

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 is a 501(c)(6) organization and 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 apply for the benefit of or be distributed to its members, officers or other persons. 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.

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.
- B. To assist members with their professional development.
- C. To assist member institutions' in accomplishing 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. Membership is defined as Institutional and Exhibitor/Vendor attendees at the Annual Conference.
- B. The Association shall offer membership to private and public colleges and universities (agencies of higher education) who express an interest in discussing student financial issues and to exhibitors who support student financial operations at institutions of higher education.
- C. Attendee Categories
 - 1. Institutional Attendees
 - a. Shall be individuals employed at private or public institutions of higher education that grants an associate degree or higher.
 - b. Accredited by an authorized accrediting organization recognized in the State of Texas.

2. Exhibitor/Vendor Attendees
 - 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 business office operations.
 - b. Exhibitor/Vendor Attendees shall have the opportunity to exhibit at the Annual Conference by promoting their services as exhibitors at Association events approved by the Board of Directors.
 - c. Exhibitor/Vendor Attendees not exhibiting the Annual Conference may attend by registering and paying as a regular attendee.

- D. Attendee Privileges
 1. Institutional Attendees may hold office in the Association.
 2. Exhibitor/Vendor Attendees do not have a vote on Association business and may only hold office as ex-officio officers.
 3. Attendees may attend all conferences, workshops, and programs of the Association with proper registration and payment of program fees.

- E. Attendee Fees
 1. Institutional Attendees will not be charged a membership fee but will pay the registration fees for Association conferences and workshops.
 2. Exhibitor/Vendor Attendees will not be charged a membership fee but will pay a fee for registration for the annual conference. In addition, Exhibitor/Vendor Attendees may request to be a exhibitor. The Board of Directors will establish the amounts and categories/levels for exhibitors annually. The Board of Directors may provide additional promotional opportunities for the annual conference and any regional meeting.
 3. The Board of Directors reserves the right to decline requests for exhibits and registration from any exhibitor or members, as they deem appropriate to insure the integrity of the Association and provide a wide representation of services available to the student business office.

ARTICLE V: ORGANIZATIONAL STRUCTURE

- A. Annual Conference
 1. All official business of the Association will be conducted at the Annual Conference.
 2. The Board of Directors will send notification for the Annual Conference to all members at least four (4) months prior to the scheduled date of the meeting.
 3. Voting

- a. Each Institutional Attendee shall have one vote.
 - b. Each member of the Board of Directors shall have one vote.
4. Quorum
Twenty-five (25) percent of the Institutional Attendees shall constitute a quorum.
5. Agenda
- a. The agenda for the Annual Conference will be compiled by the Board of Directors and provided to the membership at least two weeks prior to the meeting.
 - b. A tentative agenda will be posted on the organization's website at least four (4) months prior to the scheduled date of the meeting.
 - c. The Board of Directors will accept items for the agenda of the Annual Conference by consensus.

B. Regional Meetings

- 1. The Board of Directors will determine the boundaries of the regions
- 2. The Regional and Event Coordinators will be responsible for activities at the Regional Meetings.

ARTICLE VI: PARLIMENTARY RULES

The Texas Association of Bursars for Universities and Colleges will be governed by *Roberts Rules of Order, Revised*.

ARTICLE VII: Governance

A. Board of Directors

The Board of Directors shall be composed of President, Vice President, Secretary, Treasurer, Regional Coordinator, Event Coordinator, and the founder of Texas BUC\$.

B. Election

- 1. The Board of Directors will call for nominations prior to the Annual Conference and at check in on the first day of the Annual Conference.
- 2. The Board of Directors will present the slate of officers for election at the General Session on the second day of the annual conference. Nominees will have the opportunity to address the General Session in accordance with the guidelines approved by the Board of Directors. Nominees must be present at the General Session to remain on the slate. The Board of Directors by majority vote may make an exception when extraordinary circumstances are presented.

- C. Nominations may not be taken from the floor during the Annual Conference.

D. All Officers will be elected by majority vote during the business meeting with the exception of the Regional and Event Coordinators who shall be appointed by the Board of Directors.

E. Qualifications for Office

All officers must be Institutional Attendees of the Association.

F. Term of Office

1. President and Vice President will each serve a one-year term.
2. The Vice President will rotate into the position of President after one year.
3. Secretary will serve a one-year term and can serve up to two consecutive terms upon election.
4. Treasurer will serve a three-year term and will be eligible for re-election after one inactive term.
5. The Regional and Event Coordinators will serve at the pleasure of the Board.
6. Communications Coordinator shall be appointed and serve at the pleasure of the Board of Directors.
7. Four (4) Ambassadors will be appointed by the Board of Directors for a two (2) year term. These four Ambassadors will be appointed as follows: one from a private institution, one from a public institution, one from a two-year institution, and one from a health related institution.
8. Seven (7) additional Ambassadors will be appointed by the four Ambassadors selected by the Board of Directors from the list of institutional members registered for the Annual Conference. The private, public, and two-year school Ambassadors each will select two (2) additional Ambassadors from their constituent groups – Private, Public or Two Year. The health related representative will select one (1) additional Ambassador from another health related institution. The additional Ambassadors will serve through the upcoming Annual Conference.
9. The founder of the Association will be a permanent member of the Board of Directors.

G. Vacancies

1. Vacancies in any office because of death, resignation, removal or disqualification shall be filled by the Board of Directors by a majority vote.
2. Vice President will automatically fill a vacancy in the

Presidency and will continue as President after the Annual Conference.

3. Vacancies in the Vice President, Secretary, or Treasurer will be selected from current Board members by majority vote of the Board of Directors. The appointment will be effective immediately upon selection and until the next Annual Conference. Appointee will fill the remainder of the expired term after confirmation at the Annual Conference.
4. Vacancies in, Regional or Event Coordinator will be filled by majority vote of the Board.

H. Quorum

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

I. 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 Conference.

J. Removal

Any Officer, other than the founder, 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.

K. 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: FINANCIAL POLICIES

A. Contracts

All contracts must be signed by a member of the Board of Directors. Contracts will be reviewed by the Audit Committee. [See procedures.]

B. Banking

Two separate bank accounts will be established and maintained for the State conference and Regional conferences, respectively.

C. Reimbursement

1. Board members may be reimbursed for reasonable expenses related to Association business including, but not limited to, Board meeting, Regional

Meetings, and Annual Conferences.

2. Expenses will be reimbursed only when itemized, original receipts are presented to the Treasurer of the Association. Receipts of the Treasurer will be approved by the President of the Association. When an itemized receipt is not available, a reimbursement form must be completed and attached to the sales slip. [See procedures.]
3. Board members may be reimbursed for lodging, meals, and mileage. Mileage will be reimbursed based upon the current rate established by the IRS.
4. Audit Committee will be reimbursed for expenses incurred for attendance at the annual audit meeting.

D. Alcoholic Beverages

1. The Association will not reimburse anyone for purchase of alcoholic beverages.
2. The Association will not purchase alcoholic beverages for any event related to the Association nor will it contract for a 3rd party to sell or provide alcoholic beverages in conjunction with an Association function.

E. No member or officer of the Association will accept any incentive or gift related to his or her role in Texas BUC\$.

F. In kind materials or services will be used for the benefit of the Association as prescribed by the Board of Directors

ARTICLE IX: BOARD OF DIRECTORS

- A. Act for the Association between Annual Conferences making decisions and committing the Association 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 significant actions of the Board at the Annual Conference.
- E. Approve requests for Industrial Membership.
- F. Select the time, date, and location for Annual Conference and Regional Conferences.
- G. Members of the Board of Directors will work collaboratively to coordinate the Annual Conference. The Board of Directors will meet annually between

February-May at the proposed site for the Annual Conference to approve the location and establish the agenda, pricing, and details for the Annual Conference.

- H. Fill vacancies in offices.
- I. Remove members as dictated in the bylaws.
- J. Vote on the initial approval and adoption of the bylaws.
- K. Appoint members of the Audit Committee
- L. 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.
7. Must have written permission from supervisor to perform these duties
8. Must attend two Regional meetings out of the four each year
9. Must attend the March board meeting
10. Must attend the Annual Texas BUC\$ Conference in October

The Vice President shall:

1. Act for the Association in the absence of the President.
2. Rotates into the office of President in the event of a vacancy in the office of President.
3. Act as an ex-officio member of all committees.
4. Serve as the liaison to the Annual Conference Chair.
5. Must have written permission from supervisor to perform these duties
6. Must attend two Regional meetings out of the four each year
7. Must attend the March board meeting
8. Must attend the Annual Texas BUC\$ Conference in October

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 minutes from the previous meetings to all members

3. Issue notices of meetings and agenda as required by the bylaws of the Association
4. Provide administrative assistance to Board
5. Make appointments for board members for conference calls
6. Make travel arrangements for board members to regional and annual conferences
7. Help arrange for speakers, meetings, exhibitors for regional and annual conference; travel, accommodations, etc.
8. Assist with annual conference preparation; i.e., schedule, notes, materials, ordering, transportation, etc.
9. Must have written permission from supervisor to perform these duties
10. Must attend two Regional meetings out of the four each year
11. Must attend the March board meeting
12. Must attend the Annual Texas BUC\$ Conference in October

The Treasurer shall:

1. Maintain the account of the Association.
2. Act as custodian of the assets of the Association.
3. Manage the funds related to the Regional Conferences and Workshops
4. Present a Statement of Accounts at the Annual Conference and to the Audit Committee three times per year - April, September, and December.
5. Present a detailed financial report to the Board of Directors at the annual Board of Directors Meeting held between February-May. The Board of Directors will accept the annual report by a majority vote.
6. Prepare and provide all necessary documents for filing of Internal Revenue documents and Articles of Incorporation.
7. Maintain all financial records of the Association. As much as practical, all financial records should be maintained in electronic form. All original documents should be kept in a secure location.
8. Manage online Annual Conference Registration.
9. File Income Tax Returns on behalf of the Association.
10. Must have written permission from supervisor to perform these duties
11. Must attend two Regional meetings out of the four each year
12. Must attend the March board meeting
13. Must attend the Annual Texas BUC\$ Conference in October

Regional Coordinator shall:

1. Serve as the liaison to the regions within the Association through the Institutional members.
2. Plan Regional workshops and programs as deemed needed by the Board and Institutions in each region.

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3. Select site, set dates, and set fees for Regional programs and workshops.
4. Maintain and recommend changes to the bylaws of the Association.
5. Assist with Exhibitor participation for the Association
6. Convene the Audit Committee each year in December
7. Must have written permission from supervisor to perform these duties
8. Must attend two Regional meetings out of the four each year
9. Must attend the March board meeting
10. Must attend the Annual Texas BUC\$ Conference in October

Event Coordinator shall:

1. Assist with Exhibitor participation for the Association
2. Negotiate all contracts on behalf of the Association.
3. Assist President with event coordination
4. Assist with the Regional conferences
5. Must have written permission from supervisor to perform these duties
6. Must attend two Regional meetings out of the four each year
7. Must attend the March board meeting
8. Must attend the Annual Texas BUC\$ Conference in October

Communications Coordinator shall:

1. Maintain membership roster.
2. Oversee the operation of the Association website.
3. Must have written permission from supervisor to perform these duties
4. Must attend the Annual Texas BUC\$ Conference in October

Ambassadors shall:

There shall be up to eleven Ambassadors representing the various institutional memberships.

1. Support conference activities, such as registration, session moderation, exhibitor setup,
2. Promote membership in the association to their constituent group.
3. Service as hosts for the conference, assisting the Board in making exhibitors and vendors welcome.
4. Assist the Board of Directors as needed.
5. Must have written permission from supervisor to perform these duties
6. Must attend the Annual Texas BUC\$ Conference in October

Article X: Audit Committee:

There shall be an Audit Committee composed of three Association members representing the membership categories - one representative from a public institution, one from a private institution, and one from a

two-year institution. Representatives will be appointed for a three year term. The terms are to be staggered so that no more than two members are replaced in any year. Vacancies are filled for the remainder of the term of the member leaving the committee. Audit Committee members may return to the committee after two years.

- A. Audit all financial transactions of the Association annually. The formal Audit will take place in December of each year. The date, time, and location of the annual Audit meeting will be determined by the Board with the agreement of the committee at the Annual Conference.
- B. Review the record keeping process of the Association, monitor spending by all entities of the Association including the Board, and Regional Conference staff.
- C. With the Treasurer, develop recommendations for financial management policies and procedures as well as audit guidelines. All policies, procedures, and guidelines must be approved by a majority vote of the Board and presented to the membership at the Annual Conference.
- D. The Audit Committee has the authority to require reimbursement to the Association of any expense not in keeping with Association policies and procedures or audit guidelines.
- E. The Audit Committee will review contracts signed by the Board members of the Association. This review will consist of verifying the terms and disclosing any other incentives or remunerations being given to the organization or any board member. If certain incentives are granted to the Association in the due course of doing business (i.e. a free room, gift card, anything from an exhibitor, etc.), these incentives **must** be disclosed to the Audit Committee with an explanation of how they will be used to support the conference objectives. Once disclosed, consensus must be agreed upon by the Board and Audit Committee.
- F. The Audit Committee recommends that it be given an income and expense report on where the Association stands financially three times per year. The three reporting periods recommended are June, September and December (Audit Meeting) of each year. The Treasurer will give the Audit Committee a written income and

expense report showing the financial status of the organization at these three intervals.

- G. The Audit Review process
 - 1. The Association Treasurer in conjunction with the Regional and Event Coordinators will present the records and contracts of the Association at the beginning of the Audit Review in December.
 - 2. The Audit Committee will meet in closed session for the review. However, all members of the Board of Directors should be available to respond to questions as the Audit Committee meets.
 - 3. The Audit Committee shall select a chair to serve from December to December.
 - 4. Following the conclusion of the Audit Review, the chair shall be responsible for preparing a report of the Committees findings and recommendation. This report is sent by the chair to the Board of Directors within 60 days of the Audit Committee Review meeting.

ARTICLE X: 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 President shall serve as 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. All charges and expenditures related to the conference shall be approved by the Board of Directors and available upon request to members.
- B. Regional Programs
 - 1. The Regional Coordinator with 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. The expenses of all Board of Directors related to attendance at a regional meeting will be covered.
 - 4. All charges and expenses related to regional programming are to be managed by the Treasurer of the Association and reported at the Annual Conference.
- C. Underwriting

1. To assist with the cost of programming by the Association, underwriting may be accepted.
2. 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 underwriting.

ARTICLE X: AMMENDMENTS

- A. These bylaws 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 Conference by any institutional attendee of the upcoming Annual Conference.
- C. Proposed revisions to the Bylaws will be posted on the Association website at least two weeks prior to the annual conference.
- D. Updated bylaws will be available at the Annual Conference

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 and submission of final Internal Revenue Service forms.

These bylaws were adopted and approved by the Board of Directors on October 1, 2009. Amended .

Kathy Woods
President

Deveron Ellison
Treasurer

