



Bylaws of the Jesuit Graduate Enrollment Management Professionals

Article 1: *PURPOSE*

Jesuit Graduate Enrollment Management Professionals-JGAP- promotes member professional development by providing a forum for discussing and exchanging ideas pertaining to graduate and professional enrollment management. JGAP supports the objectives of the Association of Jesuit Colleges and Universities (AJCU) and NAGAP, the leader in graduate enrollment management.

Article 2: *MEMBERSHIP*

1. The members of JGAP shall be employees of Jesuit institutions of higher education and Jesuit Seminaries in the United States.
2. Each member institution is entitled to representation in JGAP. Individual representatives shall be those who are professionals in graduate-level admissions, programs, and related services. Students enrolled in higher education programs or working in graduate enrollment management at Jesuit institutions may apply for membership in JGAP and must be endorsed by a current JGAP member.
3. In all activities of JGAP, each member institution shall be entitled to one vote, although more than one eligible representative of a member institution may attend meetings and participate otherwise in the activities of the conference.
4. All Executive Board members must be members of NAGAP.

Article 3: *DUES*

Membership dues will not be assessed at this time. However, we reserve the right to introduce membership fees in the future as the needs of the organization warrant. At such time, each member institution would pay annual dues. In the absence of dues, a participation fee may be required to cover expenses incurred for a given meeting.

Article 4: *EXECUTIVE BOARD*

The Executive Board of JGAP shall elect from the membership for the following board members: President, Past-President (for approval only), President-Elect, Secretary, Treasurer, Professional Development Coordinator, and Communications Coordinator.

1. The President serves a two-year term, after which the President assumes the role of Past-President. The duties of the President include, but are not restricted to, the following:
 - A) Presides at all meetings of JGAP including setting the date, time, location, and creating the agenda for membership meetings and executive board meetings.
 - B) Provides leadership to the executive board.
 - C) Serve as ex-officio member of all necessary committees.
 - D) Approve appointment of any member to fill any unexpected vacancy.
 - E) Review the Bylaws on an annual basis and coordinate Bylaws changes in accordance with AJCU and NAGAP regulations.
 - F) Act as liaison with AJCU, and submit the annual report.
 - G) Act as liaison between JGAP and NAGAP and assume any other responsibilities as directed by NAGAP's governing board including but not limited to: increasing JGAP participation and membership in NAGAP, participating in the chapter presidents committee meetings, and preparing the JGAP annual report for NAGAP.
 - H) Serves as project manager of the fall and spring meetings.
2. The Past-President remains on the Board for two years following the term as President. The duties of the Past-President include, but are not restricted to, the following:
 - A) Serve as principal advisor to the President.
 - B) Recruits nominees for open Executive Board positions.
3. The President-Elect shall be elected for a two-year term before assuming the role of President. The duties of the President-Elect include, but are not restricted to, the following:
 - A) Serve as principal assistant to the President.
 - B) Preside at meetings in absence of President.
 - C) Assume the responsibilities should the President be unable to complete term until the next JGAP meeting and would be eligible for a full two-year term upon completion of the unexpired term.
 - D) Coordinate JGAP membership recruitment and maintain an official roster of current institutional representatives while communicating with AJCU to maintain a current roster for the listserv.
 - E) Conduct an annual membership renewal to ensure the accuracy of the membership roster and listserv while working collaboratively with the Communication Coordinator for membership efforts
 - F) Communicate with new JGAP members the benefits of membership and supply an overview of activities and listserv privileges.
 - G) Maintain membership bios and areas of expertise for future professional development and mentoring opportunities.
4. The Secretary shall be elected for a two-year term after which re-election for a second term is possible. The duties of the Secretary include, but are not restricted to, the following:

- A) Record minutes for all meetings of the JGAP board and general membership, prepare and distribute the minutes as appropriate, including copies for the AJCU central office if requested.
 - B) Maintain the official records of JGAP, including the archives and annual chapter report to NAGAP.
 - C) Submit a Secretary's report at each official JGAP meeting.
 - D) Inform members of JGAP activities and distribute information or materials pertinent to matters of common interest and concern.
 - H) Maintain current posting of bylaws, minutes, conference and meeting announcements and agendas on the AJCU website.
 - I) Gather and supply meeting materials as required.
 - J) Serve as the historical gatekeeper for all JGAP official documents.
5. The Treasurer shall be elected for a two-year term after which re-election for a second term is possible. The duties of the Treasurer include, but are not restricted to, the following:
- A) Maintain the finances of the organization, which are considered by the Executive Board to be reasonable and appropriate.
 - B) Provide an agency fund at his or her institution to allow the flow of JGAP monies through said institution as a designated restricted fund for conducting business and paying expenses.
 - C) Develop registration processes related to JGAP membership meetings such as collection of RSVP forms and meeting fees; sponsorship payments; and an accurate accounting of the meeting attendees, sponsors, and funds.
 - D) Submit a Treasurer's report at each official JGAP meeting.
6. The Professional Development Coordinator shall be elected for a two-year term after which re-election for a second term is possible. The duties of the Professional Development Coordinator include, but are not restricted to, the following:
- A) Assist the President and Past President in preparing logistics for the JGAP membership meetings.
 - B) Serve as liaison for any proposals or presentations at annual NAGAP conferences.
 - C) Lead in the creation of professional development surveys and be responsible for the distribution of survey results to the membership.
 - D) Identify, vet and select, in collaboration with the Executive Board, appropriate sponsorships and presentations at JGAP meetings and other professional development initiatives
7. The Communications Coordinator shall be elected for a two-year term. The duties of the Communications Coordinator include, but are not restricted to, the following:
- A) Develop publicity processes and procedures related to the JGAP member meetings and JGAP participation at NAGAP conferences.
 - B) Assist, when appropriate, in the selection of future social media venues to increase awareness of JGAP and its members.
 - C) Collaborate with the President-Elect in membership drive efforts

8. The Executive Board shall consist of the elected and appointed officers of JGAP. The duties of the Executive Board shall be, but are not restricted to, the following:
 - A) Advise the President on all matters of policy and programming pertaining to the best interests of JGAP.
 - B) Appoint members to serve on committees.
 - C) Appoint a replacement to serve until the next membership meeting should any position be vacated.
 - D) Conduct an annual planning meeting.

All actions of the Executive Board shall be reported to the JGAP membership at its annual membership meeting.

Article 5: *MEETINGS*

JGAP shall meet twice yearly, customarily at the time and place of the annual meeting of NAGAP and at a member institution in the fall of each year. The specific day and time of each meeting shall be determined by the Executive Board.

A quorum shall consist of one-fourth of the JGAP member institutions.

Article 6: *NOMINATIONS AND ELECTIONS*

The Executive Board shall serve as a Nominating Committee for JGAP. The Past-President shall call for nominations of member representatives at least sixty (60) days in advance of the spring membership meeting. In the event no nominations are submitted by the membership, the Past-President shall propose a list of candidates to the Executive Board. A slate of officers will be proposed to the membership for vote by mail, electronic ballot, or secret ballot at the spring membership meeting. Any JGAP member may nominate another member of the organization so long as that person agrees, in advance, to serve.

Article 7: *TASK FORCES AND COMMITTEES*

The Executive Board may recommend at any time the appointment of a Task Force to study a particular issue or develop a new initiative for JGAP. The members of the Task Force shall be appointed by the President. A committee of a more permanent nature may be established at any JGAP membership meeting by a majority vote and members shall be appointed by the Executive Board. Any member may submit a request for a Task Force to the Executive Board at any time.

Article 8: *AMENDMENTS*

These Bylaws may be amended by a majority vote of the JGAP member institutions at an annual meeting or via email at a time specified by the Executive Board, provided there is a quorum of member institutions present.

Article 9: *DISSOLUTION*

In the event this organization is dissolved, any and all remaining assets shall be distributed on an equal basis to all current member institutions or at the will of those institutions, donated to AJCU.