



*The Leader in Graduate Enrollment Management*

## **CONSTITUTION AND BY-LAWS**

### **NEGAP, THE NEW ENGLAND ASSOCIATION FOR GRADUATE ENROLLMENT MANAGEMENT 2023-2024**

#### **Article I: Organization Name and Classification**

The organization shall be named NEGAP, the New England Association for Graduate Enrollment Management, and will represent graduate enrollment management professionals in Connecticut, Maine, Massachusetts, New Hampshire, Vermont, and Rhode Island as a regional chapter of NAGAP, The Association for Graduate Enrollment Management. NEGAP is incorporated under the name New England Association of Graduate Admissions Professionals, Inc., in the state of Connecticut.

#### **Article 2: Purpose and Mission Statement**

##### *Section 1: Purpose*

The purposes of NEGAP are exclusively educational and not-for-profit and will serve the following:

- To further the professional development interests of its members
- To offer a venue for information sharing on industry trends and best practices in graduate enrollment management
- To provide networking opportunities through annual meetings and events
- To serve as a regional resource for strategic graduate enrollment management initiatives for graduate degree-granting institutions throughout New England
- To encourage participation in NAGAP and keep the regional chapter's membership informed of the national organization's initiatives, resources, and events.

### *Section 2: Mission*

NEGAP will provide graduate enrollment management professionals (in the six states that it represents) a local resource for professional development, networking, and knowledge sharing related to the graduate enrollment management profession.

## **Article 3: Membership and Dues**

### *Section 1: Membership Guidelines*

Membership in NEGAP assumes acceptance of and compliance with both the NAGAP and NEGAP Constitution and Charter. Membership will be granted as follows:

- **Individual** membership status will be open to all graduate enrollment management professionals at accredited, graduate-degree granting institutions, who reside in New England and/or support a New England based institution. Though designed to serve as a resource to professionals in the six New England states, NEGAP will permit and encourage membership among professionals representing institutions that have an interest in NEGAP and the people it serves.
- **Affiliate** membership status will be open to individuals from organizations who assist or benefit NEGAP or the graduate enrollment management community.
- **Institutional** or **Organizational** membership in NEGAP will not be provided.

### *Section 2: Voting Privileges*

Voting privileges will only be granted to recognized individual members in NEGAP, who are recognized members of NAGAP. Affiliate members will not be granted voting privileges.

### *Section 3: Membership Dues*

Membership dues are not currently collected for the Chapter. Dues may be collected in the future if a need arises.

### *Section 4: Membership Termination*

Membership may be terminated by a majority vote of The Governing Board for:

- Failure to comply with the established practices and standards set by NEGAP and NAGAP.

## **Article 4: Officers**

### *Section 1: Executive Officers*

The NEGAP Executive Officers will consist of four elected officers: President, Vice President, Secretary, Treasurer. These roles comprise The Executive Committee.

*The Executive Committee as well as all Committee Chairs comprise The NEGAP Governing Board.*

*Section 2: Eligibility*

All elected officers must be recognized members of NEGAP and NAGAP.

*Section 3: Term*

Elected officers will serve for a period of two years. Each newly elected officer's term will commence at the beginning of the fiscal year immediately following the election.

Subsection A: NAGAP Commitment for President and Treasurer: NAGAP requires the NEGAP President and Treasurer to sign a letter of commitment to serve the Chapter for two years.

Subsection B: NEGAP Letter of Commitment:

All NEGAP Executive Officers will be asked to sign a letter of commitment to serve the Chapter for two years.

*Section 4: Elections*

Elections will be conducted electronically prior to the NAGAP Annual Conference in April. Each officer will be elected by and from a majority vote of those with individual membership which provides voting privileges. Members may nominate candidates for elected officer positions or submit self-nominations. Per NAGAP guidelines, elections must be completed prior to the NAGAP annual meeting held during the Annual Conference.

Members that wish to join committees, serve as an appointed committee chair, run for executive positions on the NEGAP Executive Board, nominate candidates for elected position, and voting rights and privileges at NEGAP business meetings must also be confirmed as members of NAGAP.

The President and Vice President positions shall be elected in the same year. Treasurer and Secretary positions shall be elected in the opposite year to ensure continuity among The Executive Committee.

*Section 5: Appointment of Officers in the Event of Mid-Term Vacancy*

In the event that an elected officer can no longer serve the remainder of an elected term due to resignation or other unintended consequence, the NEGAP President shall appoint an interim replacement to complete the term. In the event that the NEGAP President can no longer serve the remainder of an elected term, the Vice President shall assume duties of the President until the next scheduled election. An interim Vice President will be appointed by the executive officers to serve until the next scheduled election.

## **Article 5: Duties of Officers**

### *Section 1: Role of the President*

The President of NEGAP shall:

- Be the contact point with the Chapters Chair of NAGAP.
- Prepare the agenda for all NEGAP meetings.
- Encourage membership in NAGAP to non-member institutions in the New England region.
- Encourage NEGAP membership to attend the annual NAGAP Conference and attend the semi-annual NEGAP meeting held during the Conference.
- Serve as Ex-Officio member of all NEGAP Committees.
- Submit an Annual Report on NEGAP activities to NAGAP each year by August 1.
- Appoint individual(s) to fill each vacated position(s) of Officers through the end of the current term of office.
- Lead effort for Chapter Strategic Plan.
- Upon completion of a Chapter President's two-year term, they will serve NEGAP as Immediate Past President.

### *Section 2: Role of the Vice President*

The Vice President of NEGAP shall:

- Preside at any meeting of NEGAP in the absence of the President.
- Assist the President as requested and/or necessary.
- Assume the position of President of NEGAP in the event that the President shall be required to leave office prior to the completion of his/her term.
- Actively support and contribute to the search and attainment of new NEGAP sponsorships.
- Serve as Program Chair for all meetings and activities of NEGAP.

### *Section 3: Role of the Secretary*

The Secretary of NEGAP shall:

- Take minutes of all meetings of NEGAP and distribute to membership as appropriate.
- Be responsible for all records of NEGAP during his/her term.
- Send out all necessary notices of meetings and other pertinent information to the NEGAP membership through appropriate communication tools.
- Maintain the NEGAP membership list through appropriate systems, including the organization's listserv and the NAGAP membership list.
- Lead process and maintain voting records for officer elections and any potential bylaws changes.
- Assume other duties as assigned by the NEGAP President.

#### *Section 4: Role of the Treasurer*

The Treasurer of NEGAP shall:

- Determine processes for collecting event and/or meeting fees and set up accounts as necessary.
- Support Chapter Board with other duties as necessary.
- Maintain financial records and receipts for proper Chapter accounting. ● Lead yearly tax return process with the state and IRS.
- Present financial reports to Board and membership when appropriate.

#### Section 5: All Executive Board Positions

- All Executive Officers have permission to make spelling, grammatical, and formatting changes to the BYLAWS and other official chapter documents without requirement of a vote by the membership.

### **Article 6: The Governing Board**

The Governing Board shall consist of the immediate past president from the most recent term, all Executive Officers of NEGAP, and the Chairs of all 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 Governing Board will assist the NEGAP membership by:

- Taking action on any issues concerning the NEGAP Chapter by a majority vote of The Governing Board.
- Acting as an Advisory Group to the President and all Committee Chairs.
- Acting in a policy-making capacity for the NEGAP Chapter.
- Meeting as often as deemed appropriate at the discretion of the NEGAP President.

### **Article 7: Committees**

#### *Section 1: Standing Committees*

To serve the NEGAP membership most effectively, there will be two standing committees of the Chapter. The two standing committees are:

#### **1. Professional Development**

- a. This committee will be responsible for coordinating the Chapter's professional development sessions, including the Fall Conference, Summer Workshop and additional opportunities for professional development throughout the year.
  - i. An appointed conference site coordinator will be expected to serve on the Professional Development Committee for a minimum of six months to support and complete summer

and/or fall event planning. At the discretion of the NEGAP executive board, the committee chairperson may also serve as the site coordinator as appropriate.

- b. The committee will explore opportunities for virtual professional development opportunities to take place at scheduled times throughout the year.
- c. The committee will create event surveys and send to attendees following each event to collect data on attendee opinions, suggestions, and reactions to be used in future development planning activities.

## **2. Marketing and Recruitment**

- a. The Marketing and Recruitment Committee will focus on recruiting and engaging NEGAP members by promoting Chapter events and resources.
- b. The Committee will maintain the Chapter website, updating it with new content and current information.
- c. The Committee will maintain the Chapter social media channels, updating it with new content regularly as appropriate.
- d. The Committee will work with the President to utilize NAGAP resources (current NAGAP membership list, monthly new member list, etc.) to promote Chapter activities.
- e. The Committee will work with and be responsible for communication from the Professional Development Committee to promote events through website and social media channels as well as post content and resources as a result of events that have occurred (i.e. Conference presentations, recorded webinars, etc.).
- f. The Committee will help collect and disseminate consented member information through the listserv, website, and/or social media channels.

### *Section 2: Committee Chairs*

Committee chairs will be appointed by the President in consultation with the other Executive Officers. Chairs will serve for a period of two years to coincide with the term of the President.

#### Subsection A: NEGAP Letter of Commitment

Each Committee Chair will sign a two-year commitment letter for service to NEGAP.

### *Section 3: Ad-Hoc Committees*

Ad-hoc committees of NEGAP will be formed at the discretion of the President, with the approval of the Chapter Governing Board. The Chapter Governing Board shall be responsible for determining the scope of action of such committees. Ad hoc committee Chairs will be appointed by the NEGAP President in consultation with the Executive Officers. Membership on all committees will be

open to all members of NEGAP. Committee chair positions will only be open to recognized individual members of NEGAP.

## **Article 8: Meetings and Communication**

### *Section 1: Meeting Schedule*

NEGAP will hold a minimum of two meetings per year: Meetings may be held at the annual NAGAP GEM Summit, the annual NEGAP Fall Conference, or virtually. At its discretion, NEGAP may hold an additional Chapter meeting during the summer.

### *Section 2: Meeting Date and Location*

The location and date of meetings will be determined under the direction of The Governing Board with input from member institutions.

### *Section 3: Meeting Coordination and Agenda*

The NEGAP President will appoint a site coordinator for each Chapter meeting. Each site coordinator will be responsible for scheduling space, printing meeting materials, and coordinating meals. The NEGAP President will be responsible for coordinating a meeting agenda and disseminating the agenda and other meeting materials to all chapter members via e-mail and the Chapter's website.

### *Section 4: Meeting Costs*

With input from the Treasurer and appointed site coordinator, the NEGAP Governing Board shall set an appropriate fee for each meeting or event to cover food, printing, and other associated meeting costs. Non-members of NEGAP who wish to attend a NEGAP meeting, or other sponsored event shall be assessed a higher fee than members.

### *Section 5: Communication and Website*

General communication will be provided to members via e-mail and the Chapter's website, [www.negap.org](http://www.negap.org). The NEGAP marketing committee chair and committee will be responsible for maintaining all content on the NEGAP website and social media with approval by the Executive Committee. The NEGAP executive committee will serve as backup to maintain content and ensure activities continue in any assignable circumstance. Additional communication channels, such as social media, will be used at the discretion of NEGAP Executive Committee and Governing Board.

## **Article 9: Parliamentary Authority and Procedure**

All matters of the NEGAP Chapter not specifically covered by the Chapter Charter shall be governed by the most recent version of Robert's Rules of

Order. A Chapter Parliamentarian may be appointed by the President as appropriate.

#### **Article 10: NAGAP Support of Chapter**

The following services can be provided by NAGAP to help NEGAP's visibility and viability:

- Assistance from the Membership Chair to identify contacts that can assist NEGAP in accomplishing specific objectives (e.g., officer contacts from other chapters, mailing labels, current and former NAGAP board member listings)
- Opportunities to submit articles to the Chair of the NAGAP Journal and the ability to post information on NAGAP's listserv or the organization's website concerning upcoming events and chapter membership.

The following support can be provided at the NAGAP Annual Conference:

- Meeting space for the semi-annual meeting of NEGAP
- Announcement of NEGAP information and materials
- Distribution of chapter information and materials

#### **Article 11: Yearly Report to NAGAP**

By August 1 of each year, NEGAP must submit to the NAGAP Chapters Chair an annual report including:

- Brief summary of activities for the year and meeting dates
- List of the officers for the chapter organization
- Listing of chapter members with their institutional affiliations

#### **Article 12: Amendments**

This constitution and by-laws may be amended at any general meeting by two thirds vote of the recognized members present, provided that notice of the proposed amendment(s) has (have) been sent to the members at least one month in advance of the meeting.

#### **Article 13: Dissolution Statement**

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