Western Council of Business Schools and Programs
Region 7 ACBSP
Bylaws

Article I  Name and Purpose

Section I  The name of the organization shall be the Western Council of Business Schools and Programs, hereinafter referred to as the Council. The Council is one of several recognized regional bodies of the Accreditation Council of Business Schools & Programs (ACBSP).

Section II  The purpose of the Council shall be to promote and foster appreciation and understanding of business education within the region. The term business education is used to include all areas represented by business disciplines.

Article II  Membership

Section I  Membership in this Council shall be open to entities holding membership in the Accreditation Council of Business Schools & Programs (ACBSP).

Section II  Voting members of the Council shall be each respective member institution’s ACBSP designated champion or his/her designate where that educational institution is a full dues paying member or has paid a prorated annual dues rate. Institutions with proportional annual dues will not have a vote. In absence of the designated champion, attendance at Council meetings, where voting takes place, qualifies an individual as the champion’s designate. Only one person from a member institution may vote.

Article III  Officers

Section I  The officers of the Council (Executive Committee) and their duties shall be:

A) Regional President. The office of President will alternate between members of the Associate Degree Commissions and the Baccalaureate/Graduate Degree Commission where possible. The President shall plan, organize, and preside at Council meetings. The President will appoint committee members and designate the chairperson of each committee. The President and President-elect will serve as the representatives of the Council at the meeting of ACBSP’s Council of Regional Presidents. In the event any office becomes vacant, the President, in consultation with any remaining officers, has the power to appoint a member of the Council to fill the position for the remaining term.

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B) Regional President-elect. The President-elect shall assume the duties of President in the event the office of the President becomes vacant during the year. The President-elect will also assume the duties of the President in the absence of the President. The President-elect will assist as requested by the President in planning and organizing meetings of the Council.

C) Secretary. The Secretary shall record and provide minutes of meetings of the Council, including member attendance; shall act as a clearinghouse for all information concerning the organization; shall maintain a database of current Region 7 organizational documents, shall maintain a list of current membership; and shall see that proper membership solicitation is conducted. The Secretary will assume the position of President-elect at the end of his/her term.

D. The Treasurer shall be responsible for the stewardship and reporting of the Council’s funds.

E) The officers shall constitute an Executive Committee authorized to take such action and make appropriations, with a majority in-favor, as required between annual and Regional conference meetings.

F) The Executive Committee shall set forth other duties of the officers, not specifically stated in the bylaws.

Section II Method of electing Officers

A) The election of officers shall occur at the annual/Regional meeting prior to July 1st. The term of officers shall begin on July 1st and end the following June 30th.

B) The President-elect shall succeed to President and Secretary to President-elect on July 1st of each year. However, if the office of President-elect and/or Secretary is/are vacant or has/have been filled by temporary appointment, elections for both President and President-elect will be held. Rotation of officers between the Associate Degree Commission and Baccalaureate/Graduate Commission will be maintained, unless waived by a majority vote at the annual election. If the President, President-elect, Secretary, and Treasurer positions all become vacant, the most recent past President available will assume the role of President for the remainder of the term.

C) The Secretary-elect shall be elected at the annual meeting. The office of Secretary and the office of Treasurer may be held by two separate persons as approved by majority vote at the annual election. In this case a vote for Treasurer will be held every three years at the annual/Regional meeting.

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D) Candidates for each office shall be presented by the nominating committee or may be nominated from the floor at the annual meeting.

E) Election to an office in the Council requires majority vote of institutional membership present, as provided in Article III, Section II.

F) The President only votes if an election results in a tie vote and no other resolution is achieved between the candidates. The President’s vote breaks the tie. If the President is the voting member of his/her institution, he/she may designate another representative from his/her institution, who is present at the election meeting, to vote on behalf of that institution. The President’s designate votes with the other voting members of the Council. This provision applies to all voting of the Council.

Article IV Committees

Section I The Standing Committees and their duties shall be

A) The Executive Committee is comprised of the regional officers with duties as described herein.

B) The Public Relations Committee shall publicize the work of the Council, and seek appropriate ways to improve the public image of ACBSP and the Council.

C) The Nominating Committee shall propose a slate of officers to be placed in nomination at the annual meeting of the Council.

D) The Committee on Service Awards shall recommend those individuals eligible to receive any special awards.

Section II Other Committees

A) Upon approval of the Executive Committee, ad hoc committees shall be appointed as needed to perform tasks that further the mission and/or objectives of the Region.

Section III Compositions of Committees

A) Each Committee shall be composed of two to five members who shall be appointed by the President (with the exception of the Executive Committee) and shall serve for a period of one year.

B) Term of appointments shall start on July 1st. Should a position become vacant, the President may appoint another member to serve out the remainder of the term.

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C) No member shall be appointed to more than one standing committee, unless approved by the Executive Committee.

Article V Finances

Section I No separate dues beyond ACBSP membership fees shall be charged for membership in the Council. All income associated with the Council must be raised from registration fees at annual meetings, and through business sponsorships at the annual meetings, sharing of ACBSP membership fees by the ACBSP home office, interest earnings from the Council’s treasury, and other fundraising activities as approved by the Executive Committee. Any disbursement over $1,000 requires approval by majority vote of the Executive Committee.

Section II Expenses for the annual conference will be paid by the Western Council of Business Schools. The President shall review and approve all expenses related to the conference and present them to the Treasurer for payment. The hosting institution may request an administrative overhead fee of up to 20% of direct administrative costs (copies, supplies, postage, printing, rental fees) if they so desire. If an institution requests an amount exceeding this percentage or wants to include other types of costs beyond those specifically mentioned this should be done in writing, is subject to approval, and should be made within 60 days of agreeing to host the conference. Costs of alcoholic beverages shall not be reimbursed from region funds. Conference presenters are responsible for preparing all copies they may need for their presentations.

This policy covers registration for the annual and Region conferences. No refunds will be made for registration cancellations and all amounts owed must be paid. Substitutions can be made at any time without penalty.

Section III The President of Region 7 is expected to attend the President’s Conference. Region 7 will reimburse the President for travel and hotel if the President is not able to get reimbursed from their home institution. The anticipated travel expenditures must be submitted to the Region 7 executive team for approval at least one month prior to the President’s Conference.

Section IV In the event of dissolution of the Council, any remaining funds, after paying all liabilities, shall 1) become the property of ACBSP, or should ACBSP no longer exist, then 2) be donated to another educational organization which qualifies under section 501 (c) (3) of the Internal Revenue Code of 1954 as revised, and which is concerned primarily with the field of business education.
Article VI  Representation

Section I  The official representative from the Council shall be the President. In the event that the President cannot attend, then the President-elect shall represent the Council.

Article VII  Parliamentary Authority

Section I  Robert’s Rules of Order, Newly Revised, shall be used as the parliamentary authority, except as otherwise provided in the Bylaws.

Section II  One-third of the institutional members of the Council shall constitute a quorum at any regular business meeting of the Council. A majority of the Executive Committee shall constitute a quorum.

Section III  The President may appoint a parliamentarian to advise during the annual meetings of the Council.

Article VIII  Best of Regions

Section I  One presentation will be determined, at the Region Conference, as the Best of Regions to compete at the annual meeting. For presentations with multiple presenters each will share equally in the awards.

Article IX  Amendments

Section I  The Bylaws may be amended at the annual meeting of the Council by a majority vote of institutional membership present, provided that written notice of the amendment has been forwarded to the membership at least 30 days prior to the annual meeting of the Council.

Section II  In the event that no prior notice has been given, amendments to the Bylaws may be made at the annual meeting by a two-thirds vote of the institutional members present at a second business meeting.