



Bylaws of Western Association of College and University Business Officers

A California Nonprofit Public Benefit Corporation Revised: April 28, 2020

ARTICLE 1 GENERAL

Section 1. Name.

The name of the organization is Western Association of College and University Business Officers (~~Hereinafter~~ hereinafter referred to as WACUBO or Association).

Section 2. Location.

The Association shall have an office located at such places as shall be designated by the Board of Directors from time to time by resolution.

Section 3. Purposes.

Organized under the California Non-Profit Public Benefit Corporation Law for public purposes, the public purposes of the Association are:

- A. To develop and maintain interest in the continuous improvement of principles and practices of management, business, and financial administration in higher education.
- B. To foster among Member institutions professional ideals, standards and ethical conduct in business and financial administration.
- C. To create professional development opportunities for association members which will include basic and advanced training, career development, skills improvement, and other forms of professional growth.
- D. To gather and disseminate information that will assist in management, and the business and financial administration of colleges and universities, and to stimulate research and the development of sound business practices in these fields.
- E. To disseminate information that will assist in day-to-day institutional operation and increase awareness of current issues in higher education.
- F. To encourage cooperation with organizations having common interests in management and financial administration of higher education.
- G. To support and work in concert with the National Association of College and University Business Officers (NACUBO) in the achievement of its purposes and objectives so long as it is exempt from federal income taxation as an organization described in Section 501 (c) (3) of the Internal Revenue Code, or any successor statute thereto.

Section 4. Limitations.

The Association has not been formed for the making of any profit, or personal financial gain. The assets and income of the Association shall not be distributable to, or benefit the trustees, directors, or officers or other

individuals. The assets and income shall only be used to promote corporate purposes as described above. Directors and officers do not receive compensation for their services but may be reimbursed for expenses. Nothing contained herein, however, shall be deemed to prohibit the payment of reasonable compensation to employees and independent contractors for services provided for the benefit of the organization; or honoraria paid to certain volunteer leaders for certain services of an extraordinary nature provided for the benefit of the organization as designated by the Board of Directors by resolution. The Association shall not participate in any political campaign in any manner but may advocate on certain policy issues that would advance the interests of higher education business operations. [NACUBO may advocate on issues at the federal level on WACUBO's behalf, or in the common interests of the member organizations.](#) The Association is organized exclusively for charitable, scientific and educational purposes and shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax.

Section 5. Fiscal Year.

The fiscal year of the Association shall be January 1 through December 31.

ARTICLE II MEMBERS

Section 1. Classes of Members.

There shall be three classes of institutional members: Member Institutions, Associate [Members](#), and Provisional [Members](#); and two classes of non-institutional members: Honorary [Members](#) and [SubscribeOther Membership Categories](#).

Section 2. Member Institutions.

The following may become Member Institutions:

- A. Four-year degree-granting colleges, universities, and graduate schools [and two-year degree- or certificate-granting institutions of higher education](#), and each of their separate campuses located in the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Texas, Utah, Washington, Wyoming, ~~and the~~ provinces of British Columbia and Alberta of the ~~Dominion-Commonwealth realm~~ of Canada, the nations and territories of the Pacific Basin, and the country of Mexico, which are accredited by the appropriate agency.
- B. Administrative organizations having [regional](#), statewide or province-wide higher education responsibilities in the states and provinces set forth in Section 2(A) hereof. Administrative organization membership shall not include any separately accredited institutions.
- ~~C. Two-year degree- or certificate-granting institutions of higher education that are located in the states and provinces set forth in Section 2(A) hereof and accredited by the appropriate agency.~~
- ~~D.C.~~ Institutional Members in good standing of the Central, Eastern, Southern, or Canadian Associations of College & University Business Officers.

Each Member Institution shall have the right to cast one vote, as set forth in these bylaws, on the election of directors, on the disposition of all or substantially all of the corporation's assets, on any merger and its principal terms and any amendment of those terms, and on any election to dissolve the corporation. In addition, those members shall have all rights afforded members under the California Nonprofit Public Benefit Corporation Law.

Section 3. Associate Members.

Organizations concerned with higher education that are entitled to exemption under Section 501(a) or 501(c) of the Internal Revenue code may be admitted as Associate members. Associate members shall not have voting privileges nor be eligible to hold elected office.

Section 4. Provisional Members.

Any institution that is not accredited as provided in Article II, but which is otherwise eligible, shall constitute the sole type of institution eligible for Provisional Membership in WACUBO. Provisional members shall not have voting privileges nor be eligible to hold elected office. The institution must have:

- A. Attained a pre-accredited status with assurance of achieving accreditation within a reasonable period, as based on consultation with the appropriate accrediting agency; or
- B. Had its credits accepted as if earned in an accredited institution by not fewer than three accredited institutions; or
- C. Had its credits approved by a state department of education, a state board of accrediting commission, an association of state colleges, a state education agency, or a state university.

Section 5. Honorary Members.

~~The Board may on occasion approve an honorary membership for distinguished individuals. Representatives of Member Institutions who retire from their institutions at the time they are active members of WACUBO may become Honorary Members.~~ Honorary members shall not have voting privileges nor be eligible to hold elected office.

Section 6. ~~Subscriber Members.~~ Other Membership Categories.

Retiree Members. Individuals who have an interest in higher education business and financial management who have retired from a NACUBO member institution and earn no income from an institution/organization eligible for WACUBO membership nor as a consultant within higher education may be admitted as Retiree Members. Retiree members shall not have voting privileges nor be eligible to hold elected office. The Board may set a membership fee and designate membership benefits for this category of members.

Student Members. Individuals who have an interest in higher education business and financial management who are actively pursuing a degree within an accredited academic program may be admitted as Student Members. Student members shall not have voting privileges nor be eligible to hold elected office. The Board may set a membership fee and designate membership benefits for this category of members.

Business Partner Members. Business organizations, firms, and consultants may wish to become members of WACUBO. Business Partner Members shall not have voting privileges nor be eligible to hold elected office. The Board may set the membership fee and designate membership benefits for this category of members. ~~Organizations, firms, and persons not eligible for other classes of membership may become and continue as Subscriber members. Subscriber members shall not have voting privileges nor be eligible to hold elected office.~~

Section 7. Termination of Membership.

A membership shall terminate on occurrence of any of the following events:

- A. Resignation of the member;
- B. Expiration of the period of membership, unless the membership is renewed on the renewal terms fixed by the board;
- C. The member's failure to pay dues, fees, or assessments as set by the board within 90 days after they are due and payable; or
- D. Any event that renders the member ineligible for membership, or failure to satisfy membership qualifications.

ARTICLE III DUES

Section 1. Dues.

When necessary, aAnnual dues for member institutions, Provisional, and Associate and Subscriber members shall be proposed by the Board of Directors and ratified at the Annual Members Meeting. Annual dues for other membership categories shall be set by the Board.

Section 2. Dues for Honorary Members.

Honorary members shall pay no dues.

Section 3. Good Standing.

All dues shall become payable at the beginning of National Association of College and University Business Officers' (NACUBO) membership year. Any member whose dues have not been paid shall be dropped from membership. Members so dropped may be reinstated within the membership year by payment of the full year's dues.

ARTICLE IV MEETINGS

Section 1. Annual Member Meeting.

An Annual Member Meeting shall be held once each calendar year for the purpose of electing directors and/or announcing the results of elections occurring electronically and for the transaction of such other business as may properly come before the meeting. The Annual Member Meeting shall be held at the time and place designated by the Board of Directors and may be held virtually (e.g. via Zoom). "Annual Member Meeting" refers to the required yearly gathering of members during which elections take place or results are announced. "Annual Conference" refers to the Association's largest annual professional development program, during which the Board of Directors may designate that an Annual Member Meeting will take place.

Section 2. Special Member Meetings.

Special Member meetings may be requested by the President or not less than seven members of the Board of Directors on thirty-30 days' notice to each Member. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special Member meeting.

Section 3. Notice.

Notice of all Member meetings shall be provided under this section or as otherwise required by law. The notice shall state the place, date, and hour of meeting, and, if for a special meeting, the purpose of the meeting. Such notice shall be posted on the association's website and, emailed ~~or mailed~~ to all Members of record at the email ~~or physical~~ address shown on the corporate books, for delivery at least 10 days prior to the meeting.

Section 4. Place of Member Meeting.

Member Meetings shall be held at the corporation's principal place of business unless otherwise stated in the notice at a place designated by the Board of Directors, or held virtually (e.g., via Zoom).

Section 5. Quorum of the Members.

One-fifth of the voting power, represented in person or by proxy, constitutes a quorum at a meeting of the Members and/or for an electronic election. In the absence of a quorum at a meeting of the Members, a majority of the Members in attendance may adjourn the meeting to another time without further notice. If a quorum is represented at an adjourned meeting, any business may be transacted that might have been transacted at the meeting as originally scheduled. The Members present at a meeting represented by a quorum may continue to transact business until adjournment, even if the withdrawal of some Members results in representation of less than a quorum.

Section 6. Proxies.

Each member entitled to vote shall have the right to do so either in person or by one or more agents authorized by a written or emailed proxy, signed by the member and filed with the secretary of the corporation. A proxy shall be deemed signed if the member's name is placed on the proxy by the member or the member's attorney-in-fact, whether by manual signature, ~~typewriting~~, email, or otherwise.

Section 7. Subject Matter of Proxy to Be Stated.

Any proxy covering matters for which a vote of the members is required shall not be valid unless the proxy sets forth the general nature of the matter to be voted on. Such matters include, but are not limited to, approval of amendments to the articles of incorporation; the principal terms of a merger agreement or any amendment of those terms; the sale, lease, exchange, conveyance, transfer, or other disposition of all or substantially all corporate assets unless the transaction is in the regular course of business; or the election to voluntarily dissolve the corporation.

Section 8. Expiration and Revocability of Proxies.

No proxy shall be valid after the expiration of 11 months from the date of the proxy, unless provided otherwise in the proxy, except that the maximum term of the proxy shall be three years after the date of execution. A validly executed proxy shall continue in full force and effect until it is revoked by the member executing it, before the vote is cast under that proxy, (1) by a writing delivered to the corporation stating that the proxy is revoked, (2) by a subsequent proxy executed by that member and presented to the meeting, or (3) as to any meeting, by that member's personal attendance and voting at the meeting. A proxy may not be irrevocable.

Section 9. Conduct of Meetings.

Unless otherwise provided by a majority of the voting members, all meetings shall be conducted in accordance with *Robert's Rules of Order*, as currently revised.

Section 10. Action Without Meeting.

Any action ~~which-that~~ may be taken at a special or ~~annual meeting of the Members~~ Annual Member Meeting, other than the election of Directors, may be taken without a meeting if the Association distributes a written ballot, and any related material, to every Member by electronic transmission. Responses may be returned to the Association by electronic transmission. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of any proposal, and provide a reasonable time within which to return the ballot to the Association. Approval by ballot pursuant to this section shall be valid only when the number of votes cast by ballot within the specified time period equals or exceeds the quorum required by Section 5 to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot. The communication to Members with which the ballots are distributed shall state the number of responses necessary.

ARTICLE V MEMBERSHIP IN NATIONAL ASSOCIATION OF COLLEGE AND UNIVERSITY BUSINESS OFFICERS (NACUBO)

Section 1. Membership in NACUBO.

WACUBO shall be a member of NACUBO and participate in the activities and proceedings of NACUBO.

Section 2. Representatives to NACUBO.

WACUBO's representatives to NACUBO shall be determined in accordance with the bylaws established by NACUBO relating to regional representation to NACUBO.

Section 3. Vacancies.

Vacancies shall be filled for the unexpired terms of any representative to NACUBO by a majority vote of the Board of Directors.

Section 4. NACUBO Committees.

The President of WACUBO shall recommend committee members to serve on NACUBO committees and task groups as requested by the President of NACUBO.

Section 5. Member Institutions.

WACUBO Member Institutions may also become members of National Association of College and University Business Officers (NACUBO) upon payment of NACUBO dues as provided in the NACUBO Bylaws.

ARTICLE VI OFFICERS AND DIRECTORS

Section 1. Officers.

The officers of WACUBO shall be the President, First Vice President, Second Vice President, Third Vice President, Secretary, and Treasurer.

- A. **President.** The President shall be the chief executive officer and shall preside at all meetings of the Members, the Board of Directors and its Executive Committee. As chief executive officer, the President accepts responsibility for the success or failure of the enterprise and assumes responsibility for WACUBO's consistent achievement of its mission and financial objectives. Gives direction to the formulation of and leadership to the achievement of the association's philosophy, mission, and strategy, and to its objectives and goals and assures the association is making consistent and timely progress toward the fulfillment of its mission. As Chair of the Board of Directors and its Executive Committee, assures that both entities fulfill their responsibilities for the governance of WACUBO. As a partner with the members of the Board of Directors, optimizes the relationship between the Board and the stakeholders of the association. The President shall serve a one (1) year term.
- B. **First Vice President.** The First Vice President shall perform the duties of the President in the absence of the President and shall assist that office in the discharge of its leadership duties. The First Vice President serves as the President-Elect and is the second-ranking elected officer in WACUBO and assumes the position of President at the conclusion of his or her term. He or she supports the President in fulfilling the goals and objectives of the Board of Directors by providing continuity to established programs and formulating future programs. The First Vice President shall serve a one (1) year term.
- C. **Second Vice President.** The Second Vice President is the third-ranking elected officer in WACUBO and assumes the position of First Vice President at the conclusion of his or her term. He or she supports the President and the First Vice President in fulfilling the goals and objectives of the Board of Directors by providing continuity to established programs and formulating future programs. The Second Vice President shall serve a one (1) year term and will serve as the Annual Conference Program Committee chair.
- D. **Third Vice President.** The Third Vice President is the fourth-ranking elected officer in WACUBO and assumes the position of the Second Vice President at the conclusion of his or her term. He or she supports the President, the First Vice President and the Second Vice President in fulfilling the goals and objectives of the Board of Directors by providing continuity to established programs and formulating future programs. The Third Vice President shall serve a one (1) year term.
- E. **Secretary.** The Secretary assumes responsibility for accurate preparation, maintenance, and custodial duties for all records and proceedings of WACUBO and shall give notice of all meetings of the Members, Board of Directors, and Executive Committee, shall keep an accurate list of the directors, and shall have the authority to certify any records, or copies of records, as the official records of the organization. The Secretary shall maintain the minutes of the Board of Directors' meetings and all committee meetings. The Secretary shall serve a ~~three (3)~~four (4) year term.
- F. **Treasurer and Chair of the Finance Committee.** The Treasurer assumes responsibility for preparation, maintenance, and custodial duties of all such financial records as may be required by law or by WACUBO and shall be responsible for conducting the financial affairs of the organization as directed and authorized by the Board of Directors and Executive Committee, and shall make reports of corporate finances as required, but no less often than at each meeting of the Board of Directors and Executive Committee. The Treasurer shall serve a ~~three (3)~~four (4) year term.

Section 12. Board of Directors.

The Association shall be managed by a Board of Directors consisting of no fewer than twelve (12) Directors and no more than twenty-two (22) Directors. The Board of Directors, at a minimum, shall include:

- A. The President,
- B. The First Vice President,
- C. The Second Vice President,
- D. The Third Vice President,
- E. The Secretary,
- F. The ~~appointed~~-Treasurer and Chair of the Finance Committee,
- G. Three (3) ~~elected~~-Members at Large ~~that may reflect the~~servicing as chairs of the NWACUBO Constituent ~~Committees~~ey Councils (Community Colleges, Comprehensive Institutions/Research Institutions, and Small Institutions), ~~or other priorities of the board,~~
- H. Three (3) Members at Large appointed by the President and approved by the Board,
- ~~H.I.~~ Three (3) additional Members at Large appointed by the Nominating Committee and approved by the Board,
- ~~H.J.~~ The ~~one~~two (12)-Immediate Past Presidents,
- ~~J.~~ The appointed Chair of the Finance Committee,
- K. The ~~appointed~~ Chair(s) of the Professional Development Steering Committee,
- L. The Chair of the Audit Committee,
- M. The Chair of the Business Partner Steering Committee,
- N. The Chair of the Diversity, Equity and Inclusion Committee, and
- O. Any such ex-officio members as provided for in these bylaws.

Any Director elected or appointed must be employed at an institution which is an institutional member of the Association and must remain so employed throughout the term for which he or she was elected or appointed.

Section 32. Election, Appointment, and Term of Office.

~~Section 2. Election of Officers.~~

Elected positions shall be filled by a vote of the membership, from a slate approved by the Board of Directors. Appointed positions shall be approved by the Board of Directors. Except as noted below, all nominations are submitted to the Board by the Nominations Committee.

The Third Vice President ~~and Secretary~~ shall be elected by the membership to a one-year term. ~~at the WACUBO Annual Conference.~~

The President, the First Vice President ~~and~~ the Second Vice President, and the Past President shall assume their respective one-year positions by virtue of the succession language in Article VI, Sections 1.B, 1.C and 1.D.

The Secretary shall be elected by the membership to a ~~four~~three-year term.

The Treasurer shall be appointed by the Board of Directors to a ~~three~~four-year term. The terms of the Secretary and Treasurer should be staggered to ensure continuity of knowledge.

The three (3) Members at Large who serve as Constituent Committee Chairs shall be elected to three-year

terms. The terms of these Members at Large shall be staggered such that one new term begins each year. Should the institutional classification that a Constituent Committee Chair represents change, the individual shall step down as a Member at Large.

The three (3) elected Member at Large directors shall be elected at the Annual Meeting. The three (3) Each year, an additional appointed Members at Large will shall be appointed nominated by the First Vice President, for appointment by the Board to a three-year term coincident with the succession of the First Vice President to the Presidency. when a new at Large position's term begins, to the Board of Directors to reflect membership balance based on geography, institution size, and institution classification. Member at Large Directors will serve staggered terms with approximately one third of the Member at Large Directors standing for election or appointment each year. All Member at Large directors (elected or appointed) shall serve a term of 3 years, or until a qualified successor has been elected or appointed. Should the institutional classification that a Member at Large represents change, the individual shall stepdown as a Member at Large.

Each year, an additional Member at Large shall be nominated by the Nominating Committee for appointment to the Board to a three-year term.

The Chairs of the Audit Committee, Professional Development Steering Committee, the Business Partner Steering Committee, and the Diversity, Equity and Inclusion Committee, and the Professional Development Steering Committee will shall be be appointed nominated by the Nominations Committee by the president for three-year terms. Appointments should be staggered to help promote consistency of knowledge among the Board.

Due to the variety of positions and leadership paths that a director or committee member may serve, lengthy periods of volunteer service may result; however, it is the goal of the board to have regular turnover of directors and committee members to ensure diverse representation from the member institutions. Therefore, while no term limits are established in these Bylaws, it should be uncommon practice for directors and committee members to serve in same or similar capacities greater than eight years. The terms of the Secretary and Treasurer should be staggered to ensure continuity of knowledge.

Section 43. Ex-officio Members.

Ex-officio members of the Board of Directors with the same participatory rights as other Directors shall be any WACUBO member who is the Vice Chair, Chair or Immediate Past Chair of NACUBO.

Section 54. Functions of the Board of Directors.

The WACUBO Board of Directors is vested with the direction and management of the affairs, funds, and property of this Association. The Board of Directors and the Board shall have the following general functions:

- A. Determine desired outcomes for organizational success
- B. Make/approve policy
- C. Assure appropriate resources to support the strategic plan
- D. Adopt an appropriate governance system and leadership structure
- E. Evaluate its own performance through review and evaluation

Section 65. Meetings of the Board of Directors.

Four regular meetings of the Board of Directors shall be held annually on such dates and at such times as determined by action of the Board of Directors. No further notice of such meetings shall be requiredBoard

members should be notified of meeting times and locations at least one month in advance. Meetings should include a review of goals and plans for the coming year, ratification of (and/or appointment of pursuant to these Bylaws) new officers, appointment of committee Chairs, and transaction of such other business as may be deemed appropriate. The first meeting shall be held within three months of the Annual Conference. ~~to address the goals and plans for the coming year, ratify (and/or appoint pursuant to these Bylaws) new officers, appoint committee Chairs and committee members, and transact such other business as may be deemed appropriate.~~ At least two (2) meetings will be held during the year at times and places selected by the President, including possibly via virtual meeting, and approved by the Board of Directors. The final meeting of the year shall be held just prior to the Annual Conference. Additional meetings may be scheduled as needed. Business may be transacted by email, voice, virtually or virtual meetings, or electronically between meetings.

Section 67. Quorum of the Board of Directors.

A majority of the Directors then in office constitutes a quorum for the transaction of business at any meeting of the Board of Directors. In the absence of a quorum at a meeting of the Board of Directors, a majority of the Directors in attendance may adjourn the meeting to another time without further notice. If a quorum is represented at an adjourned meeting, any business may be transacted that might have been transacted at the meeting as originally scheduled. The Directors present at a meeting represented by a quorum may continue to transact business until adjournment, even if the withdrawal of some Members results in representation of less than a quorum.

Section 87. Vacancies on the Board of Directors.

Any vacancy that occurs on the Board of Directors, whether by the end of a Director's employment at an institution which is an institutional member of the Association, resignation from the Board of Directors, death, removal or any other cause, shall be filled by a majority vote of the remaining members of the Board of Directors. Any Director who is filling a vacancy shall serve the remaining term of his or her predecessor, or until a qualified successor has been elected or appointed.

Section 98. Adverse Interest.

Any Board member that may benefit personally from any Board action must recuse themselves from any vote, but may count toward a quorum.

Section 109. Special Meetings.

Special meetings may be requested by the President, a Vice President, Secretary, or any two Directors by providing five days' written notice by email, notice by first class, registered or certified United States mail, or electronically. Minutes of the meeting shall be sent to the Board of Directors within two weeks one month after the meeting.

Section 110. Procedures.

The vote of a majority of the Directors present at a properly called meeting at which a quorum is present shall be the act of the Board of Directors, unless the vote of a greater number is required by law or by these by-laws for a particular resolution. A Director of the organization who is present at a meeting of the Board of

Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless their dissent shall be entered in the minutes of the meeting. The Board shall keep written minutes of its proceedings in its permanent records.

Section 121. Emergency Action.

Should action be required when it is not possible to assemble the Board of Directors in a properly called meeting or when the Executive Committee explicitly cannot assume the powers of the full Board, written or oral approval of the proposed action by a board majority may be obtained in a poll of the entire Board of Directors authorized by the President or majority of the Executive Committee. Any action so taken shall be recorded in the minutes of the next properly called Board meeting.

Section 132. Informal Action.

Any action required to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors or of a committee of Directors, may be taken without a meeting if a consent in writing, including by email, setting forth the action so taken, is signed by all of the Directors or all of the members of the committee of Directors, as the case may be.

Section 134. Meetings of the Board of Directors.

Meetings of the Board of Directors may be conducted ~~by virtual in-person meeting programs, in-person,~~ virtually, by telephone, or by electronic mail using the procedure described in this Section. The notice given pursuant to Section 5 of a meeting to be conducted by electronic mail shall contain the proposed action to be taken at the meeting and may be accompanied by other material pertaining to the proposed action. The notice shall include:

- A. Instructions to Directors to use the "reply all" electronic mail function to ensure that each Director participating in the meeting can communicate with all the other Directors concurrently;
- B. notice that each Director may participate in all matters before the Board, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken by the Board;
- C. a deadline for the conclusion of the period for discussion of any action proposed to be taken at the meeting, together with a deadline following that period before which all votes by Directors on that proposed action must be transmitted.

Following a meeting by electronic mail, the President or his or her designee shall notify the Board of the number of Directors who participated in the meeting (determined either by participation in the pre-vote discussion or by the casting of a vote); that a quorum was thereby considered to be present; the number of votes cast in favor of the action; and the passage or failure of each action item.

Section 145. Removal.

A Director shall be subject to removal at a Board of Directors meeting called for that purpose. Removal shall require a two-thirds majority vote of the existing Board membership.

~~**Section 15. Committees of the Board of Directors.**~~

The Board, by resolution adopted by a majority of the Directors then in office, may create one or more committees. The President, with the approval of the Board of Directors shall appoint the Chairs of all Committees of the Board from the membership of the Board of Directors except for the Finance Committee and Audit Committee Chairs who shall be Members at Large. The President, in consultation with Committee Chairs and with approval of the Board of Directors, shall appoint the members of all Committees of the Board. All committee appointments shall terminate upon the election of a new President, unless specifically determined otherwise at the Annual Meeting. All committees shall function within the guidelines and budgets established by the Board of Directors.

- ~~A. **Audit Committee**—The Association shall have an Audit Committee in years in which an audit is performed consisting of at least three (3) members appointed for staggered three-year terms. The purpose of the Audit Committee is to assist the Board in fulfilling its fiduciary responsibilities by reviewing the systems of internal controls the Board of Directors have established and the audit process. Either audit or engage an external financial audit firm to conduct an audit of the accounting records of WACUBO, annually and report its findings and recommendations to the Board of Directors.~~
- ~~B. A. **Executive Committee**—The Association shall have an Executive Committee consisting of the President, who shall serve as Chair, First Vice President, Second Vice President, Third Vice President, Secretary, and Treasurer and shall have the full authority to undertake the duties and powers of the board except as these Bylaws and/or the *Board of Directors Handbook* specifically state otherwise. All actions of the Executive Committee shall be reported to the board at its next meeting. The purpose of the Executive Committee is to provide guidance and leadership to the ongoing work of the association and enhance board of director effectiveness by ensuring that they are focused primarily on the internal and external strategic issues of most importance to the association. The Executive Committee shall act on behalf of the Board of Directors whenever a meeting of the Board is not possible or when directed by the Board to act on its behalf.~~
- ~~C. A. **Finance Committee**—The Association shall have a Finance Committee consisting of the First Vice President, Second Vice President, Treasurer, the Chair of the Business Partner Showcase Committee, and an appointed Chair who also serves on the Board of Directors. The purpose of the Finance Committee is to review all matters dealing with the finances of WACUBO, including but not limited to, its annual Budget, its Reserve and Investment Policy, financial reports, risk management, and insurance. It is also responsible for the development and recommendation of the annual budget, as prepared in conjunction with the Treasurer, to the Board of Directors for approval.~~
- ~~D. A. **Nominations Committee**—The Association shall have a Nominations Committee consisting of the Immediate Past President, President, First Vice President, and Second Vice President with the Immediate Past President serving as Chair. The purpose of the Nominations Committee is to ensure that the most skilled, brightest, and dedicated individuals in the profession are identified and given meaningful opportunities to serve in association governance and leadership roles.~~
- ~~E. A. **Site Selection Committee**—The Association shall have a Site Selection Committee consisting of the two (2) Immediate Past Presidents and the Business Partner Showcase Committee Chair. The most recent Immediate Past President shall serve as Chair. The purpose of the Site Selection Committee is to identify and propose a site or sites for one or more Annual Conferences as directed by the Board of Directors.~~
- ~~F. A. **Diversity, Equity and Inclusion Committee**—The Association shall have a Diversity, Equity and Inclusion Committee. The purpose of the Diversity and Inclusion Committee is to assist the Board in advancing diversity and inclusion excellence throughout the WACUBO organization and in all its endeavors.~~

~~Section 16. Ad Hoc Committees of the Board of Directors.~~

~~The President may establish ad hoc Committees of the Board of Directors at any time. All ad hoc committees are subject to the same rules and operating procedures as standing committees.~~

Section 1716. Budgets.

The Board of Directors shall approve the annual budget of the Association upon presentation by the Finance Committee and recommendation of the Executive Committee.

Section 1817. Personnel Responsibilities.

The Board of Directors may employ and discharge employees of the organization and may prescribe their duties and compensation. The board shall discharge its duties with respect to personnel organizational matters without regard to [the](#) age, [sex](#)gender, race, [color](#)ethnicity, [creed](#)religion, sexual orientation, [ability](#) or ~~the~~ national origin of any person.

Section 1918. Records.

Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the organization.

Section 2019. Compensation.

No Board member or officer or any member of a committee shall receive at any time any of the net earnings or profit from the operations of the organization.

However, this shall not prevent the payment to any such person of reasonable compensation for services rendered to or for the organization. Such compensation shall be fixed by the Board of Directors from time to time.

ARTICLE VII OFFICERS

~~Section 3. Vacancies in Office.~~

~~Vacancies shall be filled for the unexpired term of any officer by a majority vote of the remaining members of the Board of Directors.~~

~~Section 4. Removal.~~

~~The Board of Directors shall have the power to remove an officer or agent of the corporation.~~

ARTICLE VIII COMMITTEES

Section 15. Standing Committees and Other Committees of the Board of

Directors.

The Board, by resolution adopted by a majority of the Directors then in office, may create or dissolve one or more committees.

As described above, the Chairs of the Audit Committee, the Business Partner Steering Committee, the Diversity, Equity and Inclusion Committee, the Finance Committee, and the Professional Development Steering Committee shall be nominated by the Nominations Committee to their roles as board members and committee chairs.

Also as described above, the Chairs of the three constituent committees shall be elected by the membership to their roles as board members and committee chairs.

The President, with the approval of the Board of Directors, shall appoint the Chairs of all other Committees of the Board from the membership of the Board of Directors except for the Treasurer and Finance Committee and Audit Committee Chairs who shall be Members at Large.

The President, with the approval of the Board of Directors, shall appoint new Committee chairs when vacancies arise prior to the end of the prior Chair's term.

Authority to appoint committee members is granted to the Committee Chairs except for the Nominations, Audit, and Finance Committees, which are appointed by the Executive Council/Committee or President. -

It is recommended that Committee chairs and members serve for three3 years unless they assume new roles, such as chair. ~~New roles~~ Appointments to replace departing committee members shall restart the three-3 year terms. The President, in consultation with Committee Chairs and with approval of the Board of Directors, shall appoint the members of all Committees of the Board. All committee appointments shall terminate upon the election of a new President, unless specifically determined otherwise at the Annual Meeting.

All committees shall function within the guidelines and budgets established by the Board of Directors.

WACUBO shall maintain the following standing committees:

- A. **Audit Committee—**: The Association shall have an Audit Committee in years in which an audit is performed consisting of at least three (3) members appointed for staggered three-year terms. The purpose of the Audit Committee is to assist the Board in fulfilling its fiduciary responsibilities by reviewing the systems of internal controls the Board of Directors have established and the audit process. The Audit Committee shall ~~Annually~~ either audit or engage an external financial audit firm to conduct an audit of the accounting records of WACUBO, annually and report its findings and recommendations to the Board of Directors at the next regularly scheduled board meeting after the audit is completed. The Chair of the Audit Committee may not concurrently serve as Treasurer.
- B. **Executive Committee: —**The Association shall have an Executive Committee consisting of the President, who shall serve as Chair, First Vice President, Second Vice President, Third Vice President, Secretary, and Treasurer and shall have the full authority to undertake the duties and powers of the board except as these Bylaws and/or the *Board of Directors Handbook* specifically state otherwise. All actions of the Executive Committee shall be reported to the board at its next meeting. The purpose of the Executive Committee is to provide guidance and leadership to the ongoing work of the association and enhance board of director effectiveness by ensuring that they are focused primarily on the internal and external strategic issues of most importance to the association. The Executive Committee shall act on behalf of the Board of Directors whenever a meeting of the Board is not possible or when directed by the Board to act on its behalf.

- C. **Finance Committee:** —The Association shall have a Finance Committee consisting of the First Vice President, Second Vice President, Treasurer, the Chair of the Business Partner Showcase Committee, and the Treasurer, who serves as Chair. an appointed Chair who also serves on the Board of Directors. The Finance Committee may have additional members beyond those listed in the Bylaws. - The purpose of the Finance Committee is to review all matters dealing with the finances of WACUBO, including but not limited to, its annual bBudget, its Reserve and Investment Policy, financial reports, risk management, and insurance. It is also responsible for the development and recommendation of the annual budget, as prepared in conjunction with the Treasurer, to the Board of Directors for approval.
- D. **Nominations Committee:** —The Association shall have a Nominations Committee consisting of the Immediate Past President, President, First Vice President, and Second Vice President with the Immediate Past President serving as Chair. Additional committee members may be appointed with approval by the Board. The purpose of the Nominations Committee is to ensure that the most skilled, brightest, and dedicated individuals in the profession are identified and given meaningful opportunities to serve in association governance and leadership roles.
- E. **Site Selection Committee:** —The Association shall have a Site Selection Committee consisting of the two (2) Immediate Past Presidents, the 1st Vice President, and the Business Partner Showcase Committee Chair. Additional committee members may be appointed with approval by the Board. The most recent Immediate Past President shall serve as Chair. The purpose of the Site Selection Committee is to identify and propose a site or sites for one or more Annual Conferences as directed by the Board of Directors.
- G. **Professional Development Steering Committee:** The Association shall have a Professional Development Steering Committee consisting of the Chairs of various from Pprofessional dDevelopment Workshops Ccommittees, Business Management Institute, Women’s Leadership Forum, and the Mentoring Program and other members as identified by the Committee chair. -The purpose of this Professional Development Steering Committee is to assist the Board in the educational programming of the Association.
- F. _____
- G. **Diversity, Equity and Inclusion Committee:** — The Association shall have a Diversity, Equity and Inclusion Committee. The purpose of the Diversity and Inclusion Committee is to assist the Board in advancing diversity and inclusion excellence throughout the WACUBO organization and in all its endeavors.

WACUBO may maintain other committees for various purposes.

Section 16. Ad Hoc Committees of the Board of Directors.

The President may establish ad hoc Committees of the Board of Directors at any time. All ad hoc committees are subject to the same rules and operating procedures as standing committees.

Section 12. Ad Hoc Committees of the Association.

- A. There shall be such ad-hoc Committees of the Association as a majority of the Board of Directors, by a resolution of the Board, may from time to time determine to be necessary or useful for the leadership of WACUBO and to assure ongoing attention to the timely and appropriate development of WACUBO policies, programs, and services.
- B. Appropriate areas of interest for such Committees of the Association may include, but shall not be

limited to, constituency groups, research, member and stakeholder relations, professional development, publications, marketing, communications, professional relations, and program and service planning and execution.

- C. The activities of such Committees of the Association should offer the broadest possible guidelines to ensure that all activity is within WACUBO's capabilities and responsive to the needs of college and university business officers and their respective institutions.
- D. ~~All ad hoc committees are subject to the same rules and operating procedures as standing committees.~~ Committees of the Association shall serve at the pleasure of the Board of Directors and are responsible for carrying out the priorities of the Board as well as the ongoing work of WACUBO and may or may not be considered standing committees. In either case, the committees and the purpose, roles and responsibilities, makeup, and limitations of each committee will be established as policy and recorded ~~on the association website and in leadership and as such in the Board of Director's Handbook or any such future~~ policies manuals as determined by the Board.
- E. The President, with the approval of the Board of Directors, may appoint the Chairs and members of the Committees of the Association and appoint a president's liaison to be an ex officio member of each committee. All committees shall function within the guidelines and budgets established by the Board of Directors.

~~Section 2. Other Committees of the Association.~~

~~A.—The President may establish ad hoc Committees of the Association at any time. All ad hoc committees are subject to the same rules and operating procedures as standing committees.~~

~~B.—The Board of Directors shall have the authority to create additional entities as appropriate.~~

~~Section 3. NACUBO Committees.~~

~~The President of WACUBO shall recommend committee members to serve on NACUBO committees and task groups as requested by the President of NACUBO.~~

ARTICLE IX CORPORATE SEAL, EXECUTION OF INSTRUMENTS

The corporation shall not have a corporate seal. All instruments that are executed on behalf of the corporation which are acknowledged and which affect an interest in real estate shall be executed by the President or any Vice-President and the Secretary or Treasurer. All other instruments executed by the corporation, including a release of mortgage or lien, may be executed by the President or any Vice-President. Notwithstanding the preceding provisions of this section, any written or electronic instrument may be executed by any officer(s) or agent(s) that are specifically designated by resolution of the Board of Directors.

ARTICLE X AMENDMENT TO BYLAWS

The Board of Directors shall conduct a formal review these Bylaws at a minimum of every five years and may propose changes to the Association membership for consideration. The bylaws may be amended, altered, or repealed by the Members by a majority of a quorum vote at any regular or special meeting. The text of the proposed change shall be distributed to all board members at least ten (10) days before the meeting.

ARTICLE XI INDEMNIFICATION

Any director, officer, or agent who is involved in litigation by reason of his or her position as a director or officer or agent of this corporation shall be indemnified and held harmless by the corporation to the fullest extent authorized by law as it now exists or may subsequently be amended (but, in the case of any such amendment, only to the extent that such amendment permits the corporation to provide broader indemnification ion rights).

ARTICLE XII INSURANCE

This Corporation shall have the power and shall use its best efforts to purchase and maintain insurance on behalf of any Director, Officer, or agent of the Corporation, against any liability asserted against or incurred by the Director, Officer, or agent in any such capacity or arising out of the Director's, Officer's, or agent's status as such, whether or not the Corporation would have the power to indemnify the agent against such liability under ARTICLE XI of these Bylaws; provided, however, that the Corporation shall have no power to purchase and maintain such insurance to indemnify any Director, Officer, or agent of the Corporation for any self-dealing transaction, as described in the California Corporations Code §5233, as may periodically be amended.

ARTICLE XIII DISSOLUTION

In the event of the dissolution of the organization, the assets shall be applied and distributed as follows:

All liabilities and obligations shall be paid, satisfied and discharged, or adequate provision shall be made therefore. Assets not held upon a condition requiring return, transfer, or conveyance to any other organization or individual shall be distributed, transferred, or conveyed, in trust or otherwise, to charitable and educational organization, organized under Section 501(c) (3) of the Internal Revenue Code of 1986, as may periodically be amended , of a similar or like nature to this organization , as determined by the Board of Directors.

~~Page 15 of 16~~ Certification

I certify that the foregoing is a true and correct copy of the bylaws of the above-named corporation, ~~duly adopted by the initial Board of Directors~~ as amended by the membership during spring 2025.

~~Teresa Costantinidis~~ Michael Clune
President

[Kori Wetsel](#)[Callie Juarez](#)

Secretary

~~1)~~

Please Note: [During 2015, A](#)fter Board approval, these bylaws were presented to the Primary Representatives for a 30-day notice and a final vote. On May 5, 2015, and subsequent to the conclusion of the notice period, acceptance votes were tabulated. The Primary Representatives voted to accept these new bylaws with an effective date June 1, 2015. Amendments to these bylaws were approved by primary representatives on May 1, 2018 and April 28, 2020.

[2025 Amendments: Subsequent to approval of amendments by the membership, amendments will become effective for the 2025-2026 year, with the following exceptions:](#)

- [1\) The Second Past President role will be eliminated beginning in the 2026-2027 year.](#)
- [2\) The three additional Member at Large positions will be added to the board over a three-year period beginning in 2025-2026.](#)
- [3\) The change in the term length for the Secretary will be effective for the term beginning 2026-2027.](#)