

ROAR (Regional Officers of Admissions of the Rockies)

BY-LAWS

ARTICLE I - NAME

The name of this organization is ROAR (Regional Officers of Admissions of the Rockies).

ARTICLE II - MISSION AND PURPOSES

ROAR's mission is to serve as a resource for college-going students, their families and counselors, and other educational stakeholders and partners, while also providing opportunities for professional development and personal growth to our regional representative members

ROAR members:

1. Provide education, advocacy, and resources for Colorado students, families, and counselors in their pursuit of higher education regardless of high school resources, destination, or interest in our individual institutions.
2. Work collaboratively toward common goals, rather than in competition with each other.
3. Support fellow regional admission representatives both professionally and personally.

ARTICLE III – MEMBERSHIP

Membership is individually based, and institutions may have more than one ROAR member if all members meet membership guidelines. Only one member per institution may attend each ROAR event, or they may request prior approval from the ROAR Board. Institutions with multiple members must identify which member is attending when providing an RSVP for events.

Membership guidelines include the following:

1. Admissions must be the member's primary profession.
2. The member cannot work out of a campus office (main or satellite/branch).
3. The member must have Colorado as an officially listed travel/recruitment region.
4. The member must represent a college/university that does not have its primary

campus in Colorado.

5. The member must reside outside the state in which their college/university is located.
6. The member or member's college/university must be a member of either the Rocky Mountain Association of College Admissions Counseling (RMACAC) or National Association for College Admission Counseling (NACAC).
7. The member must not be professionally affiliated with any college/university that has a primary campus in Colorado.
8. The member cannot be employed by a college/university that is deemed for-profit (in full or in part).
9. Membership is limited to institutions that primarily award bachelor's level degrees, or bachelor's and higher.

A prospective ROAR member submits a membership application. If the Membership and Communication Chair determines that an applicant fails to meet the criteria, then the applicant may submit an appeal to the ROAR Board for consideration. Any such appeal must be in writing, submitted to the Membership and Communication Chair.

To maintain ROAR membership, a member must participate annually in a minimum of:

- one membership meeting (in-person or virtually); and
- one student-focused ROAR event (mini-fair, presentation at a high school, etc.); and
- one shared-pay counselor event.

The Membership and Communication Chair reviews membership activity in a yearly audit and removes any inactive member(s).

ARTICLE IV - FINANCES

Currently, ROAR does not have dues for members or membership. At times, it may be necessary for members to purchase items on ROAR's behalf (website fees, printing costs, etc.).

ARTICLE V - CHAIRS

The ROAR Board consists of the following positions: Chairperson, Special Events Chair, Social and Professional Development Chair, Counselor Relations Chair, Membership and Communication Chair, and Student Engagement Chair.

DUTIES OF CHAIRS

1. ROAR Chairperson:
 - a. Presides at all ROAR membership meetings
 - b. Presides over ROAR Board meetings
 - c. Plans and executes incoming event requests from high school partners
 - d. Appoints members for special duties or committees
 - e. Works with Membership and Communication Chair to review/approve ROAR membership requests and provide new member orientation
 - f. Maintains ROAR email account
 - g. Selects the Election Committee members
 - h. Other duties as assigned
2. Special Events Chair
 - a. Organizes counselor appreciation events, including securing venue, invitations, taking RSVPs and communicating information to ROAR members
 - b. Coordinates with Counselor Relations Chair to invite and encourage counselor participation in events
 - c. Supports other ROAR Chairs when planning special events as needed
 - d. Works with member/Board member on creation of ROAR Counselor Luncheon materials
 - e. Other duties as assigned
3. Social and Professional Development Chair
 - a. Organizes and plans at least two ROAR social events a year
 - b. Facilitates professional development opportunities within ROAR organization
 - c. Looks for volunteer opportunities in the profession for ROAR members
 - d. Coordinates with the Chairperson and other Board members to conduct the ROAR survey of its membership at least every other year and share comparative information with members
 - e. Other duties as assigned
4. Counselor Relations Chair
 - a. Manages the ROAR counselor database and sends to membership each August
 - b. Sends external communications and ROAR invitations to counselors
 - c. Collaborates with Student Engagement Chair and Special Events Chair to assist with planning & coordination of ROAR events
 - d. Distributes ROAR newsletter to counselor listserv with ROAR updates
 - e. Other duties as assigned
5. Membership and Communication Chair
 - a. Serves as the point of contact for anyone interested in ROAR membership
 - b. Maintains the ROAR membership online database
 - c. Conducts annual audit of membership with the Chairperson to determine status of each member related to meeting membership requirements
 - d. Maintains and updates both the website and member portal

- e. Looks for opportunities to offer ROAR membership to potential new college/university members
 - f. Takes minutes of membership meetings and distributes to members
 - g. Tracks attendance at ROAR events to ensure members are meeting membership requirements
 - h. Collects feedback from members via questionnaire, surveys, or other outreach to gather comments, critiques, and congratulations
 - i. Other duties as assigned
6. Student Engagement Chair
- a. Oversees, coordinates, and plans a variety of student-focused events (Summer Search, workshops, college fairs, etc.)
 - b. Coordinates publications/materials for student events
 - c. Collaborates with Counselor Relations Chair to assist with communication of student events
 - d. Manages and maintains registration for student events
 - e. Other duties as assigned

ELECTION OF CHAIRS

Membership elects ROAR Chairs prior to the summer membership meeting. New Chairs assume office at the conclusion of the meeting. ROAR elections are electronic and require a candidate to receive the most votes. An election committee manages the election process.

The Chairperson selects the committee, consisting of a current ROAR Board member not running for election, a past ROAR Board member, and a general member of ROAR. Prior to the election process, the Chairperson announces the committee and provides a timeline to the membership. The election consists of a four-step process: nominations, vetting, slating, and voting.

1. Nominations: the election committee provides a ROAR-generated online form to collect anonymous nominations. A ROAR member may self-nominate and/or nominate other members for open Chair positions. There is no limit to the number of nominations a member can submit. A member can be nominated for multiple positions. Only current or previous Board members qualify for nomination as ROAR Chairperson.
2. Vetting: the election committee contacts each nominated member, at which point the nominated member may accept/decline the nomination. A member may only accept one nomination. The election committee will move forward with the confirmed nominee(s) by collecting necessary information for the slate (qualifications, plans for the position, etc.).
3. Slating: the election committee provides information on each nominee to membership prior to the vote.
4. Voting: the election committee manages electronic voting. The winner is the candidate to receive the most votes.

TERMS OF SERVICE FOR CHAIRS

The term of office for all ROAR Chairs is three years. ROAR elections occur per the following rotation:

Year One: Chairperson, Student Engagement

Year Two: Counselor Relations, Social and Professional Development

Year Three: Membership and Communication, Special Events

RESIGNATION OF CHAIRS

If a Chair leaves during their three-year term, a special election is held to fill the remaining term limit of the vacancy. If the ROAR Chairperson resigns, only current Chairs can take part in the special election to fill the remaining term limit of the vacancy. If a current Chair intends to seek a new position, the Chair must vacate their current position. They must notify the election committee prior to nominations.

ARTICLE VI – CODE OF ETHICS

ROAR subscribes to NACAC's Statement of Principles of Good Practice: NACAC's Code of Ethics and Professional Practices.

ARTICLE VII – AMENDMENTS

Membership can amend these by-laws at regularly scheduled ROAR membership meetings. The ROAR Chairperson may call additional membership meeting(s) as needed for by-law amendments. By-law amendments require a vote of two-thirds of the voting members attending, providing that the ROAR Chairperson sends a notice of any proposed amendment to each voting member at least two weeks prior to the date of the meeting.

Last approved: August 2024