

**OHIO ASSOCIATION OF COLLEGE &
UNIVERSITY BUSINESS OFFICERS**

BY-LAWS

**ADOPTED AT THE THIRD ANNUAL MEETING
ON MAY 6, 1920, AND AS SUBSEQUENTLY AMENDED**

NAME: This organization will be known as The Ohio Association of College and University Business Officers. (4-23-90)

PURPOSES: The purposes of this Association will be to assist the representatives of the membership in their personal and professional development in methods of management relating to financial and business affairs and care of facilities within institutions of higher education, the discussion of problems of mutual interest and the promotion of continued cordial relations among the Association. (4-23-90)

MEMBERSHIP: Post-secondary educational institutions having their principal offices within the State of Ohio are eligible for membership in the Association. Each Institution must designate will serve as the primary institutional representative to the Association. Other persons employed by a member institution in capacities related to financial and/or business affairs, are eligible to serve as secondary institutional representatives to the Association. Either primary or secondary representatives from institutions within the State of Ohio will be eligible to serve as officers of the Association. (4-28-2009)

Each member institution having previously paid its annual dues will be entitled to one (1) vote on matters presented for action at the annual or special meetings of the Association. The primary representative or a designated secondary representative will be entitled to cast the vote for the member institution. (4-23-90)

**ASSOCIATE
MEMBERSHIP:**

Invitations to become non-voting members of the Association may be extended by a member of the association to organizations closely allied to and providing goods and/or services to post-secondary institutions (i.e. – auditing firms, financial institutions, contract services organizations, etc.). By definition the associate member cannot be a post-secondary Ohio based educational institution which is degree granting. The associate member must be recommended by one of the current Association voting member institutions.

Associate members shall not hold elected office.

To become an associate member of the Association, applicants must:
Complete an application for membership and give it to Association Executive or a member of the Executive Committee, who will present the application for membership to the Executive Committee for approval;

The Executive Committee is to approve the application for membership based upon the conditions set forth in this Constitution and Bylaws;

The applicant will become a member when all current fiscal year dues and assessments are paid in full. (4-28-09)

OFFICERS: The Officers will be President, Vice-President, Secretary and Treasurer who will be elected by a majority vote at the annual meeting of the organization. Their duties will be those usually incumbent upon such officers. (4-23-90)

In the case of the resignation, death or disability of the President, the Vice-President will automatically succeed to that office for the balance of the unexpired term. In the case of the resignation, death or disability of the Vice-President, Secretary, or Treasurer, an interim appointment to these positions will be made by a majority vote of the balance of the Executive Committee members. Neither the President nor the Vice-President will succeed in the same office for a second year. (4-23-90)

EXECUTIVE COMMITTEE: The Executive Committee will be composed of the President, Vice-President, Secretary, Treasurer, the immediate Past-President, and two other members appointed by the Executive Committee. The Executive Committee will arrange the program for each annual meeting and will perform such other duties as the Association commits to them. (4-23-90)

MEETINGS: The time and place of the Annual Meeting and any Special Meetings of the Association will be determined by the Association or its Executive Committee. Any such meetings will occur only after giving at least thirty (30) days advance notice of such meeting if not previously announced to member institutions that have paid the annual dues as of the announcement date. The only business to be conducted at any special meeting will be that which has been previously announced. Any actions requiring a vote will be passed by a majority vote of the voting-eligible members present. (4-23-90)

MEMBERSHIP DUES: A fee will be paid annually for the membership of any post-secondary educational institution in the Association unless otherwise ordered by the Association. Dues are to be paid on notice from the Treasurer. Any change in the amount of annual membership dues will be recommended by a majority vote of the members of the Executive Committee and acted upon by the membership at the annual meeting of the Association. (4/28-2009)

ASSOCIATE MEMBERSHIP DUES: Associate member organizations will be charged a uniform annual fee set annually by the Executive Committee of the Association. (4-23-90)

AMENDMENT OF BY-LAWS: The By-Laws of the Association may be amended based upon recommendations of the Executive Committee and by a majority vote of the voting-eligible members present at any scheduled meeting of the Association. (4-23-90)

PAYMENT OF BILLS: The Treasurer will have authority to pay all bills incurred by the Association as may be directed by the Executive Committee or on order of the Association. All

such records of receipts and disbursements will be subject to audit on an annual basis by an Audit Committee appointed by the Executive Committee. (4-23-90)

COMMITTEES:

There may be appointed a Professional Development Committee which can be a standing committee of the Association. Members will be appointed by the Executive Committee, with suggested members to consist of the past President once removed and four other at-large members who composition institutional governance size and geography. Members shall serve two-year terms and may not serve more than three consecutive terms. Members shall be appointed in such a manner to stagger terms to assure continuity of expertise and experience in the Committee. A Chairperson shall be named and approved by the Executive Committee. The Committee shall meet no fewer than four times per year. The chairman of the Professional Development Committee is a member of the Executive Committee. Other committees may be appointed as determined by the Executive Committee. (4-28-2009)