

Article I. The Organization

Section 1.01 Name

The name of the organization shall be Idaho Partnership on Higher Education and Disability (IPHED)

Section 1.02 Mission

The mission of the Idaho Partnership on Higher Education and Disability (IPHED) is to promote equal rights and opportunities for retention, recruitment, leadership, and access to programs and services for post-secondary students with disabilities through promoting positive collaboration and information dissemination between post-secondary institutions and stakeholders providing services to students with disabilities. IPHED members value diversity, creativity and personal growth and development. IPHED strives to orchestrate resources through partnership and collaboration.

Article II. Membership and Voting Rights

Section II.01 Categories of Membership

IPHED shall have 4 categories of membership: Individual Professional, Institutional, Affiliate, and Student

- a) An Individual Professional membership shall refer to Idaho post-secondary personnel responsible for providing direct services to students with disabilities. Each Individual Professional member shall pay annual dues as set forth by the by-laws and shall have one (1) vote. Each Individual Professional member shall be eligible to hold office.
- b) An Institutional membership shall allow up to four (4) individuals providing direct services to students with disabilities from the same post-secondary institution in Idaho to join as members. Each institution shall pay annual dues as set forth by the by-laws. Each individual enrolled in the Institutional membership shall have one (1) vote and be eligible to hold office. Additional professionals from each institution may join and participate in the organization as an Individual Professional as outlined in Article IIIS Section 3.01 (a).
- c) An Affiliate membership shall refer to any person interested in promoting the purpose of IPHED who is employed in a post-secondary position which does not provide direct services to students with disabilities, or a professional outside of post-secondary education. Each Affiliate member shall pay annual dues as set forth by the by-laws. Affiliate members may attend and participate in discussions at IPHED meetings, but are permitted neither to vote nor hold office.
- d) A Student membership shall be offered to any full or part-time student who is interested in promoting the purpose of IPHED and is enrolled in a post-secondary institution in Idaho. Student members shall pay annual dues as set forth by the by-laws. Student members may attend and participate in discussions at IPHED meetings, but are neither permitted to vote nor hold office.

Article III. Board Structure

Section III.01 Authority

Executive authority of the IPHED shall rest with the Executive Board as described below. The Executive Board shall use the By-laws contained herein as the ultimate authority for the Association.

Section III.02 Executive Board Officers

There shall be 4 categories of officers for the organization: President, Vice President, Secretary, and Treasurer. Each officer shall serve a two year term of office. Eligible members shall vote for Officers annually in the Spring. Voting shall take place via e-mail one week prior to the Spring meeting and new officers shall be confirmed at the Spring meeting.

The President presides over and conducts the business of the annual meeting. The President may sign with the Secretary and/or Treasurer any contracts, fiscal transactions, or any other organizational business. The President serves as an ex officio member of all committees and has the authority to appoint the chairpersons for all standing committees.

The Vice President will assume the duties and restrictions of the President if the President is absent, unable, or unwilling to perform the duties of the office. The Vice President will oversee and organize elections. The Vice President shall also be responsible for the oversight of the official IPHED website on the AHEAD page.

The Secretary shall take, maintain in an archive, and distribute minutes of the annual meeting to all members. The secretary shall also maintain and update resource materials including membership lists, and conduct all official correspondence.

The Treasurer is charged with the responsibility for custody and disbursement of all IPHED funds. The Treasurer receives any and all receipts for money due and payable to the organization, deposits all money in the name of IPHED in any selected and approved financial institutions or companies. The Treasurer shall also maintain current and accurate records of all financial transactions and shall submit quarterly reports to the Officers and annual reports to all members of the organization.

Section III.03 Members At Large

The Board shall also have two (2) elected Members At Large. Members At Large shall have voting rights and represent the diversity of the IPHED membership. Members At Large will be responsible for assisting in the organization of the Spring Conference and other duties as assigned by the Executive Board.

Section III.04 Elections and Terms of Office

Newly elected officers shall assume office July 1 following the election and shall serve a two (2) year term. Elections shall be held one (1) week prior at the Spring meeting.

Elections for the Executive Board shall occur during even years. Elections for Members At Large shall occur during odd years.

Election results will be confirmed at the Spring meeting. All members holding Professional or Institutional memberships are eligible for nomination to office. The Vice President shall organize the nominating committee and conduct the election for new officers. Nominations and distribution of campaign materials shall be distributed to all voting members at least one (1) month prior to the election. New officers will be selected by a majority vote of the membership.

Section III.05 Removal from office and Vacancies

Any officer may be removed from office by majority vote of the members at a special meeting called for that purpose. Members shall be notified of the special meeting one (1) month in advance of the meeting. Notification will also include specific causes for removal from office.

After the initial election to select the preliminary Officers of IPHED, resolution of positions vacated because of death, resignation, removal, or otherwise, shall be resolved depending on the position:

President—if the President is unable to fulfill the full term of office, the Vice President shall assume the duties of the President for the remainder of the term of office.

Vice President—if the Vice President assumes the office of President before the completion of the current term, the office shall remain vacant until the next election when members shall elect a Vice President.

Secretary and Treasurer—vacancies in these positions shall be filled by selection and majority vote by the membership for the unexpired portion of the term.

Article IV. Finances

Section IV.01 Responsibility of Finances

The Executive Board is responsible for maintaining the fiscal integrity of the Organization 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 IV.02 Fiscal Year

The fiscal year IPHED shall be from July 1 to June 30.

Section IV.03 Income

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

Section IV.04 Dues

Dues shall be assessed and collected in such amount and in such manner as prescribed by the Executive Board. 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 will be held during a regularly scheduled meeting of IPHED by a simple majority vote of those eligible members registered and physically present. In no case will proxy voting be allowed.

Section IV.05 Use of Funds

IPHED funds shall be consistent with the mission and purpose of IPHED and 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 IPHED.

Section IV.06 Audits

IPHED books shall be audited at the end of each fiscal year prior to the new Treasurer assuming office. An independent audit may be conducted at the discretion of the Board.

Section IV.07 Dissolution

In the event of the dissolution of IPHED, 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.