

THE CONSTITUTION AND BYLAWS OF THE TEXAS ASSOCIATION OF GRADUATE ADMISSIONS PROFESSIONALS (TxGAP)

Article I – Name

The name of this organization shall be the Texas Association of Graduate Admissions Professionals (TxGAP) [dba “Texas Chapter of NAGAP, The Association for Graduate Enrollment Management (NAGAP_) and shall be incorporated in the State of Texas.

Article II – Purpose

The purpose of the Texas Association of Graduate Admissions Professionals (TxGAP) is as follows:

- To promote personal and professional learning and collegiality among graduate enrollment management professionals in Texas;
- To provide networking opportunities through annual meetings and events;
- To offer a venue for information sharing on industry trends and best practices in graduate enrollment management;
- To serve as a resource for strategic graduate student success initiatives for graduate degree-granting institutions throughout Texas;
- To cultivate and expand the relationship amongst Texas undergraduate programs with graduate programs;
- To assist in the increased yield of the number, diversity, and overall quality of the graduate student pool in Texas institutions.

Article III – Membership and Dues

Membership in TxGAP assumes acceptance of and compliance with both the NAGAP and TxGAP Constitution and Bylaws. Membership in NAGAP will be an official requirement of anyone requesting TxGAP membership starting in July 2012. However, that does not preclude interested parties from participating in TxGAP events. Events will be open to non-members. TxGAP membership is open to the following:

- **Individuals** – Individual membership status will be open to all graduate education professionals at accredited, nonprofit, higher educational institutions in Texas;
- **Affiliates** – Affiliate membership status will be open to individuals from organizations that assist or benefit TxGAP or the graduate enrollment management community;

Institutional and Organizational memberships in TxGAP will not be offered. Individual TxGAP members shall have full voting privileges; affiliate members will not.

Individual memberships cannot be transferred to another individual.

Members of TxGAP will be required to pay annual membership dues to both NAGAP and TxGAP, collected annually. The membership year for both associations is July 1-June 30th, regardless of the date of payment. Non-members will pay a registration fee per event.

Membership may be terminated by a majority vote of the Executive Committee for failure to comply with the established practices and standards set by TxGAP and NAGAP and failure to maintain current membership in either.

Article IV – Meetings and Communication

TxGAP will hold a minimum of two annual meetings per year: one in the summer and one at the NAGAP Annual Enrollment Summit in the spring. At its discretion, TxGAP may hold additional meetings or events. Meetings, workshops, or conferences will not be held on dates already scheduled for NAGAP events, including its Annual Enrollment Summit and Professional Development Institutes.

The dates and times of the Chapter meetings will be coordinated by the TxGAP President, with input from members. Written notice of and agenda for the meeting and any supporting materials shall be emailed to all Chapter members and posted on the Chapter’s website at least one month prior to the meeting by the Communications Officer.

General communication will be provided to members via the Chapter’s website and listserv. The Communications Officer will be responsible for maintaining all content on the TxGAP website and appropriate officers will contact members via email and listserv methods. Additional communication channels, such as social media, will be used at the discretion of TxGAP officers.

Article V – Election of Chapter Board Officers and their Duties

The TxGAP Chapter Board will consist of a President, Vice President, Secretary, Treasurer, and Communications Officer. Each officer will be elected by a majority vote from the TxGAP voting membership. As per NAGAP guidelines, elections must be completed prior to the annual meeting held during the NAGAP Annual Conference. The following timeframe is recommended:

- February:** Call for nomination of officers
- March:** Electronic ballot sent to TxGAP members
- April:** Announcement of officers/election outcome
- May 1:** Officers begin their term

Members may nominate candidates as long as that person has agreed, in advance, to serve; self-nominations will also be accepted. All elected officers must be recognized members of NAGAP/TxGAP.

Elected officers will serve for a period of three years. Each newly-elected officer’s term will commence by May 1.

In the event that an elected officer can no longer serve the remainder of an elected term due to resignation or other consequence, the TxGAP President shall appoint an interim replacement to complete the term. In the event that the TxGAP 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 Chapter Board to serve until the next scheduled election.

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

President – *Will serve as a spokesperson and coordinator for the organization*

- Prepares the agenda of all TxGAP meetings.
- Presides at all meetings of the Chapter Board and Executive Committees.
- Serves as an ex-officio member on all committees.
- Cultivate partnerships with all stakeholders in graduate enrollment management

- Appoints individual(s) to fill any vacated position(s) on the Chapter Board through the end of the current term of office.
- Serves as liaison to NAGAP, particularly to its Membership Chair.
- Presents the annual report to NAGAP by April 30 each year.
- Attends two TxGAP state-wide meetings per year.

Immediate Past President – Will serve as a special advisor to the President and the Governing Board for one year following the presidency.

- Attend Business and Governing Board meetings.
- Cultivate partnerships and engage in intentional relationship building with stakeholders in graduate enrollment management.
- Assume other responsibilities as directed by the President.

Vice President – Will assist the President in coordinating activities for the organization

- Presides at any meeting of the Chapter Board in the absence of the President.
- Assumes the position of President of the Chapter in the event that the President shall leave office prior to the completion of the current term.
- Serves as program chair for any TxGAP meetings and activities.
- Oversees all committee activities and reviews committee annual reports.
- Assumes other duties as directed by the President.
- Attends two TxGAP state-wide meetings per year.

Secretary – Will create and maintain records for the organization

- Takes minutes of all meetings of the Chapter and distributes to membership as appropriate.
- Maintains all official records of the Chapter, including archives and annual report to NAGAP.
- Sends out all necessary notices of meetings and other pertinent information to members.
- Assumes other duties as directed by the President.
- Attends two TxGAP state-wide meetings per year.

Treasurer – Will assume responsibility for financial matters and maintain the paid membership list of the organization

- Evaluates the membership fee structure for the Chapter.
- Collects fees from members and keeps an accounting of Chapter funds.
- Maintains a current membership list of TxGAP members.
- Prepares a treasurer's report for each TxGAP meeting.
- Prepares an annual financial report for NAGAP.
- File an IRS form 990EZ or 990N with the IRS by November 15 each year. If gross receipts are less than \$50,000 in subsequent years, the chapter can file a 990N (e-postcard) online.
- Pays bills incurred by TxGAP and thus has signatory authority for financial purposes.
- Assumes other duties as directed by the President.
- Attends two TxGAP state-wide meetings per year.

Communications Officer – Will assist in creating official communications and maintaining the website and listserv of the organization

- Develops publicity and registration materials related to membership and special events.
- Creates and disseminates official communications from TxGAP officers to its members.
- Maintains the TxGAP website and listserv, oversees social media marketing, conducts surveys, and reports findings to Board and/or members.
- Assumes other duties as directed by the President.
- Attends two TxGAP state-wide meetings per year.

Article VI – Executive Committee

The Executive Committee shall consist of current TxGAP Chapter Board Officers and all standing committee chairs. A simple majority of the Executive Committee membership shall constitute a quorum at meetings. A simple majority of those present will be required to carry a vote. The Immediate Past President position is not a voting member.

The Executive Committee will assist TxGAP membership in the following ways:

- Take action on any issues concerning the TxGAP Chapter.
- Recruit members to serve on committees.
- Act as an advisory group to the President and all Committee Chairs.
- Act in a policy-making capacity for the TxGAP Chapter.
- Meet as often as deemed appropriate by the Chapter President.

Article VII – Committees

There will be four standing committees of the TxGAP Chapter. Committee membership will be voluntary. Committee Chairs will only be open to Individual members of TxGAP, but any TxGAP member may serve on a committee.

Conference

- Solicits volunteers to help with conference planning.
- Manages the conference logistics to include facilities, technical needs, and catering.
- Collaborates with executive board to identify keynote speaker.
- Facilitates the onsite logistics to include room scheduling, programming, and registration
- Assists the communications officer with general marketing and communications schedule for the event.
- Assists the executive board with sponsorship development.
- Creates post conference materials for follow up and evaluation of the event.

Professional Development and Strategic Initiatives

- Collaborate with the Membership Committee to create networking opportunities and build collaboration among similarly focused, function-specific TxGAP members and, more broadly, other NAGAP chapters, and other TxGAP partners.
- Develop educational opportunities-for members to use in fulfilling their own goals for professional development and earn TxGAP Professional Development Certificates.
- Assign a member of the committee to sit on the Conference Committee to assist with development of education programs and topics for the annual Summer Institute.
- Create and maintain-programs that pair promising GEM leaders with mid to senior-level mentors to help cultivate leadership, membership engagement, and increase diversity among TxGAP members.
- Encourage members to submit articles to the Chair of NAGAP's Publications Committee for potential printing in Perspectives.

Membership

- Collaborate with the Professional Development and Strategic Initiatives Committee to create networking opportunities and build collaboration among similarly focused, function-specific TxGAP members and, more broadly, other NAGAP chapters, and other TxGAP partners.
- Works with NAGAP's Membership Chair to identify Texas contacts and new initiatives.
- Assists Communications Officer with developing publicity and registration materials related to membership.
- Strategizes networking opportunities to gain new members and retain current members.
- Determine and implement methods to recognize and reward members.
- Considers viability of marketing and/or meeting at graduate fairs.
- Solicits corporate employers as Chapter partners.

Communications and Marketing

- Work in collaboration with the Executive Committee and all relevant committees to develop a creative market outreach and communications plan that will cultivate new members and partners and engage and retain current members.
- Implement and monitor a comprehensive and consistent communications strategy using a variety of outlets (newsletters, email blasts, social media, white papers, printed collateral, etc.) for the purposes of branding, awareness, professional development and networking opportunities, etc.
- Manage the website (including web analytics) and provide high quality, relevant, current content which is consistent with TxGAP's mission, messaging, and branding.
- Monitor discussions on the TxGAP online forums and continuously update social networking sites.
- Maintain liaison with the Executive Committee to ensure alignment of objectives, all initiatives undertaken, and results achieved.

Ad-hoc committees of the Chapter will be formed at the discretion of the President, with the approval of the Executive Committee. The Executive Committee shall be responsible for determining the scope of action of such committees. Ad-hoc Committee Chairs will be appointed by the Chapter President.

Article VIII – Parliamentary Authority and Procedures

All matters of the TxGAP Chapter not specifically covered by the Chapter Constitution and Bylaws 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 IX – Annual Report to NAGAP and NAGAP Support

By April 30 of each year, the Chapter must submit to the NAGAP Membership Chair an annual report that includes the following items:

- Brief summary of activities for the year and meeting dates,
- Financial report of the Chapter,
- List of Chapter members with their institutional or corporate affiliations and contact information.
- List of chapter officers,
- A list of any chapter member contributions to GEM, e.g., research or presentations
- A copy of the most recently completed IRS Form 990, and state department revenue report

NAGAP offers several services to its Chapter members, some of which include the following:

- Assistance from the Membership Chair to identify contacts that can assist TxGAP in a range of needs (e.g., officer contacts from other chapters, mailing labels, NAGAP board member listings);
- Opportunities to submit articles to the Chair of the NAGAP Publications Committee and the ability to post information on NAGAP's listserv and/or the website concerning upcoming events and chapter membership;
- Additional support listed in *Policies for Chapters Affiliated with NAGAP* document available on TxGAP website

Article X – Chapter Obligations to NAGAP

Chapter obligation to NAGAP include but are not limited to:

- As point of contact, the Chapter President, or designee, will work with the NAGAP treasurer on chapter finances, administration and management
- The Chapter will respond to NAGAP board of communications an requests in a timely manner
- The Chapter president and treasurer must sign the "Chapter Statement of Commitment," and submit a copy to

NAGAP

- The Chapter must consult with NAGAP before entering into any contract for space that requires an insurance rider. NAGAP will review the contract negotiated by the chapter and in most cases will sign the contract for the chapter. This is a condition of the liability insurance coverage. An administrative fee may be involved. Failure to comply with obligations to NAGAP may result in the Chapter being placed on probation. NAGAP may appoint a board member or other designee to oversee the chapter until that chapter is no longer on probation.

Article XI – Amendments

These Bylaws may be amended within two weeks of any general meeting by a two-thirds vote of the recognized members' votes, provided that notice of the proposed amendment(s) has been sent to members at least one month in advance of the meeting. If passed, any amendments need to be submitted to the Governing Board of NAGAP, who will then approve or deny any said changes.

Article XII – Dissolution

In the event of dissolution, all of the remaining assets and property of the corporation shall, after necessary expenses thereof, be distributed to the National Association of Graduate Admissions Professionals (NAGAP).

Article XIII – Fiscal Year

The fiscal year of the TxGAP is July 1 through June 30.

