WI AHEAD
Bylaws

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Article I. Name

The name of the organization shall be Wisconsin Association on Higher Education and Disability, hereafter WIAHEAD. WIAHEAD is an affiliate of the Association on Higher Education and Disability.

*AHEAD is the premiere professional association committed to full participation of persons with disabilities in postsecondary education. AHEAD dynamically addresses current and emerging issues with respect to disability, education, and accessibility to achieve universal access.*

Article II. Mission

The overall mission of WIAHEAD is as follows:

To provide professional support and development to postsecondary disability service providers in the State of Wisconsin and to other individuals and organizations who are committed to the principles of equal access and opportunity for all qualified students with disabilities to become full participants in higher education and in society at large.

To promote opportunities and affect change in the State of Wisconsin that will be beneficial to qualified postsecondary students with disabilities.

Section 1: Professional Interaction and Connecting Opportunities

WIAHEAD shall facilitate professional interacting and connecting opportunities for disability/accessibility services providers and their constituents, with particular attention to remote and/or underrepresented institutions.

Section 2: Educational Opportunities and Professional Development

WIAHEAD shall provide educational opportunities, including professional development, and serve as one of the primary sources of expertise for disability information on accessibility, awareness, rights and responsibilities, and any other information as it relates to higher education.
Article III. Membership

Membership shall be open and available to any interested person according to membership categories and dues as established by the Executive Board and contained in this Constitution and Bylaws.

Section 1: Eligibility

WIAHEAD is committed to the values of diversity, inclusion, and universal access. WIAHEAD acknowledges and embraces a wide spectrum of people with diverse opinions, perspectives, lifestyles, and ideas. WIAHEAD is an equal opportunity organization and does not discriminate in its membership regarding race, ethnicity, national origin, religion, age, gender status, sexual orientation, disability, marital status, or political affiliation. All interested individuals and institutions are encouraged to become members.

Section 2: Membership Categories

Membership dues shall be determined by the Executive Board and reviewed on an annual basis. Membership categories for WIAHEAD are as follows:

Institutional Membership:

Level I – Annual membership for 1-2 members with one vote each.

Level II – Annual membership for 3 or more members with three votes. Additional members from that institution may be added at an additional cost.

Emeritus Professional Membership: Any previous member of WIAHEAD, now retired. Each individual member is entitled to one vote in the organization.

Student Membership: Any student enrolled in a Higher Education/Postsecondary institution. A Student member is not eligible to vote, nor to serve on the Executive Board, but is eligible for all other member benefits.

Any dues not paid by March 1 of the academic year will result in termination of that membership.
Article IV. Fiscal Matters

Section 1: Responsibility

The Executive Board is responsible for maintaining the fiscal integrity of WIAHEAD and for ensuring financial stability and growth. The Treasurer and a designee from the Executive Board shall serve as the chief financial officers for the organization.

Section 2. Fiscal Year

WIAHEAD's fiscal year shall run from July 1 to June 30 for all budgetary matters, including membership dues.

Section 3. Membership Dues

The Executive Board shall establish annual dues. A Full Member or Student Member who pays the annual dues shall be considered a member in good standing and entitled to all privileges extended to their membership category, including access to the WIAHEAD listserv. Emeritus members are not required to pay annual dues but will be considered members of WIAHEAD, as outlined in Article III.

Section 4. Registration Fees

Registration fees for any meeting or conference held by WIAHEAD shall be determined by the Executive Board.

Section 5. Funding

WIAHEAD may accept contributions and raise funds through established projects as approved by the membership or the Executive Board.

Section 6. Permitted Activities

Notwithstanding any other provision of these Constitution and Bylaws, WIAHEAD and its Executive Board will only carry-on activities permitted by the federal income tax under Section 501(c)(3) of the Internal Revenue Code.
Article V. Governance

Section 1: Authority

Executive authority of WIAHEAD shall rest with the Executive Board as described below. The Executive Board shall be comprised of the executive officers of WIAHEAD, whose number shall be no less than six. The Executive Board shall use this Constitution and Bylaws as the ultimate authority for WIAHEAD.

Section 2. Responsibilities of the Executive Board

The Executive Board shall be responsible for the execution of all business affairs of WIAHEAD and shall convene a minimum of four times per year to conduct such business. The Executive Board shall be accountable to the membership for its actions. It shall seek input from the membership on major decisions and shall give a report of its activities at the annual meeting. The Board shall be responsible for scheduling the date and location of the annual meeting, for establishing registration fees, for planning the agenda for the annual meeting, and for providing direction for and review of the planning for all WIAHEAD programs and activities. The Executive Board shall present goals to the membership via the WIAHEAD listserv. The Executive Board should note the potential effects of the annual goals on the WIAHEAD budget, where relevant.

Section 3: Officers

The officers of WIAHEAD shall consist of a President, a President-Elect, an Immediate Past-President, a Secretary, a Treasurer, and a Communications Chair. The terms of office for President, President-Elect, and Immediate Past-President shall be one year and shall run from July 1 - June 30. The terms of Secretary, Treasurer, and Communications Chair shall be two years and shall run from July 1 - June 30 two years hence.

President-Elect: President-Elect is the designated AHEAD affiliate representative for WIAHEAD and can attend the annual national AHEAD conference. When 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. Additional Duties of the President-Elect shall be determined at the first organizational meeting of the Executive Board following an election and may include such duties as coordinating committee operations and/or organizing the annual meeting for the following year. The President may assign additional duties to this officer during their term as needed. The President-Elect shall serve a one-year term in this office, and a successor shall be determined by a vote of the general membership each year at the annual
At the completion of this term, the President-elect shall take the office of President for the next term.

**President:** The President shall serve a one-year term as the principal executive officer and shall preside over meetings of the members and of the Executive Board. The President shall be authorized to sign, in conjunction with another designated member of the Executive Board, any legal or fiduciary documents pertaining to the organization. The President shall provide general leadership and perform and/or delegate tasks necessary to carry out and advance the purpose of WIAHEAD. The President shall be an ex officio member of all standing committees and shall appoint chairpersons for each such committee. Additional duties may be determined by the Executive board as necessary. The President shall coordinate the annual meetings. If the President-Elect is unable, for any reason, to assume the office of President at the end of their term, the outgoing President shall call for nominations from the membership, and the incoming President shall be determined by a vote of the general membership.

**Immediate Past-President:** When the President completes their term, they remain on the Executive Board for the following term as the Immediate Past-President. The primary duties of this office are to serve as an advisor to the Executive Board and assist other members of the Executive Board with their responsibilities. In addition, this officer shall coordinate and conduct recruitment for the annual elections for WIAHEAD according to election policies and procedures established by the Executive Board and approved by the membership. The Immediate Past-President is also responsible for gathering input and evaluating WIAHEAD’s effectiveness in fulfilling its mission and reporting their findings to the Executive Board at the end of their one-year term. The Immediate Past-President will no longer have presidential access to WIAHEAD electronic, financial, and other documents upon expiration of term.

**Secretary:** The Secretary shall record the minutes of all meetings of the members and the Executive Board and keep them in WIAHEAD’s official records. Additionally, the Secretary shall, in collaboration with the Communications Chair, oversee the publication of all official WIAHEAD documents, correspondence, and announcements. Additional duties may be assigned by the President and/or the Executive Board as necessary. The Secretary shall serve a two-year term, staggered with the term of the Treasurer, and elections for this office will occur every other year. If the Secretary is, for any reason, unable to complete their term of office, the President shall appoint a new Secretary, subject to the approval of the Executive Board, for the remainder of the term. The individual replacing the elected Secretary is eligible to run for the office of Secretary at the next annual meeting.

**Treasurer:** The Treasurer shall have custody of and be responsible for all funds and securities of the organization; receive and provide receipts for all monies due and payable to WIAHEAD from any source, and deposit such monies in the name of WIAHEAD in account(s) designated by the Executive Board; disburse all funds of the organization, under policies approved by the Executive Board or the members or upon written direction of the President or designee, and shall authorize disbursements in writing prior to disbursement. The Treasurer shall keep accurate
records of all WIAHEAD’s financial transactions, deposits, and disbursements, and submit quarterly reports to the Executive Board and annual reports to the full membership reflecting the financial status and activities of that quarter or year. The Treasurer will maintain the official membership records. The Treasurer shall serve a two-year term, staggered with the terms of the Secretary, and elections for this office will occur every other year. If the Treasurer is, for any reason, unable to complete their term of office, the President shall appoint a new Treasurer, subject to the approval of the Executive Board, for the remainder of the term. The individual replacing the elected Treasurer is eligible to run for the office of Treasurer at the next annual meeting.

**Communication Chair:** The Communication Chair shall oversee the maintenance of mailing lists and email distribution lists, as well as maintain and update the group website. The Communications Chair shall also, in collaboration with the Secretary, oversee the publication of all official WIAHEAD documents, correspondence, and announcements. Additional duties may be assigned by the President and/or the Executive Board as necessary. The Communications Chair shall serve a two-year term, staggered with the terms of the Members-At-Large, and elections for this office will occur every other year. If the Communications Chair is, for any reason, unable to complete their term of office, the President shall appoint a new Communications Chair, subject to the approval of the Executive Board, for the remainder of the term. The individual replacing the elected Communications Chair is eligible to run for the office of Communications Chair at the next annual meeting.

If WIAHEAD is unable to determine a replacement for an outgoing officer, the Executive Board shall appoint an interim officer until such time as a replacement is found and approved by the membership.

The officers’ terms shall begin on July 1 following the elections.

**Section 4: Appointment Members-At-Large**

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 rest of the Executive Board. Terms and responsibilities shall be described as the positions are created. All appointed positions shall serve a two-year term, with the possibility of serving consecutive terms with the approval of both the individual and the Board. WIAHEAD will strive for broad representation on the Executive Board.
Article VIII. Voting

Section 1. Executive Board Actions

A quorum, comprising two-thirds of the Executive Board, must be present for all Executive Board votes. All votes must be passed by a three-fourths majority of the quorum represented at the Board meetings. Voting actions of the Board include issues regarding the appointment of interim officers and committee chairs, position statements, dismissal from the Executive Board, and other duties as outlined by these Bylaws. The President will not vote on such measures except for instances where a tie must be broken.

Section 2. Membership Actions

Routine business actions requiring a vote by the eligible membership at business meetings will require a simple majority vote of the full members present. Elections and Amendments to the Bylaws shall require a ballot be sent to all members.

Section 3. Nominations

The Immediate Past-President shall serve as Nominations Chairperson. The Communications Chair shall announce a call for nominations via the WIAHEAD listserv. Any non-student member in good standing shall be eligible to nominate or be placed in nomination. The Executive Board may appoint a student as a Member-At-Large. The Executive Board shall collect the nominations, develop a slate of nominees, send ballots, count ballots, and notify the members of the election results. In the event of a tied election, the Executive Board shall send out runoff ballots to all members.

Nominations for all offices being vacated shall be accepted for a period of no less than 30 days, with notice of the nomination and election dates being given to the membership at least 21 days prior to the opening of the nomination period.

Section 4. Elections

Elections shall be conducted by ballot sent to all full members in good standing. A simple majority of votes collected by the Executive Board within the allotted time will be required for the election of an officer. The term of office for President, President-Elect, and Immediate Past-President shall be one year. The terms of office for Secretary, Treasurer, and Communications Chair shall be two years, from July 1 through June 30, two years hence.

Electronic voting shall be open and available to members for at least 15 days prior to an annual meeting. The Immediate Past-President shall announce the results of the election before the close of the annual meeting.
Section 4. Amendment of Bylaws.

Recommendations for Bylaws amendments shall be submitted to the Executive Board for review and approval of submission to the eligible voting membership. If approved by the Board, the amendment shall be presented to the eligible voting membership at the annual business meeting thirty days prior to the vote, and the vote shall be conducted by ballots sent to all full members in good standing. A simple majority of votes received shall be needed to amend the Bylaws.

Article IX. Accessibility

WIAHEAD shall hold all meetings, conferences, programs, activities, and social gatherings in places that are accessible. Registration forms for any activity of WIAHEAD shall include an invitation to identify access needs. WIAHEAD shall provide reasonable accommodations which are requested in sufficient time to arrange. WIAHEAD will provide materials in multiple, accessible formats.

Article X. Rules of Order

WIAHEAD business meetings shall be governed by Robert's Rules of Order, Revised, if these rules are not in direct conflict with these Bylaws.

Article XI. Dissolution

Section 1: Process of Dissolution

The decision to dissolve WIAHEAD requires a vote of the membership, with a 2/3 majority voting to dissolve.

Section 2: Distribution of Assets

In the event of dissolution, the Executive Board shall, after paying or making provision for the payment of all liabilities of WIAHEAD: (a) distribute all of the assets of exclusively to WIAHEAD, provided AHEAD is an organization then described in sections 170(c)(2), 501(c)(3) and 2522(a)(2) of the Internal Revenue Code (excluding a private foundations as described by Code section 509(a)); or (b) if AHEAD is not then so described, then to one or more other organizations then described in sections 170(c)(2), 501(c)(3) and 2522(a)(2) of the Internal Revenue Code (except that no private foundation as defined by Code section 509(a) shall be a
recipient) or to one or more units or agencies of federal, state, or local government, as the Executive Board shall determine, to be used exclusively for charitable or educational tax-exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Any of such assets not so distributed shall be distributed to one or more such organizations for such tax-exempt purposes as determined by the Circuit Court of the county in which the principal office of WIAHEAD is then located.

Revisions to Bylaws Approved: