

OREGON ASSOCIATION ON HIGHER EDUCATION AND DISABILITY BY-LAWS  
Updated December 2014

PREAMBLE

The Oregon Association on Higher Education and Disability (ORAHEAD) is a coalition of professionals from public and private institutions of higher education around the state of Oregon established to strengthen the professionalism, expertise, and competency of individuals who are vitally interested in understanding the disability experience in higher education. We do this by:

1. being an effective voice for post-secondary disability services personnel in the state;
2. promoting equal rights and opportunities for individuals who experience disability in post-secondary education;
3. communicating and coordinating with other organizations and agencies involved in efforts related to education, transition, and habilitation of persons with disabilities;
4. facilitating the exchange of information and the coordination of disability related efforts in public, private, and continuing education in all post-secondary systems in Oregon;
5. conducting professional meetings and conferences among personnel interested in issues related to disability in higher education;
6. advancing high standards of professional ethics and conduct among personnel serving students with disabilities in higher education;
7. encouraging reflective practice that promotes improved post-secondary educational programs and services for students who experience disability;
8. stimulating, promoting, and supporting research related to disability within higher education;
9. informing the public concerning post-secondary education programs for students with disabilities.

ARTICLE 1 – Name and Structure

***Section 1 - Name***

The Oregon Association on Higher Education and Disability (ORAHEAD), formerly known as the Oregon Association of Disabled Student Service Programs in Higher Education (OADSSPHE).

***Section 2 - Structure***

ORAHEAD is an affiliate of the Association on Higher Education and Disability (AHEAD) created as a volunteer professional organization directed by a volunteer Board of Directors. The Board of Directors is composed of elected officers who carry out the mission of the association by executing fiduciary responsibility and promoting the growth and health of the organization.

## ARTICLE 2- Membership

### ***Section 1 – Commitment to diversity, non-discrimination, and equal access***

ORAHEAD views diversity holistically and values the differing perspectives, ideas, and experiences our members bring. Membership is open and available to any interested person according to membership and dues categories established by the Board of Directors and with rights and responsibilities outlined therein. ORAHEAD does not discriminate, strives to embody universal design, and honors all reasonable accommodation requests.

### ***Section 2 - Types of Membership***

The ORAHEAD Membership form provides additional information for each membership category as well as the dues and related expectations.

- A. **Professional Membership** Professional membership shall be open to those engaged in enhancing postsecondary educational opportunities for individuals who experience disabilities. Members in good standing are encouraged to attend ORAHEAD conferences/meetings each year and have voting rights and have access to the association's professional listserv.
- B. **Institutional Membership** The same as Professional Membership except the institution retains the right to reassign or add another person when there are staffing changes.
- C. **Vendor Membership** Vendor membership is open to a principal or agent of a fee-for-service agency or company that has a product or service related to disability in higher education. Vendor members have no voting rights, nor can they hold office.
- D. **Pre-professional Membership** Any postsecondary student engaged in training for the administration or provision of services enhancing postsecondary educational opportunities for students who experience disability may be a pre-professional member of the association. Student members must be sponsored by a current ORAHEAD member in good standing and are not eligible to vote in association business, nor may they hold elective office, but they may serve on committees, and have access to the professional listserv.
- E. **Associate Professional Membership** Those persons who share an interest in the administration or provision of services enhancing postsecondary educational opportunities for students with disabilities, for example those who work in related fields, are invited to become associate professional members. Associate members are not eligible for voting privileges or holding office, but they may serve on committees, and have access to the professional listserv.
- F. **Emeritus Membership** Academic personnel previously engaged in enhancing postsecondary educational opportunities for individuals with disabilities. This level of membership would include former ORAHEAD members or retirees from the field. Emeritus professional members are not eligible for voting privileges or holding office, but they may serve on committees, and have access to the professional listserv.

### ***Section 3 - Terms of Membership***

The term of membership shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

### ***Section 4 - Dues***

Dues of the Association shall be set by the Board with the approval of the membership.

### ***Section 5 - Payment of Dues***

First time payment of dues will be accepted by the Treasurer at any time during the year. Renewal of annual dues shall be paid January 1<sup>st</sup> with a 60 day grace period. Annual dues shall not be prorated.

## ARTICLE 3 - OFFICERS OF ORAHEAD

### ***Section 1 – Officers***

The Officers of the Association shall be the President, President-Elect, Immediate Past President, Treasurer, Secretary, Membership Coordinator, Communications Officer, Continuing Education Liaison, and Conference Liaison.

#### **PRESIDENT**

The President is responsible for the efficient and effective operation of the Affiliate. Upon completion of a one year term, the President will assume the position of Immediate Past-President.

Duties include but are not limited to the following:

- Attend, open and call to order all general and Board of Director meetings
- Establish agenda and announce the business before the assembly
- Establish and oversee committees deemed necessary for the efficient operation of the association
- Serve as official liaison to AHEAD and other organizations or appoint a designee
- Ensure adherence of the Affiliate to the Affiliate Bylaws as set forth by the membership
- Complete a year-end report for the Board and general membership
- Ensure continuation of insurance in all categories of coverage
- Attend annual Fall and Spring conferences in their entirety
- Perform any other duties assigned by the Bylaws or membership-at-large

#### **PRESIDENT ELECT**

In the absence of the President, the President-Elect takes the chair and follows the same list of duties as the President. The following year, the President-Elect assumes the duties of President.

Duties include but are not limited to the following:

- The President- Elect shall solicit nominations for the slate of officers and Board members to be elected at the Fall business meeting
- In the absence of the President, assume the duties of that office
- Attend a majority of regularly scheduled Board of Directors meetings
- Attend annual Fall and Spring conferences in their entirety
- Perform any duties assigned by the President, Board of Directors, or membership-at-large

#### **IMMEDIATE PAST PRESIDENT**

In the absence of the President and President-Elect, the Immediate Past President assumes the duties of President. The Immediate Past President provides support and guidance to the President and the Board of Directors.

Duties include but are not limited to the following:

- Organize and oversee the annual election of officers according to the Affiliate Bylaws
- Act as Parliamentarian of the Affiliate
- Act as Affiliate Historian
- Attend a majority of regularly scheduled Board of Directors meetings
- Attend annual Fall and Spring conferences in their entirety
- Perform any duties assigned by the President, Board of Directors, or membership-at-large

## **SECRETARY**

The Secretary is the recording officer of the Affiliate.

Duties include but are not limited to the following:

- Take written minutes of Board/membership meetings and Board working retreats.
- Prepare meeting minutes for review and revision no later than 3 weeks following the meeting
- Submit revised minutes to Board at next monthly tele-meeting for approval
- Attend a majority of regularly scheduled Board of Directors meetings
- Attend annual Fall and Spring conferences in their entirety
- Submit approved minutes for posting to the Affiliate website
- Confirm timely posting of minutes to website one week after submission
- Prepare and communicate Affiliate documents for any required state or federal filings
- Perform any duties assigned by the President, Board of Directors, or membership-at-large

## **TREASURER**

The Treasurer is the chief financial officer of the Affiliate and has a modified end of term – Jan. 1

Duties include but are not limited to the following:

- Establish ORAHEAD banking accounts and pay liabilities
- Transfer funds between ORAHEAD accounts to meet obligations, at the direction of the Board of Directors
- Utilize accounting methodologies agreed upon by the Board of Directors
- Provide updates on the approved budget to the Board of Directors twice per year, in conjunction with conference planning and facilitation
- Prepare end-of-year budget summary of assets, income and expenditures no later than the February following the close of the previous fiscal year
- Prepare or assist in the preparation of regulatory filings
- Provide reports to auditors
- Ensure documentation of speakers to include name, SSN, and address for completion of 1099 forms; mail forms by January 31.
- Maintain all receipts and payment records (travel requests, reimbursement forms, etc).
- Attend a majority of regularly scheduled Board of Directors meetings
- Attend annual Fall and Spring conferences in their entirety
- Perform any duties assigned by the President, Board of Directors, or membership-at-large

## **MEMBERSHIP COORDINATOR**

The Membership Coordinator provides the board with general membership information.

Duties include but are not limited to the following:

- Maintain membership database
- Receive and respond/assign response to member/prospective member/outside inquiries
- Attend a majority of regularly scheduled Board of Directors meetings
- Attend annual Fall and Spring conferences in their entirety
- Perform any duties assigned by the President, Board of Directors, or membership-at-large

### **COMMUNICATIONS OFFICER**

The Communications Officer provides support for the ORAHEAD website and maintains the ORAHEAD listserv.

Duties include but are not limited to the following:

- Maintain and update ORAHEAD website
- Maintain ORAHEAD member listserv and respond to ORAHEAD email
- Attend a majority of regularly scheduled Board of Directors meetings
- Attend annual Fall and Spring conferences in their entirety
- Perform any duties assigned by the President, Board of Directors, or membership-at-large

### **CONTINUING EDUCATION LIAISON**

The Continuing Education Liaison facilitates the opportunity to provide membership with continuing education credit opportunities.

Duties include but are not limited to the following:

- Annual renewal applications and fees required and paid by the Affiliate as needed
- Maintain providerships including the filing of documents for possible audits by representative agencies for a five year period
- The Affiliate provides Continuing Education Credits as determined by the board with input from membership
- Attend a majority of regularly scheduled Board of Directors meetings
- Attend annual Fall and Spring conferences in their entirety
- Perform any duties assigned by the President, Board of Directors, or membership-at-large

### **CONFERENCE LIAISON**

The Conference Liaison leads the Board of Directors through the process of planning and facilitating the annual Fall and Spring conferences.

Duties include but are not limited to the following:

- Serve as primary point of contact with conference location hosts
- Coordinate logistics for event hosting, catering, and other conference related services
- Ensure conference registration, evaluation, and other related information is being fully considered within the conference planning process
- Engage the ORAHEAD Board of Directors in the process of conference planning
- Attend a majority of regularly scheduled Board of Directors meetings
- Attend annual Fall and Spring conferences in their entirety
- Perform any duties assigned by the President, Board of Directors, or membership-at-large

### ***Section 2 – Terms of Office***

All positions except for the treasurer begin and end at the business meeting of the Fall conference.

- Each year the ballot includes nominations for president-elect and Board Members at Large
- Even years begin/end terms for Secretary, Communications Officer, Conference Liaison
- Odd years begin/end terms for Treasurer, Membership Liaison, Continuing Education Liaison

## ARTICLE 4 – The ORAHEAD Board of Directors

### ***Section 1 - Composition of the Board***

The Board shall be composed of the Officers and up to four (4) Board Members at Large.

- A. The Members at Large shall serve for a period of two (2) years, with the terms staggered so that two at-large board members are elected each year. Terms will begin at the end of the Annual Fall Conference and extend through the Fall conference two years later.
- B. In the case of a resignation, parliamentary removal or death of any Board member, the President shall appoint a successor to serve the remainder of the term with the concurrence of the Board.
- C. Members-at-large shall serve the membership as outlined in **Article 4, Section 2 - Functions of the Board**. Also they shall perform any duties as assigned by the Officers of the Association.

### ***Section 2 - Functions of the Board***

The Board shall be the administrative entity of the Association and its functions shall be as follows:

- To formulate and recommend policies to the membership for consideration and action
- To formulate policies appropriate for Board action and direct the execution thereof subject to review by the membership
- To plan and implement actions necessary to accomplish the decisions of the membership
- To plan, direct, or otherwise carry out the purpose of the Association

### ***Section 3 - Meeting of the Board***

The Board shall meet at least one (1) time annually. The Board must have a quorum (50% plus 1) voting members present to conduct business. Meetings are open to the membership. Actions required or permitted may also be taken without a meeting with consent in writing by a majority of Board members.

### ***Section 4 – Removal of a Board Member***

Any officer elected by the members may be removed by majority vote of the members at a special meeting called for that purpose, alternatively, a board member may be removed when a majority of the Board finds doing so to be in the best interest of the association.

### ***Section 5 - Reports of the Elected Officers***

The President and Treasurer of the Association shall submit written reports annually in conjunction with the annual Fall business meeting and be included in the Minutes.

## ARTICLE 5 - Committees

### ***Section 1 - AdHoc Committees***

Adhoc Committees may be created on a temporary basis by the Board for the promotion of the purposes of the Association and shall consist of members in good standing. Their number, composition, responsibilities, method of selection and tenure shall be in accordance with these Bylaws.

### ***Section 2 - Standing Committees***

The President and the Board shall determine when a committee shall become a Standing Committee and shall appoint an appropriate number of members. The committees shall perform functions prescribed by the Board or functions prescribed by these Bylaws. Members of Standing Committees shall serve for one (1) year, from the annual Fall business meeting to the following annual Fall business meeting.

## ARTICLE 6 – Property of the State Association

### ***Section 1 - Dissolution of the Association***

All property of the Association shall be subject to the control and management of the Board. Upon dissolution of the Association, none of its property shall be distributed to any of its members. All such property shall be transferred to such other organization or organizations as the Board shall determine to have purposes and activities most nearly consonant to those of the Association, provided that such other organizations shall be exempt under Section 501 (c)(3) of the Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

### ***Section 2 - Appropriations and Expenses***

All appropriations and expenditures of the Association shall be subject to control outlined in the Bylaws.

- A. Appropriations of Association Funds. All appropriations of Association funds shall be made by the Board. The President of the Association is granted discretionary authority to spend up to two hundred dollars (\$200.00) in a given fiscal year for the purposes of conducting the business of the Association.
- B. Expenses. The expenses incurred to conduct the affairs of the Association shall be paid from the Association's treasury. All expenses over \$200.00 shall require written approval from the President of the Association.
- C. Committee Expenses. All expenditures of the committees, authorized by the Association, shall be paid from funds appropriated thereof, and any liability incurred by any committee in excess of the funds appropriated thereof shall not be the personal liability for the person or persons responsible for incurring or authorizing such liability.
- D. Fiscal Year. The fiscal year shall be October 1 through September 30.
- E. Audit: Internal audits are to be conducted annually in alignment the Board of Director's Fiscal Operating Guidelines.

## ARTICLE 7 – Amendments and Revisions

### ***Section 1 - Initiation***

Amendments to or other changes in these Bylaws may be initiated in the following ways:

- A. The Board may propose amendments or changes.
- B. The President may appoint a committee to consider revising the Bylaws in general or amending particular sections.
- C. Three (3) members of the Association in good standing may submit to the Board proposed amendments. Such proposals shall be submitted to the President and should be accompanied with a brief written rationale for the proposed changes and signed by those making the proposal.
- D. The President shall have such proposals included in the agenda of the next scheduled meeting of the Board. The Board may append the proposals and shall determine if the proposal shall be submitted to the membership at the next business meeting of the Association. If the Board decides not to submit such proposals to the membership, a written response shall be sent to those making the proposals including the reason for the decision.

**Section 2 - Adoption**

These Bylaws may be amended in the following manner:

- A. The Board shall mail (surface or electronic) all changes proposed under Section 1 of this article with an explanation and recommendation of the Board.
- B. The vote may be by mail (surface or electronic) or at the next regular business meeting of the Association at the discretion of the Board. The proposed changes shall be mailed (surface or electronic) to the membership with thirty (30) days to vote or thirty (30) days in advance of the next business meeting of the membership.
- C. An affirmative vote by a two-thirds majority of the ballots returned or cast shall be required for adoption of amendments.

Signature line for Board members and Date

President	<u>Malissa Larson, Western Oregon University</u>	Date <u>02/23/2015</u>
President-Elect	<u>Hilary Gerdes, University of Oregon</u>	Date <u>02/23/2015</u>
Immediate Past President	<u>Kaela Parks, Portland Community College</u>	Date <u>02/23/2015</u>
Secretary	<u>Lorie Fontaine, Willamette University</u>	Date <u>02/23/2015</u>
Treasurer	<u>Cathy Murphy, Portland Community College</u>	Date <u>02/23/2015</u>
Membership Coordinator	<u>Andrew Childress, Rogue Community College</u>	Date <u>02/23/2015</u>
Communication Liaison	<u>Jennifer Gossett, Portland Community College</u>	Date <u>02/23/2015</u>
Conference Liaison	<u>Sharon Allen, Portland Community College</u>	Date <u>02/23/2015</u>
Continuing Education Liaison	<u>Gabriel Merrell, Oregon State University</u>	Date <u>02/23/2015</u>

*Approved May 18, 2001*  
*Amended November, 2002*  
*Amended May, 2003*  
*Amended April, 2008*  
*Amended December 2009*  
*Amended December 2014*