

# Operating Procedures of the Midwest Regional Organization of the College and University Professional Association for Human Resources

## Section I      Composition

- A.      The Midwest Region of College and University Professional Association for Human Resources (CUPA-HR) is composed of the states and countries that are assigned by the national organization of CUPA-HR to the Midwest Region. The states, countries and territories included are [Illinois](#), [Indiana](#), [Iowa](#), [Kansas](#), [Manitoba](#), [Michigan](#), [Minnesota](#), [Missouri](#), [Nebraska](#), [North Dakota](#), [Ohio](#), [South Dakota](#), and [Wisconsin](#).
- B.      The Midwest Region is one of four regions created by CUPA-HR and 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 Midwest 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 Midwest Region of CUPA-HR is created by and is a 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 the assets be used for any purpose other than those educational and/or charitable purposes described herein.

## Section III      Membership

- A.      National CUPA-HR member organizations that are located in the region are also members of the region.
- B.      Institutional Key Representatives of the region are eligible to vote on issues concerning the region.

## **Section IV Board of Directors**

### **A. Officers**

1. The affairs of the Region will be governed by a Board of Directors consisting of: the Chair, Chair-Elect, Past Chair, Treasurer, Secretary, Communications Director, Corporate Relations Director, Membership Director, and Regional Representative to the National Board. At the discretion of the Chair the following positions may be combined from year to year: (a) the Secretary and Communications Director, (b) the Regional Representative to the National Board and another board position.
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.
3. Region board members must also meet the following minimum qualifications:
  - a. Hold an active position in a CUPA-HR member institution within the Region.
  - b. Have the support of his/her institution to attend all board meetings and related activities as appropriate for the duration of the term of office.
  - c. Have at least 5 years experience as a human resource professional, ideally in higher education.
  - d. Have a record of active participation in and knowledge of CUPA-HR.
4. **Liability Insurance.** All regional officers are covered under CUPA-HR's Directors and Officers Liability Insurance Policy.

### **B. Board Responsibilities**

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

C. A quorum for the Board of Directors will consist of two-thirds of the members.

D. An authorizing vote on any matter will be a simple majority of the quorum.

## **Section V Selection of Officers**

- A. Nomination and Election of Chair-Elect.
  - 1. Nominations for Chair-Elect will be accepted from November 1 to January 30. Candidates for the position may be self-declared or nominated by a region board member.
  - 2. Each Chair-Elect candidate will submit to the Chair a formal letter of application for the office. This letter of application will include a description of the candidate's qualifications to serve as Chair-Elect as well as a statement of issues, goals and activities to be pursued or endorsed by the candidate.
  - 3. Election of the Chair-Elect will be by majority vote of the board membership.
- B. Nomination and Election of other board positions.
  - 1. Candidates for other board positions may be self-declared or nominated by a region board member from November 1 to January 31.
  - 2. Election of Treasurer, Secretary, Communications Director, Corporate Relations Director, Membership Director, and Regional Representative to the National Board will be by majority vote of the Board membership.
- C. Election timelines
  - 1. Election of board members must be completed no later than April 30.

## **Section VI Terms of Office for Officers and Number of Board Members**

- A. The Chair-Elect will serve for a period of one year, commencing on July 1 and ending on June 30. The Chair-Elect will succeed to the position of Chair for the next year, and assume the position of Past-Chair for the third year following election to the position.
- B. The Treasurer serves for a two-year term, commencing on July 1 following the election and ending on June 30 two years later.
- C. Other Regional Director positions will serve two-year staggered terms, commencing on July 1 following the election and ending on June 30 two years later. Region directors serve in various roles as determined by the region board

and are eligible to move to the treasurer, chair-elect or other position before the end of the two-year term.

- D. The number of region board members will not exceed 10.

## **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 will 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 will be filled by an individual appointed by a majority vote of the Regional Board.

## **Section VIII Duties of Officers**

- A. The Region Chair will provide overall leadership for the region. The Region Chair will notify board members of meetings, preside at all meetings, oversee management of the region conference and appoint committees and committee chairs. The Region Chair will act as liaison with the President of CUPA-HR and with the national office of CUPA-HR, Chapter Chairs, and perform other executive duties as required. The Region Chair appoints the Chair of the Site Committee for the regional conference.
- B. It will be the responsibility of the Chair-Elect to assist the Region Chair and to assume the duties of the chair in the chair's temporary absence. The Chair-Elect recruits Program Committee members and coordinates the program for the regional conference and other educational activities as directed by the Region Chair.
- C. It will be the responsibility of the Past Chair to serve as an advisor to the Region Chair, performs duties at the direction of the Region Chair, serves as the Chair of the Nominating and Awards Committee.
- D. The Treasurer works closely with the Region Chair and CUPA-HR national office accounting staff to manage all region revenues and expenses. The Treasurer will work closely with the Region Chair and national office staff to estimate revenues and expenditures associated with the annual region conference manage

expenditures from other region accounts and approves expense reimbursements for all region board members. The Treasurer also works closely with CUPA-HR national office accounting staff to ensure appropriate financial accountability in accordance with annual audit guidelines. The Treasurer is responsible for the registration processes at the regional conference.

- E. The Secretary will take minutes at the annual region business meeting and at region board meetings. The Secretary will communicate to the Chief Executive Officer of CUPA-HR the names, titles and addresses of newly elected region officers within seven days of election. The Secretary will also fulfill the role of Parliamentarian.
- F. The Communications Director serves in the role as editor of regional communications, and webmaster for the region Web site. The Communications Director is charged with ensuring the dissemination of timely and thorough information about the region to its members.
- G. The Corporate Relations Director works with CUPA-HR national office staff to secure exhibitors and sponsors for the annual region conference.
- H. The Membership Director serves as a member of the national CUPA-HR Membership Advisory Committee and works with the CUPA-HR national office staff to promote recruitment and retention of institutional members.
- I. Regional Representative to the National Board serves as a member of the CUPA-HR national board. The Regional Representative to the National Board must have served at least two years on the regional board.

## **Section IX      Committees**

- A. Standing Committees
  - 1. The Standing Committees will be the Program Committee, Nominating and Awards Committee, the Site Selection Committee.
  - 2. Standing Committees will generally be composed of two or more region board members and may include other members of the region.
  - 3. The region chair will be an ex-officio member of all standing committees.
  - 4. A quorum for any standing committee will consist of two-thirds of the committee membership.

5. Voting will be by a majority of those present, except in the event of voting by mail, electronic mail or telephone, which will be by majority of those involved.
6. Standing Committees and their responsibilities include:
  - a. Program Committee
    1. Committee responsibilities include developing the program for the regional conference.
  - b. Nominating and Award Committee
    1. Committee responsibilities for elections include developing a slate of nominees to serve as Directors on the regional board. The slate is submitted to the region board.
    2. Committee responsibilities for awards include accepting nominations for and selecting recipients of regional awards.
  - c. Site Selection Committee
    1. Committee responsibilities include working with the national office to select sites for future regional conferences.

B. Other Committees

1. The Chair may authorize additional committees to address specific needs of the region.
2. The term of any additional committee will not be expected to extend beyond the special need or program for which it is authorized.
3. Quorums for these committees will be two-thirds of the committee membership.
4. An authorizing vote on any matter will be a simple majority of the quorum.

## **Section X      Annual Recognition Awards**

### **A. Excellence in Human Resource Management Practices Award**

This award honors the achievements of a human resource department or a specific HR professional within a CUP –HR Midwest Region College or university. The department or individual must have demonstrated that they have successfully worked to improve the quality of programs and services through effective human resource administrative practices, used creative application of human resource principles, provided strong leadership or directions, and/or be recognized within the institution or by peers as providing an outstanding HR program.

#### **Award criteria:**

- Successful development of a pattern of human resource excellence that has been documented/benchmarked/assessed.
- Identification of activities or programs that is renowned for their excellence.
- Examples of institutional support for the human resource function, such as being a strategic partner within the college/university community.
- Evidence of the awareness of the importance of the role of HR department within the institution.
- Documentation of new/revised services which the person or HR has initiated and implemented.
- The institution and ( if applicable) the specific person are members of CUPA-HR.

Process: Nominations may be submitted by CUPA-HR Midwest region members to the Midwest Region Awards Committee. Nomination forms, time frames for deadlines, etc are explained on the CUPA-HR Midwest region homepage. The Midwest Region Awards Committee reviews the nominations and recommends a nominee to the Midwest Board of Directors. The winner is recognized at the regional conference. The Midwest Board may forward their winner on to the CUPA-HR National Awards Committee as a candidate for the National CUPA-HR Excellence in Human Resource Management Award.

### **B. Successful Practices Award:**

This award is presented to an individual or team in the Midwest CUPA –HR region that demonstrates creativity, process improvement or professional achievement through the implementation of a significant new practice that contributes to the overall excellence of

the institution's human resources programs, services and/or administration. A single significant project or a pattern of smaller projects will be considered.

**Award criteria:**

- Successful development and implementation of a different approach or a variation of a traditional process, procedure, or practice in one of the functional areas of human resources.
- Successful and innovative partnership role in assisting another academic or an administrative unit in achieving its overall mission.
- The Successful Practice has led to improved performance of the college or university, the unit in which the department resides or, the human resource department; and the achievement has advanced the profession and/or promoted better understanding of human resource management
- The Successful Practice is currently in operation or has been in operation during the past three years.
- The nominee's institution is a member of and participates in CUPA-HR.

The following questions should be answered when submitting a nomination:

What was the original need/problem/dilemma/idea?

Why was it important to the Department of Human Resources or the institution?

How was it approached, i.e. what new approaches or methodologies were used?

What was accomplished or achieved?

How did the individual or team know they were successful? What assessment methods were used?

How would the institution's president and/or the executive officer to whom HR reports, describe the accomplishment? (A letter of support from that executive would be appropriate.)

Process: Nominations may be submitted by CUPA-HR Midwest region members to the Midwest Region Award Committee. Nomination forms, time frames for deadlines, etc are explained on the CUPA-HR Midwest region homepage. The Midwest Region Awards Committee reviews the nominations and recommends a winner to the Midwest Board of Directors. The winner is recognized at the regional conference. The Midwest Board may forward its award recipient's information on to the CUPA-HR National Awards Committee as a candidate for the National CUPA-HR Successful Practices Award.

### **C. Midwest Region Outstanding Service Award:**

This regional award is given to just one member who, over a period of three or more years, has provided outstanding service and leadership to the Midwest Region through involvement in activities such as board office, councils, task forces, committees, and/or teaching.

#### **Award Criteria:**

- A minimum of three years of demonstrated, active involvement/leadership in the operations of a Midwest Chapter and the Midwest Region. National CUPA-HR involvement is encouraged but not required for this award. Examples of active involvement include formal CUPA-HR elected or appointed officer positions, committee assignments, a leader in providing professional development opportunities to members at the chapter and regional levels, etc.
- Contributions to the development of CUPA-HR programs and services, such as author, conference presenter, conference program or activities.
- CUPA-HR programs, services, or activities that can be directly attributable to this individual's efforts.

### **D. Chapter Distinguished Service Award:**

Individual chapters within the Midwest region may develop their own award criteria to recognize one member from their chapter who has provided sustained leadership and support of the chapter.

Process: By the deadline for submission of the regional award nominations, the Chapter Chair notifies the Midwest Region Awards Committee of the person chosen to receive this award. The Midwest Region will officially recognize the Chapter Distinguished Service Award recipients at the Midwest regional conference.

### **E. Midwest Retiree Lifetime Membership:**

The Midwest Retiree Lifetime Membership recognizes retiring HR professionals who have been actively involved in CUPA-HR during their professional working career.

#### **Criteria:**

Individual must meet his/her institution's definition of retirement (example: applicable age and service requirements).

Individual must have retired within the past 12 months, or has announced his/her intent to retire in the next 12 months.

Individual must have a demonstrated record of 10 years of active involvement in chapter (if applicable) and region activities. Examples of active participation

include elected or appointed officer positions, committee assignments, and presentations at state and regional conferences.

Process: An individual may self nominate or a Chapter may nominate a person for Midwest Retiree Life Membership by sending a written letter of nomination to the Midwest Region Chair. The Midwest Board of Directors will make a determination on the nomination and notify the nominee and the nominator of the decision. Midwest Retiree Lifetime membership will allow the individual to register for future Midwest region conferences at member rates. Individual chapters may grant additional benefits.

## **Section XI Meetings**

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

## **Section XII Dues and Fees**

- A. The region will not levy any dues. Registration fees for the annual regional conference will 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 let the region chair know of any honorary life members who wish to attend the region conference.
- C. The region will offer two free registrations, on a first-come, first-serve basis, to representatives of other CUPA-HR regional boards. Any additional representatives from other regional boards attending a region conference will reimburse the region for the cost of meals and social events.
- D. The regional board may select up to two board members to participate in the regional conference exchange program with other regions. If funds are available, the region may reimburse the cost of travel, hotel, meals and mileage.

- E. The Region Chair and Treasurer do not need to pay the registration fees to the regional conference. The region will reimburse the cost of travel, hotel, meals and mileage for the Region Chair and the Treasurer.
- F. If funds are available, the region may reimburse the cost of travel, hotel, meals, and mileage for other board members to attend the annual regional conference.

### **Section XIII Corporate Partners**

- A. Corporate partners represent a rich resource for interesting and timely presentations to the region and its membership. Presentations made by Corporate Partners must be limited to generic information -- no product publicity or endorsement is permissible within the presentation.
- 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, etc.

### **Section XIV Parliamentary Authority**

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

### **Section XV Authority**

- A. The Operating Procedures of the Midwest Region of the College and University Professional Association for Human Resources may be changed or modified only by majority vote of the region board.