

THE ADULT HIGHER EDUCATION ALLIANCE BYLAWS

Article One: Name

Section 1. The name of this association shall be The Adult Higher Education Alliance. [Changed from “The Alliance: An Association for Alternative Degree Programs for Adults” at the November, 1998 Annual Conference.]

Article Two: Goal and Purposes

Section 1. The goal of The Adult Higher Education Alliance (AHEA) is to help institutions develop learning environments and programs suitable for adults pursuing higher education for personal and professional development in certificate and degree programs.

Section 2. The purposes of AHEA are:

- a. To provide a forum for professional educator to share resources and information about alternative degree programs;
- b. To serve as a vehicle for cooperative consultation and collaboration among professionals in the field;
- c. To present and defend the legitimacy, integrity, and unique qualities of higher education programs designed specifically for adult learners;
- d. To promote the rights of adult students;
- e. To influence institutional and public policies concerning standards of good practice in adult higher education; and
- f. To promote cultural diversity and multicultural perspectives, and to maintain that commitment through the incorporation of such perspectives into the policies, procedures, and practices of alternative degree programs for adults.

Article Three: Membership

Section 1. There shall be four categories of membership: Institutional Membership, Individual Membership, Student Membership, and Emeritus Membership.

Section 2. Any institution interested in alternative degree granting programs for adults is eligible for Institutional Membership. Such membership shall become effective upon payment of the annual Institutional Membership fee.

Section 3. Any individual interested in the purposes of AHEA shall be eligible for Individual Membership. Such membership shall become effective upon payment of the annual Individual Membership fee.

Section 4. Any person who has been a member of AHEA and who retires from full time work in the field may request or be invited to become an Emeritus Member. The membership fee for an Emeritus Member will be a reduced individual membership fee. Such membership shall become effective upon payment of the annual Emeritus Membership fee.

Section 5. In all business of the Alliance requiring a vote, an Institutional Membership shall have one vote, an Individual Membership, a Student Membership and an Emeritus Membership shall have one vote.

Section 6. The Treasurer shall insure that members are notified in writing each summer that their annual fee payment is due. Membership shall lapse 90 days from the day of such written notice if the fee is not paid.

Article Four: Meetings

Section 1. There shall be an annual business meeting of the membership during the yearly conference

Section 2. For the purposes of conducting the business of the annual meeting, a quorum shall be defined as 25 percent of the active members (minimally fifteen voting members).

Article Five: Order of Business

1. Roll call
2. Reading of the minutes of the preceding meeting
3. Reports of Committees
4. Reports of Officers
5. Old and Unfinished Business
6. New Business
7. Adjournment

Article Six: Board of Directors

Section 1. The Board of Directors shall consist of the officers of AHEA. The President of AHEA shall be the Chair of the Board Directors.

Section 2. The Board of Directors shall control and manage the affairs and business of the organization. The Board shall act in the name of the organization during meeting convened by the Chair after due notice to all officer.

Section 3. For the purpose of conducting the business of the Board, a quorum shall be defined as four members

Section 4. The Board of Directors shall meet regularly throughout the year. Each member shall have one vote and voting may no be done by proxy.

Section 5. The Board of Directions may make such rules and regulations covering its meetings as it determines necessary.

Section 6. An officer of AHEA may be removed for cause. The Board of Directors shall hear any charges against an officer, who, during the hearing, may be represented by counsel. The Board shall adopt such rules for hearing, as it may consider necessary for the best interest of the organization.

Article Seven: Nominations and Elections

Section 1. There shall be a Nominating Committee consisting of the immediate past president (who will serve as chair), the membership director, and one member at large elected at the annual meeting. The term of office of each member shall be one year, or until the term of office for a board position expires.

Section 2. The Nominating Committee will be responsible for ensuring the proper conduct of elections.

Section 3. At least seven months before the annual meeting, the Nominating Committee shall issue to the membership a call for nominations for the offices and positions for which the term is scheduled to expire. Only members in good standing may be nominated.

Section 4. The Nominating Committee shall prepare and report to the Board for review and/or approval a slate of one or more candidates for each of the positions for which an election is to be held.

Section 5. At least 60 days before the annual meeting, a ballot shall be emailed to all voting members of the Alliance in good standing (institutional, individual, student, honorary, and emeritus). The ballot shall contain the slate prepared

by the Nominating Committee for the officers and positions up for election and shall allow for write-in nominations for each position.

Section 6. The ballots must be received by a designated member of the Nominating Committee no later than 30 days after the email distribution. In the event of a tie vote for a specific office, a majority vote of the full Board shall resolve the tie.

Section 7. The votes will be tabulated and reported to the membership at the annual meeting, and subsequently through email to all members, and posted on the website.

Section 8. The newly elected Board members shall assume office at the annual meeting.

Section 9. In the case of a vacancy the Board will appoint an interim until such time as a formal election takes place.

Article Eight: Officers

Section 1. The officers of AHEA shall be: President, President-Elect, Immediate Past-President, Treasurer, Secretary and Three Directors. All officers shall be elected during the annual business meeting of the membership.

Section 2. The President shall preside at all membership meetings and Board of Directors meetings. The duties of the President shall include:

- a. Presenting an annual report of the organization during the annual conference;
- b. Appointing all committees, temporary or permanent;
- c. Assuring that all books, reports, and certificates are properly kept or filed as required by law;
- d. Signing checks and drafts for the organization; and
- e. Exercising powers as may be reasonable construed as belonging to the chief executive of an organization.

Section 3. The President-Elect shall serve on the Board of Director for one year before assuming the position of President. The President-Elect shall become acting President, if the current President is absent or unable to fulfill the duties of President, and shall have all the rights, privileges, and power as if duly elected President. The President-Elect and a representative of the American Council on Education shall form the site selection committee for the annual conferences of the association.

Section 4. The President, at the end of a year of service, shall become the Immediate Past-President and serve on the Board of Directors for an additional year.

Section 5. The Secretary is elected to a one-year term; the secretary's duties shall include:

- a. Keeping the minutes and records of the organization in appropriate books;
- b. Filing any certificate required by any statute, federal or state;
- c. Maintaining records, in conjunction with the association's archivist, and seal of the organization;
- d. Keeping minutes of all meetings of the Board of Directors and annual business meetings; and
- e. Attending to all other duties incident to the office of Secretary.

Section 6. The Treasurer, who is elected to be a two-year term, shall have the care and custody of all monies belonging to an organization and shall be solely responsible for such monies or securities. The Treasurer shall pay bill incurred by the association. The Treasurer shall provide the Board of Directors with regular printed reports of the financial status of the association. The Treasure, with the Director for Membership, shall maintain the official membership list and records. The Treasurer shall exercise all other duties incident to the office.

Section 7. Each of the three Directors shall be elected for a two-year term. Two Directors, including the Director of Membership, shall be elected in even-numbered years. One Director shall be elected in odd-numbered years. Specific responsibilities of each director shall vary according to the individuals in the position and the needs of the association. Duties shall fall in such areas as public relations, cultural diversity, organizational effectiveness, and award, with membership the special responsibility of the Director for Membership.

Section 8. No officer, for reason of holding office, shall be entitled to receive any salary or compensation from the association, but nothing herein shall be construed to prevent an officer from receiving any compensation from organization for duties other than as an officer.

Section 9. Officers can be re-elected, but for no more than two consecutive terms.

Article Nine: Salaries

Section 1. The Board of Directors shall hire and fix compensation for any and all employees judged to be necessary in the operation of the organization.

Article Ten: Committees and Task Forces

Section 1. There shall exist such committees, permanent and temporary, as the Board of Directors deems necessary to meet the goals of the association.

Section 2. There shall exist such task forces as desired by the membership to provide an avenue for discussion and action on issues and concerns for the profession.

Article Eleven: Dues

Section 1. The dues of the association shall be determined by the Board of Directors, with specific amounts for both institutional and individual memberships. Dues shall be payable on the payable on the first day of September of each year.

Article Twelve: Regions

Section 1. AHEA shall be formed into regions if the Board of Directors shall deem it advisable.

Section 2. AHEA shall support and promote regional meetings and activities in order to achieve the objectives of the association.

Article Thirteen: Amendment of Bylaws

Section 1. Motions to amend the By-laws may be put forth by:

- a. The Board of Directors
- b. A standing or sub-committee of the association
- c. By petition from the membership agreed to by 50% of the members

Section 2. Bylaws are amended by vote of the membership; either at the annual business meeting, by direct mail, or via the internet.

Section 3. A motion to amend the By-laws must be distributed to the members 60 days prior to the vote. If the proposed amendment is disseminated by mail or the internet, discussion will take place via email lists and comments will be posted on the web site for member review prior to the vote.

- Section 4. An affirmative vote by two-thirds of a quorum of the members will be required for adoption of the amendment(s). A quorum is defined as 25 percent of the active membership (minimally fifteen voting members).
- Section 5. If an amendment is proposed at a time other than at the annual business meeting, ballots must be cast postmarked or sent via the internet within 60 days of the date the motion was disseminated.
- Section 6. Amendments will go into effect 30 days after adoption.

Article Thirteen: Dissolution

- Section 1. Dissolution of the association is dependent upon a two-thirds vote of the membership. Upon dissolution of the organization, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the organization, donate all the remaining assets of the association to be equally divided between the United Negro College Fund and the Alpha Sigma Lambda National Honor Society for Nontraditional Adult Students. If either organization no longer exists, the other organization will receive all the funds. If both organizations no longer exist, the Board would identify another agency or organization committed to the support of adult learners to receive the remaining association assets.

Advised and approved:

October, 1994, Breckenridge, Colorado

Amended: October, 1998, San Diego, California

Amended: February, 2001; by mail out ballot following discussion at October, 2000, meeting in Chicago, Illinois

Amended: October, 2003, Asheville, North Carolina

Amended February, 2008 by e-mail ballot following discussion at October 2007 business meeting in Dayton, Ohio