**THE BYLAWS OF THE INDIANA**

**ASSOCIATION ON HIGHER EDUCATION AND DISABILITY**

**Preamble**

Indiana AHEAD is a state wide, not-for-profit organization comprised of professionals in post-secondary education in the service of students with disabilities.

We, the Disability Service Providers of postsecondary educational institutions of Indiana, provide ongoing training and support for its members. These bylaws are established by Indiana AHEAD, that we may enhance education, training, and support for disability service providers and services to students with disabilities.

**ARTICLE I: NAME**

This organization of disability service providers shall be called Indiana AHEAD (Association for Higher Education and Disability).

**ARTICLE II: MISSION**

The mission of the Indiana AHEAD is to provide educational and professional development opportunities and develop a state-wide network for post-secondary disability support services. Indiana AHEAD is organized exclusively for educational purposes under Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**ARTICLE III: MEMBERSHIP**

SECTION I. CLASSES OF MEMBERSHIP  
Membership in Indiana AHEAD shall consist of disability service providers in postsecondary education and the community. The organization will have three (3) classes of members designated as "Professional," "Emeritus," and "Student."

* Professional Member shall be any person working to enhance higher education opportunities for persons with disabilities.
* An Emeritus Member shall be any person who formerly worked to enhance higher education opportunities for persons with disabilities who is currently retired and not employed on a full-time basis.
* A Student Member shall be any person enrolled in a higher education program who has an interest in promoting the purpose of the organization as set forth in these bylaws.

SECTION II. ELIGIBILITY  
The Indiana AHEAD is an equal opportunity organization and does not discriminate in its membership with regard to disability, race, ethnicity, national origin, relation, age, gender, sexual orientation, marital status, or political affiliation.

Any person who shall, upon application, show active employment, affiliation or matriculation, and provide payment of dues, may become a member of the appropriate membership class.

SECTION III. VOTING  
All elected and appointed officers shall be eligible voting members. Professional and Emeritus members shall be entitled to one (1) vote on each matter submitted to a vote of the membership. Student membership does not include voting rights.

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

Proxies: Proxy voting shall not be allowed.

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.

Mail or Electronic Voting: Voting may be conducted by mail or electronic means in such a manner as the Executive Board shall determine. Election shall be a majority of votes, provided that at least one-fourth (1/4) of the members entitled to vote shall cast a vote.

SECTION IV. RESIGNATION  
Any member may voluntarily terminate membership at any time, by written resolution delivered to the Secretary, but such resignation shall not relieve the resigning member of any obligation for dues, assessments, or other charges previously accrued but unpaid.

SECTION V. TERMINATION  
The Executive Board may, by two-third majority resolution, suspend or expel a member whenever in their judgment the best interest of Indiana AHEAD shall be served by such removal.

SECTION VI. REINSTATEMENT  
Any member, upon written request, and by the affirmative vote of two-thirds of the Executive Board, may be reinstated upon such terms as the Executive Board may deem appropriate.

SECTION VII. DISSOLUTION

In the event of dissolution of Indiana AHEAD, its assets remaining after payment or provision of payments of all debts and liabilities shall be distributed to AHEAD for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE IV: MEETINGS**

Indiana AHEAD will hold a meetingannually in the spring. Robert's Rules of Order shall govern Indiana AHEAD meetings in all cases in which they are applicable and not inconsistent with these Bylaws or any rules of order the Board may adopt.

Additional special meetings may be called by the Executive Board to address issues that affect Indiana AHEAD and its members. Any member may propose to the Executive Board the calling of a special meeting, and the Board will then determine by resolution or by vote of the membership whether a special meeting is warranted.

**ARTICLE V: EXECUTIVE BOARD**

The Executive Board shall consist of the offices of President, President-elect, Secretary, Treasurer, Treasurer-elect, Webmaster, and Immediate Past President.

Nominations, appointments and elections of officers shall take place annually at the spring meeting in accordance with procedures established and approved by the membership.

No elected officer shall be eligible to serve two consecutive terms in the same office except by resolution of the Executive Board and consent of that officer.

Additional members of the Executive Board shall be determined by the Executive Board and may include positions such as standing committee chairpersons, individuals representing specific areas of the region and/or types of institutions of higher education, or other such positions as deemed necessary by the Executive Board. These positions shall be appointed by the President with the approval of the Executive Board. Terms and responsibilities shall be described as the positions are created.

Executive Board: Executive authority of Indiana AHEAD shall rest with the Executive Board. The Executive Board shall use the Bylaws contained herein as the ultimate authority for the Association.

SECTION I. PRESIDENT  
The President shall secure speakers for conferences, prepare conference and business meeting agendas, preside over conferences and business meetings, and appoint committees as necessary to carry out business. The President shall provide general leadership and perform and/or delegate tasks necessary to carry out and advance the mission of the association. The President shall also serve as the Affiliate Representative to the national AHEAD organization. If the President cannot represent the organization at the national AHEAD conference, the President-Elect, or the Immediate Past President shall serve as the representative. The President shall serve a term of one year.

SECTION II. PRESIDENT-ELECT  
The President-Elect shall support the President in his/her duties. The President-Elect shall serve a term of one year. At the completion of this term, the President-Elect will assume the duties of President for the next term. In the event the President is absent or unable, for any reason, to perform the duties of President, the President-Elect shall perform these duties and have the full authority of the office of President until such time as the President is able to resume those duties.

SECTION III. IMMEDIATE PAST-PRESIDENT  
The immediate Past President shall act in the absence of the President and President Elect, and shall assume responsibility for the officers and membership.

SECTION IV. TREASURER  
The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Indiana AHEAD; receive and provide receipts for monies due and payable to the organization from all sources; deposit monies in bank, trust companies, or other depositories as shall be determined by Officers. The Treasurer shall have responsibility for disbursing all funds of the organization. The Treasurer shall keep adequate and appropriate records of receipts and disbursements. The Treasurer shall serve as membership coordinator due to the collection of annual dues. The Treasurer shall serve as ex-officio member of any committee where financial oversight and consultation are appropriate. The Treasurer shall serve a term of two years.

SECTION V. TREASURER-ELECT  
The Treasurer-Elect shall support the Treasurer in his/her duties. At the completion of this term, the Treasurer-Elect will assume the duties of Treasurer for the next term. In the event the Treasurer is absent or unable, for any reason, to perform the duties of Treasurer, the Treasurer-Elect shall perform these duties and have the full authority of the office of Treasurer until such time as the Treasurer is able to resume those duties. The Treasurer-Elect shall serve a term of one year.

SECTION VI. SECRETARY  
The Secretary shall keep the minutes of all meetings and conference calls. The Secretary shall distribute minutes of the meetings to the Executive Board in a timely fashion. The Secretary will be responsible for all official correspondence of the organization. The Secretary shall coordinate the silent auction or other conference fundraiser. The Secretary shall serve a term of one year.

SECTION VII. WEBMASTER

The Webmaster shall maintain the content on the national affiliate website, including the publication of conference materials. The Webmaster shall maintain the Indiana AHEAD email and database lists. The Webmaster shall send announcements to the membership and maintain content on social media venues, as needed.

**ARTICLE VI: COMMITTEES**

The president, with the approval of the Executive Board, shall name standing and ad hoc committees as deemed necessary to conduct the business of Indiana AHEAD. All such committees shall operate within the purpose and mission of the Indiana AHEAD as contained in Article II of this document. They shall be specifically charged as to their purpose and function. Standing committees shall remain in operation at the discretion of the Executive Board. Ad hoc committees shall be dismissed upon completion of their assigned tasks.

**ARTICLE VII: ANNUAL DUES**

The members shall determine the amount of the dues payable to the organization. Such determination shall be by a resolution approved by a majority of members present and voting at a duly called meeting, or by a majority of those responding by mail, or electronic means provided that at least one-fourth (1/4) of the members eligible to vote shall respond.

Notice of a proposal to increase the dues shall be given to the members at least thirty (30) days before any meeting at which such proposal shall be presented, or ballots are solicited by mail or electronic means.

**ARTICLE VIII: BYLAWS**

SECTION I. AMENDMENTS  
Amendments to the Bylaws pertaining to Structure, Purpose, and Executive Board may be initiated only by a member of the Executive Board. Upon approval of a two-thirds vote at a meeting of the Executive Board, the amendment shall become part of these Bylaws.

SECTION II. ELIGIBILITY  
Amendments to the Bylaws pertaining to matters other than those listed above in Section I may be initiated by any active voting member upon written presentation to the Executive Board.

Upon a majority vote of the Executive Board, the amendment shall become part of the Bylaws.

Amendments accepted on August 28, 2018

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Angela Szczepanik-Sanchez, President



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Donna Keesling, Treasurer

Amendments Added: March 2016, December 2017, August 2018