



NOTIFICATION FOR THE SACUBO ANNUAL BUSINESS MEETING – PROPOSED BYLAWS CHANGES

In accordance with Article 10 – Amendments of the SACUBO Bylaws, this serves as notice regarding proposed changes in the Bylaws. The membership will be asked to vote on the Bylaws changes at the upcoming SACUBO Annual Meeting in Lake Buena Vista, Florida. The Annual Business Meeting will be held on April 9, 2019, between noon and 1:00 pm at Disney’s Coronado Springs Resort.

Please see the section *Proposed Changes to the SACUBO Bylaws* below for the changes recommended by the SACUBO Board of Directors. The Bylaws may be viewed in their entirety on the SACUBO website. Under the **About Us** tab, select **Documents** then **Bylaws**.

Proposed Changes to the SACUBO Bylaws

The following changes to the SACUBO Bylaws are recommended by the SACUBO Board of Directors. The changes to the Bylaws are identified in **red** print.

4.7. **Treasurer**

Current Language:

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

Proposed change to allow for a crime policy to cover SACUBO in the event of fraudulent activity:

The Treasurer shall be responsible for all financial records of the Corporation; shall approve all new members of the Corporation; shall be bonded **or insured** and have custody of all funds of the Corporation; shall receive dues for the Corporation from NACUBO and collect other moneys

due the Corporation; shall keep adequate records of receipts and disbursements and report thereon at the request of the Board of Directors and at the annual meeting of the Corporation. Subject to approval of the Board of Directors, the Treasurer shall be responsible for disbursement of all funds and shall perform such other duties as may be requested by the President and the Board of Directors.

6.6 Professional Development Committee

Current Language:

The Professional Development (PD) Committee is responsible for providing strategic planning of professional development opportunities for SACUBO and for coordinating those strategic plans into action. The Chair (or Co-Chairs) of the Professional Development Committee shall serve as a member of the Board of Directors and shall be appointed as stated in Section 6.1. The PD Committee may have a vice chair appointed by the incoming president and the vice chair shall be appointed for a term of one (1) year or until their successor is named. The PD Committee is responsible for providing non-operational oversight for all SACUBO professional development activities. Such oversight extends to SACUBO Annual Meeting, SACUBO Fall Workshop, SACUBO Drive-In Workshops, NASBA Certification and Continuing Professional Development compliance with NASBA pronouncements, ACUBO Innovation Council (AIC) activities, and any other professional development activities not specifically assigned elsewhere in these bylaws. The PD Committee is responsible for conducting, in coordination with the NASBA Coordinator, all evaluation processes (evaluation instruments and collation of results) utilized at SACUBO professional development events. The PD Committee is responsible for conducting periodic needs assessments to determine ever changing membership professional development needs and presenting such results to the SACUBO Board. Nothing in this Section is intended to supersede or otherwise modify the operational authority for the SACUBO Annual Meeting assigned to the First Vice President in Section 4.3 of the bylaws, the operational authority for the SACUBO Fall Workshop assigned to the Second Vice President in Section 4.4 of the bylaws, or the operational charges assigned to the Drive-In Workshop Coordinator or the NASBA Coordinator by the SACUBO President/Board.

Proposed change to remove sentence with detailed list of activities which may change over time (note – previous sentence covers “all SACUBO professional development activities”):

6.6 Professional Development Committee

The Professional Development (PD) Committee is responsible for providing strategic planning of professional development opportunities for SACUBO and for coordinating those strategic plans into action. The Chair (or Co-Chairs) of the Professional Development Committee shall serve as a member of the Board of Directors and shall be appointed as stated in Section 6.1. The PD Committee may have a vice chair appointed by the incoming president and the vice chair shall be appointed for a term of one (1) year or until their successor is named. The PD Committee is responsible for providing non-operational oversight for all SACUBO professional development activities. The PD Committee is responsible for conducting, in coordination with the NASBA Coordinator, all evaluation processes (evaluation instruments and collation of results) utilized at SACUBO professional development events. The PD Committee is responsible for conducting periodic needs assessments to determine ever changing membership professional development needs and presenting such results to the SACUBO Board. Nothing in

this Section is intended to supersede or otherwise modify the operational authority for the SACUBO Annual Meeting assigned to the First Vice President in Section 4.3 of the bylaws, the operational authority for the SACUBO Fall Workshop assigned to the Second Vice President in Section 4.4 of the bylaws, or the operational charges assigned to the Drive-In Workshop Coordinator or the NASBA Coordinator by the SACUBO President/Board

*Note – The following sentence in the current language has been removed:
Such oversight extends to SACUBO Annual Meeting, SACUBO Fall Workshop, SACUBO Drive-In Workshops, NASBA Certification and Continuing Professional Development compliance with NASBA pronouncements, ACUBO Innovation Council (AIC) activities, and any other professional development activities not specifically assigned elsewhere in these bylaws.*

6.7. Constituent Committees

Current Language:

The Constituent Committees are based upon Carnegie classifications and shall consist of four (4) standing committees to include: community colleges, small institutions, comprehensive and doctoral institutions, and research universities. Appointments to the constituent committees should reflect the diversity of the Corporation as described in Section 6.9.

- (a) Each respective constituent committee is responsible for promoting, among its constituency, membership in SACUBO and NACUBO, increasing member participation in all SACUBO activities, planning and conducting professional development sessions at the annual meeting and fall workshop, assisting the Drive-In Workshop coordinator with session topics and logistics of regional workshops, submitting articles and information about committee activities and news about member institutions and colleagues for use in communications and marketing efforts, and supporting constituent member recognition by submitting nominations for the SACUBO Distinguished Service Award and the NACUBO Business Officer Awards.
- (b) Identification as a member of one of these constituencies shall be a matter of self-election by member institutions. No one should be excluded.
- (c) Membership of each constituent committee shall number approximately 15 to ensure representation from each state in the region.
- (d) The chairs of the four constituent committees shall serve as members of the Professional Development Committee. The chairs shall coordinate their committee's annual plans and activities with SACUBO's Third Vice President and shall submit an annual progress and evaluation report to the Board.
- (e) Each of the Corporation's constituent committees shall include in its membership a Corporation member from the corresponding NACUBO constituent committee.
- (f) Each constituent committee chair shall be a voting member of the Board of Directors during her/his term as chair in accordance with Article 5.4 above.

Proposed change to remove bullet for representation from each state (note – reference is made to section 6.9 which covers an appropriate balance of committee members by state) and to reflect regular (rather than annual) reporting to the Board:

6.7. Constituent Committees

The Constituent Committees are based upon Carnegie classifications and shall consist of four (4) standing committees to include: community colleges, small institutions, comprehensive and

doctoral institutions, and research universities. Appointments to the constituent committees should reflect the diversity of the Corporation as described in Section 6.9.

- (a) Each respective constituent committee is responsible for promoting, among its constituency, membership in SACUBO and NACUBO, increasing member participation in all SACUBO activities, planning and conducting professional development sessions at the annual meeting and fall workshop, assisting the Drive-In Workshop coordinator with session topics and logistics of regional workshops, submitting articles and information about committee activities and news about member institutions and colleagues for use in communications and marketing efforts, and supporting constituent member recognition by submitting nominations for the SACUBO Distinguished Service Award and the NACUBO Business Officer Awards.
- (b) Identification as a member of one of these constituencies shall be a matter of self-election by member institutions. No one should be excluded.
- (c) The chairs of the four constituent committees shall serve as members of the Professional Development Committee. The chairs shall coordinate their committee's annual plans and activities with SACUBO's Third Vice President and shall submit **regular** progress and evaluation **reports** to the Board.
- (d) Each of the Corporation's constituent committees shall include in its membership a Corporation member from the corresponding NACUBO constituent committee.
- (e) Each constituent committee chair shall be a voting member of the Board of Directors during her/his term as chair in accordance with Article 5.4 above.

Note – The following bullet in the current language has been removed:

Membership of each constituent committee shall number approximately 15 to ensure representation from each state in the region.

9.4. **Bonds and Audits**

Current Language:

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

Proposed change to allow for a crime policy to cover SACUBO in the event of fraudulent activity:

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

10.1. Amendment to Bylaws

Current Language:

A proposed amendment to the Bylaws may be submitted by any member of the Corporation to the Secretary. The Secretary shall refer the proposed amendment to the Charter and Bylaws Committee appointed by the President for its review and recommendations. The recommendations of the Charter and Bylaws Committee shall be presented to the SACUBO Board for review and approval. A copy of recommendations of the Charter and Bylaws Committee, as approved by the Board, shall then be made available (mail, e-mail, World Wide Web, etc.) to each member by the Secretary at least thirty (30) days in advance of the next special or annual meeting. A proposed amendment to the Bylaws shall become effective when approved by two-thirds (2/3) of the members present and voting at the special or annual meeting or when approved pursuant to Section 3.15 of these Bylaws. A proposed amendment to the Articles of Incorporation shall become effective when approved pursuant to applicable provisions of the Texas Non-Profit Corporation Act.

Proposed change for clarification:

10.1. Amendment to Bylaws

A proposed amendment to the Bylaws may be submitted by any member of the Corporation to the Secretary. The Secretary shall refer the proposed amendment to the Charter and Bylaws Committee appointed by the President for its review and recommendations. The recommendations of the Charter and Bylaws Committee shall be presented to the SACUBO Board for review and approval. A copy of recommendations of the Charter and Bylaws Committee, as approved by the Board, shall then be made available (mail, e-mail, **Board approved internet communication method**, etc.) to each member by the Secretary at least thirty (30) days in advance of the next special or annual meeting. A proposed amendment to the Bylaws shall become effective when approved by two-thirds (2/3) of the members present and voting at the special or annual meeting or when approved pursuant to Section 3.15 of these Bylaws. A proposed amendment to the Articles of Incorporation shall become effective when approved pursuant to applicable provisions of the Texas Non-Profit Corporation Act.