

Atlantic Association of Registrars & Admission Officers
Application for Membership

(please submit completed application and additional documents to the attention of the AARAO
Past President - see AARAO Executive listing at www.unb.ca for information)

INSTITUTION INFORMATION:

Name of Institution: _____

Address: _____

Web: _____

Name of Contact: _____

Title: _____

Phone: _____

Email: _____

MEMBERSHIP CATEGORY:

Please indicate which membership category institution is applying:

Regular Member Associate Member Corporate Member

Please refer to the final section of this application form for information on the membership categories and review of applications.

APPLICATIONS FOR REGULAR OR ASSOCIATE MEMBERSHIP PLEASE COMPLETE SECTIONS A, B, AND C. APPLICATIONS FOR CORPORATE MEMBERSHIP PLEASE COMPLETE SECTION D

A: ACCREDITATION:

Please indicate any accreditation received from government agencies or formal accreditation organizations.

B: PROGRAMS AND CREDENTIALS:

Please indicate the types of programs and credentials offered by the institution. Please provide a copy of appropriate materials such as the institutions' Catalogue with the application.

C: ARTICULATION WITH REGULAR AARAO MEMBER INSTITUTION(S)

Please indicate the nature of any articulations your institution has with a regular AARAO member institution.

D: NATURE OF SERVICES PROVIDED TO MEMBER INSTITUTIONS :

Please indicate

AARAO MEMBERSHIP CATEGORIES

REGULAR MEMBERSHIP

Regular membership is institutional. A regular member institution is defined as a non-profit organization of higher education that has academic autonomy and typically is located in the Atlantic provinces. The level of autonomy should be evident within the governance guidelines of the organization, usually stated within its academic Calendar. Should the matter of autonomy be unclear or in dispute, (i.e. campuses within larger systems that operate with significant levels of independence within the organizational structure) the Executive will make a recommendation to the Association. All campuses of dual or multi-campus member institutions will be included in the Association's membership list. Only individuals associated with Regular Membership will be eligible to hold office in the Association.

Each membership entitles the institution to one vote. Where an institution has more than one campus, it is permitted to have a maximum of two votes provided that it pays the equivalent of a second membership fee.

ASSOCIATE MEMBERSHIP

Associate Membership may be granted to those institutions of higher education which are not eligible for regular membership, possibly due to being located outside the Atlantic Region, but which are operating on a non-profit basis and are closely identified with the Regular Member institutions. It may also be granted to those organizations or agencies which are not eligible for regular membership but are operating on a non-profit basis, and which are closely identified with or provide beneficial services to Regular Member institutions.

Associate Members do not have voting privileges.

CORPORATE MEMBERSHIP

Corporate Membership may be granted to those 'for-profit' organizations that provide educational services and/or products which complement or assist those offered by the Association. The Executive may also solicit potential applicants deemed appropriate by the Association.

Corporate Members do not have voting privileges.

AARAO offers the following benefits to Corporate Members:

- Listing on the AARAO web site with a brief (25-30 word) description of the corporate services offered. The listing will include a link to the Corporate Member's web site.
- A reduction in the cost of exhibit space at the AARAO biennial conference, Interchange, and other AARAO sponsored events where Corporate Members are invited to participate. (Direct costs for additional hookups or services required at the site of the conference are borne by the Corporate Member.)

- Opportunity to be included in the promotional material (web or hard copy) of the AARAO biennial conference, Interchange, and other AARAO sponsored events where Corporate Members are invited to participate. Upon request, Corporate Members will be provided an opportunity to email conference registrants prior to the conference. The host institution may offer further sponsorship opportunities to Corporate Members.
- Opportunity to offer a session presentation at the AARAO biennial conference or other AARAO sponsored event where Corporate Members are invited to participate.
- Opportunity to distribute promotional material via AARAO-L up to four (4) times per year. Arrangements are to be made through the Association's Secretary.

APPROVAL OF APPLICATION FOR MEMBERSHIP

- Institutions apply using the Application for Membership form available on the AARAO web site.
- Applications are submitted to the AARAO Past President who will review and present to the AARAO Executive.
- If the application is approved by the AARAO Executive, the Past President will advise the institution of the Executive's decision. The applicable membership fees are due at that time and are payable to the AARAO Treasurer.
- Once membership fees have been paid, the institution will be added to the AARAO membership directory on the AARAO web site and provided with the security password required to access the listing to update institutional information. The institution will also be added to the AARAO-L service.
- Members approved by the Executive will be ratified at the following General Meeting. The institution will be invited to attend as observers at that point.

AARAO: 2003/05