

**Operating Procedures of the Southern Regional Organization of the College and University
Professional Association for Human Resources**

Section I Composition

- A. The Southern Region of the 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 Southern Region. The states and areas in the Southern Region include Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Virginia, Virgin Islands, and West Virginia.
- B. The Southern 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 shall be the same as that of CUPA-HR, July 1 through June 30.

Section II Activities and Purpose

- A. The activities of the Southern Region of CUPA-HR shall be consistent with those of the national organization. As such, the region shall support the national organization's mission and purpose.
- B. The Southern 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 shall 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, shall the assets be used for any purpose other than those educational and/or charitable purposes described herein.

Section III Membership

- A. Eligibility requirements and membership categories of the region shall be the same as those for CUPA-HR membership, so long as members either reside or work in a geographical area encompassed by 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 shall be governed by a Board of Directors consisting of: the Chair, Chair-Elect, Past Chair, Treasurer, Secretary, Communication Coordinator, Corporate Partners Liaison, Professional Development Coordinator, Membership Coordinator, and Chapter Liaison Coordinator.
 - 2. Only national members of CUPA-HR shall be eligible to hold regional office.
 - 3. With approval of the National Board of Directors, The Southern Region Board may increase the number of Board positions beyond ten to effectively carry out its responsibilities.
 - 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 shall be responsible for carrying out the objectives and purposes of the region and these operating procedures.

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

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

Section V	Selection of Officers
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A. Election of Regional Board Members

The Past Chair of the Southern Region Board shall serve as Elections Coordinator. The Elections Coordinator is responsible for communicating to each member institution opportunities for nominations or self-nominations to a Regional Board position.

Nomination or self-nomination for a Regional Board position is made by submitting a letter of interest and a resume to the Elections Coordinator normally between November 1 and January 30. Nomination materials should include: 1. a letter of interest that contains a description of how qualifications for the position are met, reasons for desiring to serve in the desired role, and any other information that the nominee feels may be helpful; 2. a resume that includes professional experience as well as prior volunteer experience and activities.

Note: In addition to the candidate materials required for nomination above, candidates for Chair-Elect must also submit a statement of issues, goals and activities to be pursued or that are endorsed by the candidate.

Normally, no later than March 15, the Elections Coordinator will distribute the nomination materials and ballot to the Regional Board for voting. A current Board member running for re-election or for a different position shall abstain from voting for that particular position.

Any individual determined by the Elections Coordinator to be qualified may run for up to two positions at any one time (but win only one). If an individual runs for two positions and one or both is contested, the Regional Board will vote sequentially for each of the positions, starting with one of the contested races. In a contested race, the nominee with the most votes wins. In an uncontested race, a nominee must receive a majority vote of the members eligible to vote for a particular position. (e.g. If there are nine board members and the treasurer wants to run for re-election, the treasurer cannot vote so that leaves 8 eligible board members to vote. The treasurer would need to receive 5 of the 8 votes to win.) If there is a tie, a second ballot for that particular position should be distributed. If there is still a tie, the Chair-Elect, Chair and Past Chair shall re-vote to break the tie.

The Elections Coordinator will collect and tabulate ballot information and notify successful and unsuccessful nominees by telephone or email and then notify existing Regional Board members.

A current board member who is in a position that is not set to expire may run for a different position. If not selected, the current board member will remain in his/her current board position until the term expires.

B. Selection of National Officers (President-Elect, Treasurer)

The ballot will also include the name(s) and website location of biographical information for each person running for national officer. The ballot results for national officer represent the Regional Board's preference for one of the candidates.

The Region's two appointed representatives to the National Board will take the Regional Board's preferences into account when voting for National Officer but are not bound by the Regional Board's recommendation.

All elections normally should be completed by April 30 for an effective date of July 1 of the same year.

C. Qualifications of Regional Board Members

To qualify for election to the Southern Region Board of Directors, individuals must:

- Hold an active position in a CUPA-HR member institution within the Region;
- 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.
- Have a commitment to contribute the time, interest, ability and resources necessary to complete assignments promptly and professionally.

These individuals will typically also:

- Have at least five years experience as a human resource professional, ideally in higher education.
- Have a record of active participation in and knowledge of CUPA-HR.
- Have demonstrated leadership abilities.

D. Selection of Regional Representatives to the National Board

Two individuals selected as the Regional Representative to the National Board shall serve concurrently on the Southern Region Board. The individuals shall serve in one of the existing positions or solely as the National Representative, as long as there are no more than ten Board positions filled at any one time.

If there is an upcoming vacancy for a Southern Region appointment to the National Board of Directors, current regional board members or those running for a position may be nominated or self-nominate for an appointment to the National Board. After the Regional Board elections are complete, and no later than May 15, the Regional Board shall select the regional representative to the National Board, by a majority vote of the Regional Board members eligible to vote.

Section VI	Terms of Office for Officers
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- A. The Chair-Elect shall serve for a period of one year, commencing on July 1 and ending on June 30. The Chair-Elect shall 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 Secretary, Communication Coordinator, Professional Development Coordinator, and the Membership Coordinator serve two-year terms, commencing on July 1 following the election and ending on June 30 two years later.
- C. The Treasurer, Corporate Partners Liaison and the Chapter Liaison Coordinator serve for three-year terms, commencing on July 1 following the election and ending on June 30 three years later.
- D. The terms of the regional representatives to the national board are normally three years.
- E. Treasurer, secretary, communications coordinator, corporate partners' liaison, chapter liaison coordinator, and professional development coordinator may run for re-election to their position only once.

Section VII Officer Vacancies

- A. If any board member other than the Past Chair 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.

Section VIII Duties of Officers

- A. The Chair shall provide overall leadership for the region. Duties of the Chair shall include but are not be limited to notifying board members of meetings, presiding at all meetings, overseeing management of the region conference and appointing committees and committee chairs. The Chair shall also act as liaison with the President of CUPA-HR and with the national office of CUPA-HR. The Chair shall perform other executive duties as required.
- B. The Chair-Elect serves as the Program Chair for the annual region conference, assists the Region Chair with planning projects throughout the year, collaborates with the Chair and the Professional Development Coordinator to select conference keynote speakers, and assumes the duties of the chair in the chair's temporary absence.
- C. The Past Chair serves as an advisor to the Chair, Board Parliamentarian, the Elections Coordinator, oversees the awards and recognition program, and assists the Region Chair in other matters when requested.
- 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 shall work closely with the Region Chair and national office staff to estimate revenues and expenditures associated with the annual region conference. The Treasurer also manages 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.
- E. The Secretary shall take minutes at the annual region business meeting and at region board meetings. The Secretary shall communicate to the Chief Executive Officer of CUPA-HR the names, titles and addresses of newly elected region officers within seven days of election. Secretary shall also serve as the region's Historian. The Secretary/Historian shall record minutes of all regional board meetings and regional annual business meetings, type, copy and distribute

minutes to board members for review, finalize minutes after review, present minutes for approval at appropriate meetings, send final minutes to the Communications Coordinator for posting on the region's website, communicate the name, title, school, address, phone number, fax number, and e-mail address of all elected officers to the Chief Executive Officer of the national CUPA-HR within seven days of election, maintain materials from each conference and meeting and submit to the Communications Director of the national CUPA-HR for storage.

- F. The Communications Coordinator 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. This position also coordinates all communication about the annual conference program and conference signage.
- G. The Corporate Partners Liaison works with CUPA-HR national office staff to secure exhibitors and sponsors for the annual region conference. This position will also cultivate local/regional corporate partners, coordinate exhibitor setup, and manage corporate partner recognition programs.
- H. The Professional Development Coordinator provides leadership in the development and implementation of professional development activities in the region including coordinating the call for presentations for the region's annual conference, assisting the Chair-Elect and the Chair in securing keynote speakers for the annual conference, managing audio-visual and room setups for the annual conference, planning the conference program, and coordinating conference evaluations.
- I. The Membership Coordinator works with the CUPA-HR national office staff and state chapter leadership to cultivate new members. The Membership Coordinator also coordinates the first-timers reception.
- J. The Chapter Liaison Coordinator works with the CUPA-HR national office staff and state chapter leadership in support of the region's current and potential chapters. Chapter liaison duties include frequent communication with chapter leaders concerning CUPA-HR activities. The Chapter Liaison Coordinator also arranges Regional Board member visits to chapter activities.
- K. The Regional Representatives to the National Board serve to represent member interests on the National Board. They are responsible for two-way communication between the Southern Board and the National Board. They are expected to provide leadership to the National organization and oversight of its operation.

Section IX	Committees
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A. Committees

1. The Chair may authorize committees to assist with and address specific needs of the region including but not limited to awards and recognition, nominations or elections or the regional conference.
2. If committee votes are necessary, a quorum for committees shall be two-thirds of the committee membership.
3. An authorizing vote on any matter shall be a simple majority of a quorum.

Section X	Annual Recognition Awards
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A. Each year, the members of region are asked to evaluate fellow individual and institutional members and make nominations for appropriate awards. Nominations are due by February 15, and will be reviewed by the regional awards committee and presented to the regional board for consideration. Presentation of the awards is made at the annual Southern Region conference.

B. Opportunities for Recognition include:

1. Southern Region Distinguished Service Award

The Southern Region’s Distinguished Service Award is designed to recognize that member of CUPA-HR Southern Region who most exemplifies distinguished service to the human resources profession and to CUPA-HR. To be nominated, the person must:

- . Have been a member of the Southern Region for at least five years and have provided distinguished service to the organization by serving on regional or national committees, the Southern Region Board, or as a national officer;
- . Have publications related to HR administration or have participated as a conference speaker or coordinator at the regional or national level;
- . Have demonstrated organizational ability by planning or assisting in the planning of regional or national CUPA-HR conferences and must have a continuous record of attending CUPA-HR conferences.

2. Southern Region Excellence in Human Resource Practice 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.

Preferences will be given to those achievements that have become or have the potential to become models for best practices for all higher education human resources.

Each regional board will select a nominee for submission to the National Recognition Awards Committee. The national committee will then select an overall winner from among the nominees.

C. How To Make Nominations

Nominations for these awards are to be submitted by February 15 by completing the online nomination form/process on the Southern Region website.

Section XI	Meetings
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A. Annual Region Conference and Business Meeting

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

Section XII	Dues, Fees, and Region Exchange
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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 let the region chair know of any honorary life members who wish to attend the region conference.

- C. The region shall offer two free registrations, on a first-come, first-served basis, to representatives of other CUPA-HR regional boards. Any additional representatives from other regional boards attending a region conference shall reimburse the region only 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. The region shall reimburse the exchange participants for up to \$2,000 for travel expenses (airfare, hotel, meals, etc.). It is assumed that the selected region will provide a full complimentary registration; however, there may be occasions that 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.

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 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 Authority

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