

1 **BYLAWS**
2 **OF**
3 **SOUTHERN ASSOCIATION OF COLLEGE AND UNIVERSITY**
4 **BUSINESS OFFICERS, INCORPORATED**

5 **Article I**
6 **Name and Purposes**
7

8
9 **1.1. Name**

10 The name of the Corporation is Southern Association of College and University Business Officers,
11 Incorporated.
12

13 **1.2. Purposes**

14 Subject to the provisions of Article 2.01 of the Texas Non-Profit Corporation Act, the Corporation
15 is organized exclusively for educational and other purposes permitted to be carried on by a
16 corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code
17 of 1986, as amended (the "Code"). (All references herein to provisions of the code include any
18 corresponding provisions of any future United States Internal Revenue Law.) The Corporation
19 shall be operated exclusively for such purposes, and no part of its net earnings shall inure to the
20 benefit of, or be distributable to, its members, directors, officers or any private persons, except that
21 the Corporation shall be authorized and empowered to pay reasonable compensation for services
22 rendered by members, officers and directors of the Corporation and members of committees of the
23 Corporation, and to make payments and distributions in furtherance of the purposes set forth in the
24 Articles of Incorporation. For service in their capacity as officers and directors, individuals may
25 not receive compensation but may receive reasonable expense reimbursement, subject to the
26 Corporation's policies then in effect. The specific purposes and objectives of the Corporation shall
27 be:
28

- 29 (a) To conduct educational activities for the purpose of helping individuals improve or
30 develop their capabilities in higher education business management.
31 (b) To conduct continuing education programs to meet the needs of constituency groups as
32 well as the general membership, and in order to achieve this objective the Corporation
33 recognizes continuing education as its central theme for workshops and meetings.
34 (c) To conduct educational activities intended to promote improved principles and efficient
35 practices in the business and financial management of colleges and universities.
36 (d) To educate members regarding professional standards and ethical conduct in the
37 performance of their duties and their responsibilities.
38 (e) To provide leadership, support and strength to the programs and objectives of National
39 Association of College and University Business Officers ("NACUBO"), an educational
40 organization qualified under Section 501(c)(3) of the Code.
41 (f) To disseminate such pertinent information to the membership.
42

1 No part of the Corporation's activities shall be carrying on propaganda, or otherwise attempting to
2 influence legislation, and the Corporation shall not participate in, or intervene in (including the
3 publishing or distributing of statements), any political campaign on behalf of or in opposition to
4 any candidate for public office. In no event shall the Corporation carry on any activities not
5 permitted to be carried on (a) by a corporation exempt from federal income tax under Section
6 501(c)(3) of the Code or (b) by a corporation, contributions to which are deductible under Section
7 170(c)(2) of the Code.

8
9 **Article 2**
10 **Offices**

11
12 **2.1. Offices**

13 The Corporation may have such offices both within and without the State of Texas as the Board of
14 Directors may from time to time determine or the business of the Corporation may require.

15
16 **Article 3**
17 **Membership and Meetings**

18
19 **3.1. Regular Members**

20 (a) Eligibility for regular membership in the Corporation shall be accorded to:

21 (1) An institution which is currently an institutional member of the Corporation; or

22 (2) An institution that:

23 (a) grants or authorizes the associate degree or higher, and

24 (b) is accredited by an appropriate accrediting association recognized by the
25 Board of Directors of the Corporation, and

26 (c) qualifies under Section 501(c)(3) or Section 115 of the Code; or

27 (3) a governing board that is administratively responsible for two or more member
28 institutions.

29 (b) A member institution may have as many representatives as it desires, but it shall be
30 allowed only one vote.

31 (c) Notwithstanding the foregoing provisions of this section, eligibility for regular
32 membership in the Corporation shall in no case be accorded to any institution or
33 organization other than described in Section 509(a)(1) or Section 509(a)(2) of the Code.

34
35 **3.2. Provisional Members**

36 An institution that is not accredited as provided in paragraph (a) (2) (b) of Section 3.1, but which is
37 otherwise eligible for regular membership in the Corporation, shall be eligible and shall constitute
38 the sole type of institution eligible for provisional membership in the Corporation, without vote, if
39 it has:

40 (a) attained a preaccreditable status with assurance of achieving accreditation within a
41 reasonable period, as based on consultation with the appropriate accrediting agency, or

42 (b) had its credits accepted as if earned in an accredited institution by not fewer than three
43 accredited institutions, or

44 (c) had its credits approved by a state department of education, a state board of accrediting
45 commission, an association of state colleges, a state education agency, or a state
46 university.

47 Individuals from provisional member institutions shall not be eligible to hold elected office.

1
2 **3.3. Associates**

3 Organizations, other than those described in Section 3.1 or 3.2 herein, concerned with higher
4 education including but not limited to museums, libraries, coordinating boards or agencies,
5 foundations, and societies, that are entitled to exemption under Section 501(c)(3) or Section 115 of
6 the Code, may be admitted as associates in the Corporation, subject to approval by the Board of
7 Directors. In addition, an institution that

8 (a) grants or authorizes the associate degree or higher or

9 (b) is accredited by an appropriate accrediting association recognized by the Board of
10 Directors of the Corporation, but does not qualify under Section 501(c)(3) or Section
11 115 of the Code may also be admitted as Associates. Associates shall not be eligible to
12 vote and individuals from associate member organizations shall not be eligible to hold
13 elected office.
14

15 **3.4. Affiliates**

16 "Affiliates" shall be a nonmember group and shall consist of such for-profit organizations and
17 agencies concerned with higher education as the Board of Directors may approve. Affiliates may
18 send representatives to meetings of members but are not entitled to vote or to hold elected office.
19

20 **3.5. Admission**

21 An applicant becomes a member upon acceptance of its application by the Secretary or Treasurer
22 and by payment of annual dues.
23

24 **3.6. Dues**

25 Membership dues in such amount as may be from time to time approved by the Corporation are
26 payable by the member institutions to NACUBO, acting as a collection agency for the
27 Corporation. (Annual dues for Regular Members and Provisional Members are stipulated in
28 Article 7 of these Bylaws.) Dues for Associates and Affiliates are to be set by the Board of
29 Directors.
30

31 **3.7. Membership Rolls**

32 The membership rolls of the Corporation are maintained by NACUBO and reported to the
33 Treasurer annually and in conjunction with the receipt of membership dues.
34

35 **3.8. Honorary Membership**

36 A person who has made a specific, outstanding, and valuable contribution in the field of college
37 business management may be elected to honorary or life membership by the Board of Directors.
38 Such a person shall enjoy all the privileges of membership in the Corporation except those of
39 voting or holding office.
40

41 **3.9. Suspension**

42 Active members may be terminated by the Board of Directors for nonpayment of dues or by the
43 members, acting as a committee of the whole, for other cause.
44

45 **3.10. Annual Meetings**

46 The annual meeting of members shall be held at such time and place as the Board of Directors
47 shall determine. At each annual meeting, the members shall elect officers and directors and
48 transact such other business as may be properly brought before the meeting.

1
2 **3.11. Special Meetings**

3 Special meetings of the members for any purpose or purposes may be called by the President, by
4 the Board of Directors, or by members having not less than one-tenth (1/10) of the votes entitled to
5 be cast at the proposed special meeting. A request for a special meeting shall state the purpose or
6 purposes of the proposed meeting, and business transacted at any special meeting of members shall
7 be limited to the purposes described in the notice of the meeting.
8

9 **3.12. Notice of Meetings**

10 Written or printed notice stating the place, day and hour of the meeting and the purpose or
11 purposes for which the meeting is called, shall be delivered not less then ten (10) nor more than
12 sixty (60) days before the date of each special meeting, either personally, by facsimile
13 transmission, by electronic mail (e-mail), or by regular mail, by or at the direction of the President,
14 or the Secretary, or the officers or persons calling the meeting, to each member entitled to vote at
15 such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United
16 States mail addressed to the member at the member's address as it appears on the records of the
17 Corporation, with postage thereon paid. If transmitted by facsimile or electronic mail, notice is
18 deemed to be delivered on successful transmission of the facsimile or electronic mail. In the case
19 of annual meetings, nonspecific notice requirements shall apply, other than such notice as the
20 Board of Directors in its discretion may elect to disseminate. Meetings for the transaction of
21 business should be held in conjunction with a SACUBO event (Fall Workshop, Annual Meeting,
22 etc.) whereby a notice of a business meeting is included in the registration documents.
23

24 **3.13. Quorum of Members**

25 Voting members who are present at any meeting called in accordance with Article 3.12 Notice of
26 Meetings, above, shall constitute a quorum for the transaction of business of the Corporation. If
27 no voting member is present at the meeting, the attendees may adjourn the meeting without notice
28 other than announcement at the meeting, until a quorum is represented, subject to the provisions of
29 Article 2.11A(E) of the Texas Non-Profit Corporation Act.
30

31 **3.14. Majority Vote of Members**

32 The vote of the majority of the votes entitled to be cast by the members present at a meeting at
33 which a quorum is present, shall be the act of the members meeting, unless the vote of a greater
34 number is required by law or by the Articles of Incorporation.
35

36 **3.15. Voting**

37 Subject to applicable provisions, if any, of the Articles of Incorporation or these Bylaws, each
38 member shall be entitled to one (1) vote on each matter submitted to a vote of the members. A
39 member's vote may be cast by the primary representative of the member institution or a duly
40 authorized representative.
41

42 **3.16. Informal Action by Members**

43 Any action required or permitted to be taken at a meeting of the members may be taken without a
44 meeting if a consent in writing, setting forth the action to be taken, shall be signed by a sufficient
45 number of members as would be necessary to take that action at a meeting at which all of the
46 members were present and voted. Any such written consent shall be executed, dated, and filed
47 with the Corporation in the manner required by Article 9.10 of the Texas Non-Profit Corporation
48 Act.

1
2 **Article 4**
3 **Officers**
4

5 **4.1. Officers**

6 The officers of the Corporation shall be a President, First Vice President, Second Vice President,
7 Third Vice President, a Secretary, and a Treasurer, who shall be elected by the members at each
8 annual meeting for a term of one (1) year or until their successors are named. All officers must be
9 actively engaged in college business management at the time of their election and throughout their
10 term of office.
11

12 **4.2. President**

13 The President shall be the executive officer of the Corporation, and subject to the Board of
14 Directors' approval, the President is empowered to take action within financial resources available
15 necessary to the general welfare of the Corporation. The President, when present, shall preside at
16 all business meetings of the Corporation, the Board of Directors, and the Executive Committee.
17 The President serves as a member of SACUBO's Professional Development Committee.
18

19 **4.3. First Vice President**

20 The First Vice President shall occupy the office and assume the duties of the President as stated
21 above in case of absence of the President. In the event of a vacancy in the office of the President,
22 the First Vice President shall serve as Acting President for the unexpired term of the President and
23 until a successor is elected. The First Vice President serving out an unexpired term shall be
24 eligible to succeed to the presidency in a subsequent year. The First Vice President is responsible
25 for the annual meeting program. The First Vice President serves as a member of SACUBO's
26 Professional Development Committee. The First Vice President is President-elect of the
27 Corporation.
28

29 **4.4. Second Vice President**

30 In case of absence or incapacity or vacancy in the offices of President and First Vice President, the
31 Second Vice President shall occupy the office and assume the duties of the President as stated
32 above and until a successor is elected. The Second Vice President is responsible for the annual
33 Fall Workshop. The Second Vice President shall coordinate with the President-elect to name the
34 Host Committee and Host Committee Chair for the ensuing year in order to foster ideas and
35 program concepts for the annual meeting for which the Second Vice President shall be responsible
36 as First Vice President. The Second Vice President serves as a member of SACUBO's
37 Professional Development Committee.
38

39 **4.5. Third Vice President**

40 In case of absence or incapacity of the President, the First Vice President, and Second Vice
41 President, the Third Vice President shall occupy the office and assume the functions of the
42 President as stated above and until a successor is elected. The Third Vice President shall serve as
43 the board liaison with each of the constituent committees. The Third Vice President shall be
44 responsible for the development and execution of the Association's membership plan. The Third
45 Vice President serves as a member of SACUBO's Professional Development Committee.
46

1 4.6. **Secretary**

2 The Secretary shall give notice of all meetings of the Board of Directors of the Corporation and
3 keep the minutes of all meetings; shall be responsible for the records of the Corporation and
4 conduct correspondence necessary to fulfill the duties of the office; and, under the direction of the
5 President and Board of Directors, shall make a report to the Corporation at each annual meeting
6 and perform such other duties as requested by the President, the Board of Directors, and the
7 Executive Committee.

8
9 4.7. **Treasurer**

10 The Treasurer shall be responsible for all financial records of the Corporation; shall approve all
11 new members of the Corporation; shall be bonded and have custody of all funds of the
12 Corporation; shall receive dues for the Corporation from NACUBO and collect other moneys due
13 the Corporation; shall keep adequate records of receipts and disbursements and report thereon at
14 the request of the Board of Directors and at the annual meeting of the Corporation. Subject to
15 approval of the Board of Directors, the Treasurer shall be responsible for disbursement of all funds
16 and shall perform such other duties as may be requested by the President and the Board of
17 Directors.

18
19 **Article 5**
20 **Board of Directors**
21

22 5.1. **General Powers**

23 The affairs of the Corporation shall be managed by, and the control and disposition of its
24 properties and funds shall be vested in, the Board of Directors, which may exercise all powers of
25 the Corporation and do all such lawful acts and things as are not by law or by the Articles of
26 Incorporation or by these Bylaws directed or required to be done by the members. The Board of
27 Directors shall have full power to carry out and implement the Corporation's objectives and, if
28 resources are available, to make commitments, financial or otherwise, on behalf of the
29 Corporation.

30
31 5.2. **Number and Qualifications**

32 The number of directors which shall constitute the whole Board of Directors shall be not less than
33 three (3). The number of directors shall be as outlined in Section 5.4.

34
35 5.3. **Increase or Decrease in Directors**

36 The number of directors may be increased or decreased by amendment to these Bylaws, but no
37 decrease shall have the effect of shortening the term of any incumbent director. The number of
38 directors may not be decreased to fewer than three (3).

39
40 5.4. **Composition**

41 The Board of Directors shall consist of the President, First Vice President, Second Vice President,
42 Third Vice President, Secretary, Treasurer, the immediate Past President, the representatives to the
43 NACUBO Board of Directors from the Corporation, the Editor of the Corporation's Ledger, the
44 Data Base Administrator, Sponsorship Coordinator, four other members at large, and the chairs of
45 the constituent committees. The members at large shall be elected by and from regular members
46 of the Corporation for a term of two (2) years each, and they shall not be eligible to succeed
47 themselves.

1 **5.5. Place of Meetings**

2 Meetings of the Board of Directors, regular or special, may be held either within or without the
3 State of Texas.

4
5 **5.6. Regular Meetings**

6 Regular meetings of the Board of Directors may be held, with or without notice, and at such time
7 and at such place as shall from time to time be determined by the Board of Directors.

8
9 **5.7. Special Meetings**

10 Special meetings of the Board of Directors may be called by the President and shall be called by
11 the Secretary on the written request of a majority of the directors. Notice of each special meeting
12 of the Board of Directors shall be given to each director at least ten (10) days before the date of the
13 meeting.

14
15 **5.8. Attendance as Waiver of Notice**

16 Attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except
17 where a director attends for the express purpose of objecting to the transaction of any business on
18 the ground that the meeting is not lawfully called or convened. Except as may be otherwise
19 provided by law or by the Articles of Incorporation or by these Bylaws, neither the business to be
20 transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be
21 specified in the notice or waiver of notice of such meeting.

22
23 **5.9. Voting**

24 A director may vote in person or by proxy executed in writing by the director. No proxy shall be
25 valid after three (3) months from the date of its execution. Each proxy shall be revocable unless
26 expressly provided therein to be irrevocable, and unless otherwise made irrevocable by law.

27
28 **5.10. Quorum of Directors; Majority Vote**

29 At all meetings of the Board of Directors, the presence in person (but not by proxy) of a majority
30 of the number of directors fixed by, or in the manner provided by, these Bylaws shall constitute a
31 quorum for the transaction of business, and the act of the majority of the directors present in
32 person or by proxy at any meeting at which a quorum is present shall be the act of the Board of
33 Directors, unless the act of a greater number is required by the Articles of Incorporation or these
34 Bylaws. If a quorum is not present at any meeting of directors, the directors present in person may
35 adjourn the meeting from time to time, without notice other than announcement at the meeting,
36 until a quorum is present.

37
38 **5.11. Vacancy**

39 Any vacancies in the Board of Directors, other than the office of President, caused by death,
40 resignation, or other causes shall be filled for the unexpired term, or until a successor is elected, by
41 selection by the remaining members of the Board of Directors (though less than a quorum). The
42 individual serving out such unexpired term shall be eligible to continue in that office in a
43 subsequent year.

44
45 **5.12. Informal Action by Directors**

46 Any action required to be taken at a meeting of directors, or any action which may be taken at a
47 meeting of the directors or any committee, may be taken without a meeting if a consent in writing,
48 setting forth the action to be taken, shall have been signed by (i) all the directors or committee

1 members, or (ii) if the Articles of Incorporation so provide, by a sufficient number of directors or
2 committee members as would be necessary to take that action at a meeting at which all of the
3 directors or members of the committee were present and voted. Any such written consent shall be
4 executed, dated, and filed with the Corporation in the manner required by Article 9.10 of the Texas
5 Non-Profit Corporation Act.

6
7 **5.13. Attendance by Telephone**

8 Subject to the provisions of the Texas Non-Profit Corporation Act and these Bylaws concerning
9 notice of meetings and unless otherwise restricted by the Articles of Incorporation or these
10 Bylaws, members of the Board of Directors, or members of any committee designated by the
11 President or Board of Directors, may participate in and hold a meeting of such Board of Directors
12 or committee by means of conference telephone or similar communications equipment by means
13 of which all persons participating in the meeting can speak to and hear each other, and such
14 participation shall constitute presence in person at such meeting, except where a person
15 participates in the meeting for the express purpose of objecting to the transaction of any business
16 on the ground that the meeting is not lawfully called or convened.

17
18 **Article 6**
19 **Committees**
20

21 **6.1. Appointments**

22 The President shall appoint the membership of all committees during his or her term of office
23 excepting the membership of the Executive Committee, whose membership shall be established in
24 accordance with Section 6.3. The goal of committee membership selection should be to maximize
25 opportunities for new participant involvement and increase the level of membership participation
26 in SACUBO. Terms of appointment to committees shall be for three-year staggered terms with
27 reappointment each year based on participation and performance. Normally committee members
28 will serve without immediate self-succession except in cases of an individual who completes an
29 unexpired term, or ex officio term, and is appointed to serve an ensuing full term; or, the President
30 deems a self-succession appointment is in the best interests of the Association.

31
32 **6.2. Nominating Committee**

33 The Nominating Committee shall be appointed by the President to receive suggestions from the
34 membership and to make nominations for officers, members at large for the Board of Directors,
35 Editor of the Corporation's Ledger, Data Base Administrator, Sponsorship Coordinator, and
36 representatives to the Board of Directors of NACUBO. Such nominations shall be voted by the
37 membership at the annual meeting. All nominees for officers must represent institutions that are
38 regular members as stated in Section 3.1 of these Bylaws. All nominees for the representatives to
39 the Board of Directors of the NACUBO must represent institutions holding membership in
40 NACUBO.

41
42 **6.3. Executive Committee**

43 The Executive Committee shall be composed of seven (7) members: the immediate Past President,
44 the President, First Vice President, Second Vice President, Third Vice President, Secretary, and
45 Treasurer. The Executive Committee shall have the authority to act for the Board between its
46 meetings on matters requiring immediate attention. The Executive Committee shall have full
47 power to transact all necessary business of the Board of Directors specifically committed to it in
48 harmony with the general policy of the Board of Directors made and determined at stated or

1 special meetings. The Executive Committee shall meet on the call of the President at such time
2 and place as shall be designated in the call. Four members of the committee shall constitute a
3 quorum.

4
5 **6.4. Audit Committee**

6 The Audit Committee shall make such reports as are necessary in compliance with Section 9.4 of
7 these Bylaws.

8
9 **6.5 Investment Committee**

10 The Investment Committee will be comprised of no less than three members with the chair of the
11 committee being a current board of director's member. The SACUBO treasurer will also be a
12 member of the committee. Other committee members selected by the president can be from the
13 board or from the membership at large but should possess knowledge about capital markets,
14 investments strategies, and prudent investment principles. The investment committee will be
15 charged with asset allocation and spending plan, manager or fund selection and dismissal,
16 performance monitoring for the overall portfolio as well as individual managers or funds. The
17 committee will meet at least annually to review investment performance and recommend any
18 changes; to review and affirm or restate SACUBO's investment policy statement; and to prepare
19 an annual investment report to the SACUBO treasurer and board of directors.

20
21 **6.6. Professional Development Committee**

22 The Professional Development (PD) Committee is responsible for providing strategic planning of
23 professional development opportunities for SACUBO and for coordinating those strategic plans
24 into action. The PD Committee is responsible for providing non-operational oversight for all
25 SACUBO professional development activities. Such oversight extends to SACUBO Annual
26 Meeting, SACUBO Fall Workshop, SACUBO Drive-In Workshops, NASBA Certification and
27 Continuing Professional Development compliance with NASBA pronouncements, ACUBO
28 Innovation Council (AIC) activities, and any other professional development activities not
29 specifically assigned elsewhere in these by-laws. The PD Committee is responsible for
30 conducting, in coordination with the NASBA Coordinator, all evaluation processes (evaluation
31 instruments and collation of results) utilized at SACUBO professional development events. The
32 PD Committee is responsible for conducting periodic needs assessments to determine ever
33 changing membership professional development needs and presenting such results to the
34 SACUBO Board. Nothing in this Section is intended to supersede or otherwise modify the
35 operational authority for the SACUBO Annual Meeting assigned to the First Vice President in
36 Section 4.3 of the by-laws, the operational authority for the SACUBO Fall Workshop assigned to
37 the Second Vice President in Section 4.4 of the by-laws, or the operational charges assigned to the
38 Drive-In Workshop Coordinator or the NASBA Coordinator by the SACUBO President/Board.

39
40 **6.7. Constituent Committees**

41 The Constituent Committees are based upon Carnegie classifications and shall consist of four (4)
42 standing committees to include: community colleges, small institutions, comprehensive colleges
43 and universities, and research and doctoral universities.

- 44 (a) Each respective constituent committee is responsible for promoting, among its
45 constituency, membership in SACUBO and NACUBO, increasing member
46 participation in all SACUBO activities, planning and conducting professional
47 development sessions at the annual meeting and fall workshop, assisting the Drive-In
48 Workshop coordinator with session topics and logistics of regional workshops,

1 submitting articles and information about committee activities and news about member
2 institutions and colleagues for publishing in the SACUBO Ledger, and supporting
3 constituent member recognition by submitting nominations for the SACUBO
4 Distinguished Service Award, the NACUBO Business Officer Awards, and the
5 SACUBO Retirement, Recognition, and Necrology Program.

6 (b) Identification as a member of one of these constituencies shall be a matter of self-
7 election by member institutions. No one should be excluded.

8 (c) Membership of each constituent committee shall number approximately 15 to ensure
9 representation from each state in the region.

10 (d) The chairs of the four constituent committees shall serve as members of the
11 Professional Development Committee. The chairs shall coordinate their committee's
12 annual plans and activities with SACUBO's Third Vice President and shall submit an
13 annual progress and evaluation report to the Board.

14 (e) Each of the Corporation's constituent committees shall include in its membership a
15 Corporation member from the corresponding NACUBO constituent committee.

16 (f) Each constituent committee chair shall be a voting member of the Board of Directors
17 during her/his term as chair in accordance with Article 5.4 above.

18 19 **6.8. Other Committees**

20 The President is empowered to establish such other committees of one or more members and to
21 appoint individuals thereto as necessary to conduct the business of the Corporation.
22

23 **6.9. Composition of Committees**

24 The composition of standing and ad hoc committees, as a whole, should appropriately reflect
25 diversity of the Corporation membership regarding gender, ethnic background, institutional type
26 and geographic dispersion.
27

28 **Article 7** 29 **Dues**

30 31 **7.1. Membership Dues**

32 Membership dues in the Corporation shall be paid annually at such times as are stipulated in
33 Section 3.6. Dues may be set by action of the members at any annual or special meeting.
34

35 **Article 8** 36 **Notices**

37 38 **8.1. Notice to Directors or Members**

39 Any notice to directors or members shall be in writing and shall be either delivered (by personal
40 delivery, electronic mail (e-mail), telecopy, or overnight delivery service) or mailed (postal or e-
41 mail) to the directors or members at their respective addresses appearing on the books of the
42 Corporation. Notice to such addresses shall be deemed to be given when deposited in the United
43 States mail, postage prepaid, or on the day such notice is actually delivered to such address. If
44 transmitted by electronic mail (e-mail) or telecopy, notice is deemed to be delivered on successful
45 transmission of the electronic mail (e-mail) or telecopy.
46

47 **8.2. Waiver of Notice**

1 Whenever any notice is required to be given to a director or member under the provisions of the
2 Texas Non-Profit Corporation Act or under the provisions of the Articles of Incorporation or of
3 these Bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice,
4 whether before or after the time stated therein, shall be deemed equivalent to the giving of such
5 notice.

6
7 **Article 9**
8 **General Provisions**
9

10 **9.1. Checks**

11 All checks or demands for money and notes of the Corporation shall be signed by such officer or
12 officers or such other person or persons as the Board of Directors may from time to time designate.

13
14 **9.2. Fiscal Year**

15 The fiscal year of the Corporation shall be as determined by the Board of Directors.

16
17 **9.3. Books and Records**

18 The Corporation shall keep correct and complete books and records of account, and shall keep
19 minutes of the proceedings of its members and Board of Directors and committees having any
20 authority of the Board of Directors, and shall keep at its registered office or principal place of
21 business in Texas a record of the names and addresses of its members entitled to vote. A member
22 of the Corporation, on written demand stating the purpose of the demand, has the right to examine
23 and copy, in person or by agent, accountant, or attorney, at any reasonable time, for any proper
24 purpose, the books and records of the Corporation relevant to that purpose, at the expense of the
25 member.

26
27 **9.4. Bonds and Audits**

28 The Treasurer or any other official of the Corporation so designated by the Board of Directors
29 shall be bonded at the expense of the Corporation for proper performance of the duties incumbent
30 upon the office. All reports of the Corporation shall be audited annually by an accounting firm.
31 The auditor's report shall be submitted to the Corporation at the annual meeting following the
32 audit.

33
34 **9.5. Rules**

35 Robert's Rules of Order shall be used as a guide in questions of procedure when not in conflict
36 with the Articles of Incorporation and Bylaws of the Corporation.

37
38 **Article 10**
39 **Amendments**
40

41 **10.1. Amendment to Bylaws**

42 A proposed amendment to the Bylaws may be submitted by any member of the Corporation to the
43 Secretary. The Secretary shall refer the proposed amendment to the Charter and Bylaws
44 Committee appointed by the President for its review and recommendations. The recommendations
45 of the Charter and Bylaws Committee shall be presented to the SACUBO Board for review and
46 approval. A copy of recommendations of the Charter and Bylaws Committee, as approved by the
47 Board, shall then be made available (mail, e-mail, World Wide Web, etc.) to each member by the
48 Secretary at least thirty (30) days in advance of the next special or annual meeting. A proposed

1 amendment to the Bylaws shall become effective when approved by two-thirds (2/3) of the
2 members present and voting at the special or annual meeting or when approved pursuant to Section
3 3.15 of these Bylaws. A proposed amendment to the Articles of Incorporation shall become
4 effective when approved pursuant to applicable provisions of the Texas Non-Profit Corporation
5 Act.
6

7 **Article 11**
8 **Indemnification**
9

10 **11.1. Power to Indemnify and to Purchase Indemnity Insurance**

11 To the maximum extent permitted by Article 2.22A of the Texas Non-Profit Corporation Act
12 (without regard, however, to Section Q of such Article), the Corporation shall indemnify any
13 person who is or was a director or officer of the Corporation against any and all judgments,
14 penalties (including excise and similar taxes), fines, settlements and reasonable expenses actually
15 incurred by such person in connection with a proceeding (as defined in Article 2.22A) because of
16 that person's service or status as a director or officer. Further, the Corporation shall pay or
17 reimburse reasonable expenses incurred by a director or officer who was, is or is threatened to be
18 made a party in a proceeding, in advance of the final disposition of the proceeding, to the
19 maximum extent permitted by Article 2.22A; provided, however, that payment of reimbursement
20 of expenses pursuant to the procedures set out in Section K of Article 2.22A may be conditioned
21 upon a showing, satisfactory to the Board of Directors in its sole discretion, of the financial ability
22 of the officer or director in question to make the repayment referred to in such Section. Further,
23 the Corporation may indemnify, and may reimburse or advance expenses to or purchase and
24 maintain insurance or any other arrangement on behalf of, any person who is or was a director,
25 officer, employee or agent of the Corporation, or who is or was serving at the request of the
26 Corporation as a director, officer, partner, venture, proprietor, director, employee, agent or similar
27 functionary of another corporation, partnership, joint venture, sole proprietorship, trust, employee
28 benefit plan or other enterprise, in connection with any liability asserted against such person
29 because of such service or status, to such further extent, consistent with Article 2.22A and other
30 applicable law, as the Board of Directors may from time to time determine. The provisions of this
31 section shall not be deemed exclusive of any other rights to which any such person may be entitled
32 under any bylaw, agreement, insurance policy, or otherwise. No amendment, modification or
33 repeal of this section shall in any manner terminate, reduce or impair the right of any person to be
34 indemnified by the Corporation in accordance with the provisions of the section as in effect
35 immediately prior to such amendment, modification or repeal with respect to claims arising from
36 or relating to matters occurring prior to such amendment, modification or repeal, regardless of
37 when such claims may arise or be asserted.
38