

ACHE MidAtlantic Regional Constitution

ARTICLE I - NAME

The name of this organization shall be MidAtlantic Region of the Association for Continuing Higher Education (hereafter referred to as MidAtlantic). The geographical area encompassed by MidAtlantic Region shall be Delaware, the District of Columbia, Maryland, North Carolina, Pennsylvania, Virginia, West Virginia and/or such regions as shall be so designated by the Board of Directors of the Association for Continuing Higher Education.

ARTICLE II - AFFILIATION

This organization shall be and hereby is affiliated with the Association for Continuing Higher Education and is subject to the Constitution and By-laws of that organization insofar as they affect and prescribe the functions of MidAtlantic, and are not in conflict with the Constitution.

ARTICLE III - PURPOSE

The purpose of the MidAtlantic Region is to promote a spirit of fellowship for professional development among institutions and individuals having a commitment to developing and providing continuing higher education programs in the geographical area served by MidAtlantic. Furthermore, the MidAtlantic Region shall advance the aims and objectives outlined in the Constitution and By-laws of the Association for Continuing Higher Education.

ARTICLE IV - MEMBERSHIP

All institutions, institutional members, affiliate members, honorary members and professional members listed in the National Directory of the Association for Continuing Higher Education and located within the geographic boundaries of the Mid-Atlantic Region are members.

ARTICLE V – GOVERNANCE

Section A: The governance of this organization shall be vested in the Board of Directors subject to the will of the membership. The Board of Directors shall include the Past Chair, Chair, Chair-Elect, Secretary, Treasurer, Assistant Program Chair, and State Representatives.

Section B: The Executive Committee of the Board of Directors shall consist of the Past Chair, Chair, Chair-Elect, Secretary, and Treasurer.

Section C: The Board of Directors of the MidAtlantic Region shall be elected from the membership in the manner prescribed in the by-laws. The Chair-Elect shall automatically assume the office of Chair at the annual spring meeting or upon the resignation of the Chair prior to the completion of his/her term.

ARTICLE VI - AMENDMENT

This constitution may be amended by a two-thirds vote of the members present and voting at any regular or special meeting of the membership, provided that written notice of the proposed amendment or amendments shall have been submitted to each member at his or her last known address at least 30 days and no more than 60 days prior to the date of the meeting.

BY-LAWS

ARTICLE I - MEMBERSHIP

All institutions, institutional members, affiliate members, honorary members and professional members listed in the National Directory of the Association for Continuing Higher Education and located within the geographic boundaries of the MidAtlantic Region are members.

ARTICLE II - GOVERNANCE

Section A. The Board of Directors shall manage the organization, subject to the will of the membership. Funds of the organization shall be withdrawn from the bank or banks with which they are on deposit by the signature of the Past Chair, Chair, or Treasurer.

The Executive Committee shall be empowered to identify and create "restricted accounts," the purpose of which shall be to fund any specific objective or project designated by the Board of Directors at the time of the creation of the account. No expenditure from or charge against a restricted account shall be permitted except in accordance with the directions of the Executive Committee as embodied in the written minutes of the meeting during which such restricted account shall have been created: provided, however, that the Executive Committee shall have the authority to void the restricted nature of such account at any subsequent regular or special meeting.

Section B. Vacancies on the Board of Directors, with the exception of Chair, shall be filled by majority vote of the Board of Directors. Such electees shall serve for the duration of the term of the individual being replaced. If the Chair position is vacated, the Chair-elect shall automatically assume the position of Chair for the remainder of the unexpired term and the following term. If necessary, the Board shall appoint an interim Chair-elect, who will serve the remainder of the term but not automatically assume the Chair position at the end of their term.

ARTICLE III - ELECTIONS

Section A. The annual election of officers shall take place in the spring of each year. The nominating committee shall seek nominations from the full membership on or before January 15. The committee will distribute a ballot of candidates to the full membership prior to February 15. Elections will conclude two weeks prior to the annual regional conference.

Section B. The outgoing Chair-elect at the end of his/her term shall automatically assume the position of Chair for one year. Officers elected annually include a Chair-elect and Assistant Program Chair. The officers elected bi-annually include the Secretary, Treasurer, and State Representatives.

Section C. If a state has no member willing to serve as its State Representative, then a member from another state may serve in that position.

Section D. The Nominating Committee shall direct the election process in accordance with the MidAtlantic Region by-laws. Only members in good standing may vote. In the event of a dispute, the decision of the Nominating Committee is final.

Section E. Candidates receiving the most votes cast shall be elected. In the event of a tie a re-ballot shall be held to decide among the candidates receiving the highest number of votes. No person shall cast more than one ballot per election.

Section F. Officers shall be inducted into office at the annual regional meeting.

ARTICLE IV - MEETINGS

Section A. The MidAtlantic Region shall meet as a group at least twice annually during the international and regional conferences.

Section B. Meetings of the Board of Directors shall be held on pre-arranged dates or at the call of the Chair or Secretary with at least two meetings being held annually. At all meetings of the Board of Directors, seven (7) members shall constitute a quorum.

Section C. Special Meetings of the membership shall be called by the Chair or Chair-elect at the request of at least 20 members.

ARTICLE V - DUTIES OF OFFICERS AND SPECIAL APPOINTEES

Section A. The Chair, as chief executive officer of the organization, shall supervise the organization's affairs and activities, shall serve as MidAtlantic's representative to ACHE, and has the authority to appoint committees and administrative positions as necessary. The Chair shall maintain the membership directory for the region and oversee membership recruitment.

Section B. The Chair-elect shall preside over meetings and events in the Chair's absence, and shall work with the Chair on matters of the organization as determined by the Chair. The Chair-elect shall chair the Program Committee.

Section C. The Secretary shall keep a permanent record of the minutes of all regular and special meetings and shall distribute minutes as appropriate. The Secretary shall give notice of all regular and special meetings, shall submit and file all reports with the national organization, and shall be responsible for such internal and external correspondence as the Chair may direct.

Section D. The Treasurer shall maintain a checking account and shall pay all authorized bills of MidAtlantic, shall keep an accurate record of all monies received and disbursed, shall make a complete written financial report to the membership of the MidAtlantic Region at the annual spring meeting, and shall have such appropriate duties as may be assigned by the Chair.

Section E. Assistant Program Chair shall assist the Chair-elect with programs. Assistant Program Chair shall coordinate with and serve as a resource to State Representatives for planning events held within their state, such as drive-in workshops and mini-conferences.

Section F. State Representatives shall assist with the membership recruitment and serve as program liaison for events held within their state, such as drive-in workshops and mini-conferences. State Representatives shall facilitate communications between the region and their respective state.

Section G. A Webmaster will be appointed by the Chair to serve for an unspecified period of time. While this is not an elected position, it is essential to the function of the region. Along with maintaining the regional website, the Webmaster will assist the Secretary with the dissemination of electronic communications. Webmaster will also assist with the design and distribution of the MidAtlantic newsletter. The Webmaster shall serve as an ex-officio member of the Board of Directors.

ARTICLE VI - COMMITTEES

Section A. The Executive Committee shall determine the committees deemed proper and necessary to fulfill the objectives and purpose of MidAtlantic, other than those committees outlined within the By-laws. Unless specified by the By-laws, committee chairs shall be appointed by the MidAtlantic Region Chair subject to the approval of the Board of Directors.

Section B. The Chair shall be an ex-officio member of all committees.

Section C. The Chair shall appoint a Program Committee consisting of at least the Chair-elect and 3 other members. The Chair-elect shall chair this committee. Committee members from throughout the region shall, in cooperation with the Board of Directors and in accordance with the wishes of the membership plan, implement, and evaluate all aspects of the spring annual membership meeting.

Section D. The Chair shall appoint a Financial Auditing Committee to audit the financial records of the region at the close of each fiscal year and advise the Chair in regards to financial matters of MidAtlantic Region.

Section E. No later than December 15 of each year, the Chair shall appoint a Nominating Committee of at least 3 members. The Committee will be chaired by the Past Chair. The committee shall select at least one candidate for each office as needed. The Nominating Committee shall follow the timeline prescribed in Article III: Section A.

Section F. No later than January 15 of each year, the Chair may appoint an awards committee to determine awards to be considered, solicit nominations, and make appropriate recommendations to the Board of Directors.

Section G. Any member of the MidAtlantic Region in good standing is eligible to serve on committees.

ARTICLE VII - RULES OF ORDER

Robert's Rules of Order shall govern all affairs, actions, and proceedings of the organization as provided in these by-laws or the constitution of this organization.

ARTICLE VIII - DELEGATIONS

Delegations or special committees shall be appointed by the Chair, subject to the approval of the Executive Committee, to represent the region at any convention, meeting or assembly as may be necessary. Such delegations or committees shall exercise only those powers specifically vested in them by the Executive Committee.

ARTICLE IX - AMENDMENTS

These by-laws may be amended by a two-thirds vote of the members present and voting at any general or special meeting, provided written notice of a proposed change in the by-laws has been submitted to each member at his or her last known address at least 30 days and not more than 60 days prior to the date of the meeting.