

## Revised Chapter Bylaws Template – Talking Points

PURPOSE OF REVISION: Simplify/remove operational (administrative) items that pull focus for chapter leaders – such as maintaining a membership list, collecting dues, sorting out who gets charged member versus nonmember registration rates at events, etc. – in order to free up leaders’ time to focus on the learning (professional development) and connections for the chapter.

Overview of Major Changes (all reflected on page 2 of revised [Chapter Bylaws template](#)):

1. Do away with membership categories (previously ARTICLE IV., Section 1. Classes of Membership), and **Membership** as defined in the revised Chapter Bylaws template ARTICLE IV. is simply: **“Participation in the chapter is open to all individuals from any institution in the chapter area as defined in these bylaws.”**
  - No membership lists to maintain, no dues collection, no need for an annual membership drive.
  - CUPA-HR maintains a national database of all institutions (updated annually with information from HED and IPEDS) and has staff who assist with:
    - Bulk e-mail distribution to all in chapter area (or beyond, if applicable) while staying in compliance with CAN-SPAM Act and managing controls over e-mail volume;
    - Hosting chapter listservs open to all in the chapter area (with opt-in/opt-out functionality); and
    - Supporting personal outreach efforts, maintaining lists of national member and nonmember institution membership contacts by region and state, updated twice a year, as well as providing quarterly lists of new members.
2. **Eliminate** collection of **annual dues** (previously ARTICLE IV., Section 3. Dues and Fiscal Year)
  - Only 12 of the 42 CUPA-HR chapters charge membership dues as it is, creating an unnecessary barrier to access for those chapters.
  - Chapters do not need dues revenue to operate – with proper planning and using the tools and resources provided by the association (such as those in the chapter toolkit), chapters can put on engaging and successful “virtual learning events” for minimal to no cost and/or “face-to-face learning events” with funding through sponsorships and, if necessary, minimal registration fees.
3. Simplify **Board of Directors** as defined in ARTICLE V., creating consistency across all chapters.
  - The only officer positions **defined in the bylaws** are those of the designated officers (President/Chair, President/Chair-elect, Past President/Chair, Secretary and Treasurer).
  - Any other board positions should be **“at-large”** and defined *outside* of bylaws (ex., in a chapter procedures document, so when chapter needs ebb and flow, bylaws won’t need updating).
    - **Reinforced by statement added to first paragraph of ARTICLE V., Section I. Officers:** “Any additional board positions, including terms of office and officer responsibilities, may be appointed at the discretion of the Board of Directors and presented during the regular annual business meeting of the Chapter or other time as decided by the designated officers.”