

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

5  
6 **Article I. Fees**  
7

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.  
12

13 **Article II. Meetings**  
14

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.  
18

19 **Article III. Board**  
20

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.  
25

26  
27  
28 **Article IV. Officers**  
29

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.  
36

37 The following responsibilities shall be assigned to Officers, as indicated:  
38

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.  
50

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.

112 **Article VII. Association Meeting Coordinator**

113  
114 The Executive Committee will appoint an Association Meeting Coordinator to contract for and  
115 organize facilities, meeting room setups, vendor space assignments and Association protocol for  
116 vendor participation, breaks, meals and entertainment, to include door prizes, for the Association's  
117 meetings. The Coordinator may serve continuously at the pleasure of the executive committee.  
118 The Coordinator will attend all Board Meetings and Executive Committee Meetings where  
119 Association meeting agendas, meeting accommodations, and meeting registrations are to be  
120 discussed.  
121

122 **Article VIII. Resolution Committee and Resolutions**

123  
124 The Resolution Committee shall consist of one Past President of the Association, the current  
125 Association President and one Association member not currently on the board who is participating  
126 in the Association. The committee may be reconstituted at any time at the pleasure of the  
127 Association President. Once activated by the call of the Association President, the Resolution  
128 Committee shall elect a chair from among the committee members. The Resolution Committee  
129 shall accept nominations from the membership for resolutions to be presented on behalf of the  
130 Association. If the Resolution Committee, by majority vote of its members, approves the  
131 recommended concept of a resolution recommendation and the recommended recipient is an  
132 employee of a higher education entity with an Association membership, the committee will prepare  
133 a draft of the resolution for presentation to the Association's Executive Committee. Upon approval  
134 of the recommended resolution and recipient by the Executive Committee, the Resolution  
135 Committee will finalize the resolution and prepare it for suitable presentation at the next Association  
136 meeting. If the Resolution Committee, by majority vote of its members, approves the recommended  
137 concept of a resolution recommendation and the recommended recipient is a person, or entity,  
138 outside of the Association's membership, the committee will prepare a draft of the resolution for  
139 presentation to the Association's Executive Committee. Upon approval of the recommended  
140 resolution and recipient by the Executive Committee, the Resolution Committee will finalize the  
141 resolution and present the resolution and a proposal for awarding same at the next Association  
142 meeting for approval by the Association's voting members. The Resolution Committee Chair, or  
143 designated representative, shall present the resolution to the Association and provide sufficient  
144 information to inform and provide the general membership with enough information to render a vote  
145 on the proposal. Upon majority affirmative vote of the Association's voting members, the resolution  
146 will be presented as approved by the membership. A negative vote by the membership defeats  
147 the resolution recommendation.  
148

149 **Article IX. Amendments**

150  
151 Bylaw amendments may be presented to the Association membership by the Association Board.  
152 These bylaws may be amended at any spring or fall meeting by a majority vote of those voting  
153 members present and voting.