presidents of the organization. A Statewide Coordinating Committee plans and organizes the state-wide schedule of college day/night programs and provides operational guidelines for both high school and college personnel.

**HISTORY OF PRESIDENTS AND EXECUTIVE COMMITTEE MEMBERS**  
***First Organized Meeting to Present***

In this history you will notice that institutions of all sizes from across the state and with both public and private affiliation have been active on the Executive Committee. If your institution has not been represented, now may be the time for you to get involved and bring a new contribution to TACRAO. If your institution has been involved, you have the opportunity to continue the tradition.

The professionals listed in this history have demonstrated significant commitment to our profession, to higher education, and to the students whom we serve. As you become involved in TACRAO you will get to know members of the more recent executive committees. Take the opportunity to work with these individuals to draw from their experiential resources.

**First Organized Meeting**

***President:*** R. F. Thomason, University of Tennessee, Knoxville

**Second Organized Meeting**

***President:*** J. R. Robinson, George Peabody College for Teachers, Nashville

**1946-47**

***President:*** J. Ridley Stroop, David Lipscomb College, Nashville

**1947-48**

***President:*** William H. Vaughan, George Peabody College for Teachers, Nashville

***Secretary:*** J. Ridley Stroop, David Lipscomb College, Nashville

**1948-49**

***President:*** Hugh T. Ramsey, Lincoln Memorial University, Harrogate

***Secretary:*** C. O. Douglass, Tennessee Wesleyan College, Athens

**1949-50**

***President:*** Austin W. Smith, Tennessee Polytechnic Institute, Cookeville

***Vice-President:*** James L. Buford, Vanderbilt University, Nashville

***Secretary:*** Nina M. Rubin, Carson-Newman College, Jefferson City

**1950-51**

***President:*** James L. Buford, Vanderbilt University, Nashville

***Vice-President:*** Myrtle H. Phillips, University of Tennessee Junior College, Martin

***Secretary-Treasurer:*** Nina M. Rubin, Carson-Newman College, Jefferson City

**1951-52**

***President:*** R. P. Clark, Memphis State College, Memphis

***Vice-President:*** Ralph R. Bryant, David Lipscomb College, Nashville

***Secretary-Treasurer:*** Mary E. Waddle, Bethel College, McKenzie

**1952-53**

***President:*** W.B. Judd, Middle Tennessee State College, Murfreesboro

***Vice-President:*** M. P. Bowman, Austin Peay State College, Clarksville

***Secretary-Treasurer:*** Gladys I. Stone, Union University, Jackson

**1953-54**

***President:*** M.P. Bowman, Austin Peay State College, Clarksville

***Vice-President:*** Gladys I. Stone, Union University, Jackson

***Secretary-Treasurer:*** Ralph R. Bryant, David Lipscomb College, Nashville

**1954-55**

*President:* Gladys I. Stone, Union University, Jackson

*Vice-President:* William M. Beasley, East Tennessee State College, Johnson City

*Secretary-Treasurer:* Altie H. Smith, Tennessee Polytechnic Institute, Cookeville

**1955-56**

*President:* William M. Beasley, East Tennessee State College, Johnson City

*Vice-President:* Ralph R. Bryant, David Lipscomb College, Nashville

*Secretary-Treasurer:* E. Claude Gardner, Freed-Hardeman College, Henderson

**1956-57**

*President:* Ralph R. Bryant, David Lipscomb College, Nashville

*Vice-President:* Myrtle H. Phillips, University of Tennessee Martin Branch, Martin

*Secretary-Treasurer:* Eris Anderson, Belmont College, Nashville

**1957-58**

*President:* Myrtle H. Phillips, University of Tennessee Martin Branch, Martin

*Vice-President:* Reuben W. Holland, University of Chattanooga, Chattanooga

*Secretary-Treasurer:* Nina M. Rubin, Carson-Newman College, Jefferson City

**1958-59**

*President:* Reuben W. Holland, University of Chattanooga, Chattanooga

*Vice-President:* E. Claude Gardner, Freed-Hardeman College, Henderson

*Secretary-Treasurer:* David H. Stone, Belmont College, Nashville

**1959-60**

*President:* E. Claude Gardner, Freed-Hardeman College, Henderson

*Vice-President:* R. P. Clark, Memphis State University, Memphis

*Secretary-Treasurer:* Paul Riviere, Tennessee Wesleyan College, Athens

**1960-61**

*President:* Altie H. Smith, Tennessee Polytechnic Institute, Cookeville

*Vice-President:* Brother Henry Ernest, Christian Brothers College, Memphis

*Secretary-Treasurer:* Natalie D. Schlack, University of Chattanooga

**1961-62**

*President:* M.P. Bowman, Austin Peay State College, Clarksville

*Vice-President:* William G. Smyth, Jr., University of Tennessee, Knoxville

*Secretary-Treasurer:* Glen W. Chalk, Bethel College, McKenzie

**1962-63**

*President:* William G. Smyth, Jr., University of Tennessee, Knoxville

*Vice-President:* Paul Riviere, Tennessee Wesleyan College, Athens

*Secretary-Treasurer:* Jack E. Snider, King College, Bristol

**1963-64**

*President:* Jack E. Snider, King College, Bristol

*Vice-President:* John E. Weems, Middle Tennessee State College, Murfreesboro

*Secretary-Treasurer:* John Turpin, Southwestern at Memphis, Memphis

**1964-65**

*President:* John E. Weems, Middle Tennessee State College, Murfreesboro

*Vice-President:* William O. Batts, Jr., Vanderbilt University, Nashville

*Secretary-Treasurer:* John W. White, Jr., Martin College, Pulaski

**1965-66**

*President:* William O. Batts, Jr., Vanderbilt University, Nashville

*Vice-President:* Henry Allison, University of Tennessee at Martin, Martin

*Secretary-Treasurer:* Phyllis D. Fontaine, Milligan College, Johnson City

**1966-67**

*President:* Henry Allison, University of Tennessee at Martin, Martin

*Vice-President:* Jewell Snyder, University of Chattanooga, Chattanooga

*Secretary-Treasurer:* Ronald E. Underwood, Belmont College, Nashville

**1967-68**

*President:* Jewell Snyder, University of Chattanooga, Chattanooga

*Vice-President:* Bob L. Cochran, University of Tennessee, Knoxville

*Secretary-Treasurer:* E. Grady Bogue, Memphis State University, Memphis

**1968**

*President:* Bob L. Cochran, University of Tennessee, Knoxville

*Vice-President:* E. Grady Bogue, Memphis State University, Memphis

*Secretary-Treasurer:* John Q. Wolf, Southwestern at Memphis, Memphis

**1969**

*President:* E. Grady Bogue, Memphis State University, Memphis

*Vice-President:* Ronald E. Underwood, Belmont College, Nashville

*Secretary-Treasurer:* George L. Thacker, Lane College, Jackson

**1970**

*President:* Ronald E. Underwood, Belmont College, Nashville

*Vice-President:* Phyllis Fontaine, Milligan College, Milligan

*Secretary-Treasurer:* W.O. Johnson, Columbia State Community College, Columbia

**1971**

*President:* Phyllis D. Fontaine, Milligan College, Milligan

*Vice-President:* Eugene P. Caruthers, Meharry Medical College, Nashville

*Secretary-Treasurer:* Jessie Warren, Motlow State Community College, Tullahoma

**1972**

*President:* Eugene P. Caruthers, Meharry Medical College, Nashville

*Vice-President:* John Eubank, Memphis State University, Memphis

*Secretary-Treasurer:* Martha Williams, University of Tennessee at Martin, Martin

**1973**

*President:* John Eubank, Memphis State University, Memphis

*Vice-President:* Paul W. Roden, Carson-Newman College, Jefferson City

*Secretary-Treasurer:* Rosella McClain, Dyersburg State Community College, Dyersburg

**1974**

*President:* James W. Loyd, East Tennessee State University, Johnson City

*Vice-President:* Hoyle D. Lawson, Tennessee Technological University, Cookeville

*Secretary-Treasurer:* Carol King, Belmont College, Nashville

**1975**

*President:* Hoyle D. Lawson, Tennessee Technological University, Cookeville

*Vice-President:* Billie Exum, Lambuth College, Jackson

*Secretary-Treasurer:* Stanley Butler, Lee College, Cleveland

**1976**

**President:** Billy Exum, Lambuth College, Jackson

**Vice-President:** Ray Fox, University of Tennessee at Chattanooga, Chattanooga

**Secretary-Treasurer:** Sister Mary Ambrose Williams, Aquinas Junior College, Nashville

**1977**

**President:** Ray Fox, University of Tennessee at Chattanooga, Chattanooga

**Vice-President:** Wade Powers, Volunteer State Community College, Gallatin

**Secretary-Treasurer:** Jean Melton, University of Tennessee Center for the Health Sciences, Memphis

**1978**

**President:** Wade Powers, Volunteer State Community College, Gallatin

**President-Elect:** Martha Scott, University of Tennessee at Martin, Martin

**Vice-President for Admissions and Financial Aid:** Leon Hess, University of Tennessee Center for the Health Sciences, Memphis

**Vice-President for Data Management & Research:** Cliff Gillespie, Middle Tennessee State University, Murfreesboro

**Vice-President for Records & Registration:** Louise Greene, Roane State Community College, Harriman

**Secretary-Treasurer:** L.D. Lockery, Tennessee Temple University, Chattanooga

**1979**

**President:** Martha Scott, University of Tennessee at Martin

**President-Elect:** Louise Greene, Roane State Community College, Harriman

**Vice President for Admissions & Financial Aid:** Dick Kittleton, Austin Peay State University, Clarksville

**Vice-President for Data Management & Research:** Brenda Davis, University of Chattanooga

**Editor TACRAO Newsletter:** Loyd Bell, East Tennessee State University, Johnson City

**1980**

**President:** Louise Greene, Roane State Community College, Harriman

**President-Elect:** Cliff Gillespie, Middle Tennessee State University, Murfreesboro

**Vice-President for Admissions & Financial Aid:** Claude Scott, State Technical Institute, Memphis

**Vice-President for Data Management & Research:** Margaret McWilliams, University of Tennessee at Martin

**Secretary-Treasurer:** Jack Shannon, Carson-Newman College, Jefferson City

**Editor TACRAO Newsletter:** Loyd Bell, East Tennessee State University, Johnson City

**1981**

**President:** Cliff Gillespie, Middle Tennessee State University, Murfreesboro

**President-Elect:** Leon Hess, University of Tennessee Center for the Health Sciences, Memphis

**Vice-President for Admissions & Financial Aid:** Mike White, University of Tennessee at Chattanooga

**Vice-President for Data Management & Research:** John Johnson, Jackson State Community College, Jackson

**Vice-President for Records & Registration:** Lawrence Taylor, Freed-Hardeman College, Henderson

**Secretary-Treasurer:** Donna Johnson, George Peabody College, Nashville

**Editor TACRAO Newsletter:** Lydia Arnold, Middle Tennessee State University, Murfreesboro

**1982**

**President:** Leon Hess, University of Tennessee Center for the Health Sciences, Memphis

**President-Elect:** Loyd Bell, East Tennessee State University, Johnson City

**Vice-President for Admissions & Financial Aid:** Sister Dominica Gobel, Aquinas Junior College, Nashville

**Vice-President for Data Management & Research:** Lynn Gilmore, Walters State Community College, Morristown

**Secretary-Treasurer:** Melvin Welch, University of Tennessee at Nashville

**Editor TACRAO Newsletter:** Sam Boswell, Memphis State University

**1983**

*President:* Loyd Bell, East Tennessee State University, Johnson City

*President-Elect:* W. Wess Williams, Middle Tennessee State University, Murfreesboro

*Vice -President for Admissions & Financial Aid:* Sam Boswell, Memphis State University, Memphis

*Vice-President for Data Management & Research:* John McDow, University of Tennessee at Knoxville

*Vice-President for Records & Registration:* Betty Padgett, State Technical Institute at Memphis

*Secretary-Treasurer:* Melvin Welch, Trevecca Nazarene College, Nashville

*Editor TACRAO Newsletter:* Martha Kelley, Belmont College, Nashville

**1984**

*President:* Melvin Welch, Trevecca Nazarene College, Nashville

*President-Elect:* Betty Padgett, State Technical Institute at Memphis

*Vice-President for Admissions & Financial Aid:* Charles Edington, University of Tennessee at Knoxville

*Vice-President for Data Management & Research:* Gary Gibson, Vanderbilt University, Nashville

*Vice-President for Records & Registration:* Nellie Powell, Morehouse College

*Secretary-Treasurer:* Dewey Batson, State Technical Institute, Knoxville

*Editor TACRAO Newsletter:* Sherian Huddleston, Middle Tennessee State University, Murfreesboro

**1985**

*President:* Betty Padgett, State Technical Institute at Memphis

*President-Elect:* Charles Edington, University of Tennessee at Knoxville

*Vice-President for Admissions & Financial Aid:* James Perry, Tennessee Technological University, Cookeville

*Vice-President for Data Management & Research:* Gina Hughs, Belmont College, Nashville

*Vice-President for Records & Registration:* Glenn Munson, Rhodes College, Memphis

*Secretary-Treasurer:* Dewey Batson, State Technical Institute at Knoxville

*Editor TACRAO Newsletter:* Sherian Huddleston, Middle Tennessee State University, Murfreesboro

**1986**

*President:* Charles Edington, University of Tennessee at Knoxville

*President-Elect:* James Perry, Tennessee Technological University, Cookeville

*Vice-President for Admissions & Financial Aid:* Randy McPherson, Memphis State University

*Vice-President for Data Management & Research:* Martha Kelley, Belmont College, Nashville

*Vice-President for Records & Registration:* Lydia Norfleet, Cleveland State Community College, Cleveland

*Secretary-Treasurer:* Howard Bickers, Mid America Baptist Theological Seminary, Memphis

*Editor TACRAO Newsletter:* Ted Gray, Middle Tennessee State University, Murfreesboro

**1987**

*President:* James Perry, Tennessee Technological University, Cookeville

*President-Elect:* Glenn Munson, Rhodes College, Memphis

*Vice-President for Admissions & Financial Aid:* Tom Losh, Cleveland State Community College, Cleveland

*Vice-President for Data Management & Research:* Emily McClain, University of Tennessee at Martin

*Vice-President for Records & Registration:* Vicky McKay, Tennessee State University, Nashville

*Secretary-Treasurer:* Howard Bickers: Mid-America Baptist Theological Seminary, Memphis

*Editor TACRAO Newsletter:* Ted Gray, Middle Tennessee State University, Murfreesboro

**1988**

*President:* Glenn Munson, Rhodes College, Memphis

*President-Elect:* Lynn Gilmore, Walters State Community College, Morristown

*Vice-President for Admissions & Financial Aid:* Jack Shannon, Carson Newman College, Jefferson City

*Vice-President for Data Management & Research:* Emily Knudsen, University of Tennessee at Martin

*Vice-President for Records & Registration:* Vicky McKay, Tennessee State University, Nashville

*Secretary-Treasurer:* Randy McPherson, Memphis State University

*Editor TACRAO Newsletter:* Jaina Smith, State Technical Institute at Memphis

*Past-President:* James Perry, Tennessee Technological University, Cookeville

## 1989

*President:* Lynn Gilmore, Walters State Community College, Morristown  
*President-Elect:* Gary Gibson, Vanderbilt University, Nashville  
*Vice-President for Admissions & Financial Aid:* Jack Shannon, Carson Newman College, Jefferson City  
*Vice-President for Data Management & Research:* Kathy Fiege, University of Tennessee at Knoxville  
*Vice-President for Records & Registration:* J. Dan Gullett, Dyersburg State Community College  
*Vice-President for Recruitment Services:* Eddie Pawlawski, Nashville State Technical Institute  
*Secretary-Treasurer:* Randy McPherson, Memphis State University  
*Editor TACRAO Newsletter:* Monica Ray, Jackson State Community College  
*Past-President:* Glenn Munson, Rhodes College, Memphis

## 1990

*President:* Gary Gibson, Vanderbilt University, Nashville  
*President-Elect:* Randy McPherson, Memphis State University, Memphis  
*Vice-President for Admissions & Financial Aid:* Lynn Palmer, Middle Tennessee State University, Murfreesboro  
*Vice-President for Data Management & Research:* Kathy Fiege, University of Tennessee at Knoxville  
*Vice-President for Records & Registration:* J. Dan Gullett, Dyersburg State Community College  
*Vice-President for Recruitment Services:* Eddie Pawlawski, Nashville State Technical Institute  
*Secretary-Treasurer:* Marty Eby, Trevecca Nazarene College, Nashville  
*Editor TACRAO Newsletter:* Monica Ray, Jackson State Community College, Jackson  
*Past-President:* Lynn Gilmore, Walters State Community College, Morristown

## 1991

*President:* Randy McPherson, Memphis State University, Memphis  
*President-Elect:* Lydia Norfleet, Tennessee Wesleyan College, Athens  
*Vice-President for Admissions & Financial Aid:* Lynn Palmer, Middle Tennessee State University, Murfreesboro  
*Vice-President for Data Management & Research:* Kathy Fiege, University of Tennessee at Knoxville  
*Vice-President for Records & Registration:* Susie Archer, Vanderbilt University, Nashville  
*Vice-President for Recruitment Services:* June Armitage, Memphis State University  
*Secretary-Treasurer:* Marty Eby, Trevecca Nazarene College, Nashville  
*Editor TACRAO Newsletter:* Janice Roark, Volunteer State Community College, Gallatin  
*Past-President:* Gary Gibson, Vanderbilt University, Nashville

## 1992

*President:* Lydia Norfleet, Tennessee Wesleyan College, Athens  
*President-Elect:* Martha Kelley, Belmont University, Nashville  
*Vice-President for Admissions & Financial Aid:* Eddie Pawlawski, Nashville State Technical Institute, Nashville  
*Vice-President for Data Management & Research:* Beverly Cosley, Chattanooga State Technical Community College  
*Vice-President for Records & Registration:* Susie Archer, Vanderbilt University, Nashville  
*Vice-President for Recruitment Services:* June Armitage, Memphis State University  
*Secretary-Treasurer:* Dennis Dulniak, Austin Peay State University, Clarksville  
*Editor TACRAO Newsletter:* Janice Roark, Volunteer State Community College, Gallatin  
*Past-President:* Randy McPherson, Memphis State University

## 1993

*President:* Martha Kelley, Belmont University, Nashville  
*President-Elect:* Susie Archer, Vanderbilt University, Nashville  
*Vice-President for Admissions & Financial Aid:* Daphne Minkin, Belmont University, Nashville  
*Vice-President for Data Management & Research:* Beverly Cosley, Chattanooga State Technical Community College  
*Vice-President for Records & Registration:* Al Crews, University of Tennessee, Knoxville  
*Vice-President for Recruitment Services:* Lauree Burnette, Middle Tennessee State University, Murfreesboro  
*Secretary-Treasurer:* Dennis Dulniak, Austin Peay State University, Clarksville  
*Editor TACRAO Newsletter:* Darin Hollingsworth, Memphis State University  
*Past-President:* Lydia Norfleet, Tennessee Wesleyan College, Athens

#### 1994

*President:* Susie C. Archer, Vanderbilt University, Nashville

*President-Elect:* Dennis Dulniak, Austin Peay State University, Clarksville

*Vice-President for Admissions & Financial Aid:* Patsy Reynolds, University of Tennessee, Chattanooga

*Vice-President for Data Management & Research:* Becky Harper, University of Tennessee, Knoxville

*Vice-President for Records & Registration:* Al Crews, University of Tennessee, Knoxville

*Vice-President for Recruitment Services:* Steve King, University of Tennessee, Chattanooga

*Secretary-Treasurer:* Charles Hampton, Free Will Baptist Bible College, Nashville

*Editor TACRAO Newsletter:* R. Darin Hollingsworth, University of Memphis, Memphis

*Past-President:* Martha Kelley, Belmont University, Nashville

#### 1995

*President:* Dennis J. Dulniak, Austin Peay State University, Clarksville

*President-Elect:* J Dan Gullett, Dyersburg State Community College

*Vice-President for Admissions and Financial Aid:* Patsy Reynolds, University of Tennessee, Chattanooga

*Vice-President for Data Management and Research:* Becky Harper, University of Tennessee, Knoxville

*Vice-President for Records and Registration:* Evelyn McDonald, Memphis Theological Seminary

*Vice-President for Recruitment Services:* Steve King, University of Tennessee, Chattanooga

*Secretary-Treasurer:* Charles Hampton, Free Will Baptist Bible College, Nashville

*Editor TACRAO Newsletter:* Daryl Welch, Middle Tennessee State University, Murfreesboro

*Past-President:* Susie C. Archer, University of Tennessee, Knoxville

#### 1996

*President:* J Dan Gullett, Dyersburg State Community College

*President-Elect:* Becky Harper, University of Tennessee, Knoxville

*Vice-President for Admissions and Financial Aid:* Carmelia Taylor, Tennessee State University, Nashville

*Vice-President for Data Management and Research:* Mary Caprio, Middle Tennessee State University,  
Murfreesboro

*Vice-President for Records and Registration:* Evelyn McDonald, Memphis Theological Seminary, Memphis

*Vice-President for Recruitment Services:* Steve King, University of Tennessee, Chattanooga

*Secretary-Treasurer:* Jennifer Ervin, Belmont University, Nashville

*Editor TACRAO Newsletter:* Daryl Welch, Middle Tennessee State University, Murfreesboro

*Past-President:* Dennis J. Dulniak, Austin Peay State University, Clarksville

#### 1997

*President:* Becky Harper, University of Tennessee, Knoxville

*President-Elect:* Patsy Reynolds, University of Tennessee, Chattanooga

*Vice President for Admissions and Financial Aid:* Carmelia Taylor, Tennessee State University, Nashville

*Vice President for Data Management and Research:* Carolyn H. Johnson, Middle Tennessee State University,  
Murfreesboro

*Vice President for Records and Registration:* Sheila McCoy, Austin Peay State University, Clarksville

*Vice President for Recruitment Services:* Robert Hodum, Tennessee Technological University, Cookeville

*Secretary-Treasurer:* Jennifer Ervin, Belmont University, Nashville

*Newsletter Editor:* John Head, Tennessee Wesleyan College, Athens

*Past-President:* J. Dan Gullett, Dyersburg State Community College

#### 1998

*President:* Carolyn Johnson, Middle Tennessee State University, Murfreesboro

*President-Elect:* Jennifer Ervin, Belmont University, Nashville

*Vice President for Admissions and Financial Aid:* Verna Crockett, Shelby State Community College, Memphis

*Vice President for Data Management and Research:* Jana Turner, State Technical Institute at Memphis, Memphis

*Vice President for Records and Registration:* Sheila McCoy, Austin Peay State University, Clarksville

*Vice President for Recruitment Services:* Robert Hodum, Tennessee Technological University, Cookeville

*Secretary-Treasurer:* Janet Cates, David Lipscomb University, Nashville

*Newsletter Editor:* John Head, Tennessee Wesleyan College, Athens

*Past-President:* Becky Harper, University of Tennessee, Knoxville

## 1999

**President:** Robert Hodum, Tennessee Technological University, Cookeville

**President-Elect:** Julie Bennett, Chattanooga State Technical Community College, Chattanooga

**Vice President for Admissions and Financial Aid:** Verna Crockett, Shelby State Community College, Memphis

**Vice President for Data Management and Research:** Jana Turner, State Technical Institute at Memphis, Memphis

**Vice President for Records and Registration:** Kay Reed, University of Tennessee, Knoxville

**Vice President for Recruitment Services:** Sharon Thomas, Middle Tennessee State University, Murfreesboro

**Secretary-Treasurer:** Janet Cates, David Lipscomb University, Nashville

**Newsletter Editor:** Whitney Simpson, Middle Tennessee State University, Murfreesboro

**Past-President:** Carolyn Johnson, Middle Tennessee State University, Murfreesboro

## 2000

**President:** Julie Bennett, Chattanooga State Technical Community College, Chattanooga

**President-Elect:** David Wallace, The University of Memphis, Memphis

**Vice President for Admissions and Financial Aid:** Bruce Franks, Cleveland State Community College, Cleveland

**Vice President for Data Management and Research:** Vanessa R. Dowdy, Southwest Tennessee Community College, Memphis

**Vice President for Records and Registration:** Kay Reed, University of Tennessee, Knoxville

**Vice President for Recruitment Services:** Sharon Thomas, Middle Tennessee State University, Murfreesboro

**Secretary-Treasurer:** Shelia Kendrick, Tennessee Technological University, Cookeville

**Newsletter Editor:** Whitney Simpson, Middle Tennessee State University, Murfreesboro

**Past-President:** Robert Hodum, Tennessee Technological University, Cookeville

## 2001

**President:** David Wallace, The University of Memphis, Memphis

**President-Elect:** Sharon Thomas, Middle Tennessee State University

**Vice President for Admissions and Financial Aid:** Cyndi Sweet, The University of Tennessee, Knoxville

**Vice President for Data Management and Research:** Vanessa R. Dowdy, Southwest Tennessee Community College, Memphis

**Vice President for Records and Registration:** Paul Wiley, The University of the South, Seawannee

**Vice President for Recruitment Services:** Jay Stallings, Middle Tennessee State University, Murfreesboro

**Secretary-Treasurer:** Shelia Kendrick, Tennessee Technological University, Cookeville

**Vice President for Information Technology & Publications:** Tim Amyx, Volunteer State Community College, Gallatin

**Past-President:** Robert Hodum, Tennessee Technological University, Cookeville

## 2002

**President:** Sharon Thomas, Middle Tennessee State University, Murfreesboro

**President-Elect:** Kathy Feagins, East Tennessee State University, Johnson City

**Vice President for Admissions and Financial Aid:** Cyndi Sweet, The University of Tennessee, Knoxville

**Vice President for Data Management and Research:** George Wolf, Tusculum College, Greeneville

**Vice President for Records and Registration:** Paul Wiley, The University of the South

**Vice President for Recruitment Services:** Jay Stallings, Middle Tennessee State University, Murfreesboro

**Secretary-Treasurer:** Shelia Kendrick, Tennessee Technological University, Cookeville

**Vice President for Information Technology & Publications:** Tim Amyx, Volunteer State Community College, Gallatin

**Past-President:** David Wallace, The University of Memphis, Memphis

## 2003

**President:** Kathy Feagins, East Tennessee State University, Johnson City

**President-Elect:** Vanessa Dowdy, Southwest Tennessee Community College, Memphis

**Vice President for Admissions and Financial Aid:** Cyndi Sweet, The University of Tennessee, Knoxville

**Vice President for Data Management and Research:** Brenda Rector, Roane State Community College, Harriman

**Vice President for Records and Registration:** Kyle Jackson, East Tennessee State University, Johnson City

**Vice President for Recruitment Services:** Mona Snell, The University of Memphis, Memphis

**Secretary-Treasurer:** Shelia Kendrick, Tennessee Technological University, Cookeville

**Vice President for Information Technology & Publications:** Tim Amyx, Volunteer State Community College, Gallatin

**Past-President:** Sharon Thomas, Middle Tennessee State University, Murfreesboro

## 2004

**President:** Vanessa Dowdy, Southwest Tennessee Community College, Memphis

**President-Elect:** Tim Amyx, Volunteer State Community College, Gallatin

**Vice President for Admissions and Financial Aid:** William Winstead, The University of Memphis, Memphis

**Vice President for Data Management and Research:** Brenda Rector, Roane State Community College, Harriman

**Vice President for Records and Registration:** Kyle Jackson, East Tennessee State University, Johnson City

**Vice President for Recruitment Services:** Mona Snell, The University of Memphis, Memphis

**Secretary-Treasurer:** Amy Deaton, Austin Peay State University, Clarksville

**Vice President for Information Technology & Publications:** Vanessa Gordon, Tennessee Technological University, Cookeville

**Past-President:** Kathy Feagins, East Tennessee State University, Johnson City

## 2005

**President:** Tim Amyx, Volunteer State Community College, Gallatin

**President-Elect:** William L. Winstead, The University of Memphis, Memphis

**Vice President for Admissions and Financial Aid:** Brandon Ponder, University of Tennessee at Chattanooga

**Vice President for Data Management and Research:** Brenda Rector, Roane State Community College, Harriman

**Vice President for Records and Registration:** Janice Choate, Lipscomb University, Nashville

**Vice President for Recruitment Services:** Holly Trotter Vincent, Cleveland State Community College, Cleveland

**Secretary-Treasurer:** Amy Deaton, Austin Peay State University, Clarksville

**Vice President for Information Technology & Publications:** Vanessa Gordon, Tennessee Technological University, Cookeville

**Past-President:** Vanessa Dowdy, Southwest Tennessee Community College, Memphis

## 2006

**President:** Brenda Rector, Roane State Community College, Harriman

**President Elect:** Vanessa Palmer, Tennessee Technological University, Cookeville

**Vice-President for Admissions and Financial Aid:** Brandon Ponder, University of Tennessee at Chattanooga

**Vice-President for Data Management and Research:** Melissa Ripley, Tusculum College, Greeneville

**Vice-President for Records and Registration:** Janice Choate, Lipscomb University, Nashville

**Vice-President for Recruitment Services:** Holly Trotter Vincent, Cleveland State Community College, Cleveland

**Secretary-Treasurer:** Shelia Kendrick, Tennessee Technological University, Cookeville

**Vice-President for Information Technology & Publications:** Heather Mattson, Volunteer State Community College, Gallatin

**Past-President:** Tim Amyx, Volunteer State Community College, Gallatin

## 2007

**President :** Vanessa Palmer, Tennessee Technological University, Cookeville

**President-Elect:** Sheryl Gray, Carson-Newman College, Jefferson City

**Vice-President for Admissions and Financial Aid:** Wesley Gentry, University of Memphis, Memphis

**Vice-President for Data Management and Research:**

**Vice-President for Records and Registration:** Sheryl Gray, Carson-Newman College, Jefferson City

**Vice-President for Recruitment Services:** James McDaniel, Roane Community College, Oak Ridge

**Secretary-Treasurer:** Shelia Kendrick, Tennessee Technological University, Cookeville

**Vice-President for Information Technology & Publications:** Heather Harper, Volunteer State Community College, Gallatin

**Past-President:** Brenda Rector, Roane State Community College, Harriman

## 2008

**President :** Sheryl Gray, Carson-Newman College, Jefferson City

**President-Elect:** Amy Deaton, Austin Peay State University, Clarksville

**Vice-President for Admissions and Financial Aid:** Wesley Gentry, University of Memphis, Memphis

**Vice-President for Data Management and Research:** Laura Monks, Motlow State Community College, Lynchburg

**Vice-President for Records and Registration:** Beth Rogers, Vanderbilt University, Nashville

**Vice-President for Recruitment Services:** James McDaniel, Roane Community College, Oak Ridge

**Secretary-Treasurer:** Sally Allen, Austin Peay State University, Clarksville

**Vice-President for Information Technology & Publications:** Heather Harper, Volunteer State Community College, Gallatin

**Past-President:** Vanessa Palmer, Tennessee Technological University, Cookeville

## 2009

**President :** Amy Deaton, Austin Peay State University, Clarksville

**President-Elect:** Heather Harper, Volunteer State Community College, Gallatin

**Vice-President for Admissions and Financial Aid:** Eric Farmer, O'More College of Design, Franklin

**Vice-President for Administrative Support Services and Outreach:** Maria Gonzales, Roane State Community College, Harriman

**Vice-President for Records and Registration:** Sheryl Burnette, East Tennessee State University

**Vice-President for Recruitment Services:** Marlin Curnutt, Walters State Community College, Morristown

**Secretary-Treasurer:** Sally Allen, Austin Peay State University, Clarksville

**Vice-President for Information Technology & Publications:** Beth Rogers, Vanderbilt University, Nashville

**Past-President:** Sheryl Gray, Carson-Newman College, Jefferson City

## 2010

**President :** Heather Harper, Volunteer State Community College, Gallatin

**President-Elect:** Kate Howard, University of Memphis

**Vice-President for Admissions and Financial Aid:** Matt Hannah, Middle Tennessee State University, Murfreesboro

**Vice-President for Administrative Support Services and Outreach:** Maria Gonzales, Roane State Community College, Harriman

**Vice-President for Records and Registration:** Sheryl Burnette, East Tennessee State University

**Vice-President for Recruitment Services:** Marlin Curnutt, Walters State Community College, Morristown

**Secretary-Treasurer:** Megan Mitchell, Austin Peay State University, Clarksville

**Vice-President for Information Technology & Publications:** Beth Rogers, Tennessee Technological University, Cookeville

**Past-President:** Amy Deaton, Austin Peay State University, Clarksville

## ***TACRAO COMMITTEES AND EXECUTIVE COMMITTEE MEMBERS AND THEIR RESPONSIBILITIES***

The ongoing activities of the Association are carried out by a committee system headed by the Executive Committee. Standing committees are appointed each year with members serving for a one year term. In appointing committees, attention is given to a balance of participation by age, sex, and work background of committee members and by type and geographic location of their institutions. A special effort is made to include relative newcomers in each year's committee appointments.

### ***EXECUTIVE COMMITTEE***

**President** - The President is elected for a one-year term after having served as President-elect. The President takes office following the official elections held during the Business Meeting session of the Annual Meeting.

The duties of the President include: overseeing the management of TACRAO and reporting to the membership, chairing all executive committee meetings, serving as formal liaison with SACRAO and AACRAO, and assigning committee chairs and members with the assistance of the executive committee.

**President-Elect** - The President-Elect is elected for a one-year term following which, barring unforeseen circumstances, the individual assumes the presidency of the association. The President-elect has primary responsibility for the program of the annual meeting.

**Past-President** - The position of Past-President is the third and final step in the three-year progression of the presidency. The president becomes past-president during the annual business meeting at the time when all new officers assume their new positions. The past-president serves to obtain corporate sponsorship, nominations for leadership positions, and represents concerns of minority issues and representatives.

**Vice-Presidents** - There are five Vice Presidents: 1) Vice-President for Admissions and Financial Aid, 2) Vice-President for Administrative Support Services and Outreach 3) Vice-President for Records and Registration, and 4) Vice-President for Recruitment Services, 5) Vice President for Information Technology and Publications. All Vice-Presidents have similar general responsibilities, but there are several specific duties. Usually, three vice-presidents represent different sections of the state in order to assume responsibilities in those areas. The Vice-President for Recruitment Services usually is selected from among those members of TACRAO who have served on the Statewide Coordinating Committee. Two vice-presidents are elected each year, giving each vice-president a two year term, The Vice-Presidents for Records and Registration and for Recruitment Services and the VP for Information Technology and Publications are elected in even-numbered years; the other two vice-presidents and the secretary/treasurer are elected in odd-numbered years.

**Secretary/Treasurer** - The Secretary/Treasurer is responsible for keeping all financial and membership records of the association. All records are computerized, and each new secretary/treasurer gets use of a personal computer owned by TACRAO with the appropriate software and the membership and financial records. The Secretary/Treasurer is elected for a two year term.

### ***STANDING COMMITTEES***

The President shall appoint annually the following Standing Committees:

1. **Nominations Committee** - will nominate officers of the Association and will be chaired by the Past-President.
2. **Auditing Committee** - will audit the Secretary/Treasurer's report each year before the annual meeting.
3. **Membership Committee** - will select and review applications for all types of membership.
4. **State-Wide Coordinating Committee** - will plan and organize high school and community college visitation schedules.
5. **Time and Site Committee** - will recommend the time and place of the annual meeting of the association.

Other ad hoc committees also serve the organization: Admission's Summer Workshop, Support Staff Workshop, Evaluation, Local Arrangements, Corporate Sponsorship, Registrar's Roundtable, and Graduate School Forum.

### ***THE PURPOSE OF TACRAO***

The organization is a non-profit, professional association whose purpose shall be to provide for the exchange of ideas and information on and about higher education in the State of Tennessee and the nation as a whole, to promote the advancement of higher education, to support and promote the professional development of and the friendly spirit of cooperation and unity among its members, and to act as a coordinating agency among the member institutions.

In the event of the dissolution of the organization, after all debts of the association have been paid, any remaining assets will be donated to a charitable organization for the advancement of higher education as determined by the Executive Committee.

### ***HOW TO GET INVOLVED IN TACRAO***

You have already accomplished the first step by attending an official TACRAO function. The Annual Meeting is probably the best forum to introduce you to TACRAO. There are several other opportunities for you to enhance the network that will begin at the meeting.

Volunteering offers the opportunity for members to serve as recorder, program participant, moderator, committee member, and/or committee chair. In addition, members are always welcome to submit articles to the Vice President for Information Technology and Publications. Once you volunteer, guarantee that you will complete your assignment no matter what!

As your career develops you will gain skills and think of ideas that will not only make your job easier, but also contribute to the advancement of our organization and ultimately to the advancement of higher education. We encourage you to share these ideas and experiences with your professional peers through involvement in TACRAO. In addition, you may wish to subscribe to the listserve for TACRAO discussion purposes (maintained by the Vice President for Information Technology and Publications). To subscribe, send a message to: [listserv-subscribe@tnacrao.org](mailto:listserv-subscribe@tnacrao.org). In the subject line of the message write: *SUBSCRIBE*. Correspondence should then be sent to the address: [listserv@tnacrao.org](mailto:listserv@tnacrao.org). Complete instructions on are available on TACRAO's website at [www.tnacrao.org](http://www.tnacrao.org).

## ***GETTING THE MOST OUT OF THE ANNUAL MEETING***

### ***Before the Meeting.***

- A. Budget for the conference accordingly.
- B. Send your conference registration material promptly. Often, the rooms available at the conference rate are sold out immediately.
- C. Complete pressing assignments in the office before leaving for the annual meeting. This will allow you to focus all your attention on the conference instead of worrying about things at the office.
- D. Call colleagues at nearby institutions about coordinating travel arrangements. In these days of budget constraints, reducing expenses has become a necessity. Also, by sharing expenses your travel request may be more readily approved.
- E. Leave your travel schedule, including the location of the meeting and hotel phone number, with the office and at home.
- F. If you are a session presenter and have lots of handouts, consider shipping them to the conference site prior to your arrival. This allows you to travel lighter. A word of caution: should you ship handouts make sure you allow adequate mailing time.
- G. Don't forget to bring with you your hotel confirmation, receipt of registration fee, business cards, folder, paper, etc.
- H. Traveling to a conference can be exhausting, stressful, disorienting, lonely and/or frustrating. You can take steps to avoid these sensitivities. Make sure you get plenty of sleep before, during and after the conference, Make certain you eat right, and try to exercise while you are at the hotel. Also, include some personal fun time in each day's schedule.

### ***During the Meeting***

- A. When checking into the hotel, ask the registration clerk where the room is located. A different location may be desired: a room with a view, a room away from the elevator and ice machine, a non-smoking room. After you check into your room if you notice several items that may be a potential nuisance, contact the front desk immediately and ask for a different room before you get settled.
- A. Familiarize yourself with the hotel - the exits, the meeting rooms, the elevators, the stairways, etc. Often stairways can be used between meeting rooms to eliminate waits for crowded elevators.
- A. Check in at the conference registration area and pick up your conference materials. Take time to sit down, relax, and review your packet.
- D. Look for familiar faces. Go and introduce yourself to another attendee who appears to be alone. Many of us travel to conferences by ourselves. It's always fun to do things either with another individual or with a group of several people.
- E. Read the official program and see who the presenters are and what colleges and universities they represent. Sometimes the focus of particular sessions is geared toward a large or small environment. This factor should be considered when selecting a session to attend.
- F. To ensure a seat at a session, arrive at the room early. Each section of the room has advantages for sitting. The front allows seeing and hearing well, while the rear allows you a total view of the room to see other attendees.
- G. Some presenters will provide handouts of their sessions. If you do not receive one, leave your business card and ask for one to be sent to you.
- H. Feel free to write or call a presenter from any session you attended. Let them know your thoughts about the subject area discussed and ask them to send you additional information.
- I. If you are in a meeting room and you can't hear the speaker, ask your colleagues around you if they can't hear

and then raise your hand and politely ask the speaker to speak louder or adjust the microphone.

- J. Introduce yourself to people you don't know when you are in a group or in a meeting, say hello to the person sitting next to you or in front of you. Making new friends and contacts is a great advantage of attending conferences.
- K. Throughout the TACRAO (and AACRAO and SACRAO) meetings you will be asked to evaluate the sessions and/or conference. You should be honest and fair in your answers. The evaluations are used to help plan future meetings and to learn what was liked and not liked.
- L. Do not call the office to check on things! They have your number and if they need you, they will call you! Use the 100 Mile rule when at the conference, treat your attendance and attention to the meeting as if you were 100 miles (or more) from your office.

### *After The Meeting*

- A. Go through the material that you brought home. You probably carried back everything that was given out, information from the host city, and a multitude of notes. Throw out all the junk and keep the material that will be useful.
- B. Remember to say thank-you to members of your staff who worked in the office while you attended the TACRAO conference. Bring them an item of local flavor from your meeting- e.g. Goo Goo Clusters from Nashville. If you forgot to bring something home, stop by the local supermarket or bakery. Whatever the item, don't forget them!
- C. Do your expense report immediately.
- D. Try to implement at least one idea you picked up at the conference.
- E. Be careful not to overwhelm your staff with new ideas you bring home from the conference. Even though you may be excited about your new and improved ways of doing things, the staff who implements these changes may feel a bit of resentment because of your travel opportunity. Ease into these new ideas gradually.
- F. Perhaps one of the best things you realize when you return home is that the grass is not always greener on the other side. We sometimes fail to realize the good staff and the good working environment we do have. Appreciate your job and make the most of it!
- G. The final thing you should do upon returning to the office from the conference is to become involved. Whether the involvement be at the state, regional, or national organization does not really matter. What is important is to become involved! Our associations are always looking for energetic volunteers, so why wait - BE ONE!

***SOUTHERN ASSOCIATION OF COLLEGIATE REGISTRARS AND  
ADMISSIONS OFFICERS (SACRAO)***  
(<http://www.sacrao.org>)

The Southern Association of Collegiate Registrars and Admissions Officers (SACRAO) was formed in 1947 as a satellite group of the Southern Association of Colleges and Schools. One and one-half day meetings were held annually in conjunction with the Southern Association meeting. In December 1972, SACRAO elected to start meeting at a time and place to be fixed by its Executive Committee. SACRAO, the largest of the regional associations, has since thrived on a full program centered around a three-day annual meeting. Each summer, SACRAO offers a technical systems workshop entitled Management of Student Information Systems (MOSIS).

Membership is institutional and includes colleges and universities from a thirteen southern state area comprised of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas and Virginia. Activities and projects are carried out through a committee structure similar to that of the AACRAO organization.

***AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS (AACRAO)***  
(<http://www.aacrao.org>)

The American Association of Collegiate Registrars and Admissions Officers (AACRAO) is a professional association whose purpose is to promote the advancement of higher education in its fullest and broadest implications. It began with a meeting of 15 registrars in Detroit in August 1910. Today there are more than 7,000 individual members and more than 2,000 institutional members. In addition, there are now 30 regional organizations functioning under the AACRAO umbrella. They serve as the vehicle for maintaining a grass roots concept as well as providing professional stimulation in the field.

The Association maintains a Washington, D. C., office with a professional staff under the direction of an Executive Secretary. In addition to the support of the normal on-going program of the Association, this office maintains liaison with a large number of other associations, works with governmental agencies, and reviews legislation and regulations that impact the areas of admissions and records.

The Association's program is largely carried out by committees, boards, councils, and task forces. Major efforts go into the annual conference and into a large number of outstanding publications. The conference is the highlight of the year and offers well over a hundred individual program sessions covering all facets of the profession for all levels of experience. Attendance has averaged over 2,500 for the past decade.

## ***MOVING UP IN THE ADMISSIONS/RECORDS FIELD***

It's probably safe to say that we all want to 'get ahead' in life and especially in our careers. What skills and experience do you need to move up the ladder?

William R. Haid, Registrar and Director of Enrollment Services at the University of Colorado at Boulder, published an article in AACRAO's College and University journal which offers several tips for both entry level and mid-level employees in our fields ('Moving Up: Skills for Advancement Opportunities in Admissions and Records Organizations', College and University, Summer 1995, pp. 34-38). The following information is excerpted from that article with his kind permission. For more information on this same subject, refer to the AACRAO book called Becoming a Leader in Enrollment Services: A Development Guide for the Higher Education Professional, which includes a chapter by Dr. Haid.

Dr. Haid begins the article by pointing out there are many opportunities for advancement in admissions and records, as demonstrated by the number of directors of admissions and registrars who came up through the ranks. After all, no one majors in 'admissions and records' in college. However, it's not hard to see that there are a lot fewer jobs at the top of the ladder than there are at the bottom, so Dr. Haid offers 'six important steps to consider when working to move up in the organization or to put into practice when you do advance.'

### **Work hard and distinguish yourself**

In the context of moving up in an organization, the saying should be 'work smarter and harder' in order to distinguish yourself from others... There are several ways to do this: First, set an example, especially if you are a supervisor. Next, be productive at work. There is no substitute for getting work done. This doesn't mean to be competitive, but it means striving for higher levels of output, setting an example, and distinguishing yourself from your peers.

Be willing to accept new responsibilities eagerly. If you are asked to join a project, chair a committee, or offer a new service, say yes without hesitation. This may strike you as taking on more work, but it also broadens your experience and, once again, distinguishes you from your peers.

Never stop learning while you work. With a new procedure, a new computer program, or a new office management concept, keep an open mind about learning something new.

Learn to write and write often. Writing is such a useful and under utilized skill that a good writer can easily be distinguished from others.

Volunteer for new things and get involved in professional activities. You can begin with state or regional associations, but do not overlook campus opportunities, such as coordinating your building's blood drive or giving tours to visitors on campus.

Along your career path, first find an area that can become your specialty. Become the campus expert on something. Expertise on the Family Educational Rights and Privacy Act (FERPA), enrollment management, student information systems, recruiting strategies, office management, records management, or staff development are just a few of the areas that can further distinguish you and make you valuable to your employer and to the profession.

### **Take care of people**

As a supervisor or manager, you will be evaluated on how well your unit takes care of customers. Develop a love for good customer service and you will stand out in a world that too easily accepts mediocre treatment. If you take care of your employees, your employees will take care of customer relations.

### **Communicate expectations**

The single most important leadership function of a supervisor or manager is to communicate expectations to employees clearly. People should know verbally and in writing what is expected of them and how good performance is measured.

**Keep your priorities straight**

Without clear goals and objectives, people can work hard, and even smartly, but lose track of their priorities. Set long- and short-term goals, and write them down. Write down career and personal goals.

Once you have set your goals, you can work toward them. Short-term goals need objectives. Objectives are things you can and should work on. They are the basis for your work plans. Make a work plan each week that keeps you on track with your goals and objectives and lets you monitor your performance.

Now, here is the hard part. Success is also about keeping your priorities straight. You have worked hard and taken care of people. You are promoted and now you are a supervisor. You have responsibility for people who were previously your peers and friends. Supervisors and managers will be able to keep work and personal relationships separate if they limit friendships in the work place. Rarely can supervisors effectively supervise their 'best' friends and remain best friends.

As a supervisor, you must realize that you cannot please everyone. You will please more of your staff by being consistent than by pleasing everyone. Respect, understanding, caring, and fairness are more important values to employ in your treatment of people than trying to please everyone.

**Don't be afraid of change**

Times are changing, people are changing, and needs are changing. As an employee or a supervisor, be ready for changes that come your way, or be an agent of change yourself. Use change for continuous improvement. Measure the results and employ the things that work. People who move up are people who can change!

People who move up are also people who can move. Whether a move means to another state, another institution in your state or area, or another department on your campus, sometimes you have to move out to move up.

**Do the right thing**

In work, as in life, you can decide how ethically and honestly you conduct yourself. Practice intellectual honesty in your work as well as in your personal life. Don't shirk responsibilities; be willing to do the difficult thing.

**Take care of yourself**

The last area is about you. You must know yourself and be yourself. Develop a 'style' and live that style at work. Don't change because you are at work. Take care of yourself and take time for yourself. Working hard was the first aspect discussed and taking care of yourself may also mean playing hard when you play.

**BYLAWS  
of the  
TENNESSEE ASSOCIATION OF COLLEGIATE REGISTRARS  
AND ADMISSIONS OFFICERS**

**As Amended November, 2008**

These Bylaws shall regulate the affairs of the Association, subject to the provisions of the 's Charter and any applicable provisions of the Tennessee Nonprofit Corporation Act, Section 48-51-101 et seq., Tennessee Code, Annotated.

**Article I**

**OFFICES AND REGISTERED AGENT**

**Section 1.01. *Registered Office.*** The Association shall designate and continuously maintain a registered office in the State of Tennessee.

**Section 1.02. *Principal office.*** The principal office of the Association shall be that which is designated as such in its Charter.

**Section 1.03. *Other offices.*** The Association may also have other offices within and without the State of Tennessee at such places as the Board of Directors may from time to time determine.

**Section 1.04. *Registered Agent.*** The Association shall designate and continuously maintain a registered agent in the State of Tennessee at its registered office.

**Article II**

**MEMBERSHIP**

**Section 2.01. *Admission of Members.*** Applicants for membership must submit a letter of application to the chair of the Membership Committee sixty (60) days prior to the annual meeting and be approved by an affirmative two-thirds vote of regular institutional members present at the annual meeting. Each institution, governing and/or coordinating agency, or organization may designate as many professionals as desired.

**Section 2.02. *Types of Membership.*** The Association shall have four classes of membership, as follows:

(a) **Regular Institutional membership.** Regular institutional membership is open to college-level degree granting institutions, accredited by an accrediting association approved by the Council for Higher Education Accreditation (CHEA) whose main campus is located within the state of Tennessee. Applications for regular membership must be recommended by the Membership Committee and be approved by the Board of Directors and by an affirmative two-thirds vote of the voting members of the Association. Membership dues are required in keeping with the dues structure of the Bylaws.

(b) **Associate membership.** Associate membership status may be considered for in or out-of-state college-level degree granting institutions, accredited by an accrediting association approved by the Council for Higher Education Accreditation (CHEA), and for post-secondary education governing and/or coordinating agencies. Eligibility of other institutions, whose accrediting association is not under CHEA, shall be determined by the Board of Directors of the Association. Applications for associate membership must be recommended by the Membership Committee and be approved by the Board of Directors and by an affirmative two-thirds vote of the voting members of the Association. Membership dues are required in keeping with the dues structure of the Bylaws.

(c) **Affiliate membership.** Affiliate membership status may be considered for those organizations which, while non-collegiate, are founded to have purposes parallel to those of this association and desire to participate in its activities provided that the Board of Directors approves them for consideration for membership,

that they are recommended by the Membership Committee, and approved by an affirmative two-thirds vote of the voting members and institutional representatives or their designees present at the annual meeting. Membership dues are required in keeping with the dues structure of the By-laws.

(d) **Honorary membership.** Individuals no longer eligible for active membership in the Association may be recommended for continued affiliation as honorary members. This honor is reserved for persons retiring or leaving the profession who have made significant contributions to the profession and the Association. Honorary members shall be recommended by an active member and be approved by the Membership Committee. Honorary membership status can be secured by an affirmative vote of the Board of Directors. Such persons who have served the Association with distinction may also be elected to honorary membership by an affirmative vote of two-thirds of the voting members and institutional representatives present at any annual meeting. A membership fee is not required of honorary members.

**Section 2.03. Temporary membership.** In the event an individual member leaves an institution holding regular membership to go to a non-member institution eligible for regular membership, the individual may petition the Board of Directors for temporary membership until induction at the next annual meeting. During this stage, the individual may continue to fulfill committee assignments or Board of Director responsibilities.

**Section 2.04. Inactive Membership.** Inactive membership status for a school or individual will occur as a result of non-payment of dues prior to June 30 of a membership year. To have appropriate membership status reinstated, the school or individual will need to pay the current year's dues plus a reinstatement fee of \$25.

**Section 2.05. Membership Year.** The membership year shall be from July 1 to June 30.

**Section 2.06. Transfers and Encumbrances.** No member shall transfer, by operation of law or otherwise, or encumber in any way his or her membership or any right arising there from.

**Section 2.07. Status as Member of Association.** After having paid the appropriate fees and met the requirements described in this document, an individual shall be admitted by the Board of Directors as a member of the Association.

**Section 2.08. Voting.** Voting is limited to regular institutional members for which dues have been paid for the current membership year. Each institution holding regular institutional membership is permitted one vote.

**Section 2.09. Change of Membership Classification.** A regular institutional member who fails to maintain those criteria required for admission to the Association as a Regular Institutional Member will lose status as a Regular Institutional Member as of the annual meeting after which the aforementioned criteria change occurs. Such institutions may apply for another appropriate membership type by following the process outlined in Section 2.01.

### Article III

#### DUES

**Section 3.01. Establishment of Dues.** Annual dues for regular institutional members, associate and affiliate members shall be established by the Board of Directors, payable on or before the annual meeting.

**Section 3.02. Active members.** Active members shall be those whose membership fees have been paid for the current membership year, with each paid member receiving full benefits attributed to the membership type.

**Section 3.03. Honorary members.** Honorary members shall be exempt from the payment of membership dues.

**Section 3.04. Scale of determining dues.** Annual dues for each regular member institution shall be assessed on a basis of a graduated scale depending on the size of the institution based on head count. The dues structure on the graduated scale shall be as follows:

1	-	999	\$55.00
1000	-	4,999	\$75.00

5,000	-	9,999	\$100.00
10,000	-	Above	\$110.00

Dues for Associate/Affiliate Members shall be \$120.00 per membership year.

**Article IV**

**MEETINGS OF THE MEMBERSHIP**

**Section 4.01. Place.** All meetings of the members of the Association shall be held at such time and place as may be fixed by resolution of the Board of Directors upon the recommendation of the Time and Site committee.

**Section 4.02. Annual meeting.** The Association shall hold one annual meeting per year. At the annual meeting, the members shall elect Directors, receive reports on the activities and financial condition of the Association, and transact such other business as may properly come before the meeting. The remainder of the program for the annual meeting shall be arranged by the Board of Directors or a sub-committee set up by the Board of Directors. The members of the association may be canvassed for suggestions, ideas, speakers and materials for meeting programs.

**Section 4.03. Special Meetings.** The Association shall hold a special meeting of its members upon the call of the Board of Directors or upon request of members from any five regular institutional members. Any call or demand for a special meeting shall describe the purpose(s) for which the special meeting is to be held. Only business within the purpose(s) described in the meeting notice for the special meeting may be conducted at such meeting.

**Section 4.04. Notice of special meetings.** The Association shall notify its members of the date, time and place of each special meeting of members no fewer than thirty (30), nor more than forty-five (45), days before the meeting date. The notice of a meeting shall also contain such other information which may be required by these Bylaws.

**Section 4.05. Waiver of Notice.** A member’s attendance at a meeting:

- (a) Waives objection to lack of notice or defective notice of the meeting unless the member at the beginning of the meeting (or promptly upon arrival) objects to holding the meeting or transacting business at the meeting; and
- (b) Waives objection to consideration of a particular matter at the meeting that is not within the purpose(s) described in the meeting notice, unless the member objects to considering the matter when it is presented.

**Section 4.06. Quorum.** Unless otherwise required by law, fifty percent (50%) of members present must be represented at any meeting of the members to constitute a quorum for that meeting. If, however, such quorum is not represented at any such meeting, the members present at the meeting in person shall have the power to adjourn from time to time without notice other than announcement at the meeting, until the requisite quorum is present or represented, when any business may be transacted that might have been transacted at the meeting as provided in the original notice.

**Section 4.07. Voting Requirements.** Except as otherwise provided in these Bylaws, action on any matter voted upon at a meeting of the members is approved if a quorum exists and if a majority of Fifty-One percent (51 %) of the votes represented are cast in favor of the action.

**Section 4.08. Action by Written Consent.** Action that is required or permitted to be taken at a meeting of the members may be taken without such a meeting if all members entitled to vote on the action consent to taking such action without a meeting. If all of such members so consent, the affirmative vote of the number of votes that would be necessary to authorize or take such action at a meeting shall be the act of the members, except as otherwise provided in these Bylaws. Such consent (or counterpart(s) thereof) shall describe the action taken, be in writing, be signed by each member entitled to vote on the action, indicate each signing member's vote or abstention on the action, and be delivered to the Secretary of the Association and included in the minutes or corporate records.

**Section 4.09. Action by Written Ballot.** Any action that may be taken at any annual or special meeting of members may be taken without a meeting if the Association delivers a written ballot to every member entitled to vote on the matter. The written ballot shall set forth each proposed action and shall provide an opportunity to vote for or against each proposed action. Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.

All solicitations for votes by written ballot shall:

- (a) Indicate the number of responses needed to meet the quorum requirements;
- (b) State the percentage of approvals necessary to approve each matter other than election of Directors; and
- (c) Specify the time by which the ballot must be received by the Association in order to be counted.

**Section 4.10. Rules of order.** Meetings of the membership where business is conducted should follow Robert's Rules of Order.

## **Article V**

### **BOARD OF DIRECTORS**

**Section 5.01. General Powers and Qualifications.** All corporate powers of the Association shall be exercised by and under the authority of, and the affairs of the Association shall be managed under the direction of, the Board of Directors. All Directors must be natural persons and shall be at least eighteen (18) years of age. Any individual member of an institution holding regular membership shall be eligible to hold any office in the Association.

**Section 5.02. Number of Directors.** The Board of Directors shall be comprised of nine (9) Directors, but these Bylaws may be amended from time to time by the members to increase or decrease the number of Directors within the limits provided by law, although at no time shall there be fewer than three (3) Directors. Except for the offices of President and Secretary, the same individual may simultaneously hold more than one (1) office in the Association.

**Section 5.03. Identity of Directors.** The Board of Directors shall be comprised of those people holding the offices of:

- (a) President,
- (b) President-Elect,
- (c) Vice-President for Admissions and Financial Aid,

- (d) Vice-President for Records and Registration,
- (e) Vice-President for Administrative Support and Outreach,
- (f) Vice-President for Recruitment Services,
- (g) Secretary-Treasurer,
- (h) Vice-President for Information Technology and Publications, and
- (i) Immediate Past-President.

**Section 5.04. Election and Tenure.** The election and tenure of a member of the Board of Directors is dependent upon the terms of the office to which he or she was elected. Officers shall be elected at the regular annual business meeting of the Association. The Nominations Committee, which shall be chaired by the Immediate Past President or a former president of the Association, shall nominate one person for each of the offices to be filled in that particular year. Additional nominations may be made from the floor during the annual business meeting.

**Section 5.05. Term of office.** The officers of the Association shall hold office according to the following terms:

- (a) President, President-Elect, and Past-President shall serve one year terms.
- (b) On terms beginning in even years, the Vice-President for Records and Registration, the Vice-President for Recruitment Services, and the Vice-President for Information Technology and Publications shall be elected for two year terms.
- (c) On terms beginning in odd years, the Vice-President for Admissions and Financial Aid, the Vice-President for Administrative Support Services and Outreach, and the Secretary-Treasurer shall be elected for two year terms.

**Section 5.06. Powers and Duties of officers.** The powers and duties of the officers of the Association shall be as follows:

(a) *President.* The President shall be the Chief Executive Officer of the Association, shall have general and active management of the Association, and shall see that all orders and resolutions of the Board of Directors are carried into effect, subject, however, to the right of the Board of Directors to delegate any specific powers, unless exclusively conferred upon the President by law, to any other officer(s) of the Association. The President shall also preside at all meetings of the members and of the Board of Directors, casting the deciding vote in case of a tie. The President shall conduct all administrative functions and appoint ad hoc committees and task forces when necessary. The President shall be responsible for local arrangements at the annual meeting. The President may delegate any of his responsibilities when such an action would be in keeping with the purposes of the Association.

The President shall appoint annually the following Standing Committees:

- (1) Nominating Committee - to nominate officers of the Association. The chair shall be the Past-president.
- (2) Auditing Committee - to audit the Secretary-Treasurer's report each year before the annual meeting.
- (3) Membership Committee - to select and review applications for regular and associate membership.

- (4) State-Wide Coordinating Committee - to plan and organize high school and community college visitation schedules.
- (5) Time and Site Committee - to recommend the time and place of the annual meeting of the Association.
- (6) Local Arrangements Committee - to provide assistance at the annual meeting for members unfamiliar with the geographical area.

The President shall appoint, in years divisible by four (4), a bylaw review committee to be chaired by the Immediate Past President.

*(b) President-Elect.* The President-elect shall chair the program committee and is responsible for the program of the annual meeting. The President-elect shall also have such powers and perform such duties as may be assigned to him or her by the Board of Directors or the President.

*(c) Vice-President for Admissions and Financial Aid.* This Vice-President shall serve on the program committee at the annual meeting and shall organize workshops, in-service training sessions, and projects and activities for admissions and financial aid personnel, including the summer Admissions Workshop.

*(d) Vice-President for Records and Registration.* This Vice-President shall serve on the program committee at the annual meeting and shall organize workshops, in-service training sessions, and projects and activities for records and registration personnel, including the summer Registrar's Roundtable.

*(e) Vice-President for Administrative Support and Outreach.* This Vice-President shall serve on the program committee at the annual meeting and shall organize the support staff workshops, in-service training sessions, and projects and activities associated with data management and research, including overseeing the maintenance of the New Members Guide and Leadership Handbook, ~~ByLaws and TENNEFAX Directory.~~

*(f) Vice-President for Recruitment services.* This Vice-President shall serve on the program committee for the annual meeting and shall chair the Statewide Calendar Coordinating Committee.

*(g) Secretary-Treasurer.* The Secretary-Treasurer shall attend all meetings of the Board of Directors and of the members of the Association and shall be responsible for preparing the minutes and attendance record of such meetings, as well as calling the roll at the meetings of the members. The Secretary-Treasurer shall be responsible for the care and custody of the minute book and membership file of the Association and for authenticating records of the Association. The Secretary-Treasurer shall report at regular meetings of the members the minutes of the previous meeting. It shall be his or her duty to give or cause to be given notice of all meetings of the members and of the Board of Directors. The Secretary-Treasurer shall also perform such other duties as may be assigned to him or her by the Board of Directors or by the President, under whose supervision he or she shall act.

The Secretary-Treasurer shall have custody of the Association funds and securities, shall keep full and accurate account of receipts and disbursements in the appropriate Association books, and shall require the deposit of all monies and other valuable assets in the name of and to the credit of the Association in such financial institutions as may be designated by the Board of Directors. The Secretary-Treasurer shall require disbursement of the funds of the Association as may be ordered by the Board of Directors, and shall render to the President and the Board of

Directors, at any time they may require, an account of his or her transactions as Secretary-Treasurer and of the financial condition of the Association. The Secretary-Treasurer shall also report on the activities and financial condition of the Association at all annual meetings of the members.

In the event the Secretary-Treasurer is absent for some reason from any meeting where minutes are to be prepared or is otherwise unable to take such minutes, the presiding officer of such meeting shall appoint another person, subject to the approval of those present and entitled to vote at such meeting, to take the minutes thereof.

*(h) Vice-President for Information Technology and Publications.* The Vice-President for Information Technology and Publications shall publish the Association's newsletter and all other correspondence dealing with news items and be responsible for the Association's online presence.

*(i) Immediate Past-President.* The Past-President shall serve in an advisory capacity to the President and serve as the coordinator of exhibits and corporate sponsors for the annual meeting and chair the nominating committee. Further the Immediate Past President shall oversee the Bylaws and chair the bylaw review committee in years divisible by four (4) or any other year a bylaw review occurs. In the absence or disability of the President, the Past-President shall perform the duties and exercise the powers of the President.

**Section 5.07. Regular Meetings.** Except as otherwise provided herein, regular meetings of the Board of Directors may be held at such time and place as the Board of Directors shall determine from time to time, but no less frequently than once a year.

**Section 5.08. Special Meetings.** Special meetings of the Board of Directors may be called by the President, or by any two (2) Directors.

**Section 5.09. Notice of Meetings.** Except as otherwise provided herein, regular and special meetings of the Board of Directors must be preceded by at least two (2) days' notice to each Director of the date, time and place, but not the purpose, of such meeting. Notice of any adjourned meeting need not be given if the time and place to which the meeting is adjourned are fixed at the meeting at which the adjournment is taken, and if the period of adjournment does not exceed one (1) month in any one (1) adjournment.

**Section 5.10. Waiver of Notice.** If a Director attends or participates in a meeting, he or she waives any required notice to him or her of the meeting unless the, Director at the beginning of the meeting (or promptly upon arrival) objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to action taken at the meeting.

**Section 5.11. Quorum and Voting.** A quorum of the Board of Directors consists of a majority (but no fewer than three (3) of the Directors then in office before a meeting begins). If a quorum is present when a vote is taken, the affirmative vote of a majority of the Directors present is the act of the Board of Directors, except as otherwise provided in these Bylaws.

**Section 5.12. Removal of Directors.** Any Board member may petition the Board for the removal from office of another Board member. Removal should only be exercised for reasons of excessive absences at Board of Director meetings and/or functions of the association and/or gross negligence in the performance of duties. The petition to remove should include specific details of misconduct. Removal requires an affirmative three-fourths vote of the

Board of Directors.

**Section 5.13. Vacancies.** If a vacancy occurs on the Board of Directors, including a vacancy resulting from an increase in the number of Directors, for any reason an officer is unable to fulfill his or her responsibilities, complete his or her term of election, or a vacancy results from a removal of a Director with cause the Board of Directors may appoint a replacement for the remainder of the term or a portion thereof. If the vacancy occurs for the office of President, the Past-President shall assume his or her responsibilities until the Board of Directors makes an appointment.

**Section 5.14. Delegation of Powers and Duties.** In case of the absence of any officer of the Association, or for any reason that the Board of Directors may deem sufficient, the Board of Directors may delegate the powers of such officer to any other officer or to any Director for the time being.

**Section 5.15. Action Without Meeting.** Action that is required or permitted to be taken at a meeting of the Board of Directors may be taken without such a meeting if all Directors consent to taking such action without a meeting. If all Directors so consent, the affirmative vote of the number of Directors that would be necessary to authorize or take such action at a meeting shall be the act of the Board, except as otherwise provided in these Bylaws. Such consent(s) shall describe the action taken, be in writing, be signed by each Director entitled to vote, indicate each signing Director's vote or abstention on the action, and be delivered to the Secretary of the Association and included in the minutes filed with the corporate records.

**Section 5.16. Indemnification.** With respect to claims or liabilities arising out of service as a Director of the Association, the Association shall indemnify and advance expenses to each present and future Director (and his or her estate, heirs, and personal representatives) to the fullest extent allowed by the laws of the State of Tennessee, both as now in effect and as hereafter adopted or amended.

**Section 5.17. Immunity.** To the fullest extent allowed by the laws of the State of Tennessee, both as now in effect and as hereafter adopted or amended, each present and future Director (and his or her estate, heirs, and personal representatives) shall be immune from suit arising from the conduct of the affairs of the Association.

## Article VI

### RECORDS AND REPORTS

**Section 6.01. Corporate Records.** The Association shall keep as permanent records minutes of all meetings of its members and Board of Directors, a record of all actions taken by the members or Board of Directors without a meeting, appropriate accounting records, and a list of its members in alphabetical order showing their respective addresses and the number of votes each member is entitled to vote.

**Section 6.02. Records at Principal Office.** The Association shall keep at all times a copy of the following records at its principal office:

- (a) Its Charter or Restated Charter and all amendments thereto;
- (b) These Bylaws and all amendments thereto;
- (c) Resolutions adopted by the Board of Directors relating to the characteristics,

qualifications, rights, limitations and obligations of members or any class or category of members;

- (d) The minutes of all meetings of members and the records of all actions taken by members without a meeting for the past three (3) years;
- (e) All written communications to members generally within the past three (3) years, including the past (3) years' annual financial statements;
- (f) A list of the names and business or home addresses of its current Directors and officers; and
- (g) The most recent annual report delivered to the Tennessee Secretary of State.

**Section 6.03. Annual Financial Statements.** The Association shall prepare annual financial statements that include a balance sheet as of the end of the fiscal year, an income statement for that year, and such other information necessary to comply with the requirements of the applicable provisions of the Tennessee Nonprofit Association Act.

## **Article VII**

### **MISCELLANEOUS PROVISIONS**

**Section 7.01. No Seal.** The Association shall have no seal.

**Section 7.02. Notices.** Whenever notice is required to be given to members, Directors or officers, unless otherwise provided by law, the Charter or these Bylaws, such notice may be given in person, teletype or other form of wire or wireless communication, or by telephone, telegraph, mail or private carrier. If such notice is given by mail, it shall be sent postage prepaid by first class United States mail or by registered or certified United States mail, return receipt requested, and addressed to the respective address that appears for each such person on the books of the Association. Written notice sent by mail to members shall be deemed to have been given when it is mailed. Any other written notice shall be deemed to have been given at the earliest of the following:

- (a) When received;
- (b) Five (5) days after its deposit in the United States mail if sent first class, postage prepaid; or
- (c) On the date on the return receipt, if sent by registered or certified United States mail, return receipt requested, postage prepaid and the receipt is signed by or on behalf of the addressee.

**Section 7.03. Waiver of Notice.** Whenever any notice is required to be given under the provisions of any statute, or of the Charter or these Bylaws, a waiver thereof in writing signed by the person entitled to such notice, whether before or after the date stated thereon, and delivered to the Secretary of the Association and included in the minutes or corporate records, shall be deemed equivalent thereto.

**Section 7.04. Negotiable Instruments.** All checks, drafts, notes or other obligations of the Association shall be signed by such of the officers of the Association, or by such other person(s), as may be authorized by the Board of Directors.

**Section 7.05. Deposits.** The monies of the Association may be deposited in the name of the Association in such bank(s) or financial institution(s) as the Board of Directors shall designate from time to time and shall be drawn out by check signed by the officer(s) or person(s) designated by resolution adopted by the Board of Directors.

*Article VIII*

**REVIEW OF BYLAWS**

**Section 8.01.** *Bylaws review.* The Bylaws of the association should be reviewed in those years divisible by four (4). This does not preclude a review and/or recommendations of change to the Bylaws of the association in other years.

*Article IX*

**AMENDMENT OF BYLAWS**

**Section 9.01.** *By Members.* The Members may amend or repeal these Bylaws at any annual meeting of the members where a quorum is present, provided that the notice of such meeting shall state that the purpose, or one (1) of the purposes, of the meeting is to amend the Bylaws and shall also contain a description of the amendment to be considered and any proposed changes.

**Section 9.02.** *Notification of Proposed Amendments.* Members should be notified of proposed bylaw amendments and the proposed amendments should be distributed not less than 30 days prior to the first day of the meeting in which the proposed amendments will be considered for approval by the membership.

**Article X**

**RATIFICATION**

**Section 10.01.** *Effective Date.* These Bylaws shall go into effect when ratified by a majority of the members present at any annual meeting to which they are presented.

**Revision History**

2008 Annual Meeting  
TACRAO President: Sheryl Gray, Carson Newman University

2000 Annual Meeting  
TACRAO President: Robert Hodum, Tennessee Technological University