

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53

BYLAWS
OF THE
OKLAHOMA ASSOCIATION OF COLLEGE AND
UNIVERSITY BUSINESS OFFICERS

Article I. Fees

Each membership shall pay an annual membership fee as determined by vote of the membership at a regularly scheduled meeting and published by the Secretary/Treasurer. Associate memberships shall pay an annual membership fee as determined by vote of the membership at a regularly scheduled meeting and published by the Secretary/Treasurer. Funds shall be used by the executive committee to defray expenses of the meetings and any interim expenses incurred by the committee in conducting the business of the Association.

Article II. Meetings

The association shall meet in the spring and fall of each year. Special meetings may be called upon the recommendation of the executive committee and a majority vote of the Association's voting members.

Article III. Officers

Officers for the ensuing year shall be elected at the annual spring meeting each year. Nominations shall be made by a committee consisting of the most recent four past presidents of the Association, who are still active and participating in the Association plus one purchasing officer. Other nominations may be submitted from the floor by members present. Election shall be by majority vote.

The following responsibilities shall be assigned to officers, as indicated:

President: The President shall preside over the Association's Fall and Spring Meetings; preside over all executive committee meetings; approve all expenditures of the Association of more than \$500; instruct the nomination committee as to their duties; and represent the Association at an annual National or Regional Association of College and University Business Officer's meeting, if possible. If the President does attend a national or regional annual meeting, the Association will provide up to \$500 to the President's institution to help defray the actual costs of the attending. The President will also contact each member institution's Chief Fiscal Officer whose institution has fallen into a default status due to nonpayment of dues and solicit resolution of the payment.

Vice President: The Vice President is the President Elect and shall assume the duties of the President during any periods of absence from a stated meeting by the President. The Vice President shall assume the duties of the President until the next regularly scheduled meeting of the Association in the event that the President terminates her/his association with Higher Education in Oklahoma during the term of her/his Presidency through resignation, illness, or other action. The Vice President shall serve as the program coordinator for the annual fall and spring association meetings. It shall be the Vice President's responsibility, in cooperation and coordination with the other officers and the purchasing representative, to select a meeting theme; to secure speakers supporting

54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108

the theme; and to provide a final agenda to the Secretary/Treasurer not later than eight weeks prior to a scheduled fall/spring meeting.

Member-at-Large:

The Member-at-Large is the Vice President Elect and shall assume the duties of the Vice President until the next regularly scheduled meeting of the Association in the event that the Vice President is required to assume the duties of the President or terminates her/his association with Higher Education in Oklahoma during the term of her/his Vice Presidency through resignation, illness, or other action. The Member-at-Large is responsible for membership recruitment and vendor coordination at the Association's meetings. The Member-at-Large is responsible for maintaining the Association's membership list, keeping it current, and producing an updated membership list to the membership at the Association's Spring Meeting. The Member-at-Large is responsible for providing a current membership list of all member institutions and associate members to the Secretary/Treasurer not later than October 10 of each year. The Member-at-Large is responsible for all vendor participation at the Association's meetings to include inquiries, invitations to participate, and confirmations. The Member-at-Large shall provide a report of membership activities at each semi-annual meeting.

Purchasing Representative:

The Purchasing Representative is responsible for representing purchasing members' interests of the Association. The Purchasing Representative is responsible for coordinating with the Vice President to provide program input and breakout purchasing specific program topics. The Purchasing Representative will serve a two year term and may not succeed her/himself.

Article IV. Secretary/Treasurer

The executive committee will appoint a Secretary/Treasurer to maintain the official records of the Association. The Secretary/Treasurer shall record the minutes of all Association Meetings and Executive Committee Meetings. The Secretary/Treasurer shall design, produce, and distribute the meeting brochure and registration forms to the members of the Association not later than six weeks prior to a scheduled fall/spring meeting. The Secretary/Treasurer is responsible for establishing a safe depository (bank or institutional) for all Association funds; depositing the Association's funds in a timely manner; paying all legal and binding invoices presented on behalf of the Association, as approved by the President, or the Vice-President in the President's absence if applicable; and accounting for all financial matters occurring since a previous report, in writing, at each regularly scheduled fall/spring meeting. The safe depository will include the President of the Association as an authorized signatory on the account. The Secretary/Treasurer is authorized to expend funds, on behalf of the Association, up to, and including, \$500 without further approval. Expenditures in excess of \$500 require approval from the President. The Secretary/Treasurer shall produce a list of institutions that have not paid their membership dues by December 15 to the Executive Committee. The Secretary/Treasurer shall provide a report of all Association activities and financial matters to the Association at each semi-annual meeting. The Secretary/Treasurer may serve continuous terms based on willingness to serve in a volunteer capacity and at the pleasure of the Executive Committee. The Secretary/Treasurer will attend all Executive Committee planning meetings. The Secretary/Treasurer shall publish the membership approved fee structure as a part of her/his report to the membership at each semi-annual meeting of the Association. The Secretary/Treasurer is responsible for distributing annual renewal notices to all member institutions and associate members not later than November 1 of each year with instructions that the fees shall be forwarded to the Secretary/Treasurer by December 15 of each year. The instructions will also inform the members and associates that fail

109 to pay by the required date will place their organization in a default status which will remove them
110 from receiving any future information concerning the Association, and member institutions will
111 lose their voting status until their dues are current.
112

113 **Article V. Association Meeting Coordinator**

114
115 The executive committee will appoint an Association Meeting Coordinator to contract for and
116 organize facilities, meeting room setups, vendor space assignments and Association protocol for
117 vendor participation, breaks, meals and entertainment, to include door prizes, for the
118 Association's meetings. The coordinator may serve continuous terms based on the willingness to
119 serve in a volunteer capacity and at the pleasure of the executive committee. The coordinator will
120 attend all executive committee planning meetings where Association meeting agendas and
121 themes are to be discussed.
122

123 **Article VI. Resolution Committee and Resolutions**

124
125 The Resolution Committee shall consist of the most recent five past presidents of the Association,
126 who are active and participating in the Association. The committee will be reconstituted following
127 the Spring meeting each year. Each year the committee shall elect a chair from among the
128 committee members. The Resolution Committee shall accept nominations from the membership
129 for resolutions to be presented on behalf of the Association. If the Resolution Committee, by
130 majority vote of its members, approves the recommended concept of a resolution
131 recommendation and the recommended recipient is an employee of a higher education entity with
132 an Association membership, the committee will prepare a draft of the resolution for presentation
133 to the Association's Executive Committee. Upon approval of the recommended resolution and
134 recipient by the Executive Committee, the Resolution Committee will finalize the resolution and
135 prepare it for suitable presentation at the next Association meeting. If the Resolution Committee,
136 by majority vote of its members, approves the recommended concept of a resolution
137 recommendation and the recommended recipient is a person, or entity, outside of the
138 Association's membership, the committee will prepare a draft of the resolution for presentation to
139 the Association's Executive Committee. Upon approval of the recommended resolution and
140 recipient by the Executive Committee, the Resolution Committee will finalize the resolution and
141 present the resolution and a proposal for awarding same at the next Association meeting for
142 approval by the Association's voting members. The Resolution Committee Chair, or designated
143 representative, shall present the resolution to the Association and provide sufficient information to
144 inform and provide the general membership with enough information to render a vote on the
145 proposal. Upon majority affirmative vote of the Association's voting members, the resolution will
146 be presented as approved by the membership. A negative vote by the membership defeats the
147 resolution recommendation.
148

149 **Article VI. Amendments**

150
151 These bylaws may be amended at any spring or fall meeting by a majority vote of those voting
152 members present and voting.