

## Northeast Metropolitan Region

### By-Laws

## DRAFT DOCUMENT

### **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 ACHE Northeast Metropolitan shall constitute the membership of ACHE Northeast Metropolitan Region of the Association for Continuing Higher Education. This shall include Institutional, Affiliate, Professional, Student , Retired 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 and hold required qualifications.

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 ACHE Northeast Metropolitan Chair who will serve as the Chairperson, the Secretary and two appointed members. If the immediate Past Chair is unable to serve, the ACHE Northeast Metropolitan Chair will appoint a Past ACHE Northeast Metropolitan Chair to head the Committee. Any member of the Nominations Committee running for office must excuse him/herself from participation on the Committee. The membership shall be informed by the nominations committee chairperson of those elected to all offices at the completion of the annual electoral process.

- a. The Nominations Committee will take into consideration the breadth and scope of the regional membership with attention to institutional profiles, gender and race in its deliberations.
- b. Unless unusual circumstances warrant, the Chair and Vice Chair will be from separate institutions. A satellite campus is not considered a separate institution for the intent of this subsection.

Section 3. There are four elected officers in the Regional Association: Chairperson, Vice Chair (chair-elect), Treasurer and Secretary and two elected Board Members, New Jersey State Representative and New York State Representative.

- 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 Vice Chair shall assume the duties of the Chairperson if necessary, shall coordinate regional special meetings, and shall head the program committee for the annual regional meeting. The Vice Chair is expected to attend the International ACHE Annual Meeting, all regional events and pertinent committee meetings.
- c. The Treasurer shall maintain the checking account, pay bills, and report on finances at the regional meetings and submit reports to the Chair and the National Office on request. The Treasurer is expected to attend all regional events 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 will send out regional correspondence as requested by the Chair. 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 Vice Chair shall each be two years. If the Chairperson resigns from office, the Vice Chair shall automatically assume the office of Chair for the remainder of the term. as well as his/her own term as Chairperson. The Treasurer shall hold office for a term of two years; the term of the Secretary will be one year. If any officer, except the Chairperson, leaves office, the Nominations Committee shall appoint an acting replacement, subject to the approval of the regional board, until the next election. All officers shall assume their respective offices at the close of the annual ACHE national conference.

- a. The term for any officer or board position is limited to two *consecutive* terms, following the recommendation of the Nominations Committee and vote by the membership. Officers and board members are eligible for nomination to any other position, including previously held positions that do not exceed the two consecutive term limits.

Section 5. The qualifications for the positions Chair and Vice Chair (chair-elect) include a minimum two years of service to the regional in one or more leadership positions (e.g. Board Member, Officer, Committee Chairperson). In the absence of qualified candidates in any election year, qualifications will expand to positions of leadership in other professional higher education organizations, and/or a current position of continuing higher education leadership at his/her campus.

Section 6. Additional members of the Board of Directors shall include a state representative from New York State and a state representative from the State of New Jersey. The term of office for the state representatives is one year and can be re-elected for a second term. Any ACHE member residing in the state of office is eligible for nomination and election to the position

- a. See term limits section 4.a

Section 7. Upon completion of the term of office, each officer shall surrender to his/her 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 at 6 weeks prior to the annual ACHE national conference.

Section 2. The Nominations Committee will conduct the election electronically with assistance from the National Office. All regional ACHE members in good standing are eligible to vote.

Section 3. The Committee Chair shall tally the votes and report results to the ACHE Northeast Metropolitan Chair. The membership shall be informed of those elected to all offices at the annual ACHE national conference.

### **ARTICLE IV - MEETINGS**

Section 1. The annual meeting of ACHE Northeast Metropolitan meeting shall be held during the annual Spring regional conference. Date, Time and Place will be determined by the Officers of the Board and communicated to the membership by the Secretary.

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 Vice Chair.

Section 4. A quorum for all meetings shall be defined as 15% of eligible voters

### **ARTICLE V – COMMITTEES**

Section 1. The Chairperson of the Region shall create annual committees as 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, Vice Chair, Treasurer, Secretary and the New Jersey and New York state representatives, 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. The Chairperson of the Region shall designate the Region's representatives on inter-regional committees.

Section 4. Members of the ACHE Northeast Metropolitan committees must be members of the Association for Continuing Higher Education.

#### **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 , conference costs and honoraria and awards approved by the Executive Committee.

#### **Article VII - Parliamentary Authority**

Parliamentary Authority. The rules contained in the current edition of Robert's Rules of Order Newly Revised; 10th Edition shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt."