

ASSOCIATION FOR CONTINUING HIGHER EDUCATION

CONSTITUTION AND BYLAWS FOR THE GREAT LAKES REGION

ARTICLE I – Name and Geographical Area

The name of this entity shall be the Great Lakes Region of the Association for Continuing Higher Education. The region consists of the following geographical area: Illinois, Indiana, Michigan, Ohio, Wisconsin, and Central Ontario.

ARTICLE II – Purpose

The purpose of the regional membership organization is to further the aims and objectives outlined in the constitution and by-laws of the Association for Continuing Higher Education. Additional aims and objectives of the Region are to:

- Promote professional development opportunities;
- Recognize common geographical issues;
- Encourage a shared passion for adult and continuing education;
- Develop a framework for the exchange of information; and
- Support and encourage a sense of community.

ARTICLE III – Membership

The membership of the Great Lakes Region shall be comprised of members of the Association for Continuing Higher Education who work or reside in the Region.

ARTICLE IV – Officers

Section 1. The officers of the Region and the duties associated with that office are as follows:

Chair – serve on the Council of Regional Chairs convened by the Vice President of the Association to facilitate the relationship between the organization and the regions; chair meetings of the Region; and chair meetings of the Executive Committee.

Chair-elect – preside over meetings in the absence of the Chair; serve as a liaison with the committee chairs; and perform other duties as requested by the Chair.

Secretary – record and distribute minutes from all meetings of the Region; coordinate correspondence within the Region and between the Region and the Association; and perform other duties as requested by the Chair.

Treasurer – pay all bills of the Regions; maintain complete financial records; and perform other duties as requested by the Chair.

- Section 2. Each officer will serve a two-year term.
- Section 3. Elections shall take place in the month prior to the annual spring meeting via an electronic ballot.
- Section 4. Upon completion of the two-year term as Chair-elect, that individual shall become Chair of the Region for a two-year term.
- Section 5. The Chair-elect and Treasurer shall be elected in even numbered years. The Secretary shall be elected in odd numbered years.
- Section 6. In the event that the Chair of the Region must step down before completing the entire two-year term, the Chair-elect shall step into the position of Chair. In the event that the Chair-elect must step down, an election shall be held as soon as practical to fill the position.

ARTICLE V – Committees

- Section 1. The Chair of the Region shall appoint chairs for the following committees:
- Awards and Scholarships (to recognize programs within the Region and to provide monetary assistance to students)
 - Hospitality (to help encourage participation and a sense of community)
 - Membership (to support membership growth and assist the Region in maintaining active members)
 - Program (to plan and implement regional meetings)
- Section 2. The Chair of the Region shall appoint a newsletter editor and a web page coordinator.
- Section 3. The immediate past Chair shall serve as chair of the nominating committee.
- Section 4. The Chair of the Region may appoint ad hoc committees and/or task forces as needed to conduct and further the business of the Region.
- Section 5. The Executive Committee of the Region shall be comprised of the elected officers and all committee chairs.

ARTICLE VI – Meetings

The membership of the Great Lakes Region shall meet as a group at least twice annually. One meeting will be conducted at the site of and during the Association's annual conference and meeting. Others meetings may be conducted face to face or via virtual technology. Non-member individuals and institutions of the Great Lakes Region having a commitment to higher continuing education for adults will also be invited and encouraged to attend meetings.

ARTICLE VII – Amendments

A proposed amendment to this document shall require a two-thirds vote of members voting. Proposed amendments must be submitted in writing to the membership one month prior to the vote to consider the amendment.