**CONSTITUTION AND BY-LAWS OF THE
SOUTHEASTERN ASSOCIATION OF GRADUATE ADMISSIONS PROFESSIONALS***Dated: October 9, 2012*

**Article I: Organization Name and Classification**
The organization shall be named the Southeastern Association of Graduate Admissions Professionals (SEAGAP) and will represent graduate enrollment management professionals in North Carolina, South Carolina, Georgia, Florida, Tennessee, Alabama, Louisiana, Mississippi, Kentucky, and Arkansas as a regional chapter of the National Association of Graduate Admissions Professionals (NAGAP).

**Article 2: Purposes and Mission Statement**

*Section 1: Purposes*
The purposes of SEAGAP 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 the Southeastern United States.

*Section 2: Mission*SEAGAP will provide graduate enrollment management professionals in the ten states that it represents a local resource for professional development, networking, and knowledge sharing related to the graduate enrollment management profession.

**Article 3: Chapter Obligations to NAGAP**

*Section 1: Annual Report*

By August 1 of every year, SEAGAP will provide an annual report to the NAGAP Chapter Chair that includes:

* A brief summary of activities for the year
* Meeting dates
* Financial report as specified under the duties of the Treasurer
* A list of elected officers for the Chapter
* A list of chapter members with their institutional affiliations and contact information

*Section 2: Communication with NAGAP*

The SEAGAP President will serve as the spokesperson for the Chapter and serve as the communications contact for the NAGAP Chapter Chair.

**Article 4: Membership**

*Section 1*: *Membership Guidelines*
Membership in SEAGAP assumes acceptance of and compliance with both the NAGAP and SEAGAP Constitution and Charter. Membership will be granted as follows:

* **Individual** membership status will be open to all graduate enrollment management professionals at regionally accredited, graduate-degree granting institutions, who are recognized members of NAGAP.
* **Non-NAGAP Colleagues** may participate in chapter events, but they are subject to differential pricing.

*Section 2: Voting Privileges*
Voting privileges will only be granted to recognized individual members in SEAGAP.

*Section 3: Membership Dues*
Membership dues will not be collected during the early establishment of the Chapter. If the SEAGAP Chapter Board determines that membership dues are needed to meet the mission and goals of the Chapter at a later date, this may be brought to the members for a vote at that time.

*Section 4: Membership Termination*
Membership may be terminated by a majority vote of the Chapter Board for:

* Failure to comply with the established practices and standards set by SEAGAP and NAGAP.
* Failure to maintain current membership in NAGAP.

**Article 5: Meetings and Communication**

*Section 1: Meeting Schedule*SEAGAP will hold a minimum of two meetings per year: one at the NAGAP Annual Conference and one in the fall at a member institution or virtually. At its discretion, SEAGAP may hold an additional Chapter meeting during the summer.

*Section 2: Meeting Date and Location*The location and date of meetings not scheduled to occur as part of the NAGAP Annual Conference will be determined under the direction of the SEAGAP officers with input from member institutions.

*Section 3: Meeting Coordination and Agenda*The SEAGAP 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 SEAGAP 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 at least two weeks prior to the meeting.

*Section 4: Meeting Costs*With input from the appointed site coordinator, the SEAGAP Chapter Board shall set an appropriate fee for each meeting or event to cover food, printing, and other associated meeting costs. Non-members of SEAGAP 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.seagap.org. The Vice President will be responsible for maintaining all content on the SEAGAP website and/or supervise a web coordinator if one is appointed. Additional communication channels, such as social media, will be used at the discretion of SEAGAP executive officers.

**Article 5: Officers**

*Section 1: Executive Officers*The SEAGAP Executive Officers will consist of four elected officers: President, Vice President, Secretary, and Treasurer.

*Section 2: Eligibility*All elected officers must be recognized members of SEAGAP 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.

*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 SEAGAP membership. 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.

*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 SEAGAP President shall appoint a replacement to complete the term. In the event that the SEAGAP President can no longer serve the remainder of an elected term, the Vice President shall assume the position of President for the remainder of the term.

**Article 6: Duties of Officers**

*Section 1: Role of the President*The President of SEAGAP shall:

* Be the contact point with the Chapter Chair of NAGAP
* Prepare the agenda for all SEAGAP meetings
* Preside at all meetings of the Chapter and Chapter Board.
* Serve as Ex-Officio member of all SEAGAP Committees
* Submit an Annual Report on SEAGAP activities to NAGAP each year by August 1
* Appoint a State Coordinator for each member state
* Appoint individual(s) to fill any vacated position(s) of Officers through the end of the current term of office.
* Assume other responsibilities as directed by the Governing Board and Chapter Chair.

*Section 2: Role of the Vice President*The Vice President of SEAGAP shall:

* Preside at any meeting of SEAGAP in the absence of the President
* Assist the President as requested
* Assume the position of President of SEAGAP in the event that the President shall be required to leave office prior to the completion of his/her term
* Serve as Program Chair for all meetings and activities of SEAGAP
* Oversee SEAGAP website and contend and supervise a web coordinator if one is appointed.
* Assume other responsibilities as directed by the SEAGAP President.

*Section 3: Role of the Secretary*The Secretary of SEGAP shall:

* Take minutes of all SEAGAP meetings and distribute to membership as appropriate
* Be responsible for all records of SEAGAP Chapter.
* Send out all necessary notices of meetings and other pertinent information to the SEAGAP membership
* Maintain the SEAGAP membership list
* Assume other duties as assigned by the SEAGAP President

*Section 4: Role of the Treasurer*The Treasurer of SEAGAP shall:

* Responsible for the funds and financial matters of the SEAGAP Chapter.
* Prepare an annual financial report by August 1 of each year to be submitted by the President with the annual report to NAGAP.
* Assume other duties as assigned by the SEAGAP President

**Article 7: Chapter Board**

The Chapter Board shall consist of the Past President from the most recent term, all Executive Officers of SEAGAP, and State Coordinators. A simple majority of the Chapter Board membership shall constitute a quorum at meetings. A simple majority of those present will be required to carry a vote.

The Chapter Board will assist the SEAGAP membership by:

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

**Article 8: Committees**

To serve the SEAGAP membership most effectively, there will be four standing committees of the Chapter. Committee membership will be voluntary and committee chairs will be selected by committee members or appointed by the Chapter Board. The four standing committees are:

1. **Professional Development**This committee will help prepare each of the Chapter’s professional development opportunities.
2. **Research**This committee will discuss the latest trends and best practices in the field of graduate enrollment management, particularly as it relates to institutions in the Southeast. The committee will be expected to communicate research trends to the Chapter membership.
3. **Marketing and Recruitment**This committee will address trends, strategies, and best practices related to the marketing of and recruitment for graduate degree programs offered throughout the Southeast. The committee will identify means for collaboration among SEAGAP member institutions, discuss new strategies for recruitment, and address new barriers to recruitment in the local, regional and national markets.
4. **Membership**This committee will endeavor to promote the SEAGAP Chapter and increase the membership and participation in the Chapter.

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

**Article 9: Parliamentary Authority and Procedure**

All matters of the SEAGAP 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 at the President’s discretion.

**Article 10: Amendments**

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

**Article 11: Dissolution Statement**

In the event of dissolution, all of the remaining assets and property of SEAGAP shall, after payment of any expenses, be distributed to NAGAP.