

# SAP University Alliances North America Academic Board Bylaws

(adopted on September 25, 2020)

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### Article I. Purpose

The purposes of the SAP University Alliances North America Academic Board are charitable, educational and academic, including, but not limited to the promotion of education, teaching and research activities in the field of enterprise information systems with a focus on SAP technology.

### Article II. Vision and Mission

#### **Vision**

To foster a diverse community elevating SAP academic innovation and success

#### **Mission**

- Facilitate collaboration, communication and sharing of community interests
- Promote visibility of member programs within ecosystem (customers)
- Ensure events such as Academic Conference and Workshops are continued
- Build pipeline to ensure new faculty are successful
- Adapt SAP technology and resources for academic curriculum
- Support development and maintenance of curriculum and teaching best practices
- Encourage and support faculty-led research

- Connect community stakeholders
- Stimulate societal impact through curriculum, research, communications, knowledge sharing and partnerships

### Article III. Composition

All Board members are ambassadors to SAP UA member institutions. The Board is composed of a total of 14 voting members. It has the following composition.

- A. Nine (9) elected members from the SAP University Alliances community.
- B. Two (2) UCC members, one nominated by each of the two UCCs in North America
- C. Two (2) University Alliances North America SAP members; for example, UA managers in North America
- D. One (1) industry representative; for example, an industry leader from ASUG or SAP Partners
- E. All members of the Board are voting members
- F. No member shall receive any remuneration for participating on the Board

### Article IV. Board Member Nominations, Elections and Terms

- A. **ELECTED** members. The following rules apply to the 9 elected members.
  - 1. Terms are for 3 years.
  - 2. The term of each member begins on September 10th and ends on September 9th.
  - 3. If a member resigns within their term, then a nomination and voting process is put in place to find a replacement for the remainder of the term within the next 3 months.
  - 4. The terms of one third of the elected members (3 members) end every year.
  - 5. Board members and one Faculty Coordinator per institution (that is a full UA member) can nominate and vote. The updated list of full UA members and their respective coordinator shall be provided by the SAP University Alliances North America before June 15th.
  - 6. The deadline for nomination of candidates is August 15.
  - 7. Board members should reflect a diverse group of academics willing to contribute to curriculum development, are active in UA (conferences, bootcamps, Next-Gen chapters) and have varied academic backgrounds, such as Business, IT, CS, and Engineering.

- 8. Voting takes place by September 1st.
- 9. Voting is organized electronically by two members of the Board who are not running for office.
- 10. Only the winning candidates are declared.
- 11. There is no limit on the number of terms served.

B. **NOMINATED** members. The following rules pertain to the 4 members nominated by the UCCs and the SAP University Alliances North America. The UCCs and SAP University Alliances North America are referred below as the Nominating parties.

- 1. Terms are for one year and are renewable every year.
- 2. The term of each member begins on September 10th and ends on September 9th.
- 3. If a member resigns within their term, then a new nomination shall be submitted by the relevant nominating party within the next 3 months.
- 4. Nominations shall be formalized in writing to the secretary of the Board prior to September 1st each year.
- 5. There is no limit on the number of terms served.

C. **INDUSTRY** representative. The following rules pertain to the industry representative. The industry representative is chosen by the Board.

- 1. Terms are for one year and are renewable every year.
- 2. The term of the member begins on September 10th and ends on September 9th.
- 3. If the representative resigns within their term, then the Board nominates a replacement for the remainder of the term and the next year.
- 4. Board members nominate and elect the Industry representative candidates to the Board Electing Committee.
- 5. The nomination process is at the discretion of the Board. The nomination should be completed by September 1st.
- 6. There is no limit on the number of terms served.

## Article V. Officer Nominations, Elections and Terms, and Roles

A. Officers shall be nominated by Board members of the Board to serve 1-year terms. Board members may self nominate. There is no limit on the number of terms served. Officers of the Board are nominated and elected by the Board members at the first meeting of the new Board.

B. The election process of the new Chair shall be conducted by the past-chair unless she or he is a candidate for the job. If past-chair is unavailable, the role shall be performed in the following order by the past vice-chair, past secretary or past treasurer. If all are unavailable or candidates for the job, the Board shall nominate one Board member to preside over the nomination process of the new chair. Once a new Chair is elected, she or he presides over the election of the other Board officers. Elections may be conducted via electronic means, show of hands, or secret ballot.

**C. Chair:**

1. Sets meeting agendas, schedules and runs meetings
2. Is responsible for the respect of these by-laws
3. Directs other Board members
4. Oversees committee selection
5. Other duties as necessary

**D. Vice Chair:**

1. Replace the Chair in his or her absence
2. Oversees and coordinates committee activities
3. Reconciles the bank statement, if any
4. Other duties as necessary

**E. Secretary/Webmaster:**

1. Takes meeting minutes
2. Sends communications to Board members and others as needed
3. Insures that the website is up to date and properly functioning
4. Other duties as necessary

**F. Treasurer:**

1. Receives and deposits funds
2. Sets up and maintains bank account(s), handles any banking transactions including payment of amounts owed.
3. Reconciles credit card processing statements with bank statements and accounting records.
4. Provides oversight, on behalf of the Board, over the finances of conferences and journals, as needed.
5. Prepares accounting reports (cash basis) and shares them with the Board
6. Prepares any required legal reports such as tax returns
7. Other duties as necessary

## Article VI. Rules - Meetings and Quorum

- A. The Board shall meet at least once every quarter (either virtually or in-person) at a time convened by the Chair. The Board shall Invite SAP Academic leadership to Board meetings as guests at least twice a year.
- B. The quorum is established at 9 Board members, including 6 of the elected members.
- C. A quorum must be established at the Board meeting before voting can take place.
- D. A threshold of 10 votes is required to change the current by-laws and rules of the Board. Otherwise, majority rule of expressed votes applies for other motions with the Chair having a tie-breaking vote.
- E. Voting is open unless a specific motion requiring secret voting is requested by at least two members.
- F. Members must declare any possible conflict of interest, as soon as it arises. In a situation of conflict of interest, a member may be excluded from voting or even from the discussion.
- G. Voting follows Robert's Rules of Order.

## Article VII. Committees

- A. The Board ensures that committees are formed to further the mission and vision of the Board. The committee is composed of at least one Board member and other members of the community.
- B. Committee members are nominated by the Board. Memberships of committees must be renewed every year. Terms begin on October 10th and end on October 9th. Committees persist until no longer needed.

## Article VIII. Dissolution

Upon the dissolution of this organization, assets shall be distributed to the following UCCs (California State University - Chico State Enterprises and University of Wisconsin Foundation, Inc - Milwaukee), foundations under Section 501(c)(3) of the Internal Revenue Code, for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.



Refer to [Operating Rules](#) for more details.