

**CONSTITUTION AND BYLAWS**  
**(Amended October 29, 2007)**

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; and October 29, 2007.

**ARTICLE I - NAME**

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

**ARTICLE II**

**AIMS AND 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 shall:

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.

**ARTICLE III**

**MEMBERSHIP**

**Section 1. Membership**

Membership in the Association may be institutional, affiliate, professional or honorary.

**Section 2. Institutional Membership**

1. Applications for institutional membership will be accepted from institutions of higher learning which have programs of continuing higher education.
2. The application for membership must be endorsed by the chief administrative officer of the institution.
3. The institution must be accredited by its regional accrediting association.
4. The institution must have a specifically designed program for continuing higher education with a designated administrative officer.
5. Applications for membership shall be accompanied by the application fee.
6. The Board of Directors approves all applicants for membership and must be satisfied that the educational program offered by the applicant institution is consistent with the goals of the Association.
7. The institution shall name one or more persons as representatives of that institution. One of these persons shall be designated to receive and furnish information for the institution and its

representatives, and to cast the institution's vote on matters involving the Constitution and Bylaws 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 of College), having been properly recommended, evaluated, and approved, is an institutional member of the Association for Continuing Higher Education.

### **Section 3. Affiliate Membership**

1. Affiliate membership will be accepted from non-higher education organizations, associations, and agencies which have a major commitment to continuing higher education.
2. The application for membership must be endorsed by the chief administrative officer of the institution, association, organization, or agency.
3. Applications for membership shall be accompanied by the application fee.
4. Associations, organizations, and agencies shall name one or two persons as representatives of the body.

### **Section 4. Professional Membership**

Professional membership shall be open to individuals whose major commitment is in the area of continuing higher education.

### **Section 5. Honorary Membership**

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

## **ARTICLE IV OFFICERS AND EDITORS**

### **Section 1.**

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

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

### **Section 2.**

There shall 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 shall name an individual to the office of the Executive Vice President who shall 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 shall name an individual to serve as Editor of the *Journal of Continuing Higher Education* who shall serve until a successor is named.

**Section 5.**

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

**Section 6.**

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

**Section 7.**

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

**ARTICLE V**  
**BOARD OF DIRECTORS AND COMMITTEES**

**Section 1.**

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

**Section 2.**

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

**Section 3.**

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

**Section 4.**

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

**Section 5.**

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

**Section 6.**

The President shall appoint a Committee on Constitution and Bylaws.

**Section 7.**

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

**Section 8.**

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

**Section 9.**

The President shall appoint an Awards Committee.

**Section 10.**

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

**Section 11.**

The President shall appoint such other committees as deemed desirable. The President shall be an ex-officio member of all committees.

**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 shall be at least one representative from each ACHE region. The Vice President shall serve as chair of the Council.

**ARTICLE VI  
MEETINGS**

**Section 1.**

There shall be an annual conference and meeting, the time and place of which shall be fixed by the Board of Directors, and may be fixed in advance. The President shall 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 affiliate representative shall have one vote. Each professional and honorary member shall have one vote. Association members present at regularly scheduled business meetings constitute 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.

**ARTICLE VII  
FINANCES**

The fiscal year shall begin on January 1 of each year. The dues shall be payable when billed by the Executive Vice President.

**ARTICLE VIII  
REGIONS**

**Section 1.**

The membership of the Association shall be organized into geographic regions to further the aims and 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.

**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 shall be distributed by the Executive Vice President to the members.

## **BYLAWS**

### **ARTICLE I ELIGIBILITY FOR OFFICE**

#### **Section 1.**

Institutional representatives, affiliate representatives, and professional members in good standing shall 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 shall be a representative of an institution holding institutional membership.

#### **Section 3.**

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

### **ARTICLE II TRANSFER OF OFFICE**

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

### **ARTICLE III DUTIES**

#### **Section 1.**

The President shall preside over all meetings of the Association and of the Board of Directors and shall appoint all committees, except as otherwise provided, and shall 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 shall have and exercise all powers and duties of the President during the absence or disability of the President and shall perform such other duties as may be assigned by the President.

#### **Section 3.**

The Vice President shall 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 shall:

- 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 shall be bonded.

**Section 6.**

The Executive Vice President shall submit the books of the Association to a certified public accountant for auditing at least annually.

**Section 7.**

The Executive Vice President Designate shall 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* shall publish the periodical in accordance with Board Policy.

**Section 9.**

The Editor of the *Proceedings* shall be responsible for preparation of copy of the annual conference and meeting. The Editor of the *Proceedings* shall be responsible for publication and distribution of the *Proceedings*.

**Section 10.**

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

**Section 11.**

A secretary shall be employed by the Board of Directors under the supervision of the Executive Vice President. This person shall 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.

**ARTICLE IV  
BOARD OF DIRECTORS**

**Section 1.**

The Board of Directors shall 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 shall 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 shall 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 shall be empowered to act on behalf of the Board of Directors between meetings. Their actions shall be subject to confirmation at the next meeting of the Board of Directors. The Executive Committee shall serve as the Personnel Committee of the Association.

**Section 7.**

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

**ARTICLE V  
REGIONS**

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

**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 Affiliates will receive the *Proceedings* as well as the *Journal of Continuing Higher Education*.
- 1.3 Professional members shall 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 shall hold a member in good standing.

**Section 3.**

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

**ARTICLE VII  
ELECTIONS**

**Section 1.**

The Nominations Committee shall report its slate to the membership in the Newsletter.

**Section 2.**

The Committee will conduct the election via the Association's electronic membership access system. Institutional representatives, and professional, affiliate and honorary members in good standing on June 30<sup>th</sup> will be able to vote.

**Section 3.**

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

**ARTICLE VIII  
AMENDMENTS**

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