

CONSTITUTION AND BYLAWS  
Association for Continuing Higher Education  
Great Plains Region

ARTICLE I—NAME

The name of this organization shall be Great Plains Region chartered under the organization of the national Association for Continuing Higher Education (ACHE).

ARTICLE II—MEMBERSHIP

The members of the Association for Continuing Higher Education, hereafter referred to as the Association, who are located within the geographic boundaries set by the Board of Directors of the Association as the Great Plains shall constitute the membership of the Great Plains. This shall include Institutional, Organizational, Professional, and Honorary members of the Association.

- (a) INSTITUTIONAL—Open to institutions of higher learning which have programming or administrative units responsible for continuing higher education activities. The institution must hold current regional accreditation.
- (b) PROFESSIONAL—An individual, personal membership open to persons whose major commitment is to the area of continuing education. Professional membership is not transferable to another individual.
- (c) ORGANIZATIONAL—Open to non-higher education associations, organizations, and agencies, which have major commitment to continuing higher education.
- (d) HONORARY—Honorary members may be designated by the Association Board. Past Presidents of the Association become Honorary members upon retirement or change to another field of work.

ARTICLE III—AIMS AND OBJECTIVES

SECTION 1. The Great Plains is an organization of institutions of higher education and their administrators of continuing education programs. These institutions, the populations they serve, and other entities with a major commitment to continuing higher education benefit through collective study and promotion of continuing education.

SECTION 2. The Great Plains shall:

- (a) Emphasize the importance of continuing higher education

- (b) Encourage membership among institutions, individuals, and organizations within the Region that deal with continuing education
- (c) Promote high standards of professional excellence in the conduct of continuing higher education for adults
- (d) Provide for the interchange of information and ideas on continuing higher education
- (e) Enlist the support of all segments of higher education in the learning provided by continuing higher education
- (f) Stimulate the faculty and administrative leadership in constructive support of continuing higher education objectives
- (g) Focus public attention upon the importance of all segments of higher education
- (h) Conduct regional meetings and provide other activities beneficial to its members
- (i) Issue publications consistent with the aims and objectives of the Association
- (j) Cooperate with other groups and organizations in the achievement of the Association's goals

#### ARTICLE IV—MEETINGS

SECTION 1. The annual regional meeting shall be held during the spring of each year at a time and place to be proposed by the Executive Committee and approved by the membership.

SECTION 2. A meeting of the Great Plains shall take place each fall, as part of the annual meeting of the Association.

SECTION 3. Special meetings of the Great Plains may be called by the Chair or by petition supported by 24% of the membership of the Great Plain provided all members are notified at least 60 days in advance of the time, place, and purpose of the meeting.

#### ARTICLE V—PARLIAMENTARY AUTHORITY

The rules of parliamentary practice and procedure enumerated in *Roberts Rules of Order*, newly revised, shall govern procedures for conducting meetings of the Great Plains

#### ARTICLE VI—FINANCE

SECTION 1. All funds received by the Great Plains shall be administered by the Treasurer, and a financial report to the membership shall be presented **two** times a year – one at the annual Associational meeting, fall of each calendar year, and one at the annual Regional meeting, spring of each calendar year.

SECTION 2. Treasury funds shall be used only for the Great Plains expenditures, authorized and approved by the Executive Committee. With approval of the Executive Committee, the Chair-Elect (Program Committee Chair) shall determine the amount available for reimbursement of expenses for travel and honoraria of any special guest speaker/s to the annual Regional meeting. Disbursements must not reduce the balance of the treasure below a minimum determined by the Executive Committee.

SECTION 3. All withdrawals from the financial account shall require the signature of the treasurer, primary signer, or the Chair, secondary signer.

#### ARTICLE VII—VOTING

SECTION 1. Members eligible to vote on Great Plains matters are those individuals holding membership in the Association. Organizational members will not have the right to vote on issues in the Great Plains

SECTION 2. No individual member shall be permitted more than one vote either through holding two or more types of membership simultaneously, or through proxy voting for members absent from a meeting.

#### ARTICLE VIII—QUORUM

At least 10% of Association members from the Great Plains who are present and in good standing shall constitute a quorum for conducting business.

#### ARTICLE IX—AMENDMENTS

The Constitution and Bylaws of the Great Plains may be amended by a quorum of the eligible members present at any official meeting of the Great Plains or by a two-thirds majority vote at a duly called special meeting.

#### ARTICLE X—OFFICERS

SECTION 1. Any individual holding membership in the Association (except Organizational members) and located within the Great Plains shall be eligible for election to an office or to serve by appointment as an officer of the Great Plains

SECTION 2. The officers of the Great Plains shall be the Chair, Chair-Elect, Secretary, and Treasurer. In 2004 members attending the Regional Meeting in

Omaha voted to amend the term of office of the Chair, Chair-Elect, and Secretary from one year to two years. The office of the Treasurer shall be a two-year position to be voted on at the annual Regional meeting on alternate years. Office progression is recommended for the yearly positions, moving from Chair-Elect to Chair and optional for Secretary position.

SECTION 3. Officers shall assume their duties immediately following the annual Regional meeting held in the spring.

SECTION 4. The Executive Committee shall be comprised of the immediate past Chair (ex-officio), Chair, Chair-Elect, Secretary, and Treasurer, and shall be empowered to conduct all business and to act on behalf of the Great Plains

## ARTICLE XI—NOMINATIONS AND ELECTION OF OFFICERS

SECTION 1. Nominations are presented and officers are elected at the spring annual Regional meeting, and terms of office become effective immediately.

SECTION 2. The immediate past Chair shall serve as Chair Person of the Nominations Committee and select two committee members to serve on the Nominations Committee. Members of the Committee shall serve a one-year term.

SECTION 3. The Nominations Committee shall be responsible for nomination of officers to fill the Chair-Elect, Secretary, and Treasurer (alternate years, beginning in 2003) positions. The Nominations Committee shall propose a slate of candidates at the annual Regional meeting. Further nominations may be made from the floor at the meeting. The Committee shall obtain prior consent of the proposed candidates. Should there be nominations from the floor, voting shall be by secret ballot; otherwise, voting shall be by voice vote. In the event of a secret ballot, the regional Chair shall immediately appoint three tellers to count the ballots and certify the results. In the event the spring annual Regional meeting is canceled, the positions will be elected by mail-in ballot.

SECTION 4. If the Chair leaves office, the Chair-Elect shall assume the duties of the Chair until the next election at which time he/she automatically moves into the Chair position. If another officer leaves office, the remaining members of the Executive Committee shall appointment an acting replacement until the next election.

## ARTICLE XII—DUTIES OF THE OFFICERS

SECTION 1. The Chair shall:

- (a) Preside at all meetings of the Great Plains and the Executive Committee and act as a liaison with the Association

- (b) Appoint all committees, except as otherwise provided, and exercise such additional authority as may be designated by resolutions of the Executive Committee
- (c) Serve an ex-officio member of the Program Committee of the annual Regional meeting
- (d) Be responsible for seeing that all meetings are held and that the objectives of the Great Plains are furthered
- (e) Serve as one-year ex-officio member of the Executive Committee
- (f) Serve as the Chair of the Nominations Committee and appoint a minimum of two members to make up the Nominations Committee
- (g) Coordinate membership development
- (h) Serve as chair of the Long Range Planning Committee
- (i) Serve as chair, or appoint chair, of the Constitutions and Bylaws Committee on appropriate year of review

SECTION 2. The Chair-Elect shall:

- (a) Assume position of Chair if vacated prior to the end of the Chair's term of office
- (b) Perform the duties of the Chair in the absence or disability of the Chair
- (c) Serve as Program Chair for the annual Regional meeting and be responsible for printing and distributing the program announcements to the membership no later than two months prior to the annual Regional meeting
- (d) Appoint, with the approval of the Chair, at least one additional member to serve on the Program Committee
- (e) Serve as Executive Committee liaison to the Awards Committee
- (f) Submit news article about the annual Regional meeting to the Association office to be published in *5-Minutes*. At the time conference information is mailed to the membership, consult with the Association Office regarding deadline date
- (g) Serve on Long Range Planning Committee
- (h) Serve on Constitution and Bylaws Committee on appropriate year of review

- (i) Perform other duties as may be assigned by the Chair

SECTION 3. The Secretary shall:

- (a) Take minutes and report them at the two Regional meetings
  - (b) Report activities of the Great Plains at the annual Regional meeting
- (c) Immediately following the election of new offices, submit their names to the Executive Vice-President and to the editor of *Journal of Continuing Higher Education* of the Association
- (d) Support membership development as deemed appropriate by the Chair
- (e) Maintain and develop regional history including all permanent records of the region and regional traditions relative to protocol, organization, and procedures
- (f) Serve on Long Range Planning Committee and record minutes for records
- (g) Serve on Constitution and Bylaws Committee on appropriate year of review
- (h) Perform other duties as may be assigned by the Chair

SECTION 4. The Treasurer shall:

- (a) Keep an accurate record of all monies received and all disbursements in books belonging to the Great Plains
- (b) Prepare and distribute a financial report to the members at all Great Plains business meetings
- (c) Submit Great Plains books to the Great Plains Chair annually or at any time requested by the Chair or the Executive Committee
- (d) Coordinate with the Chair-Elect regarding annual program expenses for the annual Regional meeting
- (e) Be responsible for establishing location of operating account for Great Plains
- (f) Be responsible for investment of the Great Plains fund in accordance with guidelines approved by the Executive Committee

- (g) Serve on the Long Range Planning Committee
- (h) Serve on Constitution and Bylaws Committee on appropriate year of review

#### ARTICLE XIII—COMMITTEES

SECTION 1. The Great Plains Chair shall create committees and appoint or delegate power to appoint, to those committees chairs and/or members necessary to carry on the work of the Great Plains as indicated below. The committees shall be, but are not limited to, the following:

- (a) Program Committee – The Chair-Elect shall serve as Chair and shall appoint, with the approval of the Chair, a minimum of one additional member to serve on the Committee
- (b) Nominations Committee – The immediate past Chair shall serve as Chair and shall appoint, with the approval of the incoming Chair, a minimum of two members to serve on the Committee. The Committee shall present a slate of officers to be elected at the annual Regional meeting. Consent from prospective officers will be necessary before names are submitted to membership for vote
- (c) Awards Committee – The Great Plains Chair shall appoint an Awards Committee Chair and coordinate with that chair, the appointment of a minimum of two committee members to select the recipients of the Great Plains outstanding program/s awards which are authorized by the Executive Committee in accordance with guidelines approved by the Executive Committee. The award recipients shall be announced and shall receive their awards during the annual Regional meeting. The recipients will present their winning program to the annual Regional meeting
- (d) Long Range Planning Committee – The Great Plains Chair shall convene a meeting/s of the Executive Committee, the Treasurer, and Committee Chairperson for a minimum of two Long Range Planning Committee meetings per year. The committee shall recommend goals and objectives to be considered for the Great Plains The Chair of an appointed member of the Long Range Planning Committee shall present recommendations to the membership at the annual Regional meeting
- (e) Constitution and Bylaws Committee – This committee shall consist of all current officers of the Great Plains. This committee shall meet no less than every other year (starting with 2001, and thereafter, every odd numbered year) for the purpose of reviewing and, if necessary, updating the Constitution and Bylaws of the Great Plains. A summary review and proposed amendments shall be presented to the membership for approval at the annual meeting of the Association or the annual Regional meeting. Membership shall have a designated

review time in which to review and make proposed changes and submit their vote

- (f) Membership Development Committee – Membership development efforts shall be the responsibility of the Chair or an appointed member recognized by the Executive Committee. The Secretary will act as a support position for the purpose of mailings and necessary reproduction of copy. The purpose of the Committee is to increase Great Plains membership and the attendance at the annual Regional and Associational meetings. As a minimum, an annual letter will be sent to all Great Plains members summarizing the year's activities, events, programs, and relative regional news. A member could represent the composition of the Committee from each state making up the Great Plains

SECTION 2. Committee appointments and terms to be followed:

- (a) Appointments to the Membership Development Committee, Awards Committee, and Nominations Committee shall generally be made for one year, with those appointed eligible for reappointment, except Nominations Committee Chair
- (b) Terms for members of the Long Range Planning Committee and the Constitution and Bylaws Committee shall be for the duration of the current officer positions
- (c) Terms for committee chairs shall be for a period of one year, with those appointed eligible for reappointment
- (d) The term of members to committees is for one year beginning and ending at the annual Regional meeting
- (e) Membership appointments to chair the Membership Development Committee and Awards Committee shall be for a term of one year

**ASSOCIATION FOR CONTINUING  
HIGHER EDUCATION**

**GREAT PLAINS**

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November 4, 2001