



Association for
Continuing Higher Education

**Constitution & Bylaws of the
Association for Continuing Higher Education**

October 28, 2014

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CONSTITUTION AND BYLAWS

As amended at annual conference and meeting of the Association October 31, 1960; October 25, 1965; October 31, 1966; November 12, 1968; December 8, 1969; November 9, 1970; November 3, 1971; November 1, 1972; November 5, 1973; November 6, 1974; November 10, 1976; November 7, 1978; November 9, 1983; November 12, 1984; October 27, 1986; November 2, 1988; November 15, 1989; October 13, 1992; October 26, 1994; October 9, 1995; November 2, 2002; October 29, 2007; November 17, 2009; October 22, 2010; and October 28, 2014

CONSTITUTION: ARTICLE I

NAME

The name of this organization will be the Association for Continuing Higher Education, Incorporated, hereinafter referred to as the Association.

CONSTITUTION: ARTICLE II

OBJECTIVES

Section 1.

This Association is an organization for institutions of higher education and their administrators of continuing higher education programs through which the concept of collegiate education of adults as a basic function and responsibility of the total institution is promoted.

Section 2.

The Association will:

1. Emphasize the importance of higher education for adults;
2. Promote high standards of professional excellence in the conduct of educational programs for adults;
3. Sponsor and support research concerning continuing higher education;
4. Provide for the interchange of information and ideas on continuing higher education;
5. Enlist the support of all segments of higher education in the learning endeavors of adults;
6. Stimulate the faculty and administrative leadership in constructive support of continuing higher education objectives;
7. Focus public attention upon the importance of continuing higher education for adults;
8. Conduct national and regional meetings and provide other activities beneficial to its members;
9. Issue publications consistent with the aims and objectives of the Association;
10. Cooperate with other groups and organizations in the achievement of the Association's goals.

CONSTITUTION: ARTICLE III

MEMBERSHIP

Section 1. Membership

Members in the Association may be institutional, organizational, professional, student, retiree or honorary.

Section 2. Institutional Membership

1. Institutional membership is open to institutions of higher learning which have programming or administrative units responsible for continuing higher education activities.
2. The institution must hold current regional accreditation or the international counterpart.
3. An institutional member can name as many representatives as it wishes.
4. One of the representatives is designated to cast its vote on matters of the Constitution and Bylaws.
5. All representatives will receive Association publications, will have voting rights except on matters of Constitution and Bylaws.

6. An institutional member may hold any office.
7. The Board of Directors approves all applicants for membership and must be satisfied that the education program offered by the applicant institution is consistent with the objectives of the Association.
8. Institutions granted membership in the Association are entitled to publish in their catalog, bulletin, or other publication, the following statement: The (University or College), having been properly recommended, evaluated, and approved, is an institutional member of the Association for Continuing Higher Education.

Section 3. Organizational Membership

1. An organizational membership is open to non-higher education associations, organizations, and government agencies which have a major commitment to and affiliation with continuing higher education.
2. An organizational member can name as many representatives as it wishes.
3. One of the representatives is designated to cast its vote on matters of the Constitution and Bylaws.
4. All representatives will receive the Association publications, will have voting rights except on matters of Constitution and Bylaws.
5. An organizational member may hold any office.
6. The Board of Directors approves all applicants for membership and must be satisfied that the education program offered by the applicant organization is consistent with the objectives of the Association.
7. Organizations granted membership in the Association are entitled to publish in their materials, bulletin, or other publication, the following statement: The (organization or agency), having been properly recommended, evaluated, and approved, is an organizational member of the Association for Continuing Higher Education.

Section 4. Professional Membership

1. A professional membership is open to a person whose major commitment is in the area of continuing education.
2. This membership is not transferable.
3. A professional member receives Association publications, has voting rights except on matters of Constitution and Bylaws.
4. A professional member may hold any office.

Section 5. Student Membership

1. A student membership is open to any full or part-time student pursuing a graduate degree in a field related to continuing higher education.
2. The student must have an advisor's signature on the application for student membership.
3. A student membership is renewable annually for up to three years.
4. This member has online access to Association publications and has voting rights except on matters of Constitution and Bylaws.
5. A student member may not hold office.

Section 6. Retiree Membership

1. A retiree membership is open to any former Association member upon his or her retirement.
2. This member has online access to Association publications and has voting rights except on matters of Constitution and Bylaws.
3. A retiree member may not hold office.

Section 7. Honorary Membership

The Board of Directors may name persons to Honorary memberships in the Association. They will have all the rights and privileges of professional members except there will be no dues charged for this class of membership. Past Presidents of the Association will be granted Honorary Membership upon their

retirement from their parent institution or upon relinquishing or changing their position in continuing education to some other field of work.

CONSTITUTION: ARTICLE IV OFFICERS

Section 1.

The officers of the Association will be the President, President-Elect, and Vice President. They will be installed at the annual conference and meeting. The terms of office will be for one year, and they will hold office until their successors have been installed.

The President-Elect will automatically assume the Presidency on the termination of the President's term of office. Concurrently, the Vice President will automatically assume the office of President-Elect.

Section 2.

There will be eight Directors-at-Large, to serve for a term of three years. Three directors will be elected yearly, except every third year in which two will be elected.

Section 3.

The Board of Directors will name an individual to the office of the Executive Vice President who will serve until a successor is named. To provide orderly transition, the Board may name an individual one year in advance as Executive Vice President designate.

Section 4.

The Board of Directors will name an individual to serve as Editor of the *Journal of Continuing Higher Education* who will serve until a successor is named.

Section 5.

In consultation with the Executive Vice President, the President-Elect will name an individual to serve as Editor of the *Proceedings*, who will prepare the proceedings of the annual conference and meeting occurring during the presidential year.

Section 6.

The Board of Directors will be empowered to remove any officer for cause.

Section 7.

When a vacancy occurs in any office, the Board of Directors will appoint a successor.

CONSTITUTION: ARTICLE V MEETINGS

Section 1.

There will be an annual conference and meeting, the time and place of which will be fixed by the Board of Directors, and may be fixed in advance. The President will be responsible for the construction of the program for the annual conference and meeting.

Section 2.

On matters of business calling for official action by the Association, each institutional and organizational representative shall have one vote. Each professional and honorary member shall have one vote. Association members present at regularly scheduled business meetings constitutes a quorum.

Section 3.

On matters of Constitution and Bylaws changes only institutions holding institutional membership may vote. Each institution will be limited to one vote.

**CONSTITUTION: ARTICLE VI
BOARD OF DIRECTORS AND COMMITTEES**

Section 1.

The Board of Directors will be comprised of three officers, the eight Directors-at-Large, and the Immediate Past President. The Executive Vice President will be a non-voting ex-officio member of the Board of Directors.

Section 2.

There will be an Advisory Committee composed of all past Presidents of the Association who are members of the Association. The President will appoint the chair of this committee.

Section 3.

Elections for Vice President and Directors-at-Large will be by electronic ballot. The President will appoint a Committee on Nominations that will present a slate of nominees for Vice President and Directors-at-Large.

Section 4.

A Committee on Budget and Finance will be appointed by the President-Elect to report at the annual conference and meeting. The budget will be subject to approval of the membership.

Section 5.

The President-Elect will appoint a Program Committee to prepare the program for the annual conference and meeting for his/her presidential year.

Section 6.

The President will appoint a Committee on Constitution and Bylaws.

Section 7.

The Board of Directors will appoint a Committee on Local Arrangements.

Section 8.

The President will appoint a Committee on Membership Recruitment and Retention.

Section 9.

The President will appoint an Awards Committee.

Section 10.

The Board of Directors will establish or abolish such standing committees as may be deemed necessary for effectively carrying out the objectives of the Association.

Section 11.

The President will appoint such other committees as deemed desirable.

Section 12.

Regularly elected regional chairs will serve as a Council of Regional Chairs acting in an advisory capacity to the Board of Directors. The Council of Regional Chairs will meet at least once each year at the annual conference and meeting with the Board of Directors and officers of the Association. There will be at least one representative from each Association region. The Vice President will serve as chair of the Council.

Section 13.

The President will be an ex-officio member of all committees.

**CONSTITUTION: ARTICLE VII
FINANCES**

The fiscal year of the Association will correspond to the fiscal year of the administrative office. The dues will be payable when billed by the Executive Vice President.

**CONSTITUTION: ARTICLE VIII
REGIONS**

Section 1.

The membership of the Association will be organized into geographic regions to further the objectives of the Association and to hold regional meetings.

Section 2.

The number of regions may be increased or decreased, or the area served by a region may be modified by the Board of Directors.

**CONSTITUTION: ARTICLE IX
AMENDMENT**

The Constitution may be amended by a majority vote of the institutional members at the annual business meeting, providing notices of the proposed amendment have been distributed to the members at least thirty days in advance. Any amendment proposed by the Board of Directors or by thirty percent of the membership in good standing shall be distributed by the Executive Vice President to the members.”

**BYLAWS: ARTICLE I
ELIGIBILITY FOR OFFICE**

Section 1.

Institutional representatives, organizational representatives, and professional members in good standing will be eligible for election to office.

Section 2.

An individual to be eligible for the Office of President-Elect, Vice President, or Executive Vice President will be a representative of an institution holding institutional membership.

Section 3.

No person will serve on a committee who does not hold membership in the organization.

**BYLAWS: ARTICLE II
TRANSFER OF OFFICE**

Upon completion of the term of office, each officer will surrender to the successor all official records, property, and monies which will have been entrusted to the officer during the term of office.

**BYLAWS: ARTICLE III
DUTIES**

Section 1.

The President will preside over all meetings of the Association and of the Board of Directors and will appoint all committees, except as otherwise provided, and will exercise such additional power as may be from time to time delegated by the Bylaws or by resolution of the Board of Directors.

Section 2.

The President-Elect will have and exercise all powers and duties of the President during the absence or disability of the President and will perform such other duties as may be assigned by the President.

Section 3.

The Vice President will serve as a member of the Executive Committee and perform such other duties as may be assigned by the President.

Section 4.

The Executive Vice President will:

- a) preserve in books belonging to the Association records of all its meetings and those of the Board of Directors;
- b) mail notices of all meetings, where notice is required;
- c) keep an accurate record of all money received and all disbursements thereof in books belonging to the Association;
- d) be responsible for investment of Association funds under such regulations as provided by the Board of Directors;
- e) make a complete financial report to the members at the annual conference and meeting;
- f) inform new members of their acceptance to membership in the Association and collect the current dues of all members.

Section 5.

The Executive Vice President will be bonded.

Section 6.

To monitor appropriate utilization of association funds, the Executive Vice President will request Agreed Upon Procedures at least annually in accordance with AICPA Standards appropriate to the size and scope of ACHE. The board of directors may elect to request a full certified audit as needed.

Section 7.

The Executive Vice President Designate will perform such duties as may be assigned by the Executive Vice President or the Board of Directors.

Section 8.

The Editor of the *Journal of Continuing Higher Education* will publish the periodical in accordance with Board Policy.

Section 9.

The Editor of the *Proceedings* will prepare the copy of the annual conference and meeting and will publish the *Proceedings* in accordance with Board Policy.

Section 10.

The Executive Vice President, the Editor of the *Journal of Continuing Higher Education*, and the Editor of the *Proceedings* will be allowed ordinary and necessary expenses in the carrying out of their duties.

Section 11.

An administrative staff member(s) will be employed by the Board of Directors under the supervision of the Executive Vice President. This person will record minutes of meetings, keep the financial records, and perform other tasks which may be assigned by the Board of Directors or Executive Vice President.

**BYLAWS: ARTICLE IV
BOARD OF DIRECTORS**

Section 1.

The Board of Directors will have the power to act for and on behalf of the Association between annual conference and meetings.

Section 2.

To fulfill this function, the Board of Directors has the responsibility to see that those committees are appointed which it considers necessary to achieve the objectives of the Association.

Section 3.

The Board of Directors will meet immediately before and after the annual conference and meeting and during the year as necessary.

Section 4.

A majority of the Board of Directors properly convened will constitute a quorum.

Section 5.

The Executive Vice President with the approval of the President is authorized to conduct a mail vote on matters of urgency which arise between meetings of the Board of Directors. The actions taken must be ratified and included in the minutes of the next regular meeting.

Section 6.

An Executive Committee composed of the President, President-Elect, Vice President, Immediate Past President and the Executive Vice President will be empowered to act on behalf of the Board of Directors between meetings. Their actions will be subject to confirmation at the next meeting of the Board of Directors. The Executive Committee will serve as the Personnel Committee of the Association.

Section 7.

No individual will serve more than six (6) consecutive years in any elected office.

**BYLAWS: ARTICLE V
REGIONS**

Each region will elect its own regional officers and will immediately following the elections, furnish the names of the officers to the Executive Vice President. No person will be eligible for election to a regional office who does not hold some class of membership in the Association.

**BYLAWS: ARTICLE VI
DUES**

Section 1.

- 1.1 The annual dues for all membership categories will be established by vote of institutional members.
- 1.2 Each listed member of Institutions and Organizations will receive the *Proceedings* as well as the *Journal of Continuing Higher Education*.
- 1.3 Professional members will receive one copy of each issue of the *Journal of Continuing Higher Education* and the *Proceedings*.

Section 2.

Payment of annual dues and compliance with the Constitution will hold a member in good standing.

Section 3.

Any member who has failed to pay the annual dues by the next midyear board meeting will be reported to the Board of Directors for appropriate action.

**BYLAWS: ARTICLE VII
ELECTIONS**

Section 1.

The Nominations Committee will report its slate to the membership via mail.

Section 2.

The Committee will conduct the election via the Association's usual communication system. Institutional representatives, and professional, organizational and honorary members in good standing will be able to vote.

Section 3.

The Committee Chair will tally the votes and report results to the President and Executive Vice President.

**BYLAWS: ARTICLE VIII
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised; 10th Edition will govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

**BYLAWS: ARTICLE IX
AMENDMENTS**

The Bylaws of this Association may be amended by a majority vote of the institutional members present at any annual conference and meeting.