BY-LAWS

OF THE

OHIO ASSOCIATION

ON

HIGHER EDUCATION AND DISABILITY

# ARTICLE I: NAME AND AFFILIATION

Section 1: Name

The name of this organization shall be the Ohio Association on Higher Education and Disability, or OHIO-AHEAD.

Section 2: Affiliation

The Ohio Association on Higher Education and Disability will be an affiliate of the Association on Higher Education and Disability (AHEAD), which is an international, multicultural organization of professionals committed to full participation in higher education for persons with disabilities.

# ARTICLE II: STRUCTURE

The Ohio Association on Higher Education and Disability (Herein after referred to as OHIO-AHEAD) has been established as a volunteer, professional organization under the direction and authority of a Board of Directors. The Board of Directors will be comprised of elected officers, committee chairs, and several members at large. The purpose of the Board of Directors will be to carry out the vision and goals of OHIO-AHEAD through the development of relevant policies, oversight of fiscal management, communication with the membership at large, maintenance of historical documents, and by contributing to the growth and development of the organization.

# ARTICLE III: PURPOSE

Section 1: General Statement of Purpose

1. Provide a vehicle which will strengthen the professionalism, expertise, and competency of personnel working with students with disabilities through:
2. Encouraging the development and expansion of a communications network primarily for those persons professionally involved in programs for students with disabilities;
3. Developing the capability to make timely and meaningful responses to issues and concerns affecting the education of students with disabilities;
4. Serving as a mechanism to facilitate the collection, evaluation, and dissemination of information for persons professionally involved in programs for persons with disabilities;
5. Conducting an annual state-wide conference on the issues of disability in higher education, arranging quarterly regional workshops on disability issues, and providing other forms of resources and assistance as needed.
6. Advance the equal rights and opportunities available to all qualified post-secondary and graduate students with disabilities.
7. Foster understanding throughout the higher education community of the issues related to disability in higher education.
8. Foster coordination among agencies working with post-secondary students with disabilities.
9. Promote transitional strategies from high school to colleges/universities.
10. Encourage and support legislation for the benefit of post-secondary students with disabilities.

Section 2: Inclusion

OHIO-AHEAD is committed to the values of diversity, inclusion and universal access. This association acknowledges that embracing a wide spectrum of people with diverse opinions, perspectives, lifestyles and ideas will only enhance and make stronger the growth, development and creativity of the association. OHIO-AHEAD recognizes and respects the inherent right of all people to participate in this association and in the educational environments in which we seek to affect change and therefore is committed to promoting a culture of tolerance and universal access. OHIO-AHEAD, in conjunction with the national association, is opposed to policies and practices which deprive any individual of a right or privilege because of race, gender, color, creed, religion, age, national origin, disability or sexual orientation.

# ARTICLE IV: MEMBERSHIP

Section 1: General Membership Information

Membership shall be open and available to any interested person according to membership categories and dues categories as established by the Board of Directors and contained in the By-laws. Each member or member institution must pay annual dues. The benefits of membership include notice of availability of educational opportunities, materials and publications developed and/or distributed by OHIO-AHEAD; discounts on registration fees for affiliate events; eligibility to run for office; the ability to participate in and/or chair committees; and eligibility to vote in elections. Additional benefits may be determined by the Board of Directors.

Section 2: Membership Categories

1. Individual I Membership: Higher Education Professional – An Individual I member shall be any individual person actively working at a OHIO post-secondary institution. Each Professional Individual I member is entitled to one vote and is eligible to hold office.
2. Individual II Membership: Advocate – An Individual II member shall be anyone else interested either professionally or personally in supporting and advancing educational opportunities for people with disabilities. An Individual II member is entitled to one vote and is eligible to hold office.
3. Student Membership – A Student member shall be any student interested in the field of disability services in higher education and/or participating in those services. Each Student member is entitled to one vote and is eligible to hold office.
4. Retiree – An individual who has retired from the disability services field and would like to remain active within the organization for a reduced membership cost.

Section 3: Dues Assessed Per Category

Dues will be determined by the Board of Directors. Dues for all categories must be paid on an annual basis and must be submitted to OHIO-AHEAD no later than January 1 of each year.

**ARTICLE V: MEETINGS OF MEMBERS**

Section 1: Annual Meetings

Annual meetings of the Members shall be held for the purpose of conducting such business as may come before the meeting. The Board of Directors shall by resolution determine the date, time and place of such a meeting and shall give notice to all members.

Section 2: Special Meetings

Special meetings of the Members may be called by the Board of Directors or by written request of at least ten-percent (10%) of the members entitled to vote.

Section 3: Quorum

The presence of one-fourth (1/4) of voting members shall constitute a quorum at such meetings. If a quorum is not present at any meeting of the members, no official business can be conducted.

Section 4: Proxies

Proxy voting shall not be allowed at any meeting of the Members.

Section 5: Manner of Action

A majority of votes by the members present at a meeting at which a quorum is met shall be necessary for the adoption of the matter to be voted upon.

# ARTICLE VI: OFFICERS OF THE ASSOCIATION

Section 1: Officers and Terms of Office

1. The officers of OHIO-AHEAD shall be the President, the President-Elect, the Treasurer, and the Secretary.
2. All officers shall be elected at large from the active members of OHIO-AHEAD.
3. The term of office of each elected officer of OHIO’s AHEAD shall be for a period of two (2) years, and shall begin July 1 following the election. Any officer can serve consecutive terms, if elected. The President-Elect will be elected in odd numbered years and the Secretary and Treasurer will be elected in even numbered years.
4. In the event of a vacancy in the office of President, the President-Elect shall assume the duties of President, without prejudice to his/her ensuing term of office. All other vacancies shall be filled as they occur, in the method of original selection.

Section 2: Duties of Officers

1. The President shall preside at all meetings of OHIO-AHEAD and perform such other duties as pertain to that office. The President shall be Chairperson of the Board of Directors and shall be an ex-officio member of all committees. The President shall appoint the Chairpersons of all standing committees. The President shall also provide final approval over all monies disbursed by OHIO-AHEAD.
2. The President-Elect, in the absence of the President, shall perform all the duties of the President without prejudice to his/her subsequent term of office as President. The President-Elect shall be the standing committee coordinator and direct as appropriate the functions of all standing committees as directed by the President.
3. The Treasurer shall be responsible for maintaining all records regarding the finances of OHIO-AHEAD and disbursing all monies as allowed by the policies of OHIO-AHEAD and under the direct authorization of the President. He/she shall keep adequate and appropriate records of such receipts and disbursements. The Treasurer shall perform the duties customary to the office and such additional duties as may be directed by OHIO-AHEAD. The Treasurer shall submit a quarterly report to the Board of Directors.
4. The Secretary shall have both recording and correspondence responsibility. The Secretary will perform additional duties as may be directed by the Board of Directors.

Section 4: Nomination and Election of Officers

1. Elections shall take place each year at a time and in a manner as determined by the Board of Directors. The Board of Directors shall provide to the membership a minimum of thirty (30) days notice of an election.
2. The Board of Directors shall poll the membership for the names of possible candidates to be placed on the nomination ballot for positions and shall determine the eligibility of each nominee to be a candidate. No person shall be nominated for more than one office during a single election. The call for nominations shall be open for no more than two (2) weeks.
3. A majority vote of those eligible members responding is required. No proxy voting will be allowed.

**ARTICLE VII: BOARD OF DIRECTORS**

Section 1: Authority

The Board of Directors shall have full authority to conduct the affairs of OHIO-AHEAD during the interim period between meetings. Such authority shall remain within the provisions of the OHIO-AHEAD by-laws and shall not conflict with decisions, actions or policies established by OHIO-AHEAD.

Section 2: Board of Directors Members

The Board of Directors shall be comprised of the elected officials, the immediate past-President, the Chairperson of each standing committee, and six (6) members-at-large who represent the following categories: a representative from a 2-year postsecondary institution, a representative from a 4-year postsecondary institution, a representative from a private post-secondary institution, a representative from a regional campus, and two others. The members-at-large shall be appointed by the President.

Section 3: Meetings of the Board of Directors

Meetings of the Board of Directors shall take place on a bi-annual basis on a date and at a place as determined by the Board of Directors members. A business meeting of the Board of Directors shall also take place directly before the annual meeting of the members. Special meetings may be called if determined necessary by the members of the Board of Directors.

Section 4: Quorum

The presence of a simple majority of Board of Directors members shall constitute a quorum at such meetings as may be called by the Board of Directors. If a quorum is not present at any meeting of the Board of Directors, no official business can be conducted.

Section 5: Proxies

Proxy voting shall not be allowed at any meeting of the Board of Directors.

Section 6: Manner of Action

A majority of votes by the Board of Directors members present at a meeting at which a quorum is met shall be necessary for the adoption of the matter to be voted upon.

# ARTICLE VIII: FINANCE

Section 1: Responsibility of Finances

The Board of Directors is responsible for maintaining the fiscal integrity of the Association and for ensuring financial stability and growth. The Treasurer shall serve as the chief financial officer for the organization under the direct supervision and approval of the President.

Section 2: Fiscal Year

The fiscal year of OHIO-AHEAD shall be from January 1 to December 31.

Section 3: Income

Income shall be derived from membership dues, event registration fees and such other sources as the Board of Directors may approve.

Section 4: Assessment of Dues

Dues shall be assessed and collected in such amount and in such manner as may be prescribed by OHIO-AHEAD. Any proposal to increase the dues shall be made available to the total membership by the secretary before thirty (30) days have passed. No vote shall be taken until at least thirty (30) days have passed. The vote may be by 1) a duly called meeting of OHIO-AHEAD, 2) on-line, or 3) by mail. In the first instance, a majority vote of those eligible members registered and physically present during ballot is required. In the second and third instances, a majority vote of those eligible members responding is required. In no case will proxy voting be allowed.

Section 5: Use of Funds

Use of OHIO-AHEAD funds shall be determined by the Board of Directors and will be consistent with the purpose of OHIO-AHEAD as contained in Article III of this document. No part of the net earnings of this association shall be disbursed for the personal benefit of any member, officer, sponsor or private individual except when such payment is warranted as the responsible compensation for services rendered to or for OHIO-AHEAD.

Section 6: Audits

The books of OHIO-AHEAD shall be audited at the conclusion of each fiscal year in a manner prescribed by the Board of Directors.

Section 7: Dissolution

In the event of the dissolution of OHIO-AHEAD, all assets will be liquidated, all debts shall be paid, and any remaining proceeds shall be donated, by a majority vote of members, to other organizations or causes, either national or state-wide, that advance disability-related issues.

# ARTICLE IX: COMMITTEES

Section 1: Establishment of and Appointment to Committees

OHIO-AHEAD shall establish such standing and special committees as may be needed to conduct its activities. All such committees shall operate within the purpose and vision of OHIO-AHEAD as contained in Article III of the document. The President will select the Chairperson of each committee.

Section 2: Standing Committees

The President with concurrence of the Board of Directors shall establish and maintain standing committees as per the provisions of Article VI, Section 2. Standing committees shall remain in operation at the discretion of the Board of Directors.

Section 3: Special Committees

The President and/or the Board of Directors may establish special committees as necessary. Such committees will operate within the purposes and vision of OHIO-AHEAD and shall be specifically dismissed upon completion of their task.

Section 4: Reports of Committees

Each standing and special committee shall make a bi-annual written report of its activities and status to the Board of Directors on or before the date of the bi-annual meeting, and shall report at other times as requested by the Board of Directors.

**ARTICLE X: RULES OF ORDER**

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Section 1: Robert’s Rules of Order Newly Revised

This text (by Henry M. Robert III, William J. Evans, Daniel H. Honemann, Thomas J. Balch, 2000) shall be the parliamentary authority for all proceedings of OHIO-AHEAD unless otherwise specified in the constitution.

Section 2: Parliamentarian

The President shall appoint a parliamentarian for all meetings of OHIO-AHEAD.

# ARTICLE XI: CONSTITUTIONAL AMENDMENTS

Section 1: Initiation

Proposals to amend this Constitution may be initiated by the Board of Directors, unanimous recommendations of a standing committee, or any one member qualifying for active Institutional or Individual Professional membership under Article IV. If a proposal to amend is initiated by an individual member, it shall be accompanied by a petition signed by at least ten (10) active Individual I members.

Section 2: Time Line

The proposal to amend must be received by the Secretary at least fifty (50) days before action is expected. The secretary shall make such proposed amendments available to the total membership at least thirty (30) days before expected action.

Section 3: Approval

The constitution may be amended by 1) a duly called meeting of OHIO-AHEAD, or 2) by mail. In the first instance, a majority vote of those eligible members registered and physically present during the ballot is required. In the second instance, a majority vote of those eligible members responding is required. In no case will proxy voting be allowed.

**ARTICLE XII: ACCESSIBILITY**

OHIO-AHEAD shall hold all meetings, conferences, programs, activities, and social gatherings in places that are physically accessible to persons with disabilities. Registration forms for all activities of OHIO-AHEAD shall include an invitation to persons with disabilities to request in advance any disability-related accommodations needed to make the meetings and activities accessible. OHIO-AHEAD shall provide reasonable accommodations which are requested in a timely manner. All written materials and publications generated by OHIO-AHEAD shall be made available in an alternate format if requested as necessary by a person with a disability. The web-site created and maintained by OHIO-AHEAD and all web-based materials and activities contained therein shall meet the accessibility standards as detailed in Section 508 and/or W3C. All web-based materials shall contain a statement inviting those with disabilities who may have difficulty accessing the web-based materials to contact the webmaster for assistance.

# ARTICLE XIII: IMPLEMENTATION OF BY-LAWS

This constitution shall be implemented and will go into effect immediately by a three-quarter vote of the members present at the planning meeting on Thursday, July 23, 2009 at 12:30.

Bylaws Revised – September 1, 2016