

**APPLICATION FOR MEMBERSHIP  
SOUTHERN ASSOCIATION OF COLLEGE & UNIVERSITY BUSINESS OFFICERS**

Application for membership in (CHECK ONE): \_\_\_SACUBO & NACUBO \_\_\_SACUBO only

Institution/Firm: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date Established: \_\_\_\_\_

*Type of Membership (Eligibility on reverse):*

- Regular Member: Two-year institution
- Private  Public
- Regular Member: Four-year institution  
 Private  Public
- Regular Member: Governing Board
- Provisional Member: Two-year institution  
 Private  Public
- Provisional Member: Four year institution  
 Private  Public
- Associate Member
- Affiliate (One representative included; may list up to four additional representatives at the same address for \$3.00 each.) *Affiliates please attach information regarding the relationship between your organization and higher education.*

*Institutional Data:*

Enrollment FTE (3 part-time = 1 FTE): \_\_\_\_\_

Current Funds Expenditures: \_\_\_\_\_

Type of Degrees Granted: \_\_\_\_\_

We \_\_\_ DO (or) \_\_\_ DO NOT qualify under Section 501(c)(3) or Section 115(a) of the Internal Revenue Code as a nonprofit institution/entity.

Accredited: \_\_\_YES \_\_\_NO \_\_\_Pending \_\_\_N/A

Name and Address of Cognizant Accreditation Association: \_\_\_\_\_

**Institution/Organization's Primary Representative (voting member if eligible):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Year of Birth: \_\_\_\_\_ Highest Degree: \_\_\_\_\_ #Years Experience in Business Administration \_\_\_\_\_

Additional staff members to receive literature:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone:(\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone:(\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone:(\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone:(\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Signature of Applicant

Date

*See enclosed schedule for computation of dues. Dues are payable for twelve month period beginning June 1. Please DO NOT enclose payment. An invoice will be sent to you after your application has been approved by the SACUBO Board Of Directors.*

Send completed application to:

Mr. Robert E. McGee, Treasurer  
Associate Controller, Accounting Division  
University of Georgia  
0202 Business Services  
456 E. Broad Street  
Athens, GA 30602  
Phone: (706) 542-6928  
Email: [rmcgee@uga.edu](mailto:rmcgee@uga.edu)

TYPE OF MEMBERSHIP ELIGIBILITY  
Article II - SACUBO Constitution

Section I: **Regular Members**

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

- An institution which is an institutional member of the Association as of the date of this Amendment or
- An institution which is not eligible under Section I, paragraph (1) but which: (a) grants or authorizes the associate degree or higher; and (b) is accredited by the appropriate regional accrediting association; and (c) qualifies under Section 501(c)(3) or Section 115(a) of the Internal Revenue Service law; or
- A governing board which is administratively responsible for two or more member institutions.
- A member institution may have as many institutional representatives as it may desire but it shall be allowed only one vote.

Notwithstanding the foregoing provisions of this section, eligibility for regular membership in the Association shall in no case be accorded to any institution or organization other than those described in Section 509 (a)(1) or Section 509(a)(2) of the Internal Revenue Code (or the corresponding provisions of any future United States Revenue Law).

Section 2: **Provisional Members**

An institution which is not accredited as provided in Section 1, paragraph (2)(b), but which is otherwise eligible for regular membership in the Association, shall be eligible and shall constitute the sole type of institution eligible for provisional membership in the Association, without vote, if it has: (1) attained a pre-accreditable status with assurance of achieving accreditation within a responsible period, as based on consultation with the appropriate accrediting agency; or (2) had its credits accepted as it earned in an accredited institution by not fewer than three accredited institutions, or (3) had its credits approved by a state department of education, a state board or accrediting commission, an association of state colleges, a state education agency, or a state University. Individuals from provisional member institutions shall not be eligible to hold elected office.

Section 3: **Associates**

Organizations other than those described in Section 1 or Section 2 herein, concerned with higher education (including but not limited to museums, libraries, coordination boards or agencies, foundations and societies), which are entitled to exemption under Section 502(c)(3) or Section 115(a) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue law), may be admitted as associates in the Association, subject to approval by the Executive Committee. Associates shall not be eligible to vote and individuals from associate member organizations shall not be eligible to hold elected office.

Section 4: **Affiliates**

“Affiliates” shall be a non-member group and shall consist of such for-profit organizations and agencies concerned with higher education as the Executive committee may approve. Affiliates may send representatives to association meetings but are not entitled to vote or to hold elected office.

OFFICE USE ONLY	
Date:	
By:	
Group/Type: _____	Status _____
Region S Code:	
BO:	
SR:	
Dues Code: _____	Amount: _____
Dues Code: _____	Amount: _____
Dues Code: _____	Amount: _____
PP Code: _____	BO: _____
	SR: _____
Region S Code:	
Activities Coded:	