Dallas/Fort Worth Admissions Regional Network

WHO WE ARE:

Dallas/Fort Worth Admissions Regional Network (DARN) is a community of regionally based admissions professionals living in Dallas/Fort Worth (DFW) representing non-profit academic institutions.

MISSION:

DARN supports its individual members both professionally and personally through the promotion of professional development, higher education, and community relations.

OBJECTIVES:

Professional Development – Collaborate for conference proposals and presentations, provide leadership opportunities and event planning experience, and encourage participation in professional organizations related to our work.

Higher Education – Educate and prepare high school students in learning about higher education and finding the "Right Fit" institution for life after high school or community college.

Community Relations – Build relationships with high school counselors, students and families, and community based organizations in DFW through attending events already scheduled and working to implement new programs expanding the visibility of our individual institutions. Host a counselor advisory board to gain insight and ideas.

BY-LAWS
DFW Admissions Regional Network (DARN)

ARTICLE I – NAME:
The name of this organization is DARN (DFW Admissions Regional Network).

ARTICLE II – PURPOSES:
The organization's objectives are the following:

1. Professional Development
    a. Provide support to new regional representatives in DFW.
    b. Offer guidance to institutions who are considering adding a regional representative.
    c. Collaborate for conference proposals and presentations.
    d. Provide leadership opportunities and event planning experience.
    e. Encourage participation in professional organizations related to our work.
2. Higher Education
    a. Assist each other in counseling students for post-secondary study.
    b. Educate and prepare high school students in learning about higher education and finding the "right fit" institution for life after high school or community college.
3. Community Relations
    a. Assist and collaborate with high school counselors through programming in the education of high school students about post-secondary opportunities.
    b. Build relationships with students, families, and community based organizations in DFW through attending events already scheduled and working to implement new programs expanding the visibility of our individual institutions.
    c. Host a counselor advisory board to gain insight and ideas.

ARTICLE III – MEMBERSHIP:
Membership is institutionally based.

1. Member institutions must have a regional position based in the greater DFW area*.
2. Member institutions cannot have their main campus located in the greater DFW area*.
3. Representative's residence must be in the greater DFW area*.
4. The Representative must work out of their residence or at a university sponsored regional center.
5. The representative must be a full-time employee of the institution they represent.
6. Member institutions and/or representatives must be members of either the Texas Association for College Admission Counseling (TACAC) or National Association for College Admission Counseling (NACAC).
7. Regional will be defined by one of the following:
    a. Representative's regional position is in the job description or job posting
    b. Representative is the primary recruiter for the Dallas/Fort Worth area
    c. Representative's daily performance tasks cannot take place on the institution's main campus
8. Representatives who do not meet all of the above requirements may submit a written appeal to texas.darn@gmail.com.

*Greater DFW area is considered to be the following counties Collin, Cooke, Dallas, Delta, Denton, Ellis, Erath, Fannin, Grayson, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise.

To remain a member in good standing an institution must:

1. Maintain membership criteria.
2. Pay dues within 45 days of joining or by September 30 for those renewing annual membership.
3. Participate in DARN sponsored activities to include visits, events, or meetings.

ARTICLE IV – FINANCES AND DUES:

The amount required for annual dues shall be $50 each year, unless changed by a two-thirds majority electronic vote of the member institution's chief delegates. Continued membership is contingent upon being up-to-date on membership dues. Dues are used to support our mission and purposes.

1. Dues are paid for each institution.
2. Dues are to be paid by September 30 of the given year.
    a. If an institution joins DARN in the middle of a cycle, full dues are to be paid within 45 days of being granted membership.
3. Dues can be paid by credit card, check (returned check fee will apply), or money order made payable to "DARN" or "DFW Admissions Regional Network".
4. Dues are non-refundable.
5. DARN's Fiscal Year will be defined as August 1st to July 31st each year.
6. If any payment of dues is not made as required, the Treasurer shall cause a notice of default to be sent to the delinquent institution. If the payment is not made within thirty (30) days after the date of sending such notice to the delinquent institution, the Treasurer may send a further notice advising the delinquent institution that its membership in DARN may be suspended if the default is not cured within thirty (30) days. Upon failure or refusal by the delinquent institution to pay all amounts set forth in the notice of default, the Executive Board shall be entitled to suspend the membership of the delinquent institution until such default has been cured. A membership which has been suspended pursuant to this paragraph may be reinstated upon payment by the delinquent institution of the unpaid dues.

ARTICLE V – OFFICERS AND THEIR ELECTION:

DARN Executive Board Positions –*Chairperson, Vice Chair, Secretary, Treasurer, Outreach Coordinator, Membership Coordinator, Technology Coordinator, College Search Series Coordinator, Swing Coordinator, Professional Development Coordinator, Past Chair*

A: DUTIES OF OFFICERS:

1. The Chairperson shall:
    a. The DARN Chairperson position shall be filled by a current or past executive board member.
    b. Preside over five DARN Membership Meetings per year.
    c. Preside over two Executive Board meetings. Other meetings will be held as scheduled by the Chairperson or appointed officer if the Chairperson is unavailable.
    d. Serve as the point of contact for individuals interested in DARN membership.
    e. Review and approve all new members to DARN.
    f. Appoint members for special duties or committees.
    g. Advise all executive board members and assist each position as needed.
    h. Be an authorized user of the DARN bank account alongside the Treasurer.
    i. Create the annual DARN Summer Programs booklet and distribute electronically to local high school counselors.
    j. Maintain the DARN email account.
    k. Keep members abreast of TACAC/NACAC and other professional development opportunities.
2. The Vice Chair shall:
    a. Assist the chairperson.
    b. Serve as parliamentarian.
    c. Serves as a liaison between membership and the executive committee.

d. Provide membership expectations for DARN sponsored events.
e. Lead and organize events on behalf of DARN with local high school counselors. To include but not limited to, oversee the annual counselor events, and high school advisory committee.

3. The Secretary shall:
    a. Take minutes of all meetings and handle all correspondence.
    b. Provide the minutes of each meeting to members via the DARN technology platform.
    c. Document attendance during meetings.
    d. Document late arrivals and no-shows for all DARN events per the DARN attendance policy.
    e. Maintain the membership database.
    f. Update and maintain the DARN Booklet in correspondence with DARN's Fiscal Year.
4. The Treasurer shall:
    a. Oversee and present the membership's budget, accounts, and financial statements to the executive board and the membership at large.
    b. Look out for the fiscal welfare of DARN.
    c. Advise on financial implications of membership activities.
    d. Manage bank account(s) along with Chairperson and Past Chair.
    e. Be an authorized user of the DARN bank account alongside the Chairperson.
    f. Ensure that appropriate financial systems and controls are in place.
    g. Set up and maintain appropriate systems for book-keeping, payments, etc.
    h. Ensure proper record keeping for DARN spending and reimbursement.
    i. Provide address for DARN bank account.
    j. Provide an annual budget at the August meeting.
5. The Outreach Coordinator shall:
    a. Coordinate with high school counselors and serve as DARN's point person for DARN events throughout the year.
    b. Share information about events with DARN membership.
    c. Work in the technology platform to create events and monitor registrations.
    d. Guide DARN members in the use of the technology platform and on how to set-up events.
    e. Update high school counselor list for DARN membership.
    f. Advise high school counselors on different types of visits.
    g. Ensure attendance policy is followed.
    h. Help College Search Series Coordinator and Swing Coordinator when they need assistance.
6. The Membership Coordinator shall:
    a. Promote membership within DARN and TACAC.
    b. Facilitate New Member Orientation.
    c. Maintain and update DARN's Welcome Wagon and distribute to all new members.
    d. Recognize new members and introduce them to the membership.
    e. Recognize member birthdays.
    f. Oversee Membership Committee.
    g. Collect nominations and recognize the DARNie of the Month.
    h. Plan and implement social events, including new member meet-ups, socials, and holiday and end of the year celebration(s).
7. The Technology Coordinator shall:
    a. Update and maintain the DARN listserv, to include:
        - Add new members
        - Ensure that old members are removed
        - Troubleshoot for any issues that arise with listserv delivery
        - Manage membership in the group chat app
    b. Update and maintain the DARN website and technology platform, to include:
        - Manage new member approvals within the technology platform
        - Maintain current information on all forward-facing webpages and create new webpages as necessary
        - Manage the member side of the technology platform

        - Troubleshoot platform issues for all members and train new members if necessary
    c. Oversee technology committees, to include: Social Media, New Member Approvals, Special Projects, and News and Updates.
8. The College Search Series Coordinator shall:
    a. Convene a College Search Series committee.
    b. Coordinate with the committee to secure event locations.
    c. Coordinate the creation of advertisement for the College Search Series events.
    d. Ensure promotion of the College Search Series events to high school counselors and other interested parties.
    e. Manage and maintain student registration for College Search Series events.
    f. Ensure the dissemination of pertinent College Search Series information to DARN membership.
    g. Serve as the contact person for all College Search Series related issues and endeavors.
9. The Swing Coordinator Shall:
    a. Coordinate swing events.
    b. Maintain existing swing events.
    c. Identify potential areas and schools for swing events.
    d. Create, promote, and monitor events via technology platform.
    e. Serve as day of coordinator of events. If unable to attend a swing event, the Swing Coordinator shall appoint a day-of coordinator.
10. The Professional Development Coordinator shall:
    a. Support DARN's Objectives by developing, organizing, and executing professional development opportunities for membership.
    b. Organize multiple professional development events and opportunities covering an array of different topics.
    c. Connect with outside entities that can assist in providing professional development opportunities to membership.
    d. Responsible for the DARN annual membership survey, analysis, and distribution of results.
    e. Plan, organize, and execute DARN annual summer conference.
    f. Lead Professional Development Committees for various events and programs.
11. The Past Chair shall:
    a. Serve as a non-voting member and advisor to the Executive Board and Chairperson.
    b. Serve as a liaison to NARAC, to include representation of DARN on NARAC committee(s).
    c. Oversee elections and by-law amendments, to include election timeline and share information about nominations with membership, collect nominations, create candidate survey form and receive candidate responses, create election survey and monitor results.
    d. Create annual "DARN Year in Review" to be shared with membership and the public each summer.

B. ELECTION OF OFFICERS and TERMS OF SERVICE:

Officers are elected every year by electronic ballot provided to voting member institutions two weeks prior to the final membership meeting. Ballots are to be submitted to the Past Chair within seven calendar days. Each office is required to have an "Officer Transition Meeting" prior to August 1. During this meeting, all files and records will be turned over to the newly-elected officer. Terms of service run from August 1 through July 31 of the calendar year. No member shall serve more than two consecutive terms in one office.

DARN Chairperson, Vice-Chair, Treasurer and Outreach positions should be accepted and carried out on two-year terms. The positions of Chairperson and Vice-Chair will be elected in odd calendar years. Treasurer and Outreach will be elected in even calendar years. In the event that a position becomes vacant, the person elected/appointed will carry out the remainder of the existing term. They will be able to run for the same position for a full two-year term. In the event that there are no new nominations for a position, the board can elect to allow a position to be held for a third term.

ARTICLE VI - DISMISSAL OF OFFICER:

A. By vote of a simple majority of DARN members present at any meeting of DARN, the name of a representative may be placed on the agenda for dismissal at the next regular meeting.
B. The Executive Board shall notify the officer in question in writing at least 14 days prior to the date of the meeting at which dismissal action is scheduled to be taken. Such notification shall include a statement of charges against the officer. The officer in question may request a postponement of action that must be upheld by a majority vote of DARN, but in no case may postponement be granted for more than one meeting following the originally scheduled dismissal action. The officer in question shall be notified to speak to DARN at the next meeting.
C. If the officer in question is the Chairperson, the Vice-Chair shall preside during the meeting at which dismissal action is taken. Dismissal action shall be by anonymous electronic ballot and shall pass by a two-thirds majority vote.
D. A representative who has been removed from office under the provisions of this article retains membership in DARN.

ARTICLE VII – RESIGNATION OF OFFICER:

If an officer resigns or leaves the organization during their term of office, the remaining members of the Executive Board will appoint a member to fill their position.

ARTICLE VIII- MEETINGS:

DARN will conduct 5 Membership Meetings held throughout the year, during Fall, Spring, and Summer. The dates and times will be available by the first meeting of DARN's Fiscal Year. Other meetings may be scheduled by the Chairperson or appointed officer if the Chairperson is unavailable, with a two weeks' notice. The number of meetings (5) may be reduced if deemed appropriate by Chairperson.

1. A DARN institution must send its regional representative for 3/5 of the membership meetings to remain a member in good standing. If the regional representative is unable to attend a meeting, they must provide an excused absence. It is the expectation that the institution will make every reasonable effort to attend the meetings.
2. If an institution does not attend the required number of meetings, the institution will not be able to participate in DARN for the remainder of the period*.

*The periods are defined as August 2nd to January 1st, January 2nd to May 1st, May 2nd to August 1st.

ARTICLE IX – CODE OF ETHICS:

DARN subscribes to *NACAC's Code of Ethics and Professional Practices*.

ARTICLE X – AMENDMENTS & ELECTRONIC VOTING:

By-Laws may be amended electronically by a majority quorum (defined as a simple majority of the organization) vote of the voting institution's chief delegates, providing that a notice of any proposed amendment has been sent to each voting institution at least two weeks prior to the date of the meeting. The online voting window should remain open for at least (7) calendar days. All other membership votes will be conducted electronically with a majority quorum vote needed to be approved.

DARN By-Laws voted in to action on May 13, 2010
Amended December 2011
Amended July 2013
Amended June 2014
Amended July 2015
Amended February 4, 2016
Amended July 21, 2017
Amended December 7, 2018
Amended June 18, 2019

DARN Attendance Policy Proposal

Three Strike Rule – Good Standing

Representatives who have signed up to attend an event are expected to notify the coordinator (via email) and the high school counselor (if applicable) if they need to cancel their visit at least 24 hours before the scheduled visit. If a representative fails to do so, they will be considered a 'no-show' for the program and earns one strike (exceptions may be made at discretion of the coordinator/committee). Additionally, if an individual is more than 20 minutes late it counts as a strike for the individual. If an individual member** receives three strikes in a period (from either no-shows and/or late arrivals), then that individual member will not be able to participate in DARN for the remainder of the period. The member will be notified by email and via their DARN technology platform account that they have received a strike. The email will include the Three Strike Rule. Only programs that require direct response to and are coordinated by a DARN representative are considered DARN events.

If the individual member receives three strikes, they will be on probation. The individual member will be removed from the active membership list, added to the probation list, and will no longer be considered in Good Standing. Once the period has ended, the member will be reinstated to DARN and the active membership list. If the member is on probation for two periods they will be removed from the organization. If an individual wants to be reinstated, they will submit an Appeal Form that will be reviewed by the membership committee. Individual member attendance will be tracked within the DARN technology platform.

The periods are defined as August 2nd to January 1st, January 2nd to May 1st, May 2nd to August 1st

* It will be the responsibility of the coordinator or their designate to manage the attendance for their event by the end of business day Friday of the week of the event.

** Please note that this attendance policy is individually based. If an institution has multiple members in DARN, the institution as a whole will not be penalized for the actions of one member. Furthermore, if a member leaves one institution and joins another within DARN, their attendance record will follow them. Please refer to the Executive Board at texas.darn@gmail.com for questions about the policy and/or attendance records.

DARN Dues Policy

As of August 1, 2019, DARN annual dues includes a required $50 fee per institution (*per Article IV – Finances and Dues)*, with the option to add-on additional events. For a possible grand total of $160 per institution (based on the combination of events selected).

Breakdown of dues:
A.) Website, organization program, programs $50.00 ***(required)***

1. Counselor Update Fort Worth $50.00 (optional)
2. Counselor Update Dallas $50.00 (optional)
3. Summer Programming $10.00 (optional)