

**THE CONSTITUTION
AND BYLAWS
OF THE
OHIO BURSARS ASSOCIATION**



This Page Left Intentionally
Blank

TABLE OF CONTENTS

PREFACE	5
ARTICLE I: NAME	6
ARTICLE II: PURPOSE	7
ARTICLE III: MEMBERSHIP	8
A. VOTING MEMBERSHIP	8
B. ASSOCIATE MEMBERSHIP.....	8
ARTICLE IV: DUES AND ASSESSMENTS	10
ARTICLE V: MEETINGS	11
ARTICLE VI: OFFICERS	13
A. OFFICERS OF THE ASSOCIATION	13
B. CONDITIONS OF OFFICE	13
C. TERMS OF OFFICE	14
D. DUTIES OF THE OFFICERS.....	15
E. VACANCY	17
ARTICLE VII: BOARD OF TRUSTEES	19
ARTICLE VIII: COMMITTEES	21
ARTICLE IX: RULES OF ORDER	23
A. ROBERT’S RULES OF ORDER NEWLY REVISED	23
B. 30 DAY RULE.....	23
ARTICLE X: AMENDMENTS	24
OBA POLICIES, PROCEDURES AND INFORMATION	25
APPENDIX I. THE BURSARS OFFICE DEFINED	25
APPENDIX II. STANDING POLICIES AND PROCEDURES	27

This Page Left Intentionally
Blank

PREFACE

The Ohio Bursars Association (OBA) had its origin at Miami University in Oxford, Ohio in May, 1977. This first meeting was held to discuss the formation of a group of Bursars from the state universities in Ohio. It was the idea of Joseph Martini, Bowling Green State University; James Sturgeon, Miami University; and Paul DeLong, Ohio State University. The first official meeting of all the bursars was held in June, 1977, in the Faculty Club at Ohio State University. As the years progressed, both Cuyahoga Community College and Sinclair Community College were invited to join the group since they were the two largest two-year colleges in the state.

The composition of the organization basically remained the same until 1990 – 1991 when it was decided to expand the organization by including all Ohio post-secondary degree granting institutions.

In 1990, a committee was formed to write the original Constitution and Bylaws. This was chaired by Jack Ganz, Cleveland State University. These were approved by the membership in 1993.

To recognize the growing importance of the Associate Members and their contribution, an Associate Member Representative was added to the Board of Trustees as a non-voting member.

Slight revisions were made to the original bylaws in 1995, 1998, 2000, and 2003.

ARTICLE I: NAME

This organization shall be known as the OHIO BURSARS ASSOCIATION (the Association) and abbreviated as OBA.

ARTICLE II: PURPOSE

- A. To provide a forum for the discussion of common concerns and the interchange of ideas and information of interest to institutions of higher education.
- B. To gather and provide information to members on state and federal programs which affect member institutions.
- C. To provide an opportunity for a common voice and participation in broader concerns of higher education at the state and federal levels.
- D. To provide for professional development of its members by promoting conferences, seminars, and other related educational activities.

ARTICLE III: MEMBERSHIP

A. VOTING MEMBERSHIP

- A1. Membership is open to post-secondary, Ohio based educational institutions which are degree granting.
- A2. Institutions in Ohio with more than one campus or location are entitled to one membership and one vote.
- A3. To become a member of the OBA, applicants must:
 - A3a. Complete an application for membership and give it to the Membership-At-Large Representative;
 - A3b. The Membership-At-Large Representative is to present the application for membership to the Board of Trustees for approval;
 - A3c. The Board of Trustees is to approve the application for membership based upon the conditions set forth in this Constitution and Bylaws;
 - A3d. The applicant will become a member when all current fiscal year dues and assessment are paid in full; and
 - A3e. The applicant will be a guest of the OBA until all the above conditions are met, but not for a period exceeding one year.
- A4. Each member institution shall designate one individual to be its primary or voting representative and identify in voting order, alternate representatives, who may vote in the absence of the primary member. This record shall be maintained by the Treasurer.
- A5. Each member institution in Good Standing is entitled to one vote.

B. ASSOCIATE MEMBERSHIP

- B1. Associate membership is open to organizations which have an on-going business relationship with college financial management (i.e. Bursars, Business officers, Collections Managers) from two-year and four-year public and private colleges in the State of Ohio. Associate Membership is also available for post-secondary degree granting institutions located in states contiguous to the State of Ohio. By definition the associate member cannot be a post-secondary Ohio based educational institution which is degree granting. The associate member must be recommended by one of the current OBA voting member institutions.

- B2. Associate members with more than one location are entitled to one membership.
- B3. Associate members have no vote.
- B4. Each associate member institution shall designate one individual to be its primary Non-voting representative and identify in order, alternate representatives, who may act in the absence of the primary member. This record shall be maintained by the Treasurer.
- B5. Associate members shall not hold elected office.
- B6. To become an associate member of the OBA, applicants must:
 - B6a. Complete an application for membership and give it to the Membership-At-Large Representative;
 - B6b. The Membership-At-Large Representative is to present the application for membership to the Board of Trustees for approval;
 - B6c. The Board of Trustees is to approve the application for membership based upon the conditions set forth in this Constitution and Bylaws;
 - B6d. The applicant will become a member when all current fiscal year dues and assessments are paid in full; and
 - B6e. The applicant will be a guest of the OBA until all the above conditions are met but not for a period exceeding one year.

ARTICLE IV: DUES AND ASSESSMENTS

- A. Dues and assessments and any changes in dues and assessments shall be established as needed and approved by the Association by a majority vote.
- B. Annual membership dues or assessments shall be invoiced and collected by the Treasurer.
- C. Good Standing. In order to vote and participate in activities of the association, member institutions must be in Good Standing. For an institution to be considered in Good Standing, dues and assessments must not be more than 90 days delinquent from the date of invoice.
- D. Any institution with dues or assessments more than 180 days delinquent from the invoice date shall be dropped as a member of the Association.
- E. The fiscal year for the Association begins July 1 and end on the following June 30.

All retired, past participating members, may be invited by their home institutions, to the OBA annual spring meeting at a 50% discount of the registration fee. This rule is to honor them for their past contributions to the OBA.

ARTICLE V: MEETINGS

- A. The Association will hold at least three meetings per year as scheduled by the Board of Trustees. At least one meeting will be scheduled in the Fall, Winter, and Spring academic terms. The schedule for the upcoming academic year shall be announced by the spring meeting.
- B. Additional Association meetings will only be called by the President, after approval by a majority of the Board of Trustees, following the 30 Day Rule.
- C. All Association meetings or changes in the dates of previously announced meetings must comply with the 30 Day Rule.
- D. Association meetings will only be canceled by the President, after approval by a majority of the Board of Trustees. All members will be immediately notified of a canceled meeting.
- E. A quorum must be present at an Association meeting in order to conduct business.
- F. Board of Trustee Meetings
- F 1 Frequency of Board of Trustee Meetings

The Board of Trustees will meet at least four times during the year; three of the meetings will occur the day before each general session meeting (Fall, Winter and Spring) plus one summer planning meeting. A special Board of Trustee meeting may be called by the President or by a majority of the voting board members. It is called to deal with urgent and specific matters of business that cannot wait until the next scheduled trustee meeting and cannot deviate from the agenda; all business must pertain to the reason that the special trustee meeting was called. All business should be concluded within one day unless it is decided by a quorum of board members to continue the next day.

Notice of place, time and purpose of the meeting must be distributed to all current board members not less than 10 calendar days prior to the special meeting date.

F 2 Executive Sessions within Board of Trustee Meetings

Definition and Description:

An Executive Session is a meeting whose proceedings are highly confidential where important issues are discussed outside the prevue of the general membership. These issues may include, but are not limited to, anything that might embarrass an individual or the organization and; membership, finances, personnel, or other personal and/or private matter. The Executive Session can be held at any time during a Board of Trustee meeting. A motion must be made and passed by a majority of board members before commencing into executive session. Executive Session minutes will be maintained separately in a secure location and will be read and approved only within a subsequent Executive Session. Participants in an Executive Session is limited to current members of the Board of Trustees (including the Associate Member Representative) and other special guest(s) as specifically required and requested by the President or Past-President of the Board of Trustees.

ARTICLE VI: OFFICERS

A. OFFICERS OF THE ASSOCIATION

A1. The Officers of the Association shall be:

A1a. President

A1b. President-Elect

A1c. Secretary

A1d. Treasurer

A1e. Trustee from a Four-Year Public College

A1f. Trustee from a Two-Year Public College

A1g. Trustee from a Private College

A1h. Membership-At-Large Representative

A1i. Past-President

B. CONDITIONS OF OFFICE

B1. All Association Offices are elected positions unless otherwise specified.

B2. Terms of office will be determined by fiscal year. Duration of office may be one or more fiscal years as described below.

B3. Officers will keep their offices until the end of their term or the election of their replacements, whichever comes later, except in the case of resignation or removal from office.

B4. Officers may not keep the same office for more than two consecutive terms.

B5. The President may not be nominated for the office of President-Elect.

B6. All Trustees serve all members and represent all members of the Association.¹

B7. An officer shall be deemed to have held an office for the full term if the time in office is 50% plus one day of a full term of office either by appointment or election.

¹The requirement that Trustees be from each of the three types of institutions is to insure that there is at least one member from all three types of institutions on the Board of Trustees.

C. TERMS OF OFFICE

- C1. The President shall serve a one-year term, immediately following the term served as President-Elect.
- C2. The President-Elect shall serve a one-year term and assume the Presidency the following term.
- C3. The Secretary shall serve a two-year term beginning with the even calendar years.
- C4. The Treasurer shall serve a two-year term beginning with odd calendar years.
- C5. The Trustee from a Four-Year Public College shall serve a two-year term beginning with even calendar years.
- C6. The Trustee from a Two-Year Public College shall serve a two-year term beginning with odd calendar years.
- C7. The Trustee from a Private College shall serve a two-year term beginning with even calendar years.
- C8. The Membership-At-Large Representative shall serve a two-year term beginning with odd calendar years.
- C9. The Past-President shall serve a one-year term, immediately following the term as President.

D. DUTIES OF THE OFFICERS

- D1. President
 - D1a. The President shall oversee and have responsibility for the business of the Association, and shall see that all orders of the Association and the Board of Trustees are implemented.
 - D1b. The President shall preside at all business meetings and serve as chairperson of the Board of Trustees.
 - D1c. The President shall appoint the Associate Member Representative and other Standing Representatives with the approval of the Board of Trustees.
 - D1d. The President, with the exception of the Nominations Committee, shall appoint chairpersons of the Standing Committees with the approval of the Board of Trustees.

- D1e. The President shall appoint chairpersons of the Ad Hoc Committees.
- D1f. The President is an ex officio member of all committees except for the Nominations Committee.

- D2. President-Elect
 - D2a. The President-Elect shall be the chairperson of the Nominations Committee.
 - D2b. The President-Elect shall be responsible for the spring meeting of the Ohio Bursars Association. The spring meeting shall be held at the institution represented by the President-Elect; although, selection of an alternative site may be made with approval of the Board of Trustees.
 - D2c. The President-Elect shall prepare and present a budget for the President-Elect's term as President, for the approval of the Board of Trustees, during the prior Spring Board of Trustees' meeting. Expenses may only be committed and paid for under an approved Budget.
 - D2d. Additional responsibilities of the President-Elect are as assigned by the President.

- D3. Secretary
 - D3a. The Secretary shall prepare, maintain, and distribute the minutes of the Association meetings and the Board of Trustees meetings.
 - D3b. The Secretary shall prepare and distribute notices and correspondence, pertaining to the Association business, as directed by the President.

- D4. Treasurer
 - D4a. The Treasurer shall receive, safe keep, and disburse Association monies.
 - D4b. The Treasurer will only disburse funds under an approved budget.
 - D4c. The Treasurer will only invoice dues and assessments or changes in dues and assessments after approval by the Association.
 - D4d. The Treasurer shall present a treasurer's report at each of the three quarterly Association meetings and a written report at each Board of Trustees meetings.
 - D4e. The Treasurer shall present a written treasurer's report to the President and President-Elect at the end of each year.

- D4f. To officially end the term of office, the Treasurer shall present the new Treasurer and President-Elect, with a written Treasurer's report.
- D4g. The Treasurer shall maintain the official OBA list of institutional members, guests, their standing, and who are the primary or voting representatives and alternate representatives.
- D5. Two-Year Public, Four-Year Private and Four-Year Public Trustees
 - D5a. Facilitate Roundtable Discussions at General Meetings and Conferences for our membership.
 - D5b. As assigned by the President.
- D6. Membership At-Large Representative
 - D6a. The Membership At-Large Representative chairs the membership committee and is responsible for conducting and coordinating an annual membership drive with assistance from the Board of Trustees.
 - D6b. The Membership At-Large Representative is responsible for updating and maintaining an adequate supply of membership applications and promotional materials.
 - D6c. The Membership At-Large Representative is responsible for securing hosts for the regional meetings and supporting them in developing their agendas.
- D7. Past-President
 - D7a. The Past-President shall be a voting member of the Board of Trustees.
 - D7b. The Past-President shall act as an advisor to the President.
 - D7c. The Past-President shall be a voting member of the Nominations Committee.
 - D7d. The Past-President shall be the Parliamentarian.
 - D7d1. The parliamentarian advises the President on parliamentary procedures and policies of the Association.
 - D7d2. The parliamentarian shall conduct annual reviews of the Constitution and Bylaws, including the section on OBA Policies, Procedures and Information; and submit recommendations, if any, to the Board of Trustees for amendments.

- D7d3. The parliamentarian is to maintain an up-to-date copy of the Constitution and Bylaws and the section on OBA Policies, Procedures and Information.
- D7d4. The parliamentarian is to provide new officers and new Association members with a copy of the Constitution and Bylaws and the section on OBA Policies, Procedures and Information.
- D7d5. The parliamentarian is to make available a copy of the Constitution and Bylaws and the section on OBA Policies, Procedures and Information to all primary members.
- D7e. The Past-President shall design, prepare and distribute electronically, the Association's newsletter, "Between Bursars" 30 days prior to each scheduled Association meeting.
- D8. Webmaster
- D8a. The President shall select and appoint the Association's webmaster for the OBA website at www.ohiobursars.org. The webmaster shall serve an initial term of two years, renewable biannually with Board approval and agreement by the individual filling the position.
- D8b. The webmaster works with the outside design firm to keep information up-to-date and makes recommendations to the Board of Trustees on website enhancements/features.
- D8c. The webmaster is responsible for monitoring the performance and on-going cost of the outside design firm and URL host site and makes recommendations to the Board of Trustees on alternate host sites or support firms should costs escalate or support diminish.
- D8d. The webmaster does not have any voting rights.

E. VACANCY

A vacancy may occur due to a resignation or removal from office.

E1. President

When a vacancy occurs in the presidency and there is more than half of the President's term remaining, the President-Elect will assume the office of President for the remainder of the current term and vacate the office of President-Elect.

When a vacancy occurs in the presidency and there is less than half of the president's term remaining, the President-Elect will assume the office of the President for the remainder of the current term, continue as President-Elect, and continue in the office as President the next term.

E2. President-Elect

When a vacancy occurs in the position of President-Elect, the Nominating Committee will nominate an individual for the Office. Elections will be held at the next Association business meeting as long as it complies with the 30 Day Rule. The

President shall assume the duties of a vacant President-Elect Office until the election of a new President-Elect.

E3. President and President-Elect

When a vacancy occurs in both the offices of the President and the President-Elect, the Past-President shall convene and chair a meeting of the Nominating Committee to develop a slate of candidates and hold elections for the vacant President and President-Elect offices. Until new officers are elected, the Past-President shall assume the duties of the President and President-Elect.

E4. Secretary, Treasurer, Trustee, Membership-At-Large Representative

When a vacancy occurs in the office of Secretary, Treasurer, Trustee, or Membership-At-Large Representative, the nominating Committee will nominate an individual for the Office with the approval of the President. The nominee shall take office immediately. Elections will be held at the next Association business meeting which complies with the 30 Day Rule. If the nominee is not elected, then the vacancy re-occurs and the nominee may not be re-nominated to fill the vacancy.

ARTICLE VII: BOARD OF TRUSTEES

GENERAL RESPONSIBILITY

- A1. The Board of Trustees is responsible for the business of the Association under the direction of the President. The Board of Trustees shall be responsible for the meeting agendas and programs.

B. ORGANIZATION AND RULES

- B1. The members of the Board of Trustees shall be the eight elected officers of the Association and the Past-President.
- B2. The Board of Trustees is chaired by the President. In the absence of the President, the President-Elect will chair the meeting. In the absence of the President-Elect, the Past-President will chair the meeting. In the absence of the Past-President, the Secretary will chair the meeting. In the absence of the Secretary, the Treasurer will chair the meeting.
- B3. A quorum, made up of five voting members, must be present at a Board of Trustees meeting in order to conduct business.
- B4. A majority vote or approval of the Board of Trustees is defined as five “yes” votes or five “no” votes.

C. DUES, ASSESSMENTS, BUDGET, AND ASSOCIATION BANK ACCOUNTS

- C1. On an as needed basis, the Board of Trustees will recommend, for membership approval, any change in the amount of annual membership dues and additional assessments for special projects or committees. The establishment of and voting for dues and assessments falls under the 30 Day Rule.
- C2. The annual budget and all changes to the annual budget must be approved by the Board of Trustees.
- C3. Each approved annual budget or changes made to that budget must be reported to the membership in written form by the following Spring meeting.

- C4. The officers of the Association authorized to open and close bank accounts and sign checks on behalf of the Association are the Treasurer, President, President-Elect and Past-President with the Treasurer being designated the primary signer on all checks.

C5. All recommendations to open or close an Association checking, savings or investment account must be approved by majority vote of the Board of Trustees at a regularly convened meeting.

D. BOARD OF TRUSTEES MEETINGS

D1. The Board of Trustees will meet on a quarterly basis, or more frequently, as needed.

E. APPOINTMENTS

The Board of Trustees will approve all presidential appointments with the exception of Ad Hoc Committees.

ARTICLE VIII: COMMITTEES

A. TERMS OF APPOINTMENT

All chairperson and standing representative appointments begin at the time designated by the President unless identified in this Constitution and Bylaws, and end at the completion of the work or at the end of the fiscal year, whichever comes first. Chairpersons may be reappointed or replaced at the discretion of the President.

B. STANDING REPRESENTATIVES

The Standing Representatives are to keep the Association informed of the relevant activity of the organizations to which they are assigned and are to serve as the Association's voice during such activities. The following organizations will have a standing representative from the Association.

- B1. Coalition of Higher Education Assistance Organization (COHEAO)
- B2. Ohio Association of Student Financial Aid Administrators (OASFAA)
- B3. National Association of College and University Business Officers (NACUBO)
- B4. The Ohio Association of College and University Business Officers (OACUBO)¹

C. ASSOCIATE MEMBER REPRESENTATIVE

The Associate Member Representative is a non-voting position on the Board of Trustees appointed by the incoming President each spring to serve a one-year term running concurrently with the President's term of office. The Associate Member Representative:

- C1. Serve at the pleasure of the President.
- C2. Acts as a liaison and represents the viewpoints of the Associate Members to the Board of Trustees.
- C3. Offers assistance to the Membership-At-Large Representative in coordinating and conducting the annual membership drive to obtain new members for the Association,
- C4. Perform any other duties or tasks as assigned by the President

¹ The purpose of this representative is to provide for the professional development of Association members by promoting conferences, seminars, and other related educational activities, such as, NACUBO, CACUBO, etc.

D. STANDING COMMITTEES

D1. Membership Committee.

The Membership Committee is chaired by the Membership-At-Large Representative and conducts an annual membership drive with assistance from the Two-Year Public, Four-Year Private and Four-Year Public Trustees and Associate Member Representative.

D2. Nominations Committee.

The Nomination Committee is chaired by the President-Elect. The members of the Board of Trustees, less the President, are the members of the Nominations Committee. Association elections are to be conducted at the spring meeting during which time the Nominations Committee will present a slate of candidates.

E. AD HOC COMMITTEES

The President appoints AD Hoc Committees on an as needed basis.

ARTICLE IX: RULES OF ORDER

A. ROBERT’S RULES OF ORDER NEWLY REVISED

The Association follows the latest edition of “Robert’s Rules of Order Newly Revised” unless there is a conflict with the Constitution and Bylaws of the Ohio Bursars Association, in which case the Constitution and Bylaws take precedence.

B. 30 DAY RULE

Business conducted under the 30 Day Rule may only be conducted after the membership has received 30 days advance written notice of the matter prior to the meeting at which the business will be conducted.

The following business matters fall under the 30 Day Rule:

- B1. Changes in Dues
- B2. Assessments
- B3. Elections of Officers
- B4. Change in Association meeting date(s)
- B5. Decision to call an Association meeting
- B6. Adoption of amendments to the Constitution and Bylaws.

C. BOARD OF TRUSTEES QUORUM

A Board of Trustees quorum is defined as five voting members, in Good Standing. A majority vote or approval of the Board of Trustees is defined as five “yes” votes or five “no” votes.

D. ASSOCIATION MEETING QUORUM

A Quorum is defined as present when at least 51% of voting members, in Good Standing, are in attendance.

ARTICLE X: AMENDMENTS

The adoption of amendments to the Constitution and Bylaws of the Ohio Bursars Association required a two-thirds quorum vote of the Association and must follow the 30 Day rule.

OBA POLICIES, PROCEDURES AND INFORMATION

APPENDIX I. THE BURSARS OFFICE DEFINED

The Bursars Offices may be defined by its activity as listed below.

- A. Cashiering Operations
 - 1. Receipt of payments
 - 2. Counter Serviced Operations

- B. Financial Aid – Federal, State and Institutional Loan Programs, Scholarships and Grants.

- C. Third Party Payments
 - 1. State Agencies (i.e. Bureau of Vocational Rehabilitation)
 - 2. Foreign Embassies
 - 3. Companies
 - 4. Private “Scholarships”

- D. Accounts Receivable
 - 1. Students
 - 2. Non-Students

- E. Billing Systems
 - 1. Internal
 - 2. External

- F. Installment Payment Plans
 - 1. Internal
 - 2. External

- G. Collections
 - 1. Internal
 - 2. Third Party

- H. Disbursement of Funds to Students
- I. Computer Systems
- J. Audit Programs
- K. Cash Management and Short Term Investments
- L. Bank and ATM Operations on Campus

APPENDIX II. STANDING POLICIES AND PROCEDURES

A. STATIONERY

1. *Letterhead*

The Ohio Bursars Association (OBA) letterhead shall only be used for official correspondence. The supply of letter head, envelopes and other related materials will be maintained by the Secretary. Official business of the OBA is conducted by its Officers, Chairpersons and Trustees.

Officers, Chairpersons and Trustees may request official letterhead (or a master copy for duplication) for official OBA business. Institutional letterhead should NOT be used when corresponding in an official capacity for the OBA.

2. *Logo*

The OBA Logo shall be used on all official documents, formal promotional material and publications.

3. *Official Use of Logo and/or Letterhead*

Under all circumstances it is expected that sound professional judgment will be exercised regarding the use of the OBA Logo and/or letterhead

Members of the Board of Trustees shall receive copies of letters, reports, and other Documents concerning official OBA business.

Copies of all official documents shall be maintained by the Secretary.

4. *Unauthorized Use of Logo and/or Letterhead*

Unauthorized use of the OBA Logo and/or OBA letterhead by any individual or institution will be reviewed by the Board of Trustees. The individual and/or institution may be subject to censure as determined by the Board of Trustees.