



Constitution

Ratified November 2003, Amended May 2014, Amended June 2023

ARTICLE I - Name and Purpose

Section 1. Name

The name of this organization shall be the New Jersey Association on Higher Education and Disability (NJ AHEAD).

Section 2. Use of Name

The name of this association shall be employed in connection with official business and activities of the association. The name of the association shall not be used by individuals, organizations, or agencies without the approval of the Executive Board.

Section 3. Purposes

The purpose of this organization is to advance the importance and quality of accommodation and services at institutions of post-secondary education in the State of New Jersey. The specific purposes of this association shall be to provide leadership for the service providers in the State of New Jersey, to maintain a network for the service providers to enhance compliance with disability legislation in both the spirit and letter of the laws, and to provide a confidential forum for professional consultation and peer support.

Section 4. Affiliation

The NJ AHEAD is an affiliate of the Association on Higher Education and Disability (AHEAD) and shall be autonomous in the conduct of its affairs consistent with the bylaws of AHEAD.

ARTICLE II - Membership and Dues

Section 1. Membership

NJ AHEAD does not discriminate on the basis of race, religion, national origin, sex (including orientation and identity), disability, marital status or domestic partnership, or military status in admission to, access to, or operations of its services, or activities.

The Executive Board of the NJ AHEAD is responsible for making decisions regarding membership. All concerns about membership shall be directed to the board for review and decision.

Section 2. Types of Membership, Responsibilities and Privileges

Four Levels of Membership¹

- A. Institutional Membership-Institutional members include participation by an unlimited number of college employees (1)-currently providing services to disabled students within a college or university (2) – or who are responsible for making decisions regarding the delivery of services to disabled students including ADA Compliance Officers. This level of membership entitles the institution to voting privileges (one vote per institution) and requires the payment of annual membership dues. Institutional members are eligible to hold office.
- B. Individual Membership-Applies to a college or agency employee who is providing services to disabled students exclusively at the post-secondary level. This level of membership entitles the individual to voting privileges and requires the payment of annual membership dues. Individual members are eligible to hold office.
- C. Associate Membership-Associate members are those individuals or organizations currently providing services to disabled students who are employed outside of a college or university. Associate members may attend the program presentations held by NJ AHEAD and to non-business parts of the meetings. Associate members are non-voting members of the association and cannot hold office but may serve on the committees of the association. Associate membership requires a membership fee established by the association.
- D. Emeritus Membership-Emeritus membership is open to any former active member of NJ AHEAD who is currently retired. Emeritus members are voting members of the association and are eligible to hold office.

Application/Renewal Procedures (July 1st-June 30th)-Individuals interested in joining the association shall:

- 1. Submit an application in writing to the Treasurer.
- 2. The Executive Board shall review the application and make a recommendation concerning membership within two month's time.

Non-members are welcome to participate in NJ AHEAD meetings/programs; however, program fees will be required.

ARTICLE III - Meetings

Section 1. Membership

The association shall convene at least once per semester for professional development programming as deemed necessary by and advisable by the Executive Board and/or membership. The general membership must receive formal notification of all official business meetings in advance.

¹ Membership guidelines and language reflect current trends and are in alignment with AHEAD guidance as of 2023 (Checking on the date)

Section 2. Executive Board

The Executive Board shall meet at any time that is deemed necessary. The majority of the membership of the Executive Board shall constitute a quorum for the transaction of business. All members of the board must receive notification in advance. A regular meeting schedule shall be established at the beginning of each term and announced to the general membership in advance.

ARTICLE IV - Officers

Section 1. Executive Board

The Executive Board shall consist of eight elected officers and the Immediate Past President of the NJ AHEAD. The eight elected officers shall be President, Vice President, Treasurer, Secretary/Archivist, and four Program Coordinators.

Section 2. Qualifications

Each officer shall be an eligible member in good standing in the NJ AHEAD.

Candidates running for President must have at least one of the qualifications below:

1. served a minimum of one term as an Executive Member for NJ AHEAD,
2. have prior experience serving in a leadership capacity on another board,
3. or have direct field knowledge and experience working with disabled students in higher education

Section 3. Terms of Office

The term of office shall be two years. All officers shall take office July 1st. An individual may not hold an office for more than two consecutive terms in the same office unless deemed a necessity by the Executive Board.

Section 4. The Election of Officers

The Immediate Past President shall chair the Election Committee. A call for nominations shall be circulated to all current members no later than the month of April. Nominations must remain open for at least two weeks. An official ballot shall be sent to all current members following the close of nominations. It shall include all nominees for each office and a brief vita of each. The balloting must be open for at least two weeks, be completed by May 31st, and the results announced to the membership.

In the event that the Immediate Past Presidency shall become vacant, a prior Past President and/or a current Executive Board member not running for the Presidency shall chair the Election Committee.

Section 5. Vacancies

In the event that the Presidency shall become vacant, the Vice President shall assume the Presidency and shall serve the remainder of the term as well as the term for which the Vice President has been scheduled. If a vacancy should occur in an office other than the Presidency, it shall be filled for the remainder of the term by Presidential appointment from the membership, with the approval of the

Executive Board. This process will also apply in the event that a vacancy should occur in any office after elections are held, yet before the individual has assumed office.

Section 6. Duties

The Executive Board shall transact all necessary business of the association between regular business meetings of the membership, shall formulate and recommend policies to the membership, and shall carry out such activities as directed by the membership. The Executive Board shall meet at the time and place of the state meetings and at other times as designated by the President. A simple majority shall constitute a quorum.

- A. **President**- The President shall be the chief elected officer of the association and shall preside at monthly meetings; chair and preside at Executive Board meetings; work with the Executive Board to plan yearly programming and with program coordinators to facilitate monthly programs; communicate with international AHEAD leadership.
- B. **Vice President**- The Vice President shall perform the duties of the President in the absence of the President; assist with program planning as needed; maintain the membership contact list; assist the Immediate Past President in conducting a periodic review of the NJ AHEAD constitution.
- C. **Secretary/Archivist**-The Secretary/Archivist shall record Executive Board meeting minutes and maintain a record of meeting attendance.
- D. **Treasurer**-The Treasurer shall take charge of all receipts/disbursements; present a financial report at each Executive Board meeting and at other times requested by the President; and keep accurate financial records.

Program Coordinators (four)- Responsibilities: Program Coordinators One and Two shall coordinate and plan logistics for monthly meetings, summarize meeting evaluation results and assist each officer as needed. Should accessibility accommodations be requested, such as, but not limited to CART, ASL interpreters, etc. the Coordinator(s) will work with the hosting institution to make arrangements and support the request.

Program Coordinator Three shall manage NJ AHEAD web presence, Google Suite and assist each officer as needed.

Program Coordinator Four shall create and post monthly meeting announcements, maintain annual meeting schedule and assist each officer as needed.

- E. **Immediate Past President**- The Immediate Past President shall coordinate the election process; provide support to other officers in a mentorship capacity; and conduct, along with the Vice President, a periodic review of this constitution.

ARTICLE V - Committees

There shall be committees as are deemed necessary by the President in consultation with the Executive Board.

ARTICLE VI - Procedures

Section 1. Operations

The Executive Board has the authority to establish and adopt operating procedures, which may be subsequently amended by the Executive Board as needed.

Section 2. Expenditures

In consultation with the Treasurer, the President may authorize expenditures up to \$500.00 on behalf of NJ AHEAD.

In consultation with the Treasurer, expenditures beyond \$500.00 must be authorized by the majority of the membership of the NJ AHEAD Executive Board.

ARTICLE VII - Amendments

Any voting member in good standing of the NJ AHEAD may propose amendments to this constitution. Any proposed amendment must be presented in writing to all members of the association at least 30 days before the business meeting at which the change is to be considered. Amendments will be adopted by a two-thirds affirmative vote of the members present and voting.