



**Policies and Procedures for the Nevada Chapter of the  
College and University Professional Association for Human  
Resources**

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## Section I – Purpose

- A. The Nevada Chapter of the College and University Professional Association for Human Resources (NV CUPA-HR) is an independent entity that is affiliated with the CUPA-HR National Organization with its own policies and operation procedures. The Chapter is comprised solely of participating institutions in the state of Nevada.
- B. Nevada CUPA-HR activities shall be consistent with and serve to support the national organization’s values and code of ethics.
- C. Nevada CUPA-HR activities shall serve and support the Chapter goals:
  - a. Develop and provide useful resources and engaging educational and networking opportunities, and other events to meet the needs of our members;
  - b. Encourage participation from all levels of HR professionals;
  - c. Source support and sponsors to create low-cost or complimentary events; and
  - d. Create a valuable and engaging environment to encourage members to stay active.

## Section II – Chapter Membership

Nevada CUPA-HR Chapter members must currently work for a higher education institution in Nevada full or part-time.

## Section III – Board Members

Nevada CUPA-HR affairs shall be governed by the Board Members consisting of: President, President-Elect, Past-President, Treasurer, Secretary, Program and Sponsorship Coordinator and Membership Coordinator, and when deemed necessary by the Board, up to four additional Members-at-Large positions. Each Board Member serves as a Chapter liaison and has responsibilities to support the members and external partners.

### Chapter President

As written in our Chapter Bylaws, the President serves as the Chief Volunteer of the Chapter and partners with the regional and national CUPA-HR boards to achieve the Association’s mission. The President provides leadership to the Board who sets policy, plans programming, and nurtures relationships with sponsors for the Chapter. The President also chairs meetings of the Board after developing the agenda and helps guide and mediate Board actions with respect to organizational priorities and governance concerns. The President may appoint members to committees as they determine is advisable to assist in accomplishing the mission and goals of the Chapter. The President will perform other executive duties as required.

## Chapter President-Elect

As written in our Chapter Bylaws, the President-elect shall serve as the special aide to the President and shall assume all presidential duties in the absence of the President. The President-Elect works with the designated Board members on membership engagement, particularly executive membership, and Chapter events to focus on professional development of Board Members and Chapter members.

## Chapter Past President

As written in our Chapter Bylaws, the Past President shall act as advisor to the President and the Board to ensure continuity of leadership. The Past President assists the President in a variety of matters and assumes the duties of the President in the absence of the President and President-Elect. The Past President leads the election process and participates in outreach initiatives, professional development, and conference planning.

Terms for the President, President-Elect, and Past President: The Chapter President shall begin on July 1 following the date of election and shall continue until the following June 30. The Chapter President automatically succeeds to the office of Past President in the year following tenure as President. The President-Elect shall succeed to the office of President in the year following tenure as President-Elect.

## Chapter Secretary

The Secretary maintains the administrative operations of the Chapter. Duties include:

- Serves as the Chapter's historian; maintains Chapter file repository;
- Maintains meeting agenda and records minutes;
- Maintains Chapter calendar of events;
- Maintains Chapter website monthly, and as necessary to update people, events, and/or information;
- Participates in conference and workshop planning and elections; and
- Act as keeper of account information
- Assists all Board Members in carrying out their responsibilities.

Term: The Secretary will serve a two-year term beginning on July 1 and ending June 30 (filled in alternating years with the Treasurer).

## Chapter Treasurer

The Treasurer oversees Chapter finances and works closely with the President and Board Members to prepare both annual operating budget and annual conference, workshop, or event budget.

Additional duties include:

- Monitors budget and expenses and presents expenditures to the Board for approval;
- Ensures compliance with all fiscal rules and policies;
- Provides financial reports to the national office as required or upon request;
- Maintains appropriate financial accountability in accordance with annual audit guidelines;
- Coordinates travel scholarships following guidelines stated in Section VIII; and
- Provides a financial update at each board meeting or upon requests.

Term: The Treasurer will serve a two-year term beginning on July 1 and ending June 30 (filled in alternating years with the Secretary).

## Program and Sponsorship Coordinator (North, South)

The Program and Sponsorship Coordinator works in collaboration with Chapter leadership to coordinate professional development programs and services for Northern and Southern Nevada Chapter members. These duties may include, but are not limited to:

- Leads and coordinates event logistics for networking and professional development opportunities;
- Cultivates sponsorships with existing and new sponsors for event/program support;
- Collects and gathers input on future programs and events;
- Collaborates with other chapters and the Regional Chapter; and
- Assesses and evaluates post-conference events; recommends changes when necessary.

Term: The Program and Sponsorship Coordinator will serve a two-year term beginning on July 1 and ending June 30 (filled in alternating years with their counterpart position).

## Membership Coordinator (North, South)

The Membership Coordinator works in collaboration with Chapter leadership to cultivate relationships with existing and new members. These duties may include, but are not limited to:

- Stays informed of all CUPA-HR resources and benefits;
- Encourages Chapter membership by advocating Chapter goals;

- Acts as lead in recruiting new members;
- Recruits and collaborates with members to gain sponsorships for Chapter events;
- Assesses needs of current members;
- Collects and gathers input on future programs and events;
- Promotes the Chapter by creating promotional material, hosting educational tables, and other appropriate avenues; and
- Composes regular communication efforts with current members in collaboration with the Secretary.

Term: The Membership Coordinator will serve a two-year term beginning on July 1 and ending June 30 (filled in alternating years with their counterpart position).

### Members-At-Large

A Member-at-Large may be nominated by the Board and will be assigned a specific task/event that supports the Chapter’s mission and goals. Appointment for a Member-at-Large will expire at the end of the fiscal year.

<b>Section IV – Board Elections</b>
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- A. The Past-President shall serve as the elections coordinator.
- B. Nominees must currently work for a higher education institution in Nevada that has a current CUPA-HR membership.
- C. Election process will begin on April 1. A nomination form will be open for a minimum of 15 days, for final section to be made before May 31.
- D. The Past-President will distribute nomination materials and ballots to the Chapter Board Members for voting as determined by the Board.
- E. Election procedures include:
  - a. Any individual determined to be qualified may run for no more than two positions but can only win one.
  - b. If an individual runs for two positions and one or both are contested, the Board will vote sequentially for each position.
    - i. In a contested race, the nominee with the most votes wins.
    - ii. In an uncontested race, a nominee must receive a majority vote to win.
  - c. If there is a tie, a second ballot for that position should be distributed. If there is still a tie, the President, President-Elect, and Past-President will re-vote to break the tie.

- d. A Board member who is in a position that is not set to expire may run for a different position. If not selected, the Board member will remain in his/her position until the term expires.
- e. The President will notify the National CUPA-HR office of the new Board Members by May 31, via the online form found in the Chapter Leader Toolkit on the National website.

## Section V – Board Vacancies

- A. If any Board member other than the Past-President resigns before completing his/her term, the remainder of the term shall be filled by an individual appointed by a majority vote.
- B. In the event that the Past-President cannot complete his/her term, the Board may ask the immediate Past-President to complete the term or choose to leave the position vacant for the remainder of the term.

## Section VI – Board Meetings

- A. Board meetings will be held on a monthly basis to discuss chapter operations. The Chapter President will develop the monthly agenda and facilitate each meeting. Meeting minutes will be captured and disseminated by the Chapter Secretary. All monthly meetings will include a financial update and a program planning update, in addition to other business items.
- B. Board Members who miss at least 5 meetings within a year may be removed from the Board. Board Members must currently work for a higher education institution that is a member of the CUPA-HR national organization.
- C. Board agendas and approved meeting minutes will be saved in an online file repository (e.g., Dropbox) where all Board Members can access the files.

## Section VII – Chapter Finances

- A. The Treasurer administers the daily operations of the Chapter finances, with oversight by the Chapter President and the Board.
- B. The Treasurer shall submit an accounting of the Chapter's financial records for the previous fiscal year, ending June 30, by August 31 each year to the National office. The National office will file annual state reports and pay applicable fees.
- C. The Treasurer will document and pay accounts payable items as received or a minimum of once per month, and not to incur late fees or loss of opportunity.
  - a. Written approval for payment can be given by the Chapter President if the cumulative total is under \$100.00, or by a majority vote of the Board if the cumulative total is over \$100.00.

- b. Payments must be denoted on the monthly financial report to the Board.
- D. Accounts receivable items will be documented and deposited as received or a minimum of once per month, however funds are not to be held in transition for more than three (3) business days, so that funds are deposited to the bank in a timely fashion.
  - a. Receivables must be denoted on the monthly financial report to the Board.
- E. The Chapter is financially responsible for all bank fees, as well as transaction fees incurred for registration and credit card maintenance.
- F. The Chapter is financially responsible for all late fees, which should be kept to a minimum.
- G. Both the Treasurer and the President shall have access to the Chapter's bank account.

## Section VIII – Travel Scholarships

- A. Board Members are sponsored to go to an annual or regional conference once per Board term as funding allows. The Chapter will cover registration costs only; other travel expenses are hosted by the incumbent or the employer institution.
- B. Event and travel scholarships may be offered to members who are interested in attending any CUPA-HR related annual or regional conference. Awards are based on the number of applications submitted and the amount of funds available.
- C. Scholarships are to be used for registration costs only and may be paid in advance by the Chapter. Scholarship applications may be submitted throughout the fiscal year, but at least 30 days prior to the event.
  - a. The scholarship application should include proof of travel plans and a financial commitment/approval from the Board Member or hosting institution.
- D. Scholarship requests received less than 30 days prior will not be guaranteed review. The Board will determine by majority vote which member(s) are awarded an event and travel scholarship and the amount that is awarded.

## Section IX – Annual Chapter Conference

- A. The Annual Chapter Conference shall be held at such time and place as determined by the Chapter Board.
- B. A conference or event may be offered at no cost to the participants or may be offered with a registration fee collected to help offset conference or event costs.
- C. Contracts should be signed by the Chapter President and Treasurer.
- D. The National office provides liability insurance for the Chapter at no cost.



- E. Chapter may decide to partner with other state CUPA-HR chapters to offer a shared conference experience. The Chapter may delegate to the President and members of the Chapter Board to assist with the joint conference planning.

## Section X – Chapter Sponsors

The networking and educational efforts of the Chapter are funded through the generous support of corporate sponsors. Corporate sponsorship is renewed on an annual basis for gold, silver, and bronze levels of sponsorship. This excludes a sustaining partner whose support is for a two-year period. The sponsorship policy is reviewed and updated on a regular basis and determines the partnership agreement between the Chapter and the corporate sponsors.

## Section XI – Amendments

The Nevada CUPA-HR Policies and Procedures may be changed or modified only by majority vote of the Nevada Chapter Board.

*Established and approved by 2019 – 2020 Board on February 11, 2020.*

*Amended on September 14, 2021.*