

Western Region Operating Procedures

Approved by CUPA-HR Board of Directors

March 18, 2011

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

Section I	Composition
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The Western Region of the College and University Professional Association for Human Resources (CUPA-HR) is composed of the states, nations, territories, and provinces that are assigned by the national organization of CUPA-HR to the Western Region. The region's states are Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Texas, Utah, Washington, and Wyoming. The region's areas are American Samoa, Asia, British Columbia, Federated States of Micronesia, Guam, Marshall Islands, the Middle East, Northern Marianas, Pacific Islands, and Palau. The Western 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
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- A. The activities of the Western 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 Western 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
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- A. Eligibility requirements and membership categories of the region will be the same as those for CUPA-HR membership, so 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.

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, Secretary, Communications Coordinator, Program /HR Development Coordinator, Membership Coordinator, Chapter Liaison, and Corporate Partners Liaison.
2. With approval of the National Board of Directors, the Western Region Board may modify the number of Board positions above or below ten to effectively carry out its responsibilities.
3. Only national members of CUPA-HR will be eligible to hold regional office.
4. Liability Insurance. All regional officers are covered under CUPA-HR's Directors and Officers Liability Insurance Policy.

B. Board Responsibilities

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

C. A Quorum for the Board 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. Elections of Regional Board Members

The Past Chair of the region will normally serve as Elections Coordinator. The Elections Coordinator is responsible for broadly communicating to each member institution the opportunity 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 resume to the Election Coordinator between November 1 and January 30.

Nomination materials should include a:

- Letter of interest that includes
 - Description of how qualifications are met;
 - Reasons for wanting to serve in the desired role; and
 - Any other information that may be helpful.
- Resume that includes:
 - Professional experience; and

- Prior volunteer experience and activities.

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 will abstain from voting for that particular position.

Any qualified individual 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 for her/him 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 will re-vote to break the tie.

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

A current board member in 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.

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

B. Qualifications of Regional Board Members

To qualify for membership on the Western 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.

C. Selection of a Regional Representative to the National Board

One individual selected as the Regional Representative to the National Board will serve concurrently on the Western Region Board. The individual will serve in one of the existing positions or solely as the National Representative, as long as there is no more than ten Board positions filled at any one time. If the regional representative to the national board does not also serve in a region board position and the region needs 10 positions to handle region operations, the region can submit a request to the national board to increase the number of region board positions to 11. The regional board may determine additional duties to be assigned to the individual who serves solely as the National representative. The regional representative to the National Board will serve a three year term.

~~DELETE = Two individuals selected as the Regional Representative to the National Board will serve concurrently on the Western Region Board. The individuals will serve in one of the existing positions or solely as the National Representative, as long as there is no more than ten Board positions filled at any one time.~~

If there is an upcoming vacancy for a Western 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 will 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

- 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, Membership Coordinator, Chapter Liaison, and Corporate Partners Liaison serve three-year terms, commencing on July 1 following the election and ending on June 30 three years later.
- C. Following initial two-year terms from July 1, 2008 through June 31, 2010, the Secretary, Communications Coordinator, and Program/HR Development Coordinator will serve three-year terms, commencing on July 1 following the election and ending on June 30 two years later. Any Board member, with the exception of the Chair-Elect, may run for a different position prior to the end of his or her term.
- D. The terms of the regional representatives to the national board are normally three years.

Section VII Officer Vacancies

- A. If any Board member other than Past Chair 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.

Section VIII Duties of Officers

- A. The Chair will provide overall leadership for the region. Some of the duties of the Chair will be to notify board members of meetings, to preside at all meetings, to oversee management of the region conference and to appoint committees and committee chairs. The Chair will act as liaison with the President of CUPA-HR and with the national office of CUPA-HR. The Chair will perform other executive duties as required.

- B. The Past Chair will serve as Board parliamentarian, the Elections Coordinator, oversee the awards and recognition program, assist the region Chair and assume the duties of the Chair in the Chair's temporary absence.

- C. The Chair-Elect will serve as the regional conference chair, point person for the conference, and assist the region Chair.

- 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. The Treasurer 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 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 serve as the region's historian.

- F. The Communications Coordinator serves as editor of regional communications and webmaster for the region web site. The Communications Coordinator 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, oversee exhibitor hall setup and manage corporate partner recognition programs.

- H. The Program/HR Development Coordinator is the point person for the development and implementation of professional development activities in the region including coordinating the call for presentations, securing keynote and concurrent speakers, managing audio visual and room setups, planning the conference program, and coordinating conference evaluations.
- I. The Membership Coordinator works with CUPA-HR national office staff, state coordinators, and chapter leadership to cultivate new members. This role also coordinates the first-timers reception and conference mentorship program.
- J. The Chapter Liaison works with CUPA-HR national office staff, state coordinators, and chapter leadership in support of the region's current and potential chapters. Chapter Liaison duties include frequent communication with Chapter leaders on CUPA-HR activities. This role also coordinates Regional Board member visits to Chapter meetings.

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, quorums for these committees will be two-thirds of the committee membership.
- 3. An authorizing vote on any matter will be a simple majority of a quorum.

Section X	Annual Recognition Awards
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- A. Each year, the members of the Western Region are asked to nominate individuals and institutional members for regional recognition awards. Nominations for each award 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 Western Regional Conference.

B. Opportunities for Recognition Include:

- 1. Regional Lifetime Membership

This award is for 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 Western Region. State chapters/liasons are to

notify the region awards committee of any retirements that meet the above definition that occurred in the year prior to the region's annual conference.

2. Western Academy Membership

This award recognizes and honors those Human Resource professionals who have made significant contributions to higher education. Award criteria:

- a. To have been a participant in the affairs of the Western Region (or of a combination of the Western and/or its predecessor regions) for a minimum of five (5) years;
- b. To have made significant and meaningful contributions over a number of years to the cumulative knowledge and stature of the Human Resource profession; and
- c. To have been an acknowledged leader in the Human Resource profession in higher education.

3. The Roadrunner Award

This award identifies and recognizes a Human Resource professional who is a positive role model having made significant contributions(s) to the profession, his/her campus and/or CUPA-HR. A significant contribution may include something innovative, service connected, creative, etc.

Nominees for this award may be submitted by the CUPA-HR State Chapter/Liaison or membership institutions nominating one or more individuals for consideration to the regional awards committee. If more than one person is nominated by a state, the regional awards committee will make the selection based on written information submitted.

4. Excellence in Human Resource Practices Award

This award recognizes institutions of higher education that have demonstrated a desire for excellence in human resource management by establishing an institutional environment that recognizes creative and innovative approaches to human resource management that benefit the institution and the individuals within the college and university community. Institutional nominees are expected to:

- a. Provide the resources necessary to maintain a current membership in CUPA-HR and to participate in its activities;
- b. Recognize the importance of the human resource function within the organizational structure of the institution by establishing the head of the human resource department as a key member of the management team in the organization;
- c. Show receptivity to innovative approaches to human resource department activities and demonstrates a management philosophy that

- facilitates the development of progressive human resource programs;
and
- d. Employ a head of the human resource department who demonstrates a style of administrative leadership that generates support of the human resource function from the administration, faculty and staff.

The regional institution so honored will become a finalist for a national Award of Excellence to be presented at the annual CUPA-HR National Conference.

5. Hugh Avery Award of Distinction

The purpose is to identify a member of the Western Region for an award that is named after Hugh Avery, a former leader in the University Human Resource Profession. This individual will be judged to have met the high level of personal attributes and human resource professional standards set by Hugh Avery.

Award Criteria:

- Long-term continued involvement in Western Region activities;
- Demonstrated history of Western Region leadership;
- Long-term Extraordinary practitioner of the Human Resource profession;
- Sense of humor;
- Deep concern for the rights of all humans.

C. How to Make Nominations

Nominations for these awards are to be submitted by February 15 by completing the online nomination form/process at the Western region website.

Section XI	Meetings
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Annual Region Conference and Business Meeting

- A. The annual region conference will be held at such time as the region board will determine.
- B. A simple majority of the institutional key representatives in attendance at an official business meeting will validate the vote on any agenda item brought before the membership.

Section XII	Dues and Fees and Region Exchange
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- 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 notify the region chair about 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. The registration fees for additional representatives from 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. The region will 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, we recognize that 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
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- 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
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- 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 Western 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.

Revised 11/10/2010