

## ACHE Northeast Region Bylaws

### ARTICLE I – MEMBERS OF NORTHEAST REGION

**Section 1.** The members of the Association for Continuing Higher Education who are located within the geographic region defined by the Board of Directors of the Association for Continuing Higher Education as the Northeast Region shall constitute the membership of the Northeast Region of the Association for Continuing Higher Education. Members of the region include Institutional, Affiliate, Professional, Provisional, and Honorary members of the Association.

### ARTICLE II – OFFICERS

**Section 1.** To be eligible for election to an office or to serve as an officer of the Region, a person must hold membership in the Association, other than provisional membership.

**Section 2.** There are four officers in the Regional Association: The Regional Chair, the Vice Chair, the Secretary, and the Treasurer.

**The Regional Chair** presides over all meetings of the Region, and provides a liaison with the national Association. The Chair is expected to attend the International ACHE Annual Meeting, mid-year ACHE Board Meeting and all regional events and meetings.

**The Vice Chair** assumes the duties of the Chairperson if necessary, coordinates regional special meetings, and heads the program committee for the annual Spring meeting. The Vice Chair is expected to attend the International ACHE Annual Meeting, mid-year ACHE Board Meeting and all regional events and pertinent committee meetings.

**The Secretary** takes minutes of meetings, maintains the region's website, reports on minutes at quarterly meetings, and assists the Chair and Vice Chair as needed. The Secretary is expected to attend all regional events and meetings throughout the year, and is encouraged to attend the International ACHE Annual Meeting.

**The Treasurer** maintains the region's checking account and pays bills, reports on finances at quarterly meetings, and assists the Chair and Vice Chair as needed. The Treasurer is expected to attend all regional events and meetings throughout the year, and is encouraged to attend the International ACHE Annual Meeting.

**Section 3.** The term of office for the Chairperson and the Vice Chairperson is two years. If the Chairperson resigns from office, the Vice Chairperson shall automatically assume the office of Chair for the remainder of the term as well as his/her own term as Chairperson. The Secretary and Treasurer shall hold office for a term of one year and may be elected to successive terms.

**Section 4.** Upon completion of the term of office, each officer shall surrender to the successor all official records, property and monies which have been entrusted to the officer during the term of office.

### ARTICLE III - MEETINGS

**Section 1.** The annual meeting of the Northeast Region shall be held during the Spring of each year at a time and place to be determined by the membership.

**Section 2.** A meeting of the Region shall take place each Fall as a part of the Annual Meeting of the Association for Continuing Higher Education.

**Section 3.** Special meetings of the Region may be called by the Chair or upon petition supported by 25% of the membership of the Region, filed with the Chairperson/Elect.

#### **ARTICLE IV – AMENDMENTS**

**Section 1.** The By-Laws of the Northeast Region may be amended by a majority vote of the eligible members present at any annual meeting of the Region, or by a majority vote of a duly called special meeting or special ballot (following announcement to the membership). Voting shall be consistent with class of membership.

**Section 2.** On all matters not covered by the By-Laws of this Region, the Constitution and By-Laws of the Association for Continuing Higher Education shall give guidance. No By-Law of this Region shall be in conflict with the ACHE Constitution and By-Laws which are to be deemed paramount.