



TOAL
Texas – Oklahoma – Arkansas – Louisiana

BY LAWS

And

HANDBOOK

OF

POLICIES AND PROCEDURES

TABLE OF CONTENTS

POLICIES AND PROCEDURES

Introduction	3
--------------------	---

DUTIES OF THE OFFICERS

President	4-5
1 st Vice President	6
2 nd Vice President	7
Immediate Past President	8
Secretary	9
Treasurer	10

COMMITTEES

HOST Committee	11
----------------------	----

ELECTION OF OFFICERS

Nominations Committee	12
Slate of Officers	12
Election Proceedings	12
Installation of Officers	12

TRAVEL POLICIES

Reimbursement Policy	13
----------------------------	----

ANNUAL CALENDAR	14
-----------------------	----

PAST PRESIDENTS (Steering Committee)	15-16
--	-------

POLICIES AND PROCEDURES

INTRODUCTION

This manual has been prepared to assist the officers, committee chairs, and each member within the TOAL organization as to the structure of the association, the duties of the officers, the fiscal management and how elections are to be conducted for the perpetuation of the association. It is not intended to conflict with the constitution and bylaws and should supplement them instead.

TOAL's Mission Statement:

TOAL's mission shall be to promote the open interchange of information concerning the Purchasing profession, provide an arena for personal professional growth of members, provide a channel of communication with the NAEP National office for Matters of Common Interest, promote adherence to the NAEP Code of Ethics, and enhance the professional level of educational purchasing in general.

Additionally, we are committed to ensuring that the members and officers of this association hold in high regard the Code of Ethics in public purchasing as published and promoted by the NAEP.

This manual cannot address every situation. It is not intended that this manual be revised as minor deviations occur from time to time; instead, the minutes of the association should reflect temporary, non-recurring changes.

DUTIES OF THE OFFICERS

PRESIDENT

The President shall exercise general supervision of the affairs of the Region; shall chair the Board and shall:

1. Preside at all meetings of the region
2. Be an ex-officio member of all committees
3. Perform all duties incident to the office of President and any other duties as may be assigned by the Board and Steering Committee
4. Conduct all meetings in accordance with *Robert's Rule of Order, Newly Revised*
5. Be the official TOAL liaison with the NAEP National Office.
6. Participate in training/mentoring of newly elected officers.
7. Appoint committee chairs and assist in formulation of each committee.
8. Appoint members to the Standing committees as deemed appropriate.
9. Appoint a nominations committee to be comprised of three to five TOAL Past Presidents and the current secretary, with the immediate Past President serving as chair, to nominate person(s) for the slate of officers. The slate of officers shall be presented to the Steering Committee and Board for approval by July.
10. Be responsible for coordinating the activities of the Host Committee in making arrangements for the meeting(s).
11. Coordinate all formal correspondence/contracts for the region. Such correspondence shall include but not be limited to replies to letters to the organization, formal letter of acceptance and thanks for any donations accepted during the year.
12. Present Certificate of Appreciation to all outgoing officers and committee chairs.
13. Submit articles to the Secretary for publication in the newsletter.
14. Coordinate teleconference calls, when required.
15. Appoint a yearly Bylaws Committee that shall consist of Immediate Past President, one (1) current board member and two (2) members of good standing.
16. Oversee or appoint a member in good standing to oversee the Scholarship Committee by November of each year.
17. Attend the New Attendee Orientation at the annual meeting.
18. Send copy of hotel contract, prior to signature, to NAEP for review.

Standing Committees:

- Host Committee
- Mentoring Committee
- By-Laws
- Scholarship
- Others as appointed

Vacancies

Any vacancy within the Officers caused by death, resignation, or other causes shall be assumed for the unexpired term by the remaining Officers or shall be filled by appointment by the remaining Officers and the Immediate Past President. Any appointees must meet the same criteria for appointment as the Officer he/she is replacing. Because of the fiduciary responsibility of the Treasurer, this position may not assume another officer role in the event that the remaining officers assume functions of a vacant position. In the event of an Officer vacancy during the current and/or upcoming year, the Nominating Committee shall present voting members a nominee for the vacant position in addition to their nominee for the Secretary position.

FIRST VICE PRESIDENT

The 1st Vice President shall perform all duties incumbent upon the office and as assigned from time to time by the President, Board and Steering Committee, and shall:

Activities:

1. Participate in training/mentoring of newly elected officers.
2. Be responsible for planning and coordinating the program for the annual meeting and shall have responsibility for coordinating the activities of the Program and Professional Development Committee, using this committee as a resource for such work. Program content and scheduling shall be approved by the Board.
3. Be responsible for the content of the Regional Annual Meeting Program and pocket program for attendees.
4. Order and present the Past President plaque to the outgoing President.
5. Submit articles to the Secretary for publication in the newsletter.
6. Provide Certification/Re-Certification Documentation Form, Program Evaluation Form and Volunteer Form for the Annual Meeting.
7. Assist the President as required and needed.

SECOND VICE PRESIDENT

The 2nd Vice President shall perform all duties incumbent upon the office and as assigned from time to time by the President, Board and Steering Committee, and shall:

Activities:

1. Participate in training/mentoring of newly elected officer.
2. Be responsible for planning and coordinating the vendor expo at the annual meeting. All scheduling for vendor registration and space requirements shall be coordinated with the Board. Develop a vendor show committee to coordinate all the activities involved (theme, decorations, door prizes, signage, etc.). Approval for all expenses must be approved by the Board prior to expense.
3. Be responsible for vendor packets that shall include, but not limited to:
 - Thank You letter
 - List of member attendees
 - Event Tickets
 - Name badges
 - Sign-up sheet for next TOAL at the same current rate
 - Exhibitor Survey
4. Be responsible for obtaining sponsorships from vendors for TOAL activities and/or meeting supplies (ex: AV equipment, lanyards, etc.)
5. Submit articles to the Secretary for publication in the newsletter.
6. Assist the Board as required and needed.

IMMEDIATE PAST PRESIDENT

The Immediate Past President shall perform all duties incumbent upon the office and as assigned from time to time by the President, Board and Steering Committee. The Immediate Past President shall also be the Chairperson for the Nominating Committee.

Activities:

1. Participate in training/mentoring of newly elected officer.
2. Responsible for the overall coordination and implementation of the Nominating Committee.
3. Chair of Bylaws Committee.
4. Assist the President in the proper management of the association.

SECRETARY

The Secretary shall perform all duties incumbent upon the office and as assigned from time to time by the President, Board and Steering Committee, and shall:

Activities:

1. Participate in training/mentoring of newly elected officer.
2. Record the minutes of all business meetings and shall submit the minutes for approval at the next meeting.
3. Record the minutes of all teleconference calls and planning meeting and submit a copy to Host Committee and Board in a timely fashion.
3. Responsible for coordinating the activities of the Public Relations Committee in promoting the meetings.
4. Maintain a list of Past Presidents making up the Steering Committee and to ensure that relevant TOAL Board information is disseminated to them.
5. Publish a newsletter for the region and send it out through the TOAL Listserv (from the NAEP website) and send to the TOAL website coordinator for posting.
6. Maintain a current list of MOR (Members of Record) for TOAL members.
7. Responsible for updating and posting of the TOAL Handbook of Policies and Procedures manual to members.
8. Welcome new members by sending them a welcome email with an invitation to sign up on our listserv and to direct them to our website.
9. Manage the coordination of the Membership Development and Retention Committee, when required.
10. Gather program evaluations and volunteer forms and development a report for the next years planning meeting.
11. Gather and organize all documentation for the current year which includes, but not limited to the following:
 - Minutes of all meetings: Closing Business, Past President and all teleconference calls,
 - Copy of final listing of member registration,
 - Copy of signed hotel contract,
 - Copy of Program and pocket program
 - Copy of final listing of vendor expo
 - Copy of final budget including expenses and income
 - Copy of current By-Laws
 - Copy of 501(c)(3)
 - Copy of Tax Exempt

TREASURER

The Treasurer shall have the custody of all region revenue and expenditures and shall perform all duties incumbent upon the office and as assigned from time to time by the President, Board and Steering Committee. This position is a five (5) year term and a voting position on the Board.

Activities:

1. Participate in training/mentoring of newly elected officer.
2. As incoming Treasurer, shall secure new signature bank cards from incoming officers immediately following the election. Signature cards shall be submitted to the bank 30 days following the election.
 - a. The following officers are authorized to sign on the signature cards.
President
Treasurer
3. Prepare an annual financial statement for distribution to the Board and Steering Committee and shall present a report of financial condition to the membership at the annual meeting.
4. Cooperate with the NAEP Finance Director and NAEP Audit Committee in supplying information for the yearly audit. Provide the incoming TOAL Treasurer with a clear transaction cutoff.
5. Maintain a full and accurate account of all receipts and disbursements in books belonging to TOAL and post all activity against the general ledger accounts.
6. Render monthly reports to the Board and to the NAEP Finance Director of all transactions and financial conditions of the region. Monthly reports shall include:
 - a. A Treasurer's report with Income and Expenditure details for the month end.
7. Prepare all required invoices and track accounts receivable. Invoices shall include but not be limited to:
 - a. Invoicing members for registration
 - b. Invoicing suppliers for vendor expo
8. Deposit all revenue from member registration for Regional Meeting. Deposit all revenue from Vendor Expo.
9. Reimburse and pay all necessary invoices for TOAL region.
10. Disburse funds as directed by Board (i.e. Scholarship).
11. Manage current and future CD's and financial investments of TOAL.
12. Provide historic itemized expenditures for planning of yearly regional meetings.
13. Audit all TOAL regional meeting expenses and assure full payment in a timely manner.

HOST CHAIRPERSON

(Standing Committee - appointed office)

Activities:

1. Coordinate with the Board on the meeting facilities, activities and entertainment.
2. Assemble adequate members to provide enough coverage for all assigned duties.
3. Arrange for the following, but not limited to, events/activities/supplies & materials for the regional meeting:
 - a. Workers of the registration desk
 - b. Member t-shirts, with TOAL Board assistance
 - c. Member gifts, with TOAL Board assistance
 - d. Registration bags, including folders and name badge lanyards for attendees, with TOAL Board assistance.
 - e. Decorations for Welcome Reception and Host Event
 - f. Transportation for group, as needed
 - g. Door prizes
 - h. Documentation on area activities, places, etc. for attendee folder (Chamber of Commerce, Better Business Bureau or Tourist Center of area)
 - i. Information on local restaurants in the area for the members “Night Out on Their Own”
 - j. Assist the 1st Vice President with the coordination of the area dignitary for the opening session and additional help with key speakers from the area.
 - k. Assist the 2nd Vice President with contact information of any local area vendors that could attend the vendor expo.
 - l. Provide a “Welcome” article for the printed program
 - m. Provide a list of all Host Committee members to the 1st Vice President, so they may be included in the printed program.
 - n. Provide articles to the Secretary for the newsletter.

ELECTION OF OFFICERS

Nominations Committee

1. The Nominations Committee is appointed by the President.
2. The Committee shall be composed of: current secretary, three to five Steering Committee members with the immediate Past President as chair of the committee.
3. The Nominating Committee shall receive and evaluate recommendations.
4. The Committee shall select at least two (2) candidates for each office for which a term is expiring. One or more person(s) shall be nominated annually for each of the following positions:

Secretary

**The nominees shall also affirm, in writing from their immediate manager, that they have the support and full commitment of their institution and understand the responsibilities of the office to which they are being nominated and the subsequent offices that they may hold as an officer.

Election/Voting

Voting membership shall be each Member Institution whether Educational or Associate membership. Each voting Member Institution shall be limited in voting to one vote by the Member of Record as designated by the Institution.

The slate of officers shall include the two candidates for Secretary and additional vacancies, if applicable. Ballots will be distributed, collected and recorded from the Member of Record in an electronic fashion as prescribed by the sitting Board of Directors. Ballots will be held open for not greater than 21 business days. Ballots will be received and tabulated by the Immediate Past-President. Results of the election of officers will be announced by the sitting Secretary to the Board of Directors and then to the entire membership within thirty (30) days of the commencement of the Annual Meeting.

Installation of Officers

1. The term of office and duties for all officers shall commence at the close of the Annual Meeting.
2. The term of office for all officers shall be for a period of one (1) year, with the exception of the officer of Treasurer.

TRAVEL POLICIES

Reimbursement Policy

It is required by all Board members to attend the annual TOAL Regional Conference. In addition, all TOAL Board members are required to attend all on-site planning meetings for the annual regional conference. As long as funds are available, TOAL shall cover all registration and travel costs for the annual regional conference and planning meetings for all officers. As the conference is in the vicinity of the host committee location, local travel expenses for the Chairperson of the Host Committee are not covered. All travel arrangements must be approved by the Board. Reimbursement limits may be established prior to travel in order to control costs. Original invoices or receipts shall be submitted to support reimbursement requests.

ANNUAL CALENDAR

<p style="text-align: center;">September/October</p> <ul style="list-style-type: none"> • Annual Meeting/Business Meeting • Incoming President presents “Past President Plaque” • President appoints committee chair • Post Conference Teleconference • Appoint Bylaws Committee 	<p style="text-align: center;">November/December</p> <ul style="list-style-type: none"> • Teleconference, as required • Appoint Scholarship Committee
<p style="text-align: center;">January/February</p> <ul style="list-style-type: none"> • Teleconference, as required • Issue Newsletter • NAEP Scholarship • 	<p style="text-align: center;">March/April</p> <ul style="list-style-type: none"> • Schedule On-Site Planning Meeting • Issue Newsletter, as required • Appoint Nomination Committee
<p style="text-align: center;">May/June</p> <ul style="list-style-type: none"> • Teleconference, as required • Issue Newsletter, as required • Schedule bi-weekly or weekly teleconference calls between the board and HOST Committee until the annual meeting. 	<p style="text-align: center;">July/August</p> <ul style="list-style-type: none"> • Teleconference, as required • Issue Newsletter, as required

TOAL By-Laws

BY - LAWS OF TEXAS, OKLAHOMA, ARKANSAS, LOUISIANA REGIONAL GROUP OF THE NATIONAL ASSOCIATION OF EDUCATIONAL PROCUREMENT

ARTICLE I - NAME

The Group shall be known as the Texas, Oklahoma, Arkansas, Louisiana Region (hereinafter referred to as TOAL) of the National Association of Educational Procurement (hereinafter referred to as NAEP). TOAL as a Regional group under NAEP, operates as a 501(c)(3) organization.

ARTICLE II- OBJECTIVE

The objective of TOAL shall be to:

- promote the open interchange of information pertaining to the Purchasing profession,
- provide an arena for personal professional growth of members,
- provide a channel of communication with the NAEP National office for Matters of Common Interest,
- promote adherence to the NAEP Code of Ethics,
- enhance the professional level of educational purchasing in general.

Equal participation of each state is strongly encouraged, but not required, in order to best represent the spirit and future community of TOAL.

ARTICLE III - MEMBERSHIP

Membership in TOAL shall be limited to institutions which are members in good standing of NAEP. Honorary and Sustaining Memberships may be allowed as authorized by the Steering Committee, and in accordance with the constitution and TOAL By Laws.

ARTICLE IV - VOTING

Voting membership shall be each Member Institution whether Educational or Associate membership. Each voting Member Institution shall be limited in voting to one vote by the Member of Record as designated by the Institution.

Ballots will be distributed, collected and recorded from the Member of Record in an electronic fashion as prescribed by the sitting Board of Directors. Ballots will be held open for not greater than 21 business days. Ballots will be received and tabulated by the Immediate Past-President. Results of the election of officers will be announced by the sitting Secretary to the Board of Directors and then to the entire membership within thirty (30) days of the commencement of the Annual Meeting.

ARTICLE V – OFFICERS

POSITIONS

The Officers of TOAL shall consist of a President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Immediate Past President each representing a voting Member Institution. The officers shall perform duties as prescribed in these By-Laws and under the Parliamentary authority adopted by TOAL.

TERM OF OFFICE

The Officers, who are elected by the Members of Record, shall serve five years, one year in each office, advancing each year to the next office. The only exception is the Treasurer who shall be appointed by the Steering Committee. The Treasurer will serve a term of service for five years. All Officers and the Treasurer serve at the pleasure of the Steering Committee.

The term of office for all Officers shall commence at the close of the annual meeting during which they are elected and shall terminate at the close of the next annual meeting upon the qualification of their successors.

ELECTION OF OFFICERS

An election of Officers shall be held at least thirty (30) days prior to the annual meeting. Members of record shall choose the incoming Officers from a slate of nominees presented by the Nominating Committee. Nominations for an officer position shall include an affirmation that the nominee is an active, loyal and dedicated member in the NAEP/TOAL Region. Nominees shall also affirm that they have the financial support and full commitment of their institution and understand the responsibilities of the office to which they are being nominated and the subsequent offices that they may hold as an officer. The Nominating Committee may, at its option, present the slate of officers to the TOAL Steering Committee for concurrence. The slate of officers shall include the two candidates for Secretary and additional vacancies, if applicable.

DUTIES

A. President - The President shall be the Chief Executive Officer. He/She shall preside over all meetings, shall appoint committee Chairpersons, shall appoint members to the Standing committees as deemed appropriate, and shall be the official TOAL liaison with the NAEP National Office. The President shall appoint a Nominating Committee composed of three to five TOAL Steering Committee members, current Secretary, with the immediate Past President serving as chair, to nominate person(s) for the incoming slate of officers. The President shall be responsible for coordinating the activities of the Host Committee in making arrangements for the meeting(s) as well as coordination of the website.

B. First Vice-President - The First Vice-President shall be responsible for planning and coordinating the program for the annual meeting and shall have responsibility for coordinating the activities of the Program and Professional Development Committee, using this committee as a resource for such work. Program content and scheduling shall be approved by the Board.

C. Second Vice-President - The Second Vice-President shall be responsible for membership development and retention activities and shall coordinate the activities of the Membership Development and Retention Committee. The Second Vice-President shall also be responsible for coordinating and marketing the annual vendor exhibition.

D. Secretary - The Secretary shall be responsible for:

- recording the minutes of all business meetings and shall submit the minutes for approval at the next meeting.
- coordinating registration at all meetings
- coordinating the activities of the Public Relations Committee in promoting the meetings.
- maintaining and updating the Member of Record (MOR) annually with assistance from the National Office
- sending out the ballot to the MOR providing election results thirty (30) days prior to the Annual Meeting.
- posting the election results to each MOR, general membership and TOAL website.
- serving on the Nominating Committee

E. Treasurer - The Treasurer shall be responsible for:

- overseeing the TOAL bank account and writing all checks as authorized by the President and/or Steering Committee.
- receipt of payments and processing of credit card receipts for TOAL.
- providing a monthly financial report including bank statements, receipts, disbursements, and supporting documentation to NAEP - National Office.
- preparing an annual financial statement for distribution to the Officers and Steering Committee and present the report of financial condition to the membership at the Annual Meeting
- providing completed questionnaires and other requested financial documentation to NAEP – National Office and external auditors as requested.

Signature authority on the TOAL Bank account shall be held by both the Treasurer and the current President with single signature authority.

ARTICLE VI - VACANCIES

Any vacancy within the Officers positions caused by death, resignation, or other causes shall be assumed for the unexpired term by the remaining Officers or shall be filled by appointment by the remaining Officers and the Immediate Past President. Any appointees must meet the same criteria for appointment as the Officer he/she is replacing. Because of the fiduciary responsibility of the Treasurer, this position may not assume another officer role in the event that the remaining officers assume functions of a vacant position. In the event of an Officer vacancy during the current and/or upcoming year, the Nominating Committee shall present voting members a nominee for the vacant position in addition to their nominee for the Secretary position.

ARTICLE VII - MEETINGS

The time and place of the Annual Meeting shall be set by the Board. Notice of the meeting shall be sent to the membership at least sixty (60) days in advance of the selected date.

Special meetings may be called at any time by the President. Notice of such special meetings shall be provided to the membership at least thirty (30) days in advance of the selected date.

ARTICLE VIII COMMITTEES

STEERING

TOAL Past Presidents shall constitute the Steering Committee. The Steering Committee shall:

- provide consulting and advisory services to the President and current Board when requested, while providing general supervision over the affairs of the group.
- make recommendations to the officers
- perform other duties as specified in these By-Laws.

A list of Steering Committee members shall be maintained by the Secretary. It shall be the responsibility of the Secretary to ensure that relevant TOAL board information is disseminated to the Steering Committee.

STANDING

TOAL Standing Committees shall consist of:

- Host Committee which hosts the Regional meeting, may participate in the site selection of conference events, assist with the vendor exhibit, program and printing of the program books.
- Program and Professional Development Committee which obtains input from membership for program topics, obtains speakers, moderators, works with hotel for space allocations for each program track, distributes program questionnaires for membership input for the following years program as well as input on the meeting location and what was great or could have been better.
- Membership Development and Retention Committee reaches out to our regional members to encourage participation, obtain input on what we can do better.
- Public Relations Committee issues newsletters and updates website with additional information
- By-Laws Committee reviews and makes suggested changes to the current board which is then submitted to our membership for final approval.
- Scholarship Committee is generally chaired by the current President with input from the current board and the Steering Committee.

-Nominating Committee is generally chaired by the Immediate Past President with input from the Steering Committee and current Secretary.

-Other committees as appointed by the President.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern the group in all cases to which they are applicable, and to the extent that they are not in conflict with these By-Laws or any other special rules of order which the Group may adopt.

ARTICLE X - AMENDMENT OF BY-LAWS

These By-Laws may be amended by a simple majority vote of the voting members. Notice of proposed amendments shall be provided to the membership at least thirty (30) days in advance of the scheduled vote. By-Laws will be distributed to the Member of Record electronically and votes will be collected and recorded electronically. Results will be posted and distributed to the membership.

Voted on and amended –

PAST PRESIDENTS / STEERING COMMITTEE

<u>Year</u>	<u>President</u>	<u>President's Institution</u>	<u>Meeting Location</u>
2012	Linda Fast	University of Arkansas	Norman
2011	Patty Winkler	Texas A&M University	Hot Springs
2010	Alan Phillips	University of Houston	College Station
2009	Kevin Holmes	OSU – Tulsa & Center for Health Sciences	San Marcos
2008	Rob Parker	LSU – Health Sciences Center	Rogers
2007	Carol Barnhill	Arkansas State University	Galveston
2006	Tom Hoffmeyer	Baylor University	Tulsa
2005	Teresa O'Brien	Texas A & M Research Foundation	Little Rock
2004	Carol Barnhill	Arkansas State University	New Orleans
2003	Ed Gautier	Southeastern Louisiana University	South Padre Island
2002	Mary Sue Goldwater	Texas A & M University	San Antonio
2001	LaDonna Lacey	Oklahoma State University-College of Osteopathic Medicine	Oklahoma City
2000	Jane Eaves	University of Arkansas	Hot Springs
1999	Terri Shrode	University of Texas at Austin	Austin
1998	Pete Bond	University of Texas at Dallas	College Station
1997	Brian Turman	Tyler Junior College	New Orleans
1996	Rex Janne	Texas A&M University	Tulsa
1995	Suzanne Leslie	University of Arkansas for Medical Sciences	Houston
1994	Frances A. Rios	University of Texas-Pan American	South Padre Island
1993	Donna Schneider	University of Texas-HSC-Houston	Fayetteville
1992	Fred Williamson	Oklahoma State University	Dallas
1991	Ken Lambert	Baylor College of Dentistry	Oklahoma City
1990	Shirley Hart	University of Houston Clear Lake	Galveston
1989	Gene Prasek	University of Texas at Arlington	Little Rock
1988	Archie Ragland	University of Texas-HSC-San Antonio	San Antonio
1987**	Billie Loveless	Arkansas Tech University	Arlington
1986*	David Martinson	Stephen F. Austin State University	College Station
1985*	Brian Yeoman	University of Texas-HSC-Houston	Tulsa
1984*	C. Soledad Harmon	University of Oklahoma	Austin
1983	Norm Grine	Texas A&M University	Hot Springs
1982	Ray Adams	University of Texas-HSC-Dallas	South Padre Island
1981	Ron Miller	University of Houston	Dallas
1980	Earl Whitman	University of Oklahoma	San Antonio
1979	Jack Lejeune	University of Arkansas	Norman
1978	Dave Brewer	University of Texas at Austin	Lubbock
1977	Charles Pokorny	East Central State University	Fayetteville
1976	Herb Gersbach	Texas A&M University	College Station
1975	Ben Steele	Oklahoma State University	Oklahoma City
1974	Dennis Chappel	University of Arkansas	Dallas
1973	E. Dean Smith	Texas Tech University	Corpus Christi
1972	Sam Odstrcil	Pan American University	Edinburg

<u>Year</u>	<u>President</u>	<u>President's Institution</u>	<u>Meeting Location</u>
1971	William E. Conner	Southern Methodist University	Hot Springs
1970	Mac V. Poffenberger	Oklahoma State University	Dallas
1969	W.E. Donaldson	Texas A&M University	Austin
1968	Robert E. Henkel	Wharton County Jr. College	Tulsa
1967	Harold D. Staires	University of Tulsa	Houston
1966	Tom A. Crosson	University of Texas	Little Rock
1965	Jack E. Coke	Oklahoma State University of Agriculture and Applied Science	Dallas
1964	Norm Engelhoff	Concordia Lutheran	Oklahoma City
1963	Harry L. Craddock	Bethany-Nazarene	Waco
1962	Earl R. Newland	Baylor University	Fayetteville
1961	Rex E. Blair	University of Arkansas	Dallas
1960	Theos S. Morok	Texas Lutheran University	Austin
1959	Everett Gartrell	Southwestern State College	Lubbock
1958	J. Frank Ray	Trinity University	Stillwater
1957	Bunn Bell	University of Arkansas	Dallas
1956	H.W. Loman	University of Houston	Fort Worth
1955	L.D. Meyer	Oklahoma A&M	Dallas
1954	Sam H. Braswell	Texas Wesleyan College	San Antonio
1953	Oscar L. Parker	East Central State College	Fort Worth
1952	Roy J. McKnight	Baylor University	Dallas
1951	Jacob Sharp	University of Arkansas	Little Rock
1950	D.R. Kimrey	University of Oklahoma	Oklahoma City
1949	Missy K. Ross	University of Texas	Fort Worth

*Best Regional Meeting Award

**Outstanding Regional Meeting Award