

**UNIVERSITY OF CINCINNATI
ASSOCIATION OF ADMINISTRATORS, MANAGERS, AND PROFESSIONALS
(UCAAMP)**

BYLAWS

CHAPTER I. MEMBERSHIP

Article I. Members

Membership shall be open to University of Cincinnati administrators, managers, or other professionals and retirees who are interested in issues primarily related to Administrative and Professional Staff. Honorary membership may be conferred by the Executive Board.

Article II. Dues

Dues for members shall be for a one-year period as determined and announced by the Executive Board. Dues are payable in advance of the expiration date. The Executive Board shall establish the amount of dues to meet the financial operating requirements of the Association.

The Executive Board may establish a prorated dues structure for new membership applicants whose applications are received after the conclusion of the Association's program year.

Any member in arrears for dues shall cease to be a member of the Association. The Membership Committee will contact those whose dues are in arrears to request payment before deleting their names from the membership and mailing lists.

Article III. Applications

Applications for active and affiliate membership shall be submitted on a standard form and sent to the Membership Committee of the Association. A check for dues payable to the Association should accompany the applications. The Membership Committee Chairperson or Board liaison member may approve all applications for membership. If there is doubt as to the qualifications of the applicant, the Chairperson of the Membership Committee may request review and concurrence by the Executive Board.

Article IV. Period of Membership

The period of membership shall be established by the Executive Board.

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CHAPTER II. OFFICERS AND EXECUTIVE BOARD

Article I. Composition

- (a) The Officers of the Association shall be a President, a President-Elect, a President Emeritus, a Recording Secretary, a Treasurer, a Membership Coordinator, and a Communications Coordinator.
- (b) The Executive Board shall be composed of the Officers and six active members elected to the Executive Board.

Article II. Duties of the Officers

The President shall be the principal elected official of the Association, and will be so recognized at all Association events, programs, and activities. The President shall serve as the chairperson of the Executive Board.

The President-Elect is to perform the duties of the office of the President whenever the President is unable to do so. He/she is to serve as the Executive Board's vice-chairperson and administrative officer.

The President Emeritus is to serve as the chairperson of the Executive Board in the absence of both the President and President-Elect.

The Recording Secretary is responsible for recording, finalizing, and distributing the minutes of the Executive Board. He/she will also be responsible for maintaining the official file copy of the Association's Constitution and Bylaws.

The Treasurer shall be custodian of the Association's funds. He/she is to invest and disburse them at the direction of the Executive Board. The Treasurer will provide monthly financial reports to the Executive Board.

The Communications Coordinator shall serve as the editor and publisher of the website and all other communications sent to the membership as a whole at the direction of the Executive Board.

The Membership Coordinator shall promote and recruit new members, maintain the distribution list, and maintain the official members list.

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Article III. Duties of the Executive Board

Executive Board members (including Officers) are required to: (a) attend and participate in all Board meetings; (b) notify the President in advance of the meeting if they are unable to attend; and (c) perform the duties of the office to which they were elected or appointed as described in these Bylaws. The President, with the concurrence of the Executive Board, may request the resignation of Board Members or Officers who consistently fail to meet these nominal requirements.

The Executive Board shall have charge of the property of the Association and shall establish regulations for the expenditure and investment of funds and the signing of checks. They shall also control and manage the administrative, fiscal, and operating affairs of the Association. They shall also have the authority to: make contributions of the Association funds to worthy causes for the benefit of the membership; to oversee all publications of the Association; to make ultimate decision regarding the acts of committees and officers on professional policy matters; to review requests for members of the Association to serve on University committees and recommend candidates to the President of the Association for appointment; to act as a referral committee to which proposed resolutions and Constitution and Bylaws amendments shall be submitted prior to being placed before the membership; to accept, on behalf, of the Association, grants, contributions, gifts, bequests, or devices to further the purpose of the Association; to do or perform all acts and functions consistent with these Bylaws and to report on actions taken on major policy matters to the membership at large.

Article IV. Terms

- (a) Officers. Terms for Officers shall be as provided in Article III of the Association's Constitution.
- (b) Executive Board. Executive Board members will ordinarily be elected for three year terms. If required to insure an orderly transition of Board members in future years, the Executive Board is empowered and directed to adjust some of the three year terms to two year terms. Elected members may not serve more than two consecutive terms in the same office.

Article V. Nominations

The Nominating Committee is to meet in February of each year to determine which Office and Executive Board positions in addition to the President-Elect need to be filled. The Nominating Committee will conduct an open nomination process in March of each year to foster nominations from the membership of the Association. Nominations from members will be accepted via e-mail or in

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writing. If the open nomination process does not provide a minimum of two candidates for each open position who are willing to serve, the Nominating Committee is free to nominate other active members. The Committee shall present to the Executive Board at the April meeting each year a minimum of two candidates for each position to be filled.

Article VI. Elections

The names of the candidates together with a brief biography written by each candidate shall be distributed by the Nominating Committee together with a ballot by mail or e-mail to every active member of the Association in May of each year. Care should be taken not to send ballots to honorary members. The member shall indicate on the ballot his/her choice of candidates for the offices to be filled and return the same as indicated prior to the cutoff date printed on the ballot.

Article VII. Counting of Ballots

The ballots received by the cutoff date will be counted by the Nominating Committee. Write-in candidates shall not be counted. The Chairperson of the Nominating Committee shall certify to the President and the Recording Secretary the results of the election and shall provide written notice to all candidates of the results of the election. The names of those elected will be announced at the May luncheon. The Nominating Committee will provide the President of the Association with a list of all unsuccessful candidates ranked from highest to lowest number of votes to be used to fill Executive Board vacancies that may occur.

Article VIII. Installation of Officers and Executive Board Members Following Their Elections

The President-Elect and President Emeritus ascend to their positions at the first meeting of the Executive Board in July of each year together with the Officers and Executive Board members elected by a majority of votes cast.

Article IX. Vacancies

If the President shall become unable to perform the duties of the office, the President-Elect shall succeed to the Office of the President. He/she also shall continue to serve a President for the subsequent Association year.

If both the President and President-Elect shall be come unable to perform the duties of their offices, the Executive Board shall appoint the President Emeritus to serve for the remaining portion of the President's term and shall appoint from the

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membership of the Executive Board, a Vice President to serve for the remaining portion of the President-Elect's term. The Vice President shall ascend to the Office of the President as President-Elect would have done if able. The Nominating Committee will present candidates for the office of President-Elect for the next election in accordance with Article V of this Chapter of the Bylaws.

If the office of an elected member of the Executive Board shall become vacant, the President shall appoint a replacement from the list of unsuccessful candidates from the most recent election before seeking to appoint a replacement from the membership at large. The term of the appointment shall be the remaining term of the member leaving the Board, or two years from the date of appointment by the President, whichever is less.

Article X. Meetings

The Executive Board shall meet monthly; the President may call emergency meetings if so required.

Article XI. Quorum

A majority of the Executive Board shall constitute a quorum.

CHAPTER III. COMMITTEES

Article I. Function

Committees are established to facilitate the operating requirements of the Association and the needs of the membership.

Article II. Areas of Interest

- (a) Nominating Committee. This Committee is made up of the President, President-Elect and President Emeritus and is charged with the responsibility for developing a slate of candidates for the election of Officers and Executive Board members in accordance with Chapter II of these Bylaws. This Committee is also responsible for coordinating any special voting of the membership that may be needed during the year.
- (b) Membership. The Membership Coordinator is responsible for the annual membership renewal drive and for periodic campaigns to recruit new members. The Coordinator is responsible for providing a current membership list to the Board at meetings of the Executive Board and to provide current mailing labels for Committee Chairpersons or Executive

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Board members upon request for the official business of the Association. The Coordinator is also responsible for developing a recruiting brochure and for providing membership applications for new and renewing members. The Coordinator will provide a current copy of this Constitution and Bylaws to any member requesting one.

- (c) Public Relations. The Communications Coordinator is responsible the production of the Association's publications and for press releases or other notices of Association activities.
- (d) Constitution and Bylaws Committee. This Committee consists of all officers and board members and is convened on an Ad Hoc basis by the President when matters relating to these official documents of UCAAMP need to be revised.
- (e) Other Committees. The President of the Association may appoint other committees as may be needed during the year.

Article III. Composition

- (a) Chairperson. The Chairperson of each Committee shall be appointed by the President with the approval of the Executive Board. Chairpersons continuing to serve from a previous year do not require re-appointment.
- (b) Members. The Chairperson is authorized to appoint all Committee members. He/she shall recruit active UCAAMP members as required to meet the Committee's staffing requirements.

Article IV. Authority of Committees

The Executive Board shall have authority to assign a specific matter for consideration by a committee within whose area of responsibility the matter falls. The Executive Board may make such assignment on issues presented to it either before or after considering the matter.

The Executive Board shall have final authority over any project requiring the expenditure of Association funds, over the recommendations of Committees, and to determine which proposals require approval by the membership.

The Chairpersons of Committees proposing projects or publications shall determine the costs associated with proposal before presenting same to the Executive Board for consideration. The Executive Board shall review the

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proposal and costs and advise the Chairpersons of the Board's decision in a timely fashion.

Article V. Committee Budgets and Reports

Chairpersons shall propose annual operating budgets for review and approval by the Executive Board at the beginning of the program year.

CHAPTER IV. PUBLICATIONS

Publications may be authorized by the Executive Board.

CHAPTER V. INSIGNIA

The insignia of the Association shall consist of the UCAAMP logo printed on all official correspondence of the Association and on any articles authorized by the Executive Board. The UCAAMP insignia is the property of the Association and may not be used without the express written permission of the President with the concurrence of the Executive Board.

CHAPTER VI. RULES OF ORDER

All Association business shall be governed by the latest edition of Robert's Rules of Order when they are not in conflict with the Constitution and Bylaws of the Association.

CHAPTER VII. AMENDMENTS

Every proposition to alter or amend these Bylaws shall be submitted in writing by any member to the President who shall discuss the proposition at the next Board meeting. The proposition must be voted on by the Executive Board. If approved by the Board by a majority of votes cast, it shall then be submitted to the entire active membership for vote by mail ballot, in the same manner as in the balloting for officers as provided in these Bylaws.

Bylaws Passed: 1978 (under organization name UCAMLA)
Amendments: 03/1985, 07/1983
UCAAMP Revisions Passed: 1989, 12/1991
Revised Passed: 05/2008