

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

Approved by CUPA-HR National Board on April 17, 2020.

Approved by CUPA-HR Western Region Board on October 8, 2020.

Section I Composition

- A. The Western Region of College and University Professional Association for Human Resources (CUPA-HR) is composed of the states that are assigned by the national organization of CUPA-HR to the Western Region. The states included are Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Texas, Utah, Washington, and Wyoming.
- B. 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

- 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

- A. National CUPA-HR member organizations that are located in the region are also members of the region.

Section IV Board of Directors

- A. Officers

The affairs of the Region will be governed by a Board of Directors consisting of: Chair, Chair-Elect, Past Chair, National Board Representative, and other At-Large roles as determined by the region board. At the discretion of the board, the National Board Representative and At-Large Member roles may be combined with other board roles from year to year.

 - 1. Region board members must be listed as a representative of a higher education institution that is a member of the CUPA-HR national organization.

2. 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 of experience as a human resource professional, ideally in higher education.
 - D. Fifty percent or more of the current position duties should be devoted to human resources activities.
 - E. Have a record of active participation in and knowledge of CUPA-HR.
3. 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
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A. Nomination and Election of Chair-Elect.

1. Nominations for Chair-Elect will be accepted from December 1 through January 15. 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 interest. This letter 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.
4. The region board shall notify the national office of their selection no later than February 15.

- B. Nomination and Election of other board positions.
 - 1. Candidates for other board positions may be self-declared or nominated by a CUPA-HR member. The number of positions available will be determined by the board during January with applications accepted during February. Specific February recruitment dates determined each year and posted on the website.
 - 2. Election of other board positions will be by majority vote of the Board membership.

C. Nomination and Election of National Board Representative

- 1. The National Board Representative serves on the national board for a three-year term and will typically be elected from current board members at the time of election, but region boards can choose an individual who is not currently serving on the board. Candidates for the position may be self-declared or nominated by a region board member between December 1 and January 15. Candidates for national board representative will submit a letter to the region chair expressing interest in the position.
- 2. Election of the National Board Representative will be by majority vote of the board membership.
- 3. The region board shall notify the national office of their selection no later than February 15.

Section VI Terms of Office for Officers and Number of Board Members
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- 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. Other Regional board positions will serve three-year staggered terms, commencing on July 1 following the election and ending on June 30 at the end of the third year. Region board members serve in various roles as determined by the region board and are eligible to move to the chair-elect or other position before the end of their term.
- C. The number of region board members will not exceed 10.

Section VII Officer Vacancies

- A. If the Chair or Chair-Elect, 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 position will remain vacant for the remainder of the term.

- C. In the event a Regional board member resigns before completing the specified term of service, the remainder of the term may be filled at the discretion of the region board by an individual appointed by a majority vote of the board.

Section VIII Duties of Officers
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- A. The Region Chair will provide overall leadership for the region. The Region Chair will notify board members of meetings, preside at all meetings, work with the national office staff to implement region learning events 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.
- 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.
- C. It will be the responsibility of the Past Chair to serve as an advisor to the Region Chair and performs duties at the direction of the Region Chair.
- D. An At-Large member will be assigned to record the official actions of the region board at region board meetings. Duties of At-large board members will be determined annually based on the projects and priorities of the board.
- E. The National Board Representative serves as a member of the CUPA-HR national board. The National Board Representative will have typically served at least two years on the region board.

Section IX Committees

- A. The Chair, in collaboration with the board, may authorize committees to address specific needs of the region including, but not limited to, awards and recognition, nominations and elections and regional learning events.
- B. Quorums for these committees will be two-thirds of the committee membership.
- C. An authorizing vote on any matter will be a simple majority of the quorum.

Section X Annual Recognition Awards
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CUPA-HR's region awards program promotes and rewards outstanding performance by CUPA-HR members in the field of human resources administration. The award recipients are recognized and honored for their outstanding achievements within each of the categories, offering visible role models for others. The achievements remind all CUPA-HR members of the personal and professional qualities most respected in the human resource profession. Award program details and timelines for awards submissions are included on the CUPA-HR website.

Section XI Events

- A. Annual Spring Event

1. The spring event will be held at such time as determined by the CUPA-HR National Office in conjunction with the region board.

Section XII Dues and Fees

- A. The region will not levy any dues. Registration fees for any regional learning event 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 Chair and Chair-Elect do not pay to attend the spring event. The region will reimburse the cost of conference registration, travel, hotel, meals and mileage for the Region Chair and Chair-Elect.

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. Management of corporate partners and their engagement in events, whether exhibiting, sponsoring or attending is handled by the National Office.
- B. Corporate Partners, with paid registration and exhibition fees, may attend event 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 corporate registration fee as determined by the National Office. Availability of this type of registration may be limited and will be managed by national office staff.
- D. Additional support from Corporate Partners may include, but is not limited to, paid sponsorship of speakers, meals, special events, door prizes, etc. in accordance with CUPA-HR policies.

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 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. Changes to these operating procedures must also be approved by the National Board of Directors.