

**ASSOCIATION FOR CONTINUING HIGHER EDUCATION REGION I
BY-LAWS**

ARTICLE I – REGIONAL MEMBERSHIPS

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 Region I shall constitute the membership of Region I of the Association for Continuing Higher Education. This shall include Institutional, Affiliate, Professional, 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 some class of membership in the Association.

Section 2. A Nominations Committee composed of four members shall be responsible for the Nominations and election of officers. The members of the committee shall include the immediate Past Region I Chair who will serve as the Chairperson, the Secretary and two appointed members. If the immediate Past Region I Chair is unable to serve, the Region I Chair will appoint a Past Region I Chair to the Committee. Any member of the Nominations Committee running for office must recuse him/herself from participation on the Committee. The membership shall be informed of those elected to all offices at the annual spring meeting.

Section 3. There are four elected officers in the Regional Association: Chairperson, Chairperson/Elect, Treasurer and Secretary.

- a. The Chairperson shall preside over all meetings of the Region, shall provide a liaison with the national Association, shall appoint and head a regional membership committee, and shall be an ex-officio member of all regional committees. The Chair is expected to attend the International ACHE Annual Meeting, mid-year ACHE Board Meeting, all regional events and committee meetings.
- b. The Chairperson/Elect shall assume the duties of the Chairperson if necessary, shall coordinate regional special meetings, and shall head the program committee for the annual Spring meeting. The Chairperson/Elect is expected to attend the International ACHE Annual Meeting, mid-year ACHE Board Meeting, all regional events and pertinent committee meetings.
- c. The Treasurer shall maintain the checking account, pay bills, and report on finances at the Fall and Spring meetings. The Treasurer is expected to attend all regional events

ASSOCIATION FOR CONTINUING HIGHER EDUCATION REGION I
BY-LAWS

and Executive Board meetings throughout the year. The Treasurer is encouraged to attend the International ACHE Annual Meeting.

- d. The Secretary shall take minutes and report on minutes at all regional meetings. The Secretary will serve on the Nominations Committee and assist in the mailing of ballots, maintain mailing and email lists to be used by the Nominations Committee as well as conference planning committees. The Secretary is expected to attend all regional events and Executive Board meetings throughout the year. The Secretary is encouraged to attend the International ACHE Annual Meeting.

Section 4. The term of office for the Chairperson and the Chairperson/Elect shall each be one year. If the Chairperson resigns from office, the Chairperson/Elect shall automatically assume the office of Chair for the remainder of the term as well as his/her own term as Chairperson. The Treasurer and Secretary shall hold office for a term of one year and may be elected to successive terms. If any officer, except the Chairperson, leaves office, the Nominations Committee shall appoint an acting replacement, subject to the approval of the Chairperson, until the next election. All officers shall assume their respective offices at the annual Spring meeting upon announcement of election results.

Section 5. 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 – VOTING

Section 1. The Nominations Committee shall report its slate to the membership electronically in January/February.

Section 2. The Nominations Committee will conduct the election electronically. Institutional representatives, professional, affiliate and honorary members in good standing are eligible to vote.

Section 3. The Committee Chair shall tally the votes and report results to the Region I Chair. The membership shall be informed of those elected to all offices at the Spring meeting.

ARTICLE IV - MEETINGS

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

**ASSOCIATION FOR CONTINUING HIGHER EDUCATION REGION I
BY-LAWS**

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 Chairperson or upon petition supported by 25% of the membership of the Region, filed with the Chairperson/Elect.

Section 4. A quorum for all meetings shall be defined as eligible voters from a minimum of ten institutions.

ARTICLE V – COMMITTEES

Section 1. The Chairperson of the Region shall create committees, and appoint to the created committees members necessary to carry on the work of the Region. The Chairperson of the Region shall designate the chair of each committee except as otherwise provided in these By-Laws.

Section 2. An Executive Committee, composed of the Chairperson, Chairperson/Elect, Treasurer and the Secretary, shall be empowered to act on behalf of the Region, if necessary, between meetings of the Region. Any change of the By-Laws, however, may be made only at a duly called meeting of the Region or by announcement to the membership followed by special ballot.

Section 3. Inter-regional committees and activities may take place from time to time, however, the Region's own committees shall continue to function and report on an annual basis. The Chairperson of the Region shall designate the Region's representatives in inter-regional committees.

Section 4. Members of the Region I committees must be members of the Association for Continuing Higher Education.

Article V. Section 5. There shall be an Advisory Committee composed of all past Chairs of the Association who are members of the Association. The current Chair shall appoint a Chair of this committee. A past Chair may decline involvement on this committee.

ARTICLE VI – DUES AND FINANCE

Section 1. The Region will not have a dues structure.

Section 2. Any funds received by the Region, from annual meetings, surplus, or other resources, shall be administered by the Treasurer and a report to the membership shall be made at each meeting.

Section 3. Treasury funds shall be used only for legitimate Association expenditures such as mail costs, receptions and travel.

ASSOCIATION FOR CONTINUING HIGHER EDUCATION REGION I
BY-LAWS

Section 4. Reimbursement for travel shall be made only to officers executing normal duties or to appointed committee members conducting Association business. Reimbursement must not reduce the balance of the treasury below an established minimum, partial payments being allowed. Money may be encumbered in advance of travel expenses by clearing the request through the Executive Committee. Reimbursement shall be restricted to receipted fares for public transportation or to the currently established mileage rate. Reimbursement for a portion of the cost of attending the ACHE mid-year board meeting may be available for the Chair of the region.

ARTICLE VII – AMENDMENTS AND PRACTICES

Section 1. The By-Laws of Region I 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 as designated in Article III, Section 1

Section 2. The By-Laws of Region I shall become effective at the 1982 annual Spring meeting of the Region.

Section 3. 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.

In other matters of practice procedure, Robert's Rules of Order Newly Revised shall be the source of resolution.

Voted by the membership October 16, 1981; effective March 29, 1982
Article II – Officers, Section 3. (a.) amended by membership vote April 17, 1989
Additional amendments approved by special meeting and vote November 4, 2002
Additional amendments approved at Business Meeting, April 28, 2004
Additional amendments approved by special meeting and vote October 30, 2005