

TASSCUBO Bylaws

Article I. Fees

Section 1

The annual institutional membership fee shall be one hundred (\$100.00) for each fiscal year and shall be due September 1.

Section 2

Any institutional member who fails to pay the annual membership fee before November 1, after written reminder from the Treasurer and after approval of the President, shall be dropped from the list of members. No institutional membership fee shall be charged to honorary members of the Association.

Section 3

An individual, annual meeting(s) registration fee shall be paid upon the determination of the Executive Committee.

Article II. Committees

Section 1 — *Executive Committee*

The Executive Committee shall be composed of the following:

- a. President,
- b. President-Elect,
- c. Secretary,
- d. Treasurer,
- e. Arrangements Chair,
- f. Constitution and Bylaws Chair,
- g. Sponsorships Chair, and
- h. Immediate Past President of the Association.

Should the immediate Past President no longer be eligible for membership in the Association, the Executive Committee shall appoint to the Executive Committee one of the former presidents of the Association who holds active membership. The President shall be Chair of the Executive Committee. The Executive Committee shall have those duties specifically assigned in the Constitution and Bylaws and others assigned by the President.

Section 2 — *Standing Committees*

The following standing committees shall be appointed by each institution's Primary member:

- a. Accounting Principles,
- b. Budget,
- c. Asset Management, and
- d. Student Business Services.

Each institution's Primary member may appoint one individual to serve on each of these Committees. Committee appointments will be made by the Primary Member no later than June of each year, and appointed representatives will serve on the Committee for a staggered, three-year term. Primary Members will appoint/reappoint representatives as terms expire or vacancies arise.

The Committee Chair will be appointed by the President of TASSCUBO and will serve a three-year term. Other Committee Officers (Vice Chair, Secretary, etc.) may be appointed by the Committee members. Chairs will be appointed no later than June of each year. The initial appointments will be as follows:

- a. Accounting Principles Committee Chair will serve through 2024;
- b. Budget Committee Chair will serve through 2022;
- c. Asset Management Committee Chair will serve through 2023; and
- d. Student Business Services Committee Chair will serve through 2023.

Committee Chairs have the discretion to form working groups as needed to allow for a manageable number of committee members to address specific topics.

Committees will meet no less than four times, or quarterly, each year. Meetings may be held in-person, by phone, or virtually. Each Committee Chair will provide to the TASSCUBO President the Committee initiatives for the upcoming year. These initiatives should be provided to the TASSCUBO President no later than October 1st of each year.

The TASSCUBO Primary Members will review and approve the Committee initiatives at the Primary Member Conference held each fall. The TASSCUBO President will communicate to the Committee Chairs the approved, or amended, initiatives for the Committee. Committee Chairs will provide a report of the Committee activities to the general membership at the winter and summer TASSCUBO Conferences.

A five-person Program Committee, consisting of the Chairs of the aforementioned, standing committees and a member-at-large (who is not a Primary member), will assist the President-Elect with the planning of the content for the winter and summer TASSCUBO Conferences. The member-at-large will be appointed by the President with the approval of the Executive Committee and will serve a three-year term. The President-Elect will serve as chair of the committee.

Section 3 — Other Committees

The following standing committees may be appointed by the President with the approval of the Executive Committee:

- a. Arrangements,
- b. Nominations, and
- c. Constitution and Bylaws.

Unless otherwise specified, the members of the standing committees in this section shall serve for a period of two years. Committee members may be reappointed.

The President of the Association shall have the authority to establish and disband such other ad-hoc committees as deemed necessary for the welfare of the Association.

Articles III. Amendments

These Bylaws may be amended at any annual meeting by a two thirds majority vote cast by the Primary members present and voting, provided that notice of the amendment has been sent to the Primary members at least thirty days in advance of the meeting at which such amendment is to be acted upon. An amendment not thus proposed in advance may be passed by a four-fifths majority vote cast by the Primary members present and voting.