

1 **BYLAWS**
2 **OF THE**
3 **OKLAHOMA ASSOCIATION OF COLLEGE AND**
4 **UNIVERSITY BUSINESS OFFICERS**

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6 **Article I. Fees**
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8 Each membership and associate membership shall pay an annual membership fee as determined
9 by vote of the membership. Funds shall be used by the Executive Committee to defray expenses
10 of the meetings and any interim expenses incurred by the committee in conducting the business of
11 the Association.
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13 **Article II. Meetings**
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15 The Association shall meet in the spring and fall of each year. Special meetings may be called
16 upon the recommendation of the executive committee and a majority vote of the Association's
17 voting members.
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19 **Article III. Board**
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21 The Association will be governed by a Board consisting of the following Officers: President; Vice
22 President, Member-at-Large; Purchasing Representative; Immediate Past President; Treasurer;
23 and Secretary. The President, Vice President, and Member-at-Large will serve as the Executive
24 Committee of the Board.
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28 **Article IV. Officers**
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30 The President, Vice President, and Member-at-Large for the ensuing year shall be elected at the
31 annual spring meeting each year. Nominations shall be made by a committee appointed by the
32 Association President consisting of a Past President, the current president, the Purchasing
33 Representative, an additional current board member, and a business officer who is currently an
34 active Association member but not a current member of the board. Other nominations may be
35 submitted from the floor by members present. Election shall be by majority vote.
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37 The following responsibilities shall be assigned to Officers, as indicated:
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39 President: The President shall preside over the Association's Fall and Spring
40 Meetings; preside over all executive committee meetings; approve all
41 expenditures of the Association of more than \$500; instruct the nomination
42 committee as to their duties; and represent the Association at an annual
43 National or Regional Association of College and University Business
44 Officer's meeting, if possible. If the President does attend a national or
45 regional annual meeting, the Association will provide up to \$500 to the
46 President's institution to help defray the actual costs of attending. The
47 President will also contact each member institution's Chief Business
48 Officer whose institution has fallen into a default status due to nonpayment
49 of dues and solicit resolution of the payment.
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51 Vice President: The Vice President is the President Elect and shall assume the duties of
52 the President during any periods of absence from a stated meeting by the
53 President. The Vice President shall assume the duties of the President
54 until the next regularly scheduled meeting of the Association in the event
55 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. It shall be the Vice President's responsibility, to assist the President and in cooperation and coordination with the other officers of the Board, to select a meeting theme; to secure speakers supporting the theme; and to provide a final agenda to the Secretary not later than eight weeks prior to a scheduled fall/spring meeting.

Member-at-Large: The Member-at-Large 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 assists the President and other Board members with membership recruitment.

Immediate Past President: The Immediate Past President shall advise the Board and the Executive Committee. The Immediate Past President may assist with conference planning and with any other tasks as agreed upon by the President and the Immediate Past President.

Purchasing Representative: The Purchasing Representative is responsible for representing purchasing members' interests of the Association. The Purchasing Representative is responsible for coordinating with the President and other Board members to provide program input and purchasing specific program topics. The Purchasing Representative will serve at the pleasure of the Executive Committee.

Article V. Secretary

The Executive Committee will appoint a Secretary to maintain the official records of the Association. The Secretary shall record the minutes of all Association Meetings, Board Meetings, and Executive Committee Meetings. The Secretary in conjunction with the Association Meeting Coordinator 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 may serve continuously based on willingness to serve in a volunteer capacity, and at the pleasure of the Executive Committee. The Secretary will attend all Board and Executive Committee meetings.

Article VI. Treasurer

The Treasurer is responsible for establishing a safe depository (bank or institution) 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 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 or Vice president in the absence of the President. The Treasurer shall produce a list of institutions that have not paid their membership dues by December 15 to the Executive Committee. The Treasurer shall provide a report of all Association activities and financial matters to the Association at each semi-annual meeting.

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Article VII. Association Meeting Coordinator

The Executive Committee will appoint an Association Meeting Coordinator to contract for and organize facilities, meeting room setups, vendor space assignments and Association protocol for vendor participation, breaks, meals and entertainment, to include door prizes, for the Association's meetings. The Coordinator may serve continuously at the pleasure of the executive committee. The Coordinator will attend all Board Meetings and Executive Committee Meetings where Association meeting agendas, meeting accommodations, and meeting registrations are to be discussed.

Article VIII. Resolution Committee and Resolutions

The Resolution Committee shall consist of one Past President of the Association, the current Association President and one Association member not currently on the board who is participating in the Association. The committee may be reconstituted at any time at the pleasure of the Association President. Once activated by the call of the Association President, the Resolution Committee shall elect a chair from among the committee members. The Resolution Committee shall accept nominations from the membership for resolutions to be presented on behalf of the Association. If the Resolution Committee, by majority vote of its members, approves the recommended concept of a resolution recommendation and the recommended recipient is an employee of a higher education entity with an Association membership, the committee will prepare a draft of the resolution for presentation to the Association's Executive Committee. Upon approval of the recommended resolution and recipient by the Executive Committee, the Resolution Committee will finalize the resolution and prepare it for suitable presentation at the next Association meeting. If the Resolution Committee, by majority vote of its members, approves the recommended concept of a resolution recommendation and the recommended recipient is a person, or entity, outside of the Association's membership, the committee will prepare a draft of the resolution for presentation to the Association's Executive Committee. Upon approval of the recommended resolution and recipient by the Executive Committee, the Resolution Committee will finalize the resolution and present the resolution and a proposal for awarding same at the next Association meeting for approval by the Association's voting members. The Resolution Committee Chair, or designated representative, shall present the resolution to the Association and provide sufficient information to inform and provide the general membership with enough information to render a vote on the proposal. Upon majority affirmative vote of the Association's voting members, the resolution will be presented as approved by the membership. A negative vote by the membership defeats the resolution recommendation.

Article IX. Amendments

Bylaw amendments may be presented to the Association membership by the Association Board. These bylaws may be amended at any spring or fall meeting by a majority vote of those voting members present and voting.