

RECOGNITION COMMITTEE PROCEDURES MANUAL

PURPOSE OF COMMITTEE

According to the Bylaws, Article VII, Section 3, the Recognition Committee shall present such resolutions as may be appropriate for the members' consideration at the Annual Meeting. They shall also inform the Association of members who have died since the previous Annual Meeting.

RESPONSIBILITIES OF THE CHAIR

The Chair of the Recognition Committee is appointed by and reports to the CACRAO President. The Vice Chair is appointed by the committee. The Vice Chair will serve in the absence of the Chair. The Committee Chair and Vice Chair positions are one-year appointments. The Chair's responsibilities include:

- o Maintaining close contact with the President regarding honorary memberships;
- o Submitting a yearly report to the President and the Ex-Officio;
- o Attending the Annual Meeting.

SPECIFIC DUTIES AND TIMETABLES

1. Committee appointments must be made by **February 15**. The Executive Committee will provide a list of interested members and the name of the Ex-Officio members. From the list, the Chair should select three or more committee members, sending emails to each to get a commitment in writing.

When selecting the committee members, the Chair should, to the maximum extent possible, ensure that the composition of the committee is representative of the diversity within the CACRAO membership in institutional type, geographic location, gender, and ethnicity. The Chair should solicit additional members, if necessary, to create the proper balance. Consideration should be given to unique experience related to the activities of the committee. Committee membership is a one-year appointment.

If, at any time, a committee member is unable to fulfill assigned duties, the Chair may appoint another individual to that position.

2. An appointment email should be sent to each committee member prior to **March 1**.
3. A Committee Roster must be prepared, sent to the CACRAO President, the Ex-Officio, and the committee members prior to **March 15**. Name, title, institution, mailing address, telephone, and email are required on the roster.
4. Call a meeting for **March or April**. The committee members should receive an email with the date and time of the virtual meeting. The email should be copied to the President and Ex-Officio – who should also be invited. The Chair should either designate a committee secretary or arrange for selection by the committee, not later than the first committee meeting. The secretary should maintain minutes - retain a copy for a working notebook, and send a copy to each committee member.

A. Budget Preparation.

CACRAO's fiscal year is January 1 – December 31.

A budget must be prepared in January for the upcoming fiscal year. The Chair should take into consideration both income and expenses when preparing the budget. Great care must be taken to anticipated long-range committee activities.

A proposed budget must be prepared and sent to the Chair of the Budget and Auditing Committee, copy the President and Ex-Officio, by **March 1**. The budget will be reviewed by the Executive Committee and the Recognition Committee Chair. Following the Executive Committee meeting, the Recognition Committee Chair will be notified of the amount of money appropriated for the Recognition Committee.

The Chair is responsible not only for preparing, but also for maintaining the committee's budget. This includes completing and submitting the appropriate forms to the CACRAO Treasurer and/or Administrative Assistant for depositing funds, reimbursements, etc. The Chair must maintain accurate and up-to-date records.

Reimbursement for committee related expenditures must be submitted online using the CACRAO Expense Voucher. It is important that the voucher be submitted as soon as possible following the expenditure.

- B. Prepare an outline of committee goals for the upcoming year and forward to the President and copy the Ex-Officio by **March 15**.
 - C. Additional committee meetings should be scheduled as needed.
5. The Chair will **attend Executive Committee Meetings when requested** and must submit a committee report, a budget proposal, and be prepared to report budget needs and committee plans.

CALENDAR

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| January/February | Select committee members.
Schedule a committee meeting. |
| February | Complete and return the budget request form to the Chair of the Budget and Auditing Committee, with a copy to the President.
Attend the Executive Committee meeting if requested. |
| March/April | Hold first committee meeting. |
| June/July | Open nominations for all of the CACRAO Awards.
Develop a list of potential candidates to be considered for honorary membership. |
| September | Further solicit nominations for all of the awards as needed. |
| October | Hold final committee meeting prior to the Annual Meeting.
Select award winners for each of the CACRAO awards.
Check with the Local Arrangement Committee to determine if the selected award recipients are registered for the Annual Meeting. Additional outreach to award recipients may be necessary if they are not currently registered to attend. |
| November | Order and prepare any certificates or plaques to be presented at the Annual Meeting.
Prepare and send all minutes, and digital copies of certificates and plaques to the Archives Committee for archival.
Prepare resolutions and remarks to be made at the Business Meeting.
Send thank you notes to all committee members. Prepare all committee notes and records to be forwarded to the new committee chair by December 1 . |
6. **NEWSLETTER.** The Chair should submit articles on the committee's activities, as appropriate, for inclusion in the Newsletter. The Public Relations Officer will notify the Chair of deadlines for each edition.
7. Copies of all correspondence must go to the President and Ex-Officio. In addition, send copies of correspondence to appropriate Executive Committee members or committee chairs that may be affected.
8. Prepare an annual report and submit to the President and Ex-Officio by **November 15**. At the same time, submit updates to this procedures manual.

9. Attend the Annual Meeting, including any Executive Committee meetings, at which your presence is requested. Present an annual report to the membership at the annual meeting.
10. Send thank you notes to committee members following the Annual Meeting.
11. The outgoing Chair will give all minutes/working notebook, records, etc. to the new chair by **January 1** or immediately following the Annual Meeting. (*The new Chair will receive a procedures manual from the new President*). The outgoing Chair is encouraged to be available as needed to respond to inquiries from the new Chair.

COMMITTEE PROCEDURES

The Recognition Committee is responsible for engraving any plaques or other award, which may be appropriate. The Recognition Committee should work very closely and discretely with the Executive Committee to ensure that any family members or college officials that need to be aware of this award presentation are notified in a confidential manner well in advance of the Annual Meeting. The Chair of the Recognition Committee and the President should make the award presentation(s) at the Recognition Luncheon.

Opportunities should be made for the membership to submit nominations for the CACRAO awards, with deadlines set such that the nominations would be received prior to the fall meeting of the Recognition Committee. The list of nominees would then be reviewed by the Recognition Committee, with the committee's selection being sent to the President prior to the Annual Meeting. The award recipients are to be kept confidential until time of presentation.

NOTE: All awards, with the exception of the Charlie Hendricks Award, are established in such a manner that if the consensus of the committee determines that there are no qualified winners in a given year, the award does not have to be presented at that year's Annual Meeting.

The Recognition Committee is also responsible for evaluating the names and naming of awards, and the award criteria, on a regular basis to ensure that the criteria is still relevant to the award and the organization.

AWARD CRITERIA

Honorary Membership (Zaire Lionel Honorary Membership Award) - Individuals recommended for honorary membership must meet the following criteria and procedures.

Criteria:

A person nominated for honorary membership must meet all of the following conditions:

1. Has been an active member of the Association for at least ten years.
2. Has made substantial contributions to the Association and its members through service as either an officer, committee member, or participant in the profession.
3. At the time of the election, the nominee has not been a member of the Association for a minimum of one year.

Procedure:

Thoroughness in the consideration of potential honorary members requires a canvassing of the entire membership.

1. The nomination form should include the criteria for honorary membership. Nominations should include a full justification for the recommendation.
2. All nominations should be screened by the committee for conformity with the criteria and, if necessary, additional information obtained on each recommendation.
3. The committee should make its final recommendations to the Executive Committee prior to **November 1**.

The only exception to the prior listed criteria and procedure is for the outgoing Immediate Past President. As outlined in the Constitution, Article III, Section 6, honorary membership will be awarded at the completion of their time as immediate past president.

There is not a limit on the number of honorary memberships that can be awarded in a single year.

Charlie Hendricks Award - The Charlie Hendricks Award was established in 1995 to recognize an individual who has made significant contributions to CACRAO above and beyond the call of duty. This individual would be someone who is always there to help, volunteers to do those jobs no one else likes and rarely gets any credit for all the time and effort he/she contributes to CACRAO. At this time, the Charlie Hendricks Award is the only award that includes a financial gift for the recipient. The gift has been given by one of the Associations Corporate Partners since its inception. Individuals recommended for must meet the following criteria:

Criteria:

1. Is not a current member of the Executive Board;
2. Has been active in CACRAO for at least 5 years;
3. Has made substantial contributions to CACRAO above and beyond the call of duty.

Chris Murphy Award of Excellence - The Award of Excellence was established in 1991 to recognize individual(s) who have made significant contributions to CACRAO, the admissions and registration professions, or higher education. In 2017 it was renamed to honor beloved CACRAO member, Chris Murphy.

Criteria:

1. Is not a current member of the Executive Board;
2. Has been active in CACRAO for at least 5 years.

Myron Burney Rising Professional Award - The Rising Professional Award was established in 2017 and named in honor of admired CACRAO member, Myron Burney, to recognize an individual who meets the following criteria:

Criteria:

1. Has been a member of CACRAO from 1 to 5 years;
2. Has progressively served the association through committee membership, participation at the annual conference, and/or served as an officer.

Dorinda Harmon ACRAO Achievement Award - The ACRAO Achievement Award was established in 2023 and named in honor of beloved CACRAO member, Dorinda Harmon, to recognize an individual who meets the following criteria:

Criteria:

1. Has made major contributions to CACRAO;
2. Has made major contributions to SACRAO, AACRAO, and/or other state ACRAO Organizations;
3. Has/had been active in CACRAO for at least 5 years.

Bob McLendon Lifetime Achievement Award - The Lifetime Achievement Award was established in 2023 and named in honor of long time CACRAO member, Robert "Bob" McLendon, to recognize an individual who meets the following criteria:

Criteria:

1. Is not a current member of the Executive Board;
2. Has/had been active in CACRAO for at least 10 years;
3. Has spent a majority of their career within the admissions, registrar, and/or enrollment management profession;
4. In addition to involvement or achievements that they may have had within CACRAO and/or other professional organizations;

5. Priority consideration to individuals that have retired or are planning to retire within the next year.

Lt. Colonel John Powell & Melisa Bates Road Warrior Award - The Road Warrior Award was established in 2023 and named to honor two long time CACRAO members, Lt. Colonel John Powell and Melisa Bates, to recognize an individual who meets the following criteria:

Criteria:

1. Is new to the admissions profession;
2. Is within their first two years of active membership in CACRAO;
3. Deserves recognition for their potential abilities within the organization and/or higher education moving forward within their career.

Registrar Award of Excellence - The Registrar Award of Excellence was established in 2024 to recognize an individual who meets the following criteria:

Criteria:

1. Is active within the registrar profession;
2. Is within their first five years of active membership in CACRAO;
3. Deserves recognition for their potential abilities within the organization and/or higher education moving forward within their career.

Rick Hinshaw Corporate Partner of the Year Award - The Corporate Partner of the Year Award was established in 2023 and named in honor of long time CACRAO member and former corporate partner, Rick Hinshaw, to recognize a Corporate Partner who meets the following criteria:.

Criteria:

1. Has been a corporate partner of CACRAO for a minimum of 2 years;
2. Has been involved with the organization and made contributions towards the organization over the year of consideration;
3. A corporate partner is eligible for this award even if they have received the award in the past;
4. A minimum of 5 years must pass between being eligible for the award again unless there are extenuating circumstances in which a specific corporate partner should be recognized by the association.

***PENDING* Institutional Involvement Award** - The Institutional Involvement Award was established in TBD to recognize the willingness of our member institutions to allow their staff to be involved within CACRAO in service and leadership roles. This award is awarded to recognize an institution that meets the following criteria:.

Criteria:

1. There is not a current member of the Executive Board from the institution;
2. The institution has been active in CACRAO for at least 5 years;
3. The institution is either a charter member or full member of CACRAO;
4. Institutions that are associate or a professional affiliate are not eligible;
5. Members from the institution have been active participants on CACRAO committees in recent years (minimum of 3 years), including the year in which the award is being awarded;
6. Preference is given to institutions that have active members that are in both the admissions and registrar professions;
7. Institutions are eligible to win the award multiple times after a minimum of 10 years between winning the award.

***PENDING* Annual Meeting Best Presentation Award** – The Annual Meeting Best Presentation Award was established in TBD to recognize the best overall presentation from the previous years Annual Meeting. The winner of the award will have their session title and description submitted to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) Annual Meeting based on the following criteria:.

Criteria:

1. Member(s) presented during the CACRAO Annual Meeting ;
2. The member(s) are from a member institution of the association;
3. Received the most votes or highest rating in the mobile app following the conclusion of the Annual Meeting;
4. Executive Committee members are eligible for this award since it is determined by the membership;
5. Votes must be tallied by Noon on the Wednesday following the Annual Meeting in order to meet submission deadlines that have been established by AACRAO for inclusion in their Annual Meeting;
6. Votes are tallied by the Program Committee and/or the Executive Committee or a designated individual from one of those two committees;
7. The Recognition Committee is not involved in selecting the recipient of this award, however will present the recipient of the award with a plaque;
8. The award winner will be formally acknowledged and presented with a plaque at the next Annual Meeting for the association.

CACRAO Award Evaluation Process – The Recognition Committee is responsible evaluating whether current awards are still needed by the organization and that the criteria for each award is established in a way to best recognize members of the organization for their involvement in CACRAO, higher education, and the admissions, registrar, and enrollment management professions. Process for review is as follows:

Procedure:

1. Each year, criteria for each award should be reviewed by the committee prior to the first meeting of the year. This way any changes in criteria can be shared prior to nominations being solicited for each award.
2. If an award does not receive a nomination for multiple years (minimum of 5 years), the committee must determine if a change in the criteria is appropriate to ensure the solicitation of names, or if the award should be retired from being awarded.
 - a. If an award is retired from being awarded, it can be reinstated for inclusion if there is enough interest and support from the membership to resume the award.
3. Retirement of an award, and its potential reinstatement, are at the discretion of the Recognition Committee and does not need approval of the Executive Board since its initial creation has already been approved by the Executive Board.
4. The only awards that cannot be retired by the Recognition Committee are the Honorary Membership Award and the Charlie Hendricks Award. These two foundational association awards are an integral part of CACRAO's Constitution, By-Laws, and overall history.

CACRAO Award Naming Process – The Recognition Committee is responsible for soliciting and/or evaluating the potential names and/or name changes for all CACRAO awards. They are also responsible for evaluating whether current award names need to be updated or changed using the following criteria:

Criteria:

1. Awards that are named after an individual(s), must be named after a current or former CACRAO member that either left while in good standing with the organization, or is currently in good standing while still a member of the organization;
2. Individual(s) that are selected to have an award named in their honor should have made significant contributions to CACRAO and its members;
3. Individual(s) selected should have gone above and beyond the call of duty for the organization;
4. Individual(s) should have made a positive impact on both the organization and/or its members during their time with CACRAO;
5. The individual(s) selected Is not a current member of the Executive Board;

6. The individual(s) was active within the organization for a minimum of 10 years, unless extenuating circumstances caused their time within the organization to be cut short (i.e. a sudden passing of the individual(s)).

Procedure:

1. An individual's name is recommended for inclusion as a part of a current awards name by any member of CACRAO to the Chair of the Recognition Committee by email.
2. Prior to presenting the name to the committee for discussion, the Chair will research to determine that the aforementioned criteria has been met.
3. The Recognition Committee will discuss the recommendation and vote to approve the name change for the award.
 - a. If the individual(s) recommended currently serve on the Recognition Committee, they must abstain from all discussion and voting on the recommendation.
4. If a majority approval vote is received by the Recognition Committee, the recommendation will be sent to the President for discussion and a vote of approval at the next Executive Meeting.
5. If approved by the Executive Committee, a plaque will be made to present to the individual(s) selected, and presented to them at the next Annual Meeting.
6. The awards new name will be unveiled to the membership at the same time during the Annual Meeting.

June 30, 2025