

**BYLAWS OF THE  
ASSOCIATION ON HIGHER EDUCATION AND DISABILITY IN VIRGINIA  
(AHEAD IN VIRGINIA)**

Adopted July 13, 1990  
Amended December 4, 1991  
Amended April 8, 1994  
Amended February 6, 2003  
Amended October 8, 2004  
Amended March 31, 2006  
Amended March 31, 2017  
Amended March 29, 2024

ARTICLE 1: NAME AND AFFILIATION

- Section 1      The name of this organization shall be the Association on Higher Education and Disability in Virginia (AHEAD in Virginia). For the purposes of banking the name is VA AHEAD.
- Section 2      AHEAD in Virginia is an independent, autonomous group.
- Section 3      AHEAD in Virginia is the state affiliate of the Association on Higher Education and Disability; individuals need not hold dual memberships but are encouraged to join the national organization.

ARTICLE 2: PURPOSE AND GOALS

- Section 1      **Purpose:** The purpose of AHEAD in Virginia shall be to promote and support services for students with disabilities in higher education.
- Section 2      **Goals:**
- a. Stimulate communication and collaboration among service providers in higher education;
  - b. Advocate for continued program development and/or improvement for those with disabilities;
  - c. Promote excellence within the disability services profession;
  - d. Support and encourage individual and/or collaborative research and publication activities;
  - e. Explore ways in which the organization can promote the understanding of persons with disabilities and the legitimacy of reasonable accommodation.
- Section 3      AHEAD in Virginia is a not-for-profit organization. No part of any earnings shall inure to the benefit of any member or individual and no officer or member of the Executive Board shall receive any compensation for his/her services other than reimbursement for actual expenses incurred for organization activities.

Section 4 Nondiscrimination Statement:  
AHEAD in Virginia shall not discriminate against any individual or groups of individuals with regard to services or employment practices because of race, religion, gender, sexual orientation, age, or disability.

### ARTICLE 3: MEMBERSHIP

Section 1 Conditions of Membership:  
Full membership in AHEAD in Virginia is open to any person who is or has been actively engaged in working with those with disabilities or to any individual who wishes to support and further the cause of equal opportunity for success in postsecondary education. Institutional membership allows substantial savings for groups from the same institution/agency.

Section 2 Membership Categories:

- a. Individual – A full professional member is an individual who is primarily employed by an institution of higher education or whose primary focus of work in their professional capacity involves working to enhance higher education opportunities and access for persons with disabilities.
- b. Institutional – Individuals from the same institution (campus) at reduced rate per person (up to 5 persons, 6 or more for additional fee each).
- c. Emeritus – An Emeritus Member shall be any former AHEAD in Virginia member who is currently retired and not employed on a full-time basis.
- d. Student – An individual who is enrolled in college full-time or part-time, in an undergraduate, graduate or continuing education program, and who otherwise does not qualify for a preceding category.

Section 3 Privileges of Membership:

A. The privileges of individual, Institutional or Emeritus membership entitles the member to:

1. Vote;
2. Hold office;
3. Serve on and/or chair a standing or ad hoc committee;
4. Attend all meetings of AHEAD in Virginia;
5. Receive all benefits provided by AHEAD in Virginia.

B. The privileges of student membership entitles the member to:

1. Attend all meetings of AHEAD of Virginia;
2. Receive all benefits provided by AHEAD in Virginia.

Section 4 Membership Period – The membership year is October 1 to September 30.

ARTICLE 4: OFFICERS AND THEIR ELECTION

- Section 1      **Officers:**  
Officers of AHEAD in Virginia shall be President, President Elect, Secretary, Treasurer and Past President. President, President Elect, and Past President shall be limited to one term of two years.
- Section 2      **Terms of Office:**  
All other officers shall serve a term of two years and shall be limited to two consecutive, elected terms. An exception to the 2-year term limit is determined by 2/3's vote of the Executive Committee and 2/3's majority of members who vote. Former office holders may be elected to the same office after they have been out of that office for a period of one year.
- Section 3      **Nominations Committee:**  
The Nominations Committee shall select nominees in the even numbered years for the position of President Elect and Secretary and nominees in the odd numbered years for the position of Treasurer. Members may nominate members for the office being elected in writing to the Nominations Committee chair provided the consent of the nominee has been secured. The report of the Nominations Committee shall be sent by electronic communication to the membership at least 25 days prior to the spring business meeting.
- Section 4      **Voting:**  
Members will vote by electronic ballot. Elections will close one week following the Business Meeting at the spring conference. The result of the election will be announced by the chair of the Nominations Committee via e-mail to the membership.
- Section 5      **Duration of Terms of Office:**  
Officers shall begin their term of office on July 1 following the election and shall terminate on June 30 at the end of the term.

ARTICLE 5: DUTIES OF OFFICERS

- Section 1      **Past President.** The Past President provides advice and leadership to the Executive Committee regarding past practices and other matters to assist in governing the association. The Past President supports the President and the President Elect on an as-needed basis.
- Section 2      **President.** The President shall preside at all meetings, shall appoint the chairs of all committees and at-large members of the Executive Committee, and shall serve ex-officio on all committees except the Nominations Committee, and shall perform such other duties as may be necessary to ensure proper functioning of the association.

- Section 3 **President Elect.** The President Elect shall preside in the absence of the President and shall perform such other duties as may be assigned by the President. The President Elect shall assume said duties in the event the President is unable to fulfill his/her elected term. In such cases, the President Elect will serve the remainder of the term as President and then serve the subsequent term as President.
- Section 4 **Secretary.** The Secretary shall keep all minutes of the meetings and shall perform such other duties as may be assigned.
- Section 5 **Treasurer.** The Treasurer shall be responsible for all funds and shall maintain and report the receipts and expenditures as well as maintain membership records and conference attendance records.
- Section 6 **Vacancies.** A vacancy in any office, except President, shall be declared filled by the action of the Executive Committee upon recommendation of the President. In the case of such vacancies, the officer shall serve the remainder of the unexpired term only.

#### ARTICLE 6: MEETINGS

Business Meetings of the association's members shall be held at the spring conference each year or at other times as called by the President. Any spontaneous meeting that requires a vote will allow 7 days for membership to vote online.

#### ARTICLE 7: ORGANIZATIONAL STRUCTURE

- Section 1 The General Membership. (See Article 3)
- Section 2 The Executive Committee.
- a. The Executive Committee shall be the governing body of AHEAD in Virginia.
  - b. The members of the Executive Committee shall include the officers, chairpersons of the Standing Committees, and up to two at-large members appointed by the President. At-large committee members are appointed annually from July 1 – June 30.
  - c. The Executive Committee shall meet no less than two times per year at times designated by the President. Regular meetings of the Executive Committee shall be open to encourage the participation of all interested and qualified AHEAD in Virginia members.
  - d. All meetings of the Executive Committee shall be governed by a consensus decision-making process, which seeks the maximum possible level of agreement or consent.
  - e. The Executive Committee may be polled by the President by electronic communication when AHEAD in Virginia business necessitates such action and a physical assembly is not feasible.

- f. Duties of the Executive Committee include establishing the policies and programs of AHEAD in Virginia; monitoring the business of AHEAD in Virginia; managing fiscal operations of AHEAD in Virginia; planning and organizing the spring and fall conferences for the association; coordinating other events with the purpose of the professional development of AHEAD in Virginia members; and making recommendations and reports to the general membership.
- g. The Executive Committee may request the resignation of any committee chair who does not perform the functions of the committee as stated in the committee's charge.
- h. The Executive Committee approves the President's recommendations to fill vacancies as they occur, except as otherwise provided in these Bylaws.
- i. The Executive Committee considers and approves the degree of AHEAD in Virginia's involvement with other organizations.
- j. The Executive Committee approves the appointment of ad hoc committee chairs and approve the appointment of an Audit Committee or the hiring of a professional auditor to review all fiscal records on a biennial basis.

Section 3 Standing Committees.

- a. Standing Committees are constituted to perform a continuing function, are representative of the membership as a whole and are intended to remain in existence permanently or for the life of AHEAD in Virginia.
- b. The following shall be the Standing Committees of AHEAD in Virginia with the chairperson of each serving as members of the Executive Committee.
  - (1) Nominations Committee - At the spring conference each year, a Nominations Committee consisting of three members shall be appointed by the President. The President will appoint one member of the nominating committee as chairperson.
  - (2) Communications Committee - The Communications Committee is responsible for all dissemination of information concerning the association.
  - (3) Membership Committee - The Membership Committee will assist the Treasurer to maintain membership lists as well as recruit new members for the organization.
  - (4) Government Relations Committee - The Governmental Relations Committee will maintain communications with state/local governmental officials, organizations and agencies and develop position statements for AHEAD in Virginia.

- (5) Scholarship Committee - Scholarship Committee oversees all aspects of the annual AHEAD in Virginia Student Scholarships, including review of applications and selection of recipients. Names of scholarship recipients will be submitted to the Executive Committee.
  - (6) Audit Committee – The Audit Committee consists of three members, not all from the same institution. The Audit Committee will commence work in the fall and report out in the spring. The Treasurer may be a resource to the committee but is not a member.
- c. All Standing Committees shall carry out the responsibilities assigned to them by these Bylaws and any other responsibilities assigned by the Executive Committee. A report of Committee actions shall be made at each meeting of the Executive Committee, at the Business Meetings of the association, and upon the request of the President.

#### ARTICLE 8: AMENDMENTS

Section 1      These Bylaws may be amended at any Business Meeting of the association's members provided that at least 30-day notice of the proposed amendment has been given in writing, either electronically or by mail, to all members.