

**OPERATING PROCEDURES OF THE EASTERN REGION ORGANIZATION OF THE
COLLEGE AND UNIVERSITY PROFESSIONAL ASSOCIATION FOR
HUMAN RESOURCES**

Section I – COMPOSITION

- A. The Eastern Region of the College and University Professional Association for Human Resources (CUPA-HR) is composed of states and countries that are assigned by the national organization of CUPA-HR to the Eastern Region. The states, countries and territories included are Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and Eastern Canada (Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island, and Newfoundland).
- B. The Eastern Region is one of four regions created by CUPA-HR and is subject to the by-laws and operating procedures of CUPA-HR. The fiscal year of the region will be the same as that of CUPA-HR, July 1 through June 30.

Section II – ACTIVITIES AND PURPOSE

- A. The activities of the Eastern Region of CUPA-HR will be consistent with those of the national organization. As such, the region will support the national organization’s mission and purpose.
- B. The Eastern Region of CUPA-HR is created by and is part of CUPA-HR and is to be operated exclusively for charitable and educational purposes within the meaning of sections 501(c)(3) and 170(c)(2)(B) of the Internal Revenue Code of 1986 as amended (or the corresponding provisions of any future United States Internal Revenue law). The region will not carry on any activities impermissible for organizations exempt from federal income tax under these statutes. In addition, in no event, either during the operation of the region or upon its dissolution, will assets be used for any purpose other than those educational and/or charitable purposes described herein.
- C. The purpose of the Eastern Region of CUPA-HR is to:
 - 1. promote and enhance the human resources profession in colleges and universities;
 - 2. strengthen and support the National Association through communications, activities and services to member institutions and chapters, and provide an active voice in National Association affairs;
 - 3. provide for professional growth of members of college and university human resource offices;

4. strengthen membership through recruitment and Chapter development; and
5. conduct other educational and professional activities consistent with these purposes.

Section III – MEMBERSHIP

- A. Eligibility requirements and membership categories of the region will be the same as those for CUPA-HR membership as long as members either reside or work in the geographical area encompassed by the region.
- B. Institutional Key Representatives of the region are eligible to vote on issues concerning the region.
- C. The membership year shall be from July 1 through June 30.
- D. An institution or individual satisfying the institution membership or the individual membership dues requirements of the National Association shall have satisfied dues requirements of the Eastern Region of the College and University Professional Association for Human Resources.

Section IV – BOARD OF DIRECTORS

- A. Officers
 1. The affairs of the Region will be governed by a Board consisting of: the Chair, Chair-Elect, Past Chair, Treasurer and four Directors. The mix of Officers and Directors should be as representative of the states and membership of the Eastern Region as possible.
 2. Region Board Members must be listed as a representative of a higher education institution that is a member of the CUPA-HR national organization and must reside or work within the region boundaries.
 3. Liability Insurance. All regional officers are covered under CUPA-HR's Directors and Officers Liability Insurance Policy.
- B. Executive Committee
- C. There shall be an Executive Committee of the Regional Board consisting of the Chair, Chair-Elect, Past Chair and Treasurer. The Executive Committee shall act on behalf of the Board in matters where it is necessary to do so in a timely fashion.
- D. Board Responsibilities

1. The Board will be responsible for carrying out the objectives and purposes of the region and these operating procedures.

E. Quorum

1. A Quorum for the Board will consist of two-thirds of the members.
2. An authorizing vote on any matter will be a simple majority of the quorum.

Section V – SELECTION OF REGION BOARD MEMBERS
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A. Elections of Regional Board Members

1. The Past Chair of the region facilitates the election procedures and process.
2. The Past Chair will solicit candidates/nominations for the open Board positions.
3. The Past Chair will then bring forward to the Board all of the named candidates.
4. The Region Board shall by majority vote determine priority order among suggested candidates for each opening to be filled. The Board should ensure that the mix of Board Members should be as representative of the states and membership of the Eastern Region as possible.
5. The Past Chair will collect and tabulate the ballot information and will notify successful and unsuccessful nominees/candidates by telephone.
6. The successful candidates' names will then be presented to the voting membership during the business session of the annual meeting.

B. Qualifications of Regional Board Members

1. To qualify for membership on the Eastern Region Board of Directors, individuals must:
 - a. hold an active position in a CUPA-HR member institution within the Region;
 - b. have the support of his or her institution to attend all Board meetings and related activities as appropriate for the duration of the term of office; and
 - c. have a commitment to contribute the time, interest, ability, and resources necessary to complete assignments promptly and professionally.
2. These individuals will typically also:

- a. have at least five years experience as a human resource professional, ideally in higher education;
 - b. have a record of active participation in and knowledge of CUPA-HR; and
 - c. have demonstrated leadership abilities.
- C. Selection of Regional Representatives to the National Board
 - 1. Two individuals selected as the Regional Representatives to the National Board will serve concurrently on the Eastern Region Board. If there is an upcoming vacancy for the Eastern Region appointment to the National Board of Directors, the Chair, Chair-Elect and Past Chair will have the first opportunity to fill the open representative position. If the above individuals chose not to serve and a position is still open, the Treasurer and other Board of Directors will be given the opportunity. Ballot majority vote can be used if necessary.

Section VI – TERMS OF OFFICE FOR OFFICERS AND NUMBER OF BOARD MEMBERS

- A. Term of office for all elected positions (Chair, Chair-Elect and Past Chair) shall be one year beginning July 1. Term of office for Treasurer, Secretary, and Directors shall be three years (if not elected as Chair, Chair-Elect or Past Chair) beginning on July 1. A Board Member may extend his/her term of office if serving as the Regional Member to the National Board. The regional term of office for this Board Member will expire when his/her term of office on the National Board expires.
- B. The number of Region Board Members shall not exceed eight without the approval of the National Board of Directors.

Section VII – OFFICER VACANCIES

- A. If the Chair, Chair-Elect, or Treasurer resigns before completing the specified term of service, the remainder of the term shall be filled by an individual appointed by a majority vote of the Regional Board.
- B. In the event that the Past Chair cannot complete the specified term of service, the Board can choose to ask the immediate Past Chair to complete the term or choose to leave the position vacant for the remainder of the term.
- C. In the event a Regional Director resigns before completing the specified term of service, the remainder of the term shall be filled by an individual appointed by a majority vote of the Regional Board or the Board may choose to leave the position vacant for the remainder of the term.

Section VIII – DUTIES OF OFFICERS

- A. Chair

The Chair provides Board leadership and planning in part by scheduling Board meetings, developing agendas, and facilitating the work of the Board that includes, but is not limited to, conference programming and establishing goals and strategic plans. The Chair conducts Region Board meetings, appoints committees if needed, and oversees the Board budget and finances. He/she serves as Conference Chair and at the conclusion of a one-year term serves as Past Chair. The Chair also serves in a liaison capacity to the National President and national office staff of CUPA-HR. He/she performs other executive duties as required.

B. Past Chair

The Past Chair serves as Board parliamentarian, facilitates the Board nomination process, oversees the awards and recognition program, assists the region Chair, and assumes the duties of the Chair in the Chair's temporary absence.

C. Chair-Elect

The Chair-Elect serves as the special aide to the Chair by assisting the Chair with planning any miscellaneous projects through the year. The Chair-Elect assumes the role of Chair after serving a one-year term as Chair-Elect.

D. Treasurer

The Treasurer works closely with the region Chair and CUPA-HR national office accounting staff to manage all region revenues and expenses. He/she works closely with the region Chair and national office staff to estimate revenues and expenditures associated with the annual region conference. The Treasurer manages expenditures from other region accounts and approves expense reimbursements for all Region Board Members. He/she also works closely with CUPA-HR national office accounting staff to ensure financial accountability in accordance with annual audit guidelines.

E. Secretary

The Secretary takes minutes at the annual Region Business meeting and at Region Board meetings. He/she also serves as the region's historian.

F. Program Chair

The Program Chair serves on and facilitates the Conference Program Committee. He/she is the point person for the development and implementation of professional development activities at the annual regional conference by coordinating and reviewing the call for presentations, securing keynote and concurrent speakers, managing audio visual and room setups, planning and setting up the conference program brochure, and coordinating conference evaluations.

G. Director of Corporate Partnerships

The Director of Corporate Partner Relationships works with the CUPA-HR national office staff to secure exhibitors and sponsors for the annual region conference. He/she also cultivates local/regional corporate partners, oversees exhibit hall setup, and manages corporate partner activities and recognition programs during the conference.

H. Director of Chapter Relationships

The Director of Chapter Relationships has the primary responsibility to serve as the Chapter liaison. He/she works with CUPA-HR national office staff, the Region Board, and chapter leaders to strengthen and support the relationships of the region's current and potential chapters.

I. Director of Member Relations

The Director of Memberships works with CUPA-HR national office staff and chapter leaders to cultivate new members.

J. Director of Communications

The Director of Communications is charged with ensuring the dissemination of timely and thorough information about region activities to its members. He/she coordinates the distribution of information through the National Office.

Section IX – COMMITTEES

- A. Any special standing committee necessary to effect the objectives of region will be appointed by the Chair with the concurrence of the Regional Board. All standing committees shall be appointed as needed for the duration of the membership year in which they are appointed. If their task is completed before the membership year is completed, the Committee shall be disbanded. If their task is not completed during the membership year, the new Chair, with the concurrence of the Regional Board, may reappoint the committee.
- B. Standing Committees shall generally be composed of three or more Region Board Members and may include other members of the region.
- C. The region Chair shall be an ex-officio member of all standing committees.
- D. A quorum for any standing committees shall consist of two-thirds of the committee membership.
- E. Voting shall be by a majority of those present, except in the event of voting by mail, electronic mail or telephone, which shall be majority of those involved.

Section X – ANNUAL RECOGNITION AWARDS

- A. Each year, the members of the Eastern Region are asked to evaluate fellow individual and institutional members and make nominations for appropriate awards. The Past Chair facilitates the nomination process. Nominations are completed through the online nomination process/form at the Eastern Region website and nominations will be reviewed by the Regional Board for consideration. Presentation of the awards is made at the annual region conference.
- B. Opportunities for Recognition include:
1. Fred C. Ford Award – This award is given to the Eastern Region CUPA-HR Member (individual or team) who has made the most significant contribution to our profession during the year. The contribution is in the form of a creative or innovative idea reflecting ingenuity and understanding of human resources. The innovation can be technological, based on process improvement, a novel partnership that advances the profession or a new approach to an HR department's current challenge. The implemented innovations should be unique, effective, received in a positive response, led to improved performance and the achievement of innovation advanced the human resources profession and/or promoted better understanding of human resource management. Recipients of this award may be forwarded to the National Recognition Awards Committee for consideration of the SunGard Higher Education Innovation Award, if the national criteria for the award are met.
 2. Diedrich K. Willers Award – This award is for contributions over a period of many years to the cumulative knowledge and stature of the human resources profession within higher education. The award normally is given to a practitioner whose persistent contributions, to the institution(s) served and the profession, have established her/him as an accepted leader within our field.
 3. Member of the Year Award – This award salutes service to CUPA-HR and provides an opportunity to salute those who are the backbone of what CUPA is all about. Criteria for this award include all levels of service to CUPA-HR including at the chapter, regional and/or national level.
 4. Excellence in Human Resource Practices Award – This award honors the achievements of college and university human resource professionals or teams at CUPA-HR member institutions in improving the quality of programs and services on their own campuses through effective human resource administration practices. Preference will be given to those achievements that have become or have the potential to become models for best practices for all of higher education human resources. Recipients of this award will be submitted the National Recognition Awards Committee for consideration of the National Excellence in Human Resource Practices Award, if the national criteria for the award are met.
 5. Emerging Leader Award – This award is presented to an individual to recognize outstanding leadership and leadership potential for CUPA-HR members who are

new members or who are new to a leadership role in CUPA-HR. Consideration for this award should include the nominee's actions that reflect exemplary performance impacting innovation, commitment, inspiration or partnership.

6. Regional Lifetime Membership – This award is for the Human Resources professionals who have retired or are about to retire, and who have made outstanding contributions to their institutions, to CUPA-HR national and/or to the Eastern Region. Recipients of this award will be submitted to the National Office for consideration for the National Lifetime Membership, if the national criteria for the award are met.

Section XI – MEETINGS

- A. Annual Eastern Region Conference and Business Meeting
 1. The annual region conference shall be held at such time as the Region Board determines.
 2. A simple majority of the institutional key representatives in attendance at an official business meeting shall validate the vote on any agenda item brought before the membership.

Section XII – DUES, REGISTRATION FEES, AND REGION EXCHANGE

- A. The region shall not levy any dues. Registration fees for the annual regional conference shall not be considered as dues.
- B. All national CUPA-HR honorary life members receive free conference registration to attend one national or regional event per year. The national office staff will notify the region Chair about any honorary life members who wish to attend a regional conference.
- C. The region shall offer two free registrations, on a first-come first-serve basis, to representatives of other CUPA-HR regional boards. The registration fees for additional representatives for other regional boards will be paid; however each additional representative will reimburse the region for the cost of meals and social events.
- D. Each year, the Board may select up to two Board Members to participate in the regional conference exchange program. Members of the executive committee have first preference on participating and if the two slots are not filled by the executive committee, directors can then take any of the available slots. The region will reimburse the exchange participants for up to \$1,000 for travel expenses (airfare, hotel, meals, etc.). It is assumed that the selected region will provide a full complimentary registration; however, it is recognized that there may be occasions when a specific region may not be able to provide full complimentary registration.

Although each person may select the conference that he/she would like to attend, the final decision may be based on the selected region's willingness/ability to fully cover the cost of the registration. If the selected region requires reimbursement for some or all expenses (meals and/or social events, for example), the Board may choose to pay those costs. If the Board chooses to not pay those costs, the selected members may select a different regional conference but may also elect to attend the preferred conference and pay his/her own costs.

- E. The Eastern Region conference registration fee is waived for the Eastern Regional Board Chair for the regional conference held during the year he/she serves as Chair.

Section XIII – CORPORATE PARTNERS

- A. Corporate partners are a valuable resource for interesting and timely presentations to the region and its membership. Presentations made by corporate partners must be limited to generic information and may not be a forum for product publicity or endorsement.
- B. Corporate partners, with paid registration and exhibition fees, may attend conference workshops and display information regarding products and services in specially designated areas.
- C. Corporate partners may choose to attend the region conference without exhibiting, but must pay a registration fee equal to the exhibit fee.
- D. Additional support from corporate partners may include, but is not limited to, paid sponsorship of speakers, meals, special events, door prizes, and other conference related activities.

Section XIV – PARLIAMENTARY AUTHORITY

- A. All meetings which take place as a region business function shall be in conformance with "Robert's Rules of Order as Revised."

Section XV – AMENDMENTS TO OPERATING PROCEDURES

- A. The Operating Procedures of the Eastern Region of the College and University Professional Association for Human Resources may be changed or modified only by majority vote of the Region Board AND A MAJORITY VOTE OF THE NATIONAL BOARD.