

**CONSTITUTION AND BY-LAWS**  
(Updated September 21, 2004)

**Arkansas Association of College and  
University Business Officers**

**CONSTITUTION**

**Article I  
Name and Purposes**

*Section 1. Name*

The name of this organization is ARKANSAS ASSOCIATION OF COLLEGE AND UNIVERSITY BUSINESS OFFICERS.

*Section 2. Purposes and Objectives*

The purposes and objectives of this Association shall be:

1. To foster, develop and promote improved principles and efficient practices in the business and financial management of colleges and universities.
2. To afford opportunity for better acquaintance and closer personal and professional relationships among college and university business officers.
3. To promote professional standards and ethical conduct among its members in the administration of their duties and their responsibilities.
4. To provide a mechanism for the interchange of ideas and systems between the colleges and universities located in ARKANSAS.
5. To disseminate such pertinent information to its members as will be beneficial to them.
6. To assist in providing education and networking opportunities that will enhance the professional development of its members.

**Article II  
Membership and Dues**

*Section 1. Regular Members*

Eligibility for regular membership in the Association, with vote, shall be accorded to:

1. Any college, university, junior college, technical college or community college in the State, private or public, offering associate degree of higher; or
2. An institution which:
  - (a) is accredited by an appropriate accrediting association recognized by the Board of Directors of the Association; and
  - (b) qualifies under Section 115(a) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law.)

### ***Section 2. Admission***

An applicant becomes a member upon acceptance of its application by the Secretary and by payment of annual dues.

### ***Section 3. Dues***

Membership dues for Regular and Associate membership as approved by the organization are payable by the member institutions upon receipt of bill each year to the Secretary/Treasurer of the Association. Membership dues are payable upon receipt. An invoice for the institutional membership should be received before August 31<sup>st</sup> each year.

### ***Section 4. Honorary Membership***

A person who has made a specific, outstanding, and valuable contribution in the field of college business management to this organization or other organizations or associations may be elected to honorary or life membership by the Board of Directors. Such a person shall enjoy all the privileges of the organization except those of voting or holding office.

### ***Section 5. Suspension***

Active members may be terminated by the Board of Directors for nonpayment of dues or by the Association acting as a committee of the whole for other cause(s).

### ***Section 6. Associate Membership***

Eligibility for associate membership in the Association, without vote, shall be accorded to the Arkansas Department of Higher Education, Legislative Audit Staff, Department of Finance and Administration or other agencies of the State of Arkansas.

## **Article III Officers**

### ***Section 1. Officers***

The officers of this organization shall be a President, President Elect, a Secretary/Treasurer and a Board of Directors, who shall be elected at the close of each annual meeting for a term of one year or until their successors are named, except in such cases where the term of officers may be otherwise designated by the Board of Directors after requested to do so by resolution of the members. All officers must be actively engaged in college business management at the time of their election and throughout their term of office.

#### **1. President**

The President shall be the executive officer of the Association, and subject to the Board of Directors' approval, he is empowered to take action within financial resources available necessary to the general welfare of the Association. The President, when present, shall preside at all business meetings of the Association and of the Board of Directors.

#### **2. President Elect**

The President Elect shall occupy the office and assume the duties of the President as stated above in case of absence of the President. In the event of a vacancy in the office of the President, the President Elect shall serve as Acting President for the unexpired term of the President and until a successor is elected. The President Elect serving out an unexpired term shall be eligible to succeed himself as President in a subsequent year. The President Elect shall assume the responsibility for the annual program of the organization during the year in which he holds office.

#### **3. Secretary/Treasurer**

In case of absence or incapacity or vacancy in the offices of President and President Elect, the Secretary/Treasurer shall occupy the office and assume the duties of the President as stated above. The Secretary/Treasurer shall give notice of all meetings of the Association and of the Board of Directors and shall keep the minutes of all special meetings; shall be responsible for the records of the Association and shall conduct correspondence necessary to fulfill the duties of the office; under the direction of the President and Board of Directors, shall assist in arrangements for suitable and agreeable meeting places for the annual meeting of the organization, and shall make a report to the organization at each annual meeting. The Secretary/Treasurer shall be responsible for all financial records of the organization; shall receive dues collected by the Association; shall keep adequate records of receipts and disbursements and shall report thereon at the request of the Board of Directors and at the annual meeting of the organization; and shall perform such other duties as requested by the President and the Board of Directors.

### ***Section 2. Board of Directors***

The Board of Directors shall consist of the present officers, the past President, and four other members at large. The members at large shall be elected by and from regular members of the Association for a term of two years each, and they shall not be eligible to succeed themselves.

The Board of Directors shall be the administrative body of the organization. During intervals between annual meetings this Board shall have full power to carry out and implement the organization's objectives, and, if resources are available, to make commitments, financial or otherwise, on behalf of the organization.

### ***Section 3. By-laws***

By-laws which do not conflict with this constitution and which are necessary to implement the governing of this organization or to provide for its general welfare may be adopted by the general membership.

## **Article IV Meeting of Organization**

The date of the annual meeting of the organization shall be set by the Board of Directors at a date which will conform to the best interest and convenience of the membership. Special meetings of the organization may be called by the President provided written notice thereof be sent to each member at a reasonable time prior to such meeting.

## **Article V Amendments**

A proposed amendment to the constitution may be submitted by any member of the organization to the Secretary. The Secretary shall refer the proposed amendment to the Board of Directors for its review. A proposed amendment shall become effective when approved by a two-thirds majority of the members present and voting at the special or annual meeting.

## **BY-LAWS**

### **Article I**

#### ***Section 1. Meeting***

The Board of Directors shall hold its business meeting at the time and place designated through the Secretary.

#### ***Section 2. Vacancy***

Any vacancies in the Board of Directors, other than the office of President, caused by death, resignation or other causes shall be filled for the unexpired term, and until a successor is elected, by selection by the remaining members of the Board of Directors. The individual serving out such unexpired term shall be eligible to succeed themselves in that office in a subsequent year.

#### ***Section 3. Audits***

All financial reports of the organization shall be reviewed by the membership of the audit committee.

### **Article II**

#### **Nomination of Officers and Representatives**

The Nominating Committee shall be appointed by the President to receive suggestions from the membership and to make nominations for officers and representatives to the Board of Directors. Such nominations shall be voted on by the membership at the annual meeting. All nominees for officers must represent institutions which are regular members.

### **Article III Committees**

#### ***Section 1. Standing Committees***

1. Nominating Committee. The Nominating Committee shall perform the function as outlined in Article II of the By-Laws.
2. Constitution and By-Laws Committee. The Constitution and By-Laws Committee shall be appointed by the President to receive from the Secretary proposed

amendments to the constitution or by-laws and to make recommendations regarding such proposed amendments to the membership.

3. **Audit Committee.** The Audit Committee shall perform the function as outlined in Article I, Section 3 of the By-Laws. This committee will consist of a chair and a minimum of two individuals for within the membership institutions and will review the annual financial reports of the organization. A report from the committee will be provided as part of the annual Business Meeting.
4. **Web Site Committee.** The Web Site Committee shall be responsible for maintaining and updating the AACUBO web site. The committee will have a chair and a minimum of two members.

### ***Section 2. Appointments***

The President shall appoint all standing committees during his term of office.

## **Article IV Procedure**

### ***Section 1. Quorum***

At all meetings of the Association, the Board of Directors, and other committees, a majority of voting members shall constitute a quorum.

### ***Section 2. Rules***

Robert's Rules of Order shall be used as a guide in questions of procedure when not in conflict with the Constitution and By-Laws of the organization.

### ***Section 3. Voting***

Each regular member institution of the Association shall be allowed one vote. This vote shall be cast by the chief (or primary) business officer of the member institution or his duly authorized representative.

**Article V**  
**Dues**

Membership dues in the organization shall be paid annually at such times as stipulated in Article II, Section 3, of the Constitution at the following rates:

- (a) Member dues will be \$75 annually.
- (b) Honorary members will not be charged annual dues.

**Article VI**  
**Fiscal Year**

The fiscal year of the Arkansas Association of College and University Business Officers shall be July 1 through June 30.

**Article VII**  
**Amendments**

All amendments must be made in accordance with the policy as outlined in Article V of the Constitution.