

# **ACHE South Region: By-Laws**

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**Revisions Adopted October 17, 2016**

## **Association for Continuing Higher Education, South Region**

### **ARTICLE I.--NAME**

SECTION 1. The name of this organization shall be South Region of the Association for Continuing Higher Education, hereinafter referred to as South Region.

### **ARTICLE II.--MEMBERSHIP**

SECTION 1. The members of the Association for Continuing Higher Education, hereinafter referred to as the Association, who are located within the geographic boundaries set by the Board of Directors of the Association as South Region, shall constitute the membership of South Region. This shall include Institutional, Affiliate, Professional, and Honorary members of the Association.

#### **SECTION 2. Types of Membership**

(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. New institutional members may request ACHE colleagues for resource support to visit their campuses.

(b) **PROFESSIONAL**--An individual, personal membership open to persons whose major commitment is in the area of continuing education. Professional membership is not transferable.

(c) **AFFILIATE**--Open to non-higher education associations, organizations, and agencies which have a major commitment to continuing higher education.

(d) HONORARY--Honorary members may be designated by the ACHE Board. Past Presidents of ACHE become Honorary members upon retirement or changing to another field of work.

### ARTICLE III.--AIMS AND OBJECTIVES

SECTION 1. South Region 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. South Region shall:

- (a) Emphasize the importance of continuing higher education;
- (b) Promote high standards of professional excellence in the conduct of continuing higher education for adults;
- (c) Sponsor and support research concerning continuing higher education;
- (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.--FINANCE

SECTION 1. All funds received by South Region shall be administered by the Treasurer, and a financial report to the membership shall be presented at the Association's National Conference South Region business meeting and at South Region's Annual Meeting.

SECTION 2. Treasury funds shall be used only for authorized South Region expenditures such as printing and mailing costs and other expenses authorized and approved by the Executive Committee. Travel reimbursements are not available to officers of South Region. The Program Committee shall determine the amount available to reimburse the expenses of travel and honoraria of any special guest speakers to the Annual Regional Meeting. Disbursements must not reduce the balance of the treasury below a minimum determined by the Executive Committee.

SECTION 3. All withdrawals shall require two signatures--that of the Treasurer and Chair of South Region.

#### ARTICLE V.--OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1. Any individual holding membership in the Association and located within South Region shall be eligible for election to an office or to serve by appointment as an officer of South Region.

SECTION 2. The officers of South Region shall be the Chair, the Chair-Elect, the Secretary, and the Treasurer. The term of office of the Chair, Chair-Elect, and the Secretary shall be one year. The office of the Treasurer shall be an appointed position to be ratified at the Annual Regional Meeting for a term of two years.

SECTION 3. Officers shall assume their duties immediately following the Annual Regional Meeting of South Region.

SECTION 4. The Executive Committee shall be comprised of the Immediate Past Chair (ex-officio), the Chair, the Chair-Elect, the Secretary, the Treasurer, and three elected at-large Board Members. Individuals who are elected to the office of

Secretary will be expected to serve the region for a period of four years. One year in the office of Secretary, one year in the office of Chair-Elect, one year in the Office of Chair, and one year as Past Chair. Officers shall be empowered to conduct all business and to act on behalf of South Region. At least two regular meetings of the Executive Committee shall be held: one at the Association's National Conference and the other at South Region Annual Meeting.

SECTION 5. At-large Board Members shall serve a term of two years. At-Large Board Members may abandon the office in the event that he/she is nominated and elected to serve as a regional officer at which time the Nominations Committee shall propose a replacement for the vacant Board position.

#### ARTICLE VI.--NOMINATIONS AND ELECTION OF OFFICERS

SECTION 1. The Chair of South Region shall appoint a Chair and two Committee members to serve on the Nominations Committee. Members of the Committee shall serve a one-year term. The Immediate Past Chair shall serve as ex-officio member of the Committee.

SECTION 2. The Nominations Committee shall be responsible for nomination of officers to fill the Secretary, and Board Member positions. The Nominations Committee shall propose a slate of candidates at the Annual Meeting of South Region. 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.

SECTION 3. 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 or board member leaves office, the remaining members of the Executive Committee shall appoint an acting replacement until the next election.

#### ARTICLE VII.--VOTING

SECTION 1. Members eligible to vote on South Region matters are those individuals holding professional or honorary membership in the Association, and those officially designated as representatives from institutions holding an institutional membership. Affiliate memberships will not have the right to vote on issues in ACHE South Region.

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

#### ARTICLE VIII.--DUTIES OF OFFICERS AND BOARD MEMBERS

SECTION 1. The Chair shall:

- (a) Preside at all meetings of South Region 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) Appoint a parliamentarian for the term of office;
- (d) Serve as a member of the Program Committee of the Annual Regional Meeting;
- (e) Be responsible for seeing that all meetings are held and that the objectives of South Region are furthered; and
- (f) Serve as one-year ex-officio member of the Executive Committee and of the Nominations Committee, and serve as the Chair of the History and Traditions Committee upon expiration of the term of office.

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 Meeting of South Region VII and be responsible for printing and distributing the program announcements to the membership no later than two months prior to the Annual Meeting;

(d) Appoint, with the approval of the Chair, at least a minimum of two members to serve on the Program Committee; and

(e) Perform other duties as may be assigned by the Chair.

#### SECTION 3. The Secretary shall:

(a) Take minutes and report them at the meetings of South Region;

(b) Report activities of South Region at the Annual Meeting;

(c) Immediately following the election of new officers, submit their names to the Executive Vice-president and to the editor of *Journal of Continuing Higher Education* of the Association;

(d) Serve as Executive Committee Liaison to the Membership Development Committee and appoint, with the approval of the Executive Committee, a Chair of the Committee;

(e) Serve as Chair of the Time/Site/Planning Committee consisting of the Executive Committee of South Region;

(f) 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 South Region;

(b) Prepare and distribute a financial report to the members at all South Region's Meetings;

(c) Submit South Region books to the South Region Chair annually or at any time requested by the Chair or the Executive Committee;

(d) Serve as member of the Program Committee; and

(e) Be responsible for investment of South Region funds in accordance with guidelines approved by the Executive Committee.

SECTION 5. At-Large Board Members shall:

(a) Serve a two year term on the Executive Committee;

(b) Serve as members of the Program Committee;

(c) Chair or co-Chair either the Membership Development Committee, Awards Committee, History and Traditions Committee, Web Content or Long Range Planning Committee as assigned by the Chair; and

(d) Perform other duties as assigned by the Chair.

ARTICLE IX.--MEETINGS

SECTION 1. The Annual Meeting of South Region shall be held during the Spring of each year at a time and place to be proposed by the Time/Site/Planning Committee and approved by the membership.

SECTION 2. A meeting of South Region shall take place each Fall as a part of the National Conference of the Association.

SECTION 3. Special meetings of South Region may be called by the Chair or by petition supported by 25% of the membership of South Region provided all members are notified at least 60 days in advance of the time, place, and purpose of the meeting.

ARTICLE X.--COMMITTEES

SECTION 1. The South Region 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 South Region as indicated below. The committees shall be, but are not limited to, the:

(a) Membership Development Committee - The Secretary shall serve as the Executive Committee Liaison to the Membership Committee and shall appoint a Chair of the Committee with the approval of the Chair of ACHE South Region. The Committee will consist of representatives from each state who will work on increasing the membership of South Region and attendance at the Annual Regional Meeting.

(b) Program Committee - The Chair-Elect shall serve as Chair and shall appoint, with the approval of the Chair, a minimum of two members to serve on the Committee. Further, At-large Board members will serve on the Program Committee.

(c) Nominations Committee - The Chair shall appoint a Committee chair and two Committee members, one being the Immediate Past Chair, to serve on the Nominations Committee. The Committee shall present a slate of officers to be elected at South Region's Annual Meeting.

(d) Time/Site/Planning Committee - This Committee, consisting of all current officers and board members of South Region, and chaired by the Secretary shall sponsor or co-sponsor the Annual Regional Meeting and shall propose the site for the following year to the membership for approval in the Annual Regional Meeting of South Region.

(e) Awards Committee - The Chair shall appoint an Awards Committee Chair and a minimum of two committee members to select the recipients of South Region recognition 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 Meeting of South Region.

(f) Long Range Planning Committee - The Chair shall appoint a Chair and at least five members. Committee members shall serve staggered two year terms. The committee shall recommend goals and objectives for consideration by the Executive Committee and be responsible for continuous review of previously established goals and objectives. The committee shall report its recommendations to



the South Region Chair as requested and to the membership at the Annual South Region Meeting.

(g) History and Traditions Committee - The Chair shall appoint a minimum of five members. The Immediate Past Chair shall serve as Chair of the Committee. The committee shall maintain and develop region history including all permanent records of the region. Also, the committee shall maintain a record of all regional traditions relative to protocol, organization and procedures.

(h) Constitution and Bylaws Committee - This committee, consisting of all current officers of South Region, shall review annually the Constitution and Bylaws of South Region and propose amendments to the membership for approval at the National Meeting of the Association or the Annual Meeting of South Region.

(i) Web Content Committee – The Chair shall appoint a Chair and at least five members. This committee shall maintain the ACHE South website and social media sites with up-to-date and pertinent content related to ACHE South membership, news, and conferences.

(j) Past Chairs Advisory Council – All past chairs are automatically included in this advisory council. The Past Chair serves as a liaison between the Advisory Council and the Executive Board. This council provides counsel, advice, and mentorship to the Officers and Executive Committees

## SECTION 2. Committee appointments and terms shall be as follows:

(a) Appointments to the Membership Development Committee, Awards Committee, Long Range Planning Committee, and History and Traditions Committee shall generally be made for a term of two years, with those appointed eligible for reappointment.

(b) Appointments to the Membership Development Committee, Awards Committee, Long Range Planning Committee, Web Content Committee, and History and Traditions Committee shall be staggered so as to provide continuity as well as the ongoing influx of new perspectives.

(c) The term of members of the Time/Site/Planning Committee and the Constitution and Bylaws Committee is designated in Article X, Section 1 (above).

(d) The Membership Development Committee, Awards Committee, Web Content, and Long Range Planning Committee shall have a Chair and Co-Chair, with the Co-Chair appointed by the South Region Chair-Elect. Committee Co-chairs shall assume one year Committee Chair roles upon completion of their term as Co-Chair. In the absence or disability of the Committee Chair, the Co-Chair shall assume the position as Chair.

(e) Appointments to chair the Program Committee and Nominations Committee shall be for a term of one year, with those appointed eligible for reappointment.

(f) Appointments to chair the Membership Development Committee, Awards Committee, Web Content Committee, and Long Range Planning Committee shall be for a term of one year. Committee chairs for these committees are eligible for reappointment in the event of absence or disability of the Committee Co-Chair.

#### ARTICLE XI.--AMENDMENTS

SECTION 1. The Constitution and Bylaws of South Region may be amended by a quorum of the eligible members present at any official meeting of South Region or by a two-thirds majority vote at a duly called special meeting or by electronic ballot.

#### ARTICLE XII.--QUORUM

SECTION I. Association members present and in good standing shall constitute a quorum for conducting business.

#### ARTICLE XIII.--PARLIAMENTARY AUTHORITY

SECTION 1. The rules of parliamentary practice and procedure enumerated in *Robert's Rules of Order*, Newly Revised, shall govern procedures for conducting meetings of South Region.