

Operating Procedures for the Southern Region 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 (SR CUPA-HR) is one of four regions created by the CUPA-HR national organization and is subject to the national organization's by-laws and operating procedures. The Southern Region is comprised of the following states and countries assigned by the national CUPA-HR organization: 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's fiscal year shall be the same as the national organization, July 1 through June 30.

Section II – Activities and Purpose

- A. SR CUPA-HR activities shall be consistent with and serve to support the national organization's mission and purpose.
- B. SR CUPA-HR operates exclusively for charitable and educational purposes as defined by IRS Sections 501(c)(3) and 170(c)(2)(B). SR CUPA-HR shall not conduct any activities prohibited for organizations exempt from federal income tax under these statutes. Under no circumstances, during its operations or upon its dissolution, shall the assets be used for any purpose other than those described herein.

Section III – Membership

Eligibility requirements and membership categories shall be consistent with the national CUPA-HR membership, so long as members either reside or work within the Southern Region as defined in Section I.

Section IV – Board of Directors

- A. Southern Region affairs shall be governed by a nine member Board of Directors consisting of: Chair, Chair-Elect, Past-Chair, Board Operations Coordinator, Professional Development Coordinator, Membership and Chapter Outreach Coordinator, two At-Large Positions, and the Southern Region Director to the National Board.
- B. Only members of the national organization shall be eligible to serve on the Southern Region Board.
- C. The Board of Directors shall be responsible for carrying out the objectives and purposes of the Southern Region and these operating procedures.
- D. A quorum for the Board of Directors shall consist of two-thirds of the voting members.
- E. An authorizing vote on any matter shall be a simple majority of the quorum.

- F. The Southern Region Board may seek permission from the national organization to modify its composition if doing so is deemed necessary to effectively carry out its mission, purpose and responsibilities.
- G. All Southern Region Board members are covered under CUPA-HR Directors and Officers Liability Insurance Policy.

Section V – Board of Directors Election Process

- A. Individuals seeking consideration for the Southern Region Board of Directors must:
 - 1) Be currently employed at a SR CUPA-HR member institution.
 - 2) Have their institution's support to attend all Southern Region Board meetings and related activities during their term of office.
 - 3) Have a commitment to contribute the time, interest, ability, and resources necessary to complete assignments promptly and professionally.

These individuals will also typically have:

- 1) At least five years' experience as a human resource professional, ideally in higher education.
 - 2) A record of active participation in and knowledge of CUPA-HR.
 - 3) Demonstrated leadership abilities.
- B. Electing Board of Directors:
 - 1) The Past-Chair shall serve as the elections coordinator and is responsible for working with the national organization to communicate open Board positions.
 - 2) A nomination or self-nomination is made by submitting a letter of interest and a resume to the Past-Chair between November 1 and February 15.
 - 3) Nomination materials should include:
 - a. Letter of interest that contains a description of how position qualifications are met, reasons for desiring to serve in the specific role, and any other information as requested.
 - b. A resume which includes professional experience as well as prior volunteer experience and activities.
 - 4) Normally, no later than March 15, the Past-Chair will distribute the nomination materials and ballot to the Southern Region Board members for voting.
 - 5) Election procedures include:
 - a. Any individual determined to be qualified may run for no more than two positions but can only win one.
 - b. If an individual runs for two positions and one or both is contested, the Southern Region Board will vote sequentially for each of the positions.
 - In a contested race, the nominee with the most votes wins.
 - In an uncontested race, a nominee must receive a majority vote to win.
 - c. A nominee may not vote in elections for positions they are seeking.

- d. If there is a tie, a second ballot for that position should be distributed. If there is still a tie, the Chair-Elect, Chair, and Past-Chair will re-vote to break the tie.
 - 6) A Board member who is in a position that is not set to expire may run for a different position. If not selected, the Board member will remain in his/her position until the term expires.
 - 7) The Past-Chair will collect and tabulate ballot information and notify both nominees and Board members of the outcome.
- C. Election of the Southern Region Director to the National Board:
- 1) One individual selected as the Southern Region Director to the CUPA-HR National Board shall serve concurrently on the Southern Region Board and the National Board.
 - 2) When there is an upcoming vacancy, current Board members or those running for another position may be nominated or self-nominate for the position. After all other Board elections are complete, and no later than February 15, the Southern Region Board shall select the Southern Region Director to the National Board by a majority vote.

Section VI – Terms of Office

- A. The Chair-Elect shall serve one year, commencing on July 1 and ending on June 30. The Chair-Elect shall succeed to the Chair for the next year, and then Past-Chair for the following (third) year.
- B. All other Southern Region Board positions are three-year terms, commencing on July 1 following the election and ending on June 30 three years later.
- C. All Southern Region Board incumbents (except Chair-Elect, Chair, Past-Chair, and Southern Region Director to the National Board) may seek re-election to their position only once.

Section VII – Board Vacancies

- A. If any Board member other than the Past-Chair resigns before completing his/her term, the remainder of the term shall be filled by an individual appointed by a majority vote.
- B. In the event that the Past-Chair cannot complete his/her term, the Board may ask the immediate Past-Chair to complete the term or choose to leave the position vacant for the remainder of the term.

Section VIII – Board of Directors Duties

- A. The **Chair** provides overall leadership for the Southern Region. Duties include, but are not limited to, notifying Board members of meetings, presiding at all meetings, and overseeing Region conference management. This position also acts as liaison with the CUPA-HR President and Chief Executive Officer and with the national office staff. The Chair shall perform other executive duties as required.
- B. The **Chair-Elect** assists the 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 when necessary.

- C. The ***Past-Chair*** serves as an advisor, Board Parliamentarian, and elections coordinator. This position also oversees the awards and scholarship programs, and assists the Chair in other matters, as requested.
- D. The ***Board Operations Coordinator*** documents, collects and distributes information and materials related to board operations. This position also works closely with the Chair and the national office accounting staff to manage and oversee the financials affairs of the Southern Region.
- E. The ***Professional Development Coordinator*** provides leadership in developing and implementing professional development activities for the Region. This position also evaluates and coordinates programmatic content and logistics for the annual conference.
- F. The ***Membership and Chapters Coordinator*** works with the national office staff and state chapter leadership to support the Region's current and prospective chapters. This position also maintains frequent communication with chapter leaders and new members, arranges various chapter outreach activities, and works with the national office staff to cultivate new members.
- G. The two ***At-Large Board Members*** shall provide support to the initiatives of the region and work in conjunction with the board of directors to effectively establish and bring to fruition the strategic priorities of the board in areas including communications, corporate partnerships, and other responsibilities based on the strengths and skills of the board members and the needs of the Region.
- H. The ***Southern Region Director to the National Board*** serves to represent the southern region's interests on the National Board and provides two-way communication between the Southern Region Board and the National Board. This position also provides leadership and operational oversight for the national organization.

Section IX – Committees

- A. The Chair may authorize committees to assist with and address specific Southern Region Board needs including, but not limited to, awards and recognition, nominations and elections, and the Regional conference.
- B. If committee votes are necessary, a quorum for committees shall be two-thirds of the committee membership.
- C. An authorizing vote on any matter shall be a simple majority of the quorum.

Section X – Awards and Scholarships

Each year, SR CUPA-HR members are asked to make nominations for various awards and recognition. Nominations are due to the Past-Chair by February 15 and will be reviewed by the Board of Directors for consideration. Awards presentations are made at the annual Southern Region conference.

Recognition opportunities include:

- A. **Southern Region Meritorious Service Awards** – These awards recognize an individual from each state chapter who has made significant contributions to the profession, their institutions, and/or their CUPA-HR chapters. Chapters submit their nominees to the Board for consideration. If more

than one nominee per chapter is submitted, the Board will make a selection based on the information provided.

- B. **Southern Region Distinguished Service Award** – This award is designed to recognize a member of the Southern Region who most exemplifies distinguished service to the human resources profession and to CUPA-HR. To be nominated, the person must:
 - 1) Have a record of outstanding service to CUPA-HR within the past five fiscal years.
 - 2) Have demonstrated professionalism in the field of higher education human resource.
 - 3) Have participated in CUPA-HR leadership activities.
- C. **Southern Region Excellence in Human Resource Practices Award** - This award honors the achievements of HR professionals or teams at CUPA-HR member institutions for improving the quality of programs and services at their own campuses through effective human resources practices. Preference will be given to achievements that have become or have the potential to become models for best practices.

The Board will submit the winner of this award to the national CUPA-HR Awards Committee. The National Awards Committee will then select an overall winner from among the four regional nominees.

- D. **Southern Region Scholarship** – This scholarship is a waiver of the annual conference registration fee. Scholarship recipients must either be CUPA-HR members or prospective members.

The scholarships are intended for:

- 1) Traditionally under-represented groups, and/or
- 2) CUPA-HR members who have not had the opportunity to attend a regional conference.

Individuals may be recommended by others or may self-nominate. In selecting recipients, CUPA-HR members will take precedence over prospective members.

- E. **Honorary Life Member Scholarship** – 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 inform the Chair of any honorary life members who wish to attend the Southern Region conference.

Section XI – Annual Region Conference and Business Meetings

- A. The annual conference shall be held at such time as determined by the Southern Region Board.
- B. Southern Region members who serve as the Institutional Key Representatives within the CUPA-HR national organization shall be eligible to vote on matters concerning its operations. 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 – Fees

The Southern Region shall not levy any dues. The annual conference registration fees shall not be considered as dues.

Section XIII – Regional Conference Exchange Program

Board members from all four Regions may request to participate in the Regional Conference Exchange Program. This program affords the opportunity for participants to experience and observe the programmatic content, operational logistics and execution of other regional conferences.

Provisions of the Regional Conference Exchange Program include the following:

- A. Each year, the Southern Region Board may select up to two Board members to participate in the Regional Conference Exchange Program. The Southern Region shall cover up to \$2,000 for each participant's travel expenses (airfare, hotel, meals, etc.). It is assumed that, when feasible, the selected region will provide a full complimentary registration.

While the Southern Region Board Member selects the conference that he/she would like to attend, the final decision may be based, in part, on the selected region's willingness/ability to provide complimentary registration. If the selected region requires reimbursement for some or all expenses (meals and/or social events, for example), the Southern Region Board may consider paying those costs. If the Board chooses not to pay those costs, the selected members may choose a different regional conference or may elect to attend the preferred conference and pay his/her own costs.

- B. The Southern Region Board will offer other Region Board members two full complimentary registrations on a first-come, first-serve basis. Any additional Board members attending the conference will be assessed costs for meals and social events only.

Section XIV – Corporate Partners and Exhibitors

- A. Corporate partners and exhibitors represent a rich resource for interesting and timely presentations to the Region and its membership. Presentations made by corporate partners and exhibitors must be limited to generic information -- no product publicity or endorsement is permissible within the presentation.
- B. With paid registration and exhibition fees, corporate partners and exhibitors may attend conference workshops and display information regarding products and services in designated areas.
- C. Corporate partners and exhibitors 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 and exhibitors may include, but is not limited to, paid sponsorship of speakers, meals, special events, door prizes, and other conference-related activities.

Section XV – Parliamentary Authority

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

Section XVI – Authority

The SR CUPA-HR Operating Procedures may be changed or modified only by majority vote of the Southern Region Board and approval of the national CUPA-HR Board of Directors.

Approved by CUPA National Board 12-2014