

UNC System Finance Conference By-Laws

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ARTICLE I - NAME

The name of the Group shall be the UNC System Finance Conference.

ARTICLE II - PURPOSE

The purpose of the Group shall be to exchange ideas, user-developed software, techniques, procedures and reports primarily by conducting an annual Group Conference hosted on a rotational basis by member schools of the University of North Carolina System.

The Group may from time to time make recommendations on matters of mutual concern to all member schools. Additionally, the Group shall work actively to promote communications among technical and financial users of Ellucian, PeopleSoft or other ERP software companies.

ARTICLE III - MEMBERSHIP

Membership in the Group shall be accorded to the constituent University of North Carolina campuses plus the University of North Carolina System Office.

ARTICLE IV - BOARD OF DIRECTORS

The Board of Directors shall be the governing body of the Group and shall consist of two members named by each member institution. Preferably, one member should have a functional background, and one a technical background.

Board will have a business meeting annually in conjunction with the annual conference. In the event the conference does not meet, the Board shall still convene.

- A. The Board shall elect a Chairperson, Vice-Chairperson and Secretary from its own members at the annual business meeting every two years.
- B. The officers will assume their duties at the conclusion of the annual conference at which they are elected or, if there is no conference, at the conclusion of the annual Board business meeting.
- C. The responsibilities of the Board positions shall be as follows:
 - a. Chairperson
 - i. Schedule all business meetings.
 - ii. Call special meetings as needed.
 - iii. Conduct business meetings.

- iv. Appoint committees not otherwise provided for.
 - v. Perform such duties as customarily pertain to the Office of Chairperson
 - vi. Appoint a Conference Program Committee of Board members that shall be responsible for planning and conducting a conference in the upcoming year.
 - vii. Serve as Chairperson of the Conference Program Committee in the upcoming year.
 - viii. Appoint with the Vice-Chairman a Finance Audit Committee comprised of finance board members that is responsible for reviewing the prior year's financial statements and detailed financial materials.
- b. Vice-Chairperson
- i. Assume the duties of the Chairperson in his/her absence or disability.
 - ii. Maintain an up-to-date membership roster.
 - iii. Perform other duties as assigned by the Chairperson.
 - iv. Serve as a member of the Conference Program Committee.
 - v. Will Chair a Finance Audit Committee appointed to annually review the Conference Finance prior to the first conference planning session in the Fall. Responsibilities include:
 - 1. Review details of host schools financial summary report provided to the Board and bring concerns to the Board.
 - 2. Oversee transmittal of conference fund balance from previous host school to the future host school in a timely manner.
- c. Secretary
- i. Maintain minutes of proceedings of all meetings.
 - ii. Issue notices of meetings and agenda items as directed by the Chairperson.
 - iii. Be responsible for the correspondence of the Board.
 - iv. Perform other duties as assigned by the Chairperson.
 - v. Shall be a member of the Conference Program Committee.
 - vi. Shall compile conference evaluations and provide a summary to the planning committee for future year planning.

Note: The Board does not have an elected Treasurer. The host school of the conference is responsible for managing the funds under the guidance of the Board and By-Laws.

- D. If the Chairperson vacates his/her position during mid-term, the Vice-Chairperson shall become the Chairperson for the remainder of the term unless the Vice Chairperson's school is the current or immediate future conference host. In this case, the Board will accept nominations and vote for a new chairperson. If the Vice-Chairperson or Secretary vacates his/her position during mid-term, the Chairperson shall appoint another person to assume the position.
- E. Officers or other appointees shall receive no compensation for their services.
- F. The duties of the Board of Directors shall be as follows:
 - a. Serve on the Conference Program Committee as requested by the Chairperson.
 - b. Serve as host of a Conference on a rotating basis.

- c. Provide advisory support and assistance for conference planning (hosting, vendor support, decisions).
 - d. Serve as the school point of contact for Conference and software related discussions.
 - e. Attend annual Board meeting.
 - f. Be responsible for coordinating suggestions to ERP software companies
 - g. Be primarily concerned with the furtherance of the objectives of the Group.
 - h. Select the host institution at least one year in advance.
 - i. Oversee and be members of appointed committees of the Group as appointed by the Chairperson.
- G. A majority of voting Board members shall constitute a quorum.
- H. The format of business meetings shall be parliamentary procedures as outlined by Roberts Rules of Order. It is within the authority of the presiding officer of the meeting to determine as circumstances warrant, whether to require strict parliamentary procedures be followed.

ARTICLE V - ANNUAL CONFERENCE

Conference attendance is for the membership and invited attendees as approved by the Program Committee. Invited attendees may include, at the discretion of the Program Committee, vendors whose products complement the purpose of this group.

- A. The Program Committee is made of the officers, past host, future host, two years out future host, Host Planning Committee Chair(s), technical representative and vendor/software coordinator.
 - a. The Program Committee oversees, provides guidance and assists the host school with conference planning, session decisions and logistics of the annual conference.
 - b. The Program Committee shall assist in determining the date of the conference. Dates of other conference that could affect attendance should be taken into account. The conference should be held on a Wednesday-Friday schedule, if possible.
- B. The Host Planning Committee is the host school's committee(s) responsible for planning the conference with the Program Committee and preparing the conference budget.
- C. The registration fee needs to be approved by the Board if higher than the prior year. Current registration fee is \$250.
- D. The budget should be sent to the Board at least two weeks prior to when registration opens for the upcoming conference.
- E. The Conference is to be held in North Carolina.
- F. The registration fee should be kept minimal to the universities so that more can attend.
- G. Speakers should be relevant to our purpose (as stated above) at a minimal cost to the

conference budget. Speaker fees should not be paid out of registration fees.

- H. Utilize university personnel as much as possible to conduct sessions at no cost to the conference.
- I. Utilize university resources (for printing, graphics, speakers, etc.) if cost effective.
- J. The cancellation fee shall be equivalent to the registration fee if a participant fails to cancel in writing within one month prior to the scheduled conference. A substitute attendee may come in the place of a cancelled registration if the conference host is notified 48 hours before the conference begins.
- K. Program tracks should be major functions of financial systems: Accounting, Budget, Accounts Receivable (Student Accounting and Non-Student), Purchasing/Accounts Payable and Technology, Third Party systems interfacing with Finance. Other financial sessions may include, but are not limited to: Construction Accounting, Travel, Reporting, Tax updates.
- L. The Conference should maintain a \$75,000 contingency fund balance.
- M. Program Committee/Host Planning Committee tasks:
 - a. Finance
 - i. Preparing a conference budget.
 - ii. Maintain documentation for expenditures.
 - iii. Prepare actual Balance Sheet when conference is concluded.
 - iv. Finance Balance Sheet and any documentation (electronic) should be forwarded to the Vice Chairperson for the Finance Audit Committee review.
 - v. Follow state ethics, procurement, conflict of interest policies, etc.
 - b. Sessions/Schedule
 - i. Solicit ideas for the next conference from past attendees and all Board Members.
 - ii. Assure that each area of Finance (technical and functional) is covered throughout the conference.
 - iii. Limit, if any, non-finance sessions (such as team-building, motivation, time management, project management) during the conference.
 - iv. The Session Grid should be reviewed and approved by The Program Committee prior to opening registration to make sure that each time slot has something for each area of finance.
 - v. If sessions are cancelled because of unforeseen circumstances a replacement similar session should be added in that spot.
 - vi. Sessions are to be presented by UNC university and UNC System Office staff or supporting vendors. Session presenters will not be paid unless approved by the Board.
 - vii. Speakers/Presenters will not be paid by the conference registration fees unless approved by the Board.
 - viii. Maintain CPE documentation.
 - ix. Coordinate with hospitality team for breaks, meals and conference

- programs.
 - x. Work with publishing.
 - xi. Work with IT for posting information for registration.
 - xii. Receive session documentation and session descriptions.
 - c. Hotel
 - i. Food & Snack coordination.
 - ii. Registration Desk location.
 - iii. Storage for materials and vendor products shipped ahead of time.
 - iv. Logistics of travel between hotels/venues.
 - v. Negotiate lowest rates for hotel guest rooms and classroom space.
 - vi. Conference room availability for pre-conference meetings.
 - vii. Work with hospitality for event/program needs.
 - d. Vendors/Sponsors
 - i. Vendor support.
 - ii. Sponsor support.
 - iii. Collecting logos for website and publishing.
 - iv. Use last year's list of supporters & campus purchasing info.
 - e. Technology
 - i. Coordinate with Hotel the logistics for internet.
 - ii. Responsible for displays – if electronic at conference
 - iii. Resolve technology issues during the conference
 - iv. Website updates
 - 1. Session Grid
 - 2. Registration
 - 3. Presentations
 - 4. Conference dates/events
 - 5. Program Information
 - f. Publishing
 - i. Documents needed for the conference –CPE.
 - ii. Schedule – meals, sessions, events.
 - iii. Name Tags.
 - iv. Designation as board, presenters, vendors, host committee.
 - g. Hospitality
 - i. Work with hotel group for meals and snacks at the hotel.
 - ii. Coordinate special meals or event food.
 - iii. Coordinate entertainment.
 - iv. Hospitality room coordination.
 - v. Work with vendor team for financial support.
 - vi. Hospitality events should be covered by sponsorship funds only and not supported by conference registration fees.
 - h. Registration
 - i. Determine open/close dates in coordination with hotel/food/IT.
 - ii. Payment receipt and maintaining payment on attendees.
 - iii. Registration Desk – help for initial registration time and available during conference for questions or assistance.
- N. Contractual agreements entered into by the Host(s) should be reviewed by the Host institution's legal department. The contractual agreements, at a minimum, should include

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language about releasing the Conference from performance liability, in the event the Conference had to be cancelled due to the State of North Carolina mandated budgetary or travel restrictions, unprecedented event, or other extraordinary circumstances

ARTICLE VI-AMENDMENTS

These By-laws may be amended at the annual business meetings by a majority vote of the Board members present. Additional amendments may be made by other means at the request of the Board.