

**CONSTITUTION and BYLAWS**  
**for**  
**ACHE WEST of the**  
**ASSOCIATION for CONTINUING HIGHER EDUCATION**

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**ARTICLE I – NAME**

The name of this organization shall be ACHE WEST of the Association for Continuing Higher Education (hereafter referred to as ACHE WEST). The geographical area encompassed by ACHE WEST shall be Arizona, California, Hawaii, Nevada, Asia, Colorado, New Mexico, Utah, Wyoming, Mexico, Alaska, Idaho, Montana, Oregon, Washington, Alberta and British Columbia, Canada (~~formerly Regions 9, 10 and 11~~) and/or such region 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 Bylaws of that organization insofar as they affect and prescribe the functions of ACHE WEST and are not in conflict with this Constitution.

**ARTICLE III – PURPOSE**

The purpose of ACHE WEST is to promote a spirit of fellowship and collegiality for professional educators, individuals, and associations who have a commitment to continuing education programs in the geographical area served by ACHE WEST. Furthermore, ACHE WEST shall advance the aims and objectives outlined in the Constitution and Bylaws of the national Association for Continuing Higher Education.

**ARTICLE IV - MEMBERSHIP**

Membership in ACHE WEST is open to public and private higher education institutions, i.e., community colleges, colleges and universities; active and retired educators; and non-profit higher educational organizations.

**ARTICLE V - GOVERNMENT**

**SECTION 1** - The government 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 Chair, the Chair-Elect, the Immediate Past Chair, the Secretary, the Treasurer, and three (3) Directors at large. ~~one from each of the former regions (9, 10 and 11).~~

**SECTION 2** - The officers and directors of ACHE WEST shall be elected from the membership in the manner prescribed by the ACHE WEST Bylaws. The term of the Chair, the Chair-elect, the Immediate Past Chair, the Secretary, and the three Directors at large shall be one (1) year. The Treasurer may be appointed for a term longer than one (1) year, but not to exceed (5) years at the discretion of the Board of Directors. The Chair-elect shall automatically assume the office of Chair at the conclusion of the annual spring meeting or upon the resignation of the Chair prior to the completion of his/her term. The Chair-elect will serve as the Program Chair for the regional meeting.

**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 or electronic vote 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 email address at least thirty (30) days and no more than sixty (60) days prior to the date of the meeting.

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## **BYLAWS**

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### **ARTICLE ONE- MEMBERSHIP**

**SECTION 1** – Any institutional or professional members of the Association for Continuing Higher Education residing within the ACHE WEST geographical area are also ACHE WEST Regular Members.

**SECTION 2** – Any retired institutional or professional members of the Association for Continuing Higher Education residing within the ACHE WEST geographical area are considered ACHE WEST Distinguished Members.

### **ARTICLE TWO – GOVERNMENT**

**SECTION 1**- The Board of Directors shall have control to 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 Chair or Secretary/Treasurer. The Chair and Secretary/Treasurer shall be bonded in the amount of TWENTY Thousand Dollars (\$20,000).

The Board of Directors shall be empowered to identify and create “restricted accounts” for the purpose of funding any specific objective or project designated by the Board of Directors at 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 Board of Directors as embodied in the written minutes of the meeting during which such restricted account shall have been created. The Board of Directors shall have the authority to void the restricted nature of such account at any subsequent regular or special meeting.

**SECTION 2** – 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.

### **ARTICLE THREE – ELECTIONS**

**SECTION 1** – The annual election of officers shall be held at or prior to the annual meeting of ACHE WEST.

**SECTION 2** – At the discretion of the election committee, the election may be conducted via the ACHE WEST regional email list or other electronic means at least thirty (30) days and no more than sixty (60) days prior to the annual regional meeting/conference.

**SECTION 3** – At the annual election, there shall be elected a Chair-elect, a Secretary, and three Directors at large. The treasurer, while an elected position, will serve at the discretion of the Chair. The elected treasurer may be asked to serve an extended term in order to meet the needs of the region (i.e - allowing the region to maintain fiscal operations such as checking accounts, signature authority, etc. without having to change on an annual basis). The current Chair-elect automatically assumes the position of Chair. This group shall constitute the Board of Directors of the organization.

**SECTION 4** – The election committee shall direct the election process in accordance with ACHE WEST Bylaws and Robert’s Rules of Order. Only regular and distinguished members in good standing may vote. In the event of a dispute, the decision of the election committee is final.

**SECTION 5** – Notice of the annual election and names of candidates selected by the election committee shall be mailed to each member at his/her last known email address at least thirty (30) days and no more than sixty (60) days prior to the annual election.

**SECTION 6** – At the time of annual election, candidates shall be elected by majority of the votes cast. In the event of a tie, or if a majority is not received for any one candidate on the first ballot, a re-ballot shall be held to decide between the two candidates receiving the highest number of votes.

**SECTION 7** – Each officer of the Board of Directors shall be elected separately. Except in the event of only one candidate, voting shall be by secret ballot. No person shall cast more than one ballot per office. Proxies will not be recognized.

**SECTION 8** – Officers shall be inducted into office at the conclusion of the annual spring meeting.

**ARTICLE FOUR – MEETINGS**

**SECTION 1** – The entire membership of ACHE WEST shall meet as a group at least twice annually. One meeting will be conducted at the site of, and during, the National conference/meeting. The other shall be in the spring at the site of, and during, the regional conference/meeting. Non-member individuals and institutions within the geographic area of ACHE WEST will be invited to attend. Pending available funds, ACHE WEST shall pay the full conference registration fee for the Chair to attend the National Conference and transportation costs to attend mid-year ACHE National Board Meeting(s).

**SECTION 2** – Meetings of the Board of Directors shall be held on pre-arranged dates or at the call of the Chair with at least two meetings being held annually. At all meetings of the Board of Directors, four (4) members shall constitute a quorum.

**SECTION 3** – Special meetings of the membership or of the Board of Directors shall be called by the Chair, or be called by the Secretary/Treasurer at the request at least twenty (20) regular or distinguished members.

**ARTICLE FIVE – DUTIES OF OFFICERS**

**SECTION 1** – The Chair, as Chief Executive Officer of the organization, shall supervise the organization’s affairs and activities, shall serve as the official ACHE WEST representative to ACHE, and has the authority to appoint committees and administrative positions as necessary.

**SECTION 2** – The eChair-eElect shall chair the Program Committee for the annual regional conference, shall preside over Membership meetings and Board of Directors meetings in the Chair’s absence, and shall work with the Chair on matters of the organization as determined by the Chair.

**SECTION 3** – The Immediate Past Chair shall work with Chair on matters of the organization as determined by the Chair.

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**SECTION 3-4** – The ~~Secretary~~ shall keep a permanent record of the minutes of all regular and special meetings, shall distribute minutes to the membership of ACHE WEST, to the President of ACHE, and to the Executive Vice President of ACHE. The secretary shall give notice of all regular and special meetings and shall submit and file all reports, which the national organization may from time to time require, and shall be responsible for such internal and external correspondence as the Chairperson may direct.

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**SECTION 4-5** – The ~~Treasurer~~ shall maintain a checking account and shall pay all authorized bills of ACHE WEST, shall keep an accurate record of all monies received and disbursed, shall make a complete written financial report to the membership of ACHE WEST at the annual spring meeting, and shall have such appropriate duties as may be assigned by the Chair.

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**SECTION 5-6** – One Director shall prepare ACHE WEST newsletters and shall distribute them to the membership, and shall have such appropriate duties as may be assigned by the Chairperson.

**SECTION 6-7** – One Director shall serve as archivist for ACHE WEST, shall be custodian of all official records of the organization, and shall have such appropriate duties as may be assigned by the Chairperson.

**SECTION 8** – One Director shall serve as membership coordinator for ACHE WEST and shall have appropriate duties as may be assigned by the Chairperson.

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**SECTION 7-9** – Each Director shall faithfully represent the needs and interests of the geographical area he/she represents. Each director will serve on the annual conference committee and assume duties as assigned by the Chair.

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## **ARTICLE SIX – COMMITTEES**

**SECTION 1** – The Board of Directors shall determine the committees deemed proper and necessary to fulfill the object and purpose of ACHE WEST.

**SECTION 2** – The ACHE WEST Chair subject to the approval of the Board of Directors shall appoint all committee chairs.

**SECTION 3** – The Chair shall be an ex-officio member of all committees, or he/she may assign a designee to represent him/her.

**SECTION 4** – The Chair shall appoint an election committee of at least three (3) members no later than January 15<sup>th</sup> of each year. The committee shall select at least one (1) candidate for Chair-elect, at least one (1) candidate for Secretary/Treasurer, and at least three (3) candidates for Director. The election committee shall report the slate of candidates to the entire ACHE WEST membership by email no less than 21 days prior to the election deadline. Following the election committee report, nominations for each office shall be accepted from the floor. At the annual election, the order of the election process shall be from the lowest office to the highest office.

**SECTION 5** – Not later than thirty (30) days after his or her taking office; the chair isn't elected; he/she automatically becomes chair after being elected and serving as chair-elect election, the Chair shall appoint a Program Committee consisting of at least the Chair-elect, who shall chair this committee, the three (3) Directors and three (3) additional members *selected* from the membership at large. Committee members from throughout the region shall, in cooperation with the Board of

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Directors and in accordance with the wishes of the membership, plan, implement, and evaluate all aspects of the annual spring membership meeting.

**ARTICLE SEVEN – RULES OF ORDER**

Robert's Rules of Order shall govern all affairs, actions, and proceedings of the organization as provided in these Bylaws or the Constitution of this organization.

**ARTICLE EIGHT – DELEGATIONS**

Delegations or special committees shall be appointed by the Chair, subject to the approval of the Board of Directors, to represent the organization 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 Board of Directors.

**ARTICLE NINE- AMENDMENTS**

These Bylaws may be amended by a two-thirds vote of the members present and voting at any general or special meeting or electronic vote, provided written notice of a proposed change in the Bylaws has been submitted to each member at his or her last known email address at least thirty (30) days and no more than sixty (60) days prior to the date of the meeting.