

TEXAS BUC\$ BYLAWS

Texas Association of Bursars for Universities and Colleges

ARTICLE I. NAME

The name of the Association shall be Texas Association of Bursars for Universities and Colleges (BUC\$) herein called "the Association."

ARTICLE II. CORPORATE STATUS

The Association shall be organized and operated exclusively for not-for-profit educational purposes in the State of Texas. No part of the net earnings of the Association shall inure to the benefit of or be distributed to its members, officers or other persons except the Association shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of its not-for-profit purposes. **The Association will organize as a recognized non-profit corporation.**

ARTICLE III. PURPOSE

A. To provide a forum for interchange of ideas and information among interested financial personnel of private and public institutions of higher education in the State of Texas.

B. To assist members with their professional development

C. To assist member institutions' accomplish goals and objectives more efficiently and effectively.

D. To provide conferences, seminars and other related educational activities as may be desirable for the professional growth of members.

ARTICLE IV. MEMBERSHIP

A. The Association shall offer membership to private and public colleges and universities (agencies of higher education) within the State of Texas who express an interest in discussing student financial issues and to vendors who support student financial operations at institutions of higher education.

B. Membership Categories

1. Institutional Membership

(a) shall be from private or public institutions of higher education that grants an associate degree or higher

(b) are accredited by an authorized accrediting organization recognized in the State of Texas.

(c) submit an application for membership to the Secretary of the Association.

2. Industry Membership

(a) shall consist of such for-profit organizations and agencies that are deemed by the Board of Directors to be part of the service industry for student financial operations.

(b) submit an application for membership to the Secretary of the Association.

(c) approved by majority vote of the Board of Directors

C. Membership Privileges

1. Institutional Member has one vote on Association business per institution cast by a delegate selected by the delegation.

2. Institutional Members may hold office in the Association.

3. Industry Members do not have a vote on Association business and may not hold office.

5. Members may attend all conferences, workshops, and programs of the Association with proper registration and payment of program fees.

D. Removal of Membership

1. Membership may be terminated by majority vote of the Board of Directors for actions that violate the bylaws of the Association and/or are seen as not in the best interest of the Association.
2. Membership may be removed if the Association has no contact from a member for two years.
3. Membership removed for non-participation may be reinstated upon submission of a membership application.

E. Transfer of Membership

Membership in the Association is not transferable or assignable.

F. Membership Fees

1. Institutional Members will not be charged a membership fee.
2. Industrial Members will pay a yearly membership fee:

(a) Platinum Membership - \$2500

(b) Gold Membership - \$1500

(c) Silver Membership - \$1000

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ARTICLE V. ORGANIZATIONAL STRUCTURE

A. Annual Meeting

1. All official business of the Association will be conducted at the Annual Meeting of the Association.
2. The time, date and location of the Annual Meeting will be determined by majority vote of the Board of Directors.

3. The Board of Directors will send a notification for the Annual Meeting to all members at least thirty (30) day prior to the scheduled date of the meeting.

4. Voting

(a) Each Institutional Member shall have one vote.

(b) Each member of the Board of Directors shall have one vote.

5. Quorum

Twenty-five (25) percent of the Institutional Members shall constitute a quorum.

6. Agenda

(a) The agenda for the Annual Meeting will be compiled by the Board of Directors and distributed to the membership at least two weeks prior to the meeting.

(b) Members may submit items for the agenda to the Board of Directors no later than thirty (30) day prior to the Annual Meeting.

(c) The Board of Directors will accept items for the agenda of the Annual Meeting by majority vote of the Board. The decision of the Board may be appealed to the voting membership at the Annual Meeting by a vote of two-thirds of the voting members present at the Annual Meeting.

7. Special Meetings

Special meetings may be called by the President of the Association or by petition of ten (10) percent of the Institutional members. Requirements of notice are the same as for the Annual Meeting.

B. Regional Organization

The Association shall be divided into four (4) regions – Region I (Dallas area), Region II (Houston area), Region III (San Antonio area), Region IV (Lubbock area)

1. The Board of Directors will determine the boundaries of the regions based on the needs of the membership.
2. Each Region will have a Regional Representatives working under the leadership of the Regional Coordinator.
3. Regions will offer programs and workshops for members in that region.
4. Regional Representatives will contact institutions in their region encouraging membership in the Association and soliciting input on member needs and interests.

ARTICLE VI: PARLIMENTARY RULES

The Association shall be governed by Roberts Rules of Order, Revised.

ARTICLE VII. OFFICERS

A. Board of Directors

The Board of Directors shall be composed of President, Past President, Vice President, Secretary, Treasurer, Regional Coordinator, and three Members at Large.

B. Election

1. The Board of Directors will call for nominations ~~prior to the Annual meeting.~~
2. The Board of Directors will present the slate of officers for election at the Annual meeting.
3. ~~.~~
4. All Officers will be elected by majority vote.

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C. Qualifications for Office

1. All officers must be Institutional Members of the Association.
2. Members at Large must be constituents of the institutions they represent.

3. Regional Coordinator must have served as a Regional Representative. The Board of Directors may waive this requirement by majority vote, if no candidate can be found that meets this qualification.

D. Term of Office

1. President, Vice President, and Secretary will serve a 4 year term.
2. Treasurer and Regional Coordinator will serve a 3 year term.
3. Members at Large will serve a 2 year term.

E. Officer Rotation

1. The Secretary shall rotate into the position of Vice President after one year.
2. The Vice President will rotate into the position of President after one year.
3. The President will rotate into the position of Past President after one year.

F. Vacancies

1. Vacancies in any office because of death, resignation, removal or disqualification shall be filled by the Board of Directors
2. Vice President will automatically fill a vacancy in the Presidency and will continue as President after the Annual Meeting.
3. Vacancies in the Vice President, or Secretary, will be selected from current Board members by majority vote of the Board of Directors. The appointment will be affective immediately upon selection and until the next Annual Meeting at which time the remainder of the unexpired term will be filled by majority vote of the membership.

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4. Vacancies in Members at Large, Treasurer or Regional Coordinator will be filled by appointment through majority vote of the Board. After confirmation at the Annual Meeting, these appointments will be for a full term of office.

G. Quorum

Fifty percent plus one will constitute a quorum of the Board of Directors.

H. Compensation

Directors as such shall not receive any salary for their services, but may be reimbursed for reasonable expenses incurred in connection with services rendered on behalf of the Association subject to approval by the Board and reported to the membership at the Annual Meeting.

I. Removal

Any Officer may be removed by a two-thirds vote of the Board of Directors whenever, in their judgment, the best interest of the Association shall be served.

J. Liability

The Board of Directors shall not be personally liable for any debt, obligation, injury, sickness, disease, death or destruction solely by reason of being a Director or Officer.

ARTICLE VIII. BOARD OF DIRECTORS

A. Act for the Association between Annual Meetings making decisions and committing the Associations on matters that support the purpose of the Association.

- B. Enter into contractual agreements on behalf of the Association.
- C. Approve expenditures on behalf of the Association.
- D. Report all actions of the Board at the Annual Meeting.
- E. Approve requests for Industrial Membership.
- F. Select the time, date, and location for the Annual meeting and Annual Conference.
- G. Select a Conference Chair to coordinate the Annual Conference.
- H. Fill vacancies in offices
- I. Remove members as dictated in the bylaws
- J. Duties of the Officers

The President shall:

1. Preside at all meetings of the Association and the Board of Directors.
2. Appoint all ad-hoc committees.
3. Call meetings of the Board of Directors.
4. Insure that the Association operates within the bounds of its bylaws and fulfills its obligation to its members.
5. Perform such other duties as needed to support the mission of the Association.
6. Represent the Association as needed.

The Vice-President shall:

1. Act for the Association in the absence of the President.
2. Rotate into the office of President in the event of a vacancy in the office of President.

2. Act as an ex-officio member of all committees.
3. Serve as the liaison to the Annual Conference Chair.

The Secretary shall:

1. Keep a written record of the proceedings of all meetings of the Association and the Board of Directors.
2. Provide copies of the minutes of the previous Annual Meeting and all Board meeting subsequent to the last Annual Meeting to all members.
3. Issue notices of meeting and agenda as required by the bylaws of the Association.
4. Handle all correspondence of the Association.
5. Maintain membership roster.

The Treasurer shall:

1. Maintain the accounts of the association.
2. Act as custodian of the assets of the association.
3. Present a Statement of Accounts at the Annual Meeting.
4. Prepare a year-end Financial Statement which must be approved by an External Auditor and submitted to the Board of Directors no later than December 31 each year.
5. Prepare and provide all necessary documents for filing of Internal Revenue and Articles of Incorporation.
6. Serve as the Board liaison to the Industrial Members

Regional Coordinator

1. Serve as the liaison to the regions within the Association through the Regional Representatives

2. Recruit and with the approval of the Board, appoint Regional Representatives for the four regions of the Association.
3. With the Regional Representative in the area, plan Regional workshops and programs as deemed needed by the Board and Institutions in each region.
4. Select site, set dates, and set fees for Regional programs and workshops.

Past President

1. Serve as *ex-officio* non-voting member of the Board
2. Serve as advisor to the President and Board of Directors.
3. Maintains and recommends changes to the bylaws of the Association

The Members-at-Large shall:

There shall be three Members-at-Large each representing one of the various Institutional Membership categories of the Association – public, private, and 2-year institutions.

1. Promote membership in the association to their constituent group.
2. Represent the interests of their constituent group within the Board of Directors.
3. Prepare ballots and materials required for the annual election of officers.

Regional Representatives

1. Appointed by the Regional Coordinator with the approval of the Board for a 3 year terms.
2. Must reside in the region they represent.
3. Promote membership in the Association in his/er region

4. Assist the Regional Coordinator in planning workshops and programs within the region.

ARTICLE IX: Programming

A. Annual Conference

1. The Association will hold an Annual Conference at a time, date, and location selected by the Board of Directors.
2. The Board of Directors will select a Conference Chair who with the advice and consent of the Board will make all necessary arrangements for the conference.
3. Conference cost will be paid from conference fee revenue and membership fees. All charges and expenditures related to the conference shall be approved by the Board of Directors and reported to the membership following the close of the Annual Conference.

B. Regional Programs

1. The Regional Coordinator with the assistance of the Regional Representatives and the approval of the Board may plan and conduct workshops and programs within each region.
2. A fee may be charged to defray costs of the program with the approval of the Board of Directors.
3. All charges and expenses related to regional programming are to be reported to the Treasurer of the Association.

C. Sponsorships and Underwriting

1. To assist with the cost of programming by the Association, sponsorships and underwriting may be accepted.
2. Sponsors and underwriters must be Industrial Members of the Association.

3. Requests to sponsor or underwrite a program must be approved by the Board of Directors with specific guidelines for the scope and manner of the sponsorship or underwriting.

ARTICLE X. AMENDMENTS

A. These by-laws may be amended by a two-thirds vote of membership at the Annual Meeting.

B. Proposed Amendments must be submitted to the Board of Directors at least sixty (60) days prior to the Annual Meeting by a voting member of the Association.

C. The Board may make a recommendation on the proposed Amendment and distribute the proposed Amendment and the Board's recommendation to the membership at least thirty (30) days prior to the Annual Meeting.

ARTICLE XI. STATEMENT OF DISSOLUTION

Should the association be dissolved, any funds on hand after the retirement of all outstanding liabilities shall be distributed pursuant to a legally permissible plan. The Treasurer shall be responsible for prompt payment of all outstanding obligations, the distribution of remaining funds, preparation of a final association Financial Statement, and the preparation and submission of final Internal Revenue Service forms.

These by-laws were amended on _____