



## BYLAWS

*Revision: June 28, 2019*

### ARTICLE I. History, Mission and Objectives

- A. In 1981, a group of disability-related service providers from Colorado's postsecondary institutions joined together to respond to the requirements of Section 504 of the Rehabilitation Act. The Legislature approved in 1985 a line item in the Vocational Rehabilitation budget allocation to be divided among two- and four-year institutions in Colorado. Although that funding was discontinued in 1994, The Consortium has remained a voluntary group of service providers who come together with the common mission of providing accommodations and/or services for students with disabilities enrolled in institutions of higher education in Colorado and Wyoming. In June 2016, the Consortium became affiliated with the Association of Higher Education and Disability (AHEAD) and changed its name to the Colorado Wyoming Association of Higher Education and Disability (COWY AHEAD) in November 2016.
- B. The objectives of COWY AHEAD are:
1. To sponsor and provide professional development/continuing education programs and training for members, agencies and for other new and practicing professionals in the field of postsecondary disability services.
  2. To maintain a network to share information and strategies for effectively working with students with disabilities.
  3. To collaborate with state and community-based agencies committed to equal access for post-secondary students with disabilities.
  4. To explore emerging best practices for students with disabilities regarding equal access to higher education opportunities.

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ARTICLE II: Name, Membership, Officers, and Quorum

- A. The name of this organization shall be Colorado Wyoming (COWY) Association of Higher Education & Disability (AHEAD).
- B. The membership shall consist of:
1. *Institutional Members* are disability services professionals currently employed within an accredited dues-paying Colorado or Wyoming regional college or university who represent their college in the affiliate chapter. Institutions may have up to three members (transferable between staff of the institution; also applicable to Special Interest Groups), and any additional members beyond three must purchase an additional membership. “Institution” is defined as a college or university which operates separately from another college or university. Colleges or universities with multiple campuses or branches are considered one institution. Multiple colleges or universities within a single funding system are considered separate institutions. Institutional members receive one vote per institution, and individuals who represent their institution may hold office, participate in the COWY AHEAD list serv, chair committees, join a Special Interest Group (SIG), seek professional development funding, and attend COWY AHEAD conferences at a reduced rate.
  2. *Professional Members* are individuals who are currently practicing professionals in disability-related work, but do not currently represent an institution or college. Professional members may vote, hold office, chair committees, join a Special Interest Group (SIG), participate in the COWY AHEAD list serv, seek professional development funding, and attend COWY AHEAD conferences at a reduced rate.
  3. *Emeritus Members* are individuals who have served in a disability services profession and have since retired from an institution of higher education. Emeritus members may not vote, hold office, chair committees, or seek professional development funding. Emeritus members may join a Special Interest Group (SIG), participate in the COWY AHEAD list serv, and attend COWY AHEAD conferences at a reduced rate.
  4. *Associate Members* are currently practicing associates or advocates within the Colorado or Wyoming region working in bona fide agencies, companies, or organizations whose primary mission is to support or provide resources for college students with disabilities. Associate members may not vote, hold office, or chair a committee, but may join a Special Interest Group (SIG), seek professional development funding,

participate in the COWY AHEAD list serv, and attend COWY AHEAD conferences at a reduced rate.

5. *Student Members* are current students, whether undergraduate or graduate studies, enrolled in an accredited college or university in the Colorado or Wyoming region who are studying disability studies, rehabilitation counseling, student affairs, professional counseling, or a related field of study. Student members may not hold office, chair a committee, or vote, but may join a Special Interest Group (SIG), participate in the COWY AHEAD list serv, seek professional development funding, and attend COWY AHEAD conferences at a reduced rate.

- C. The COWY AHEAD Executive Board will be accountable to the membership for conference expenditures, Special Interest Group proposals, policy and bylaw changes, funding requests, and any other applicable items that may affect the organization as a whole.
- D. The Executive Board shall consist of Chair, Chair-Elect, Communications Chair, Records Chair, and Program Chair. New officers shall be elected at the spring conference annually and assume the leadership role effective immediately following the spring conference.

**Chair:** The COWY AHEAD Chair is responsible for the overall management and facilitation the Colorado Wyoming AHEAD executive board (see Article I). This shall be a one-year term.

Duties:

- Plan, preside over, and facilitate executive board and general membership business meetings. This includes creating and communicating agendas and tasks for these meetings, and adhering to Roberts Rules of Order.
- Vote only in the case of a tie in executive board decisions
- Serve as a project manager, ensuring fiscal, communication, programming, and other logistics and duties are achieved by the members of the Executive Board.
- Help guide and mediate executive board actions with respect to organizational bylaws and governance concerns.
- Facilitate change and address conflict within the executive board.
- Evaluate performance of the Executive Board Officers and address related performance concerns.

- With Chair-Elect, develop and manage relationships and communicate with: funders, local agency partners, AHEAD national organization, various regional universities and colleges, and other stakeholders
- In collaboration with the Records Chair, review and process funding requests.
- Complete reaffiliation paperwork through the national AHEAD organization.
- Attend & represent COWY AHEAD at affiliate meetings and AHEAD national organization meetings and events, or send a representative in case of absence.
- Advocate for and represent the organization at external meetings and events, communicate the mission and goals of Colorado Wyoming AHEAD to external constituents.
- Maintain master file of minutes, bylaws, training handouts and other COWY AHEAD records. Maintain archives and transfer all COWY AHEAD files to incoming Chair.

**Chair-Elect:** The COWY AHEAD Chair-Elect is responsible for assisting the Chair and assuming duties when the Chair is unable to perform. The Chair-Elect will become the Chair for the next term. This shall be a one-year term.

Duties:

- Plan and implement the recruitment and election of the COWY AHEAD Executive Board annually
- At the spring conference, work with the Program Chair and COWY AHEAD members to identify a list of topics, presenters, dates, and location of the next year's conferences.
- Plan recruitment and election of the Executive Board with each membership year.
- In collaboration with Chair, develop and manage relationships and communicate with: funders, local agency partners, AHEAD national organization, various regional universities and colleges, and other stakeholders
- Serve as a liaison to and verify status of emeritus members
- Review and Process Special Interest Group proposals.
- In collaboration with the Program Chair, ensure virtual access to key components of conferences and meetings is available to COWY AHEAD members
- In collaboration with the COWY AHEAD Executive Board, review bylaws annually and make recommendations for changes at annual business meetings.

**Communications Chair** - The COWY AHEAD Communications Chair is responsible for managing communication of the COWY AHEAD membership. This shall be a one-year term.

Duties:

- Take minutes of the business meetings and executive board meetings.

- Prepare and distribute business meeting minutes at least one week before the next COWY AHEAD meeting.
- Manage the online community as a communication tool, including providing instructions on logging in, managing and organizing files.
- Post announcements, call for proposals, save the dates, and other information to the online community.
- Post information publicly to the external list of contacts as needed. Assist with updating external list of contacts.
- Work with AHEAD website administrator to keep information on the COWY AHEAD website current
- In collaboration with the executive board, ensure that all posted information is accessible.

**Records Chair:** The COWY AHEAD Records Chair is responsible for maintaining financial and membership records, processing transactions, and adding new members to COWY AHEAD online community. This shall be a one-year term.

Duties:

- Present financial report at each business meeting
- Make deposits, process invoices, and submit payments in a timely manner
- Track revenues and expenditures
- Notify membership of due dates, issue invoices, and collect dues
- Maintain a list of paid members and member institutions.
- Add new members to online community and remove lapsed members.
- Meet with the executive board to audit financial records within one month after the fiscal year end (June 30).
- Archive and transfer all financial records to incoming Records Chair.

**Program Chair:** The COWY AHEAD Program Chair is responsible for arranging and organizing conference sessions and keynote speakers. This shall be a one-year term.

Duties:

- In collaboration with the executive board, take the lead in coordinating conference planning and logistics for the three conferences.
- At the summer conference, work with the COWY AHEAD members to identify a list of topics, presenters, dates, and location of the next year's conferences.
- In collaboration with the executive board, create and maintain processes and procedures for conference planning.
- Identify and contact keynote speakers, presenters, and hosting site.
- Arrange travel logistics for keynote speakers and presenters.

- Maintain a budget for each conference regarding keynote speaker fees, hosting site fees, and any additional presenter fees.
- Make arrangements with the hosting site for reserving conference rooms, equipment, parking and catering options for each conference.
- Prior to each conference and in collaboration with the Communication Chair, send out a call for proposals for the upcoming conference.
- In collaboration with the Records Chair, pay presenters and keynote speakers for their services.
- In collaboration with the Chair-Elect, set-up and provide virtual sessions at each conference.
- In collaboration with the executive board, handle accessibility requests for each conference.
- Identify hotel options near the hosting site and accessible transportation options near the hosting site.
- Plan and facilitate conference programming meetings. This includes creating and communicating agendas and tasks for these meetings.
- Serve as additional signature authority.

E. A quorum shall consist of 51% of voting member institutions. At the beginning of each business meeting, a quorum shall be established by identifying how many voting members are present. A quorum must be present for votes on expenditures or amendments to the bylaws in order to be valid.

### ARTICLE III: Meetings

- A. The COWY AHEAD shall meet three times per year in a conference style format. Dues-paying members may propose conference sessions (See Appendix B).
- B. The COWY AHEAD will make a good effort to distribute and plan the conference locations throughout the states of Colorado and Wyoming to facilitate attendance from as many institutional members as possible.

### ARTICLE IV: Dues, Budget, Expenditures, and Accommodations

- A. The annual dues amount shall be established by a majority vote of the membership at the summer conference. Dues are charged per year and shall be submitted to the Records Chair no later than October 1.
- B. COWY AHEAD members may submit a request for funds according to established procedures. (See Appendix A.)

- C. The budget priorities for the upcoming year shall be determined at the summer conference business meeting.
- D. The Executive Board and others designated by them to act for COWY AHEAD shall submit request for reimbursement of expenses incurred in their assigned activities for the organization. Proof of expense must be included with the request which shall be submitted to the Records Chair. After the request has been submitted, the Records Chair shall report on all requests for reimbursement at the next meeting.
- E. COWY AHEAD funds shall be maintained in a non-profit account in a state branch-banking system account. Account signatures shall be those of the Program Chair and Records Chair. If there is to be a change in either Program Chair or Records Chair for the next year, the current Records Chair shall be responsible for making any changes to account signatures each year before leaving office.

#### ARTICLE V: Miscellaneous

- A. Special Interest Groups (SIGs): Members may congregate into special interest groups around a specific subject, interest, or affinity. To become a SIG, a member must submit a proposal (See Appendix C) to the Chair-Elect who reviews it with the executive board. The proposal is then sent to the membership for vote. Once approved, the SIG may operate within the COWY AHEAD organization, establish meetings, report back to the general membership, and request funding from COWY AHEAD. SIGs will be required to present a session at one conference per year.
- B. Resources: COWY AHEAD members may maintain a list of resources available for loan to the group at-large such as videotapes and equipment.
- C. Communications: COWY AHEAD will maintain an electronic medium (Website, Listserv, Blog, etc.) by which members can exchange information and consult with one another and the group as a whole. Additionally this medium will provide a place to store COWY AHEAD documents and history: Bylaws, Meeting Minutes, Membership Directory, Records Chair Reports, etc.

#### Appendix A: Procedure for Requesting Funds

1. The request must come from a current member. In addition, the expense must be for disability-related purposes consistent with COWY AHEAD's mission and objectives.

2. COWY AHEAD will consider requests for funding up to \$500 per request, as COWY AHEAD funds permit.
3. If the request is for a public event must be available at no charge or at significantly discounted price for all COWY AHEAD members, and members must be made aware of its availability to them.
4. Institutional Members, Professional Members, Associate Members, and Student Members may request funds two times per year, but can only receive funds for one request per fiscal year (July 1-June 30)
5. Requestors should send their request directly to the Chair via email. The Chair will send out the proposal on the list serv and will request a yes or no vote from members. The vote will be open for a total of two weeks, or once a quorum is met—whichever comes first. If a business meeting is occurring within two weeks, the vote may be done at the business meeting.
6. The requestors proposal should include:
  - Name of requestor and contact information
  - Name of institution
  - Detailed description of what the funds would be used for
  - Amount of requested and estimated budget
  - Date funds are needed
  - If the request is for a public event, how will COWY AHEAD members be notified of event and how they will receive a discounted or free admission
  - Itemized budget of expenses, including funds that have already been secured from a non-COWY AHEAD source (co-sponsorships, grants, etc.)
  - Signature of requestor

#### Appendix B: Procedure for Submitting a Program Proposal

1. The requestor's proposal should include:
  - Name of requestor and contact information
  - Name of institution or organization
  - Detailed description of session, including learning objectives

- Title of session and session description (50 word limit)

Appendix C: Special Interest Group Proposal Form

2. The requestor's proposal should include:

- Name of requestor and contact information
- Name of proposed SIG
- Chair of proposed SIG
- Members of proposed SIG
- Detailed description of proposed SIG
- Which annual conferences will the SIG do a session—fall or spring?

Requestors should send their request directly to the Chair-Elect via email. The Chair Elect will send out the proposal on the list serv and will request a yes or no vote from members. The vote will be open for a total of two weeks or once a quorum is met—whichever comes first. If a business meeting is occurring within two weeks, the vote may be done at the business meeting.