



The Florida Association on Higher Education and Disability (FL-AHEAD) Bylaws

ARTICLE I: NAME

Section 1

This not-for-profit, statewide organization shall be known as The Florida Association on Higher Education and Disabilities, or FL-AHEAD, also referred to as the Association throughout this document.

Section 2

The Florida AHEAD (FL-AHEAD) shall be an affiliate of the Association on Higher Education and Disability (AHEAD), an international professional membership association committed to full participation of persons with disabilities in post-secondary education.

ARTICLE II: STRUCTURE

The Florida AHEAD has been established as a volunteer professional organization directed by an Executive Board and operated under the authority of the Executive Board. This Executive Board will be comprised of elected officers and committee chairs, and its purpose will be to carry out the mission of the Association through policy formation, fiscal management, open communication with the membership at large, maintenance of historical records, and development and oversight of the organization.

ARTICLE III: PURPOSE

The purpose of the Association is to provide educational and professional development opportunities for its members and to develop a statewide network for disability support services.

Mission: The mission of the FL-AHEAD is to enhance professional knowledge and educational initiatives that effect full participation of individuals with disabilities in post-secondary education and specifically:

- Create a uniform voice and promote timely statewide communication among disability services professionals.
- Sponsor professional development opportunities for individuals in the field.
- Publish and disseminate statewide resources including: best practices, research, current and emerging technology, and other advancements in the field.
- Expand current and develop new educational post-secondary resources and opportunities for students with disabilities.
- Provide information and strategies that encourage the use of universal design principles throughout the higher education community.

To fulfill the Florida AHEAD mission, the Association shall promote:

Educational Opportunities

The Association shall serve as the state's primary source of expertise for information on disability, disability awareness, related legislation, disability rights and responsibilities, and any other relevant information as it relates to higher education and disability. This objective may be accomplished through any of the following means:

- Offering assistance to members on topical information, current issues and needed resources.
- Collecting and disseminating relevant information through various venues such as publications (electronic or hard copy) and training programs.
- Maintaining an up-to-date website with resources and links to other relevant sites.

Professional Development

The Association shall organize and host activities for the purpose of providing professional development opportunities for disability service providers and their constituents in the region. This objective may be accomplished through activities such as:

- Hosting statewide conferences to address both national and state-wide issues.
- Facilitating access to experts in areas of particular interest.
- Facilitating access to webcasts and other broadcasted events for remote and/or under funded institutions.
- Sponsoring video- and/or teleconference meetings and presentations.

Professional Interaction and Networking Opportunities

The Association shall facilitate professional interacting and networking opportunities for statewide disability service providers and their constituents.

- Offering scholarships/fee waivers for members or other representatives from these institutions to attend statewide events and/or become members of the Association.
- Developing an electronic distribution list and/or a listserv that is all-inclusive.
- Holding some statewide events in places that are accessible to institutions throughout Florida.
- Sponsoring video- and/or teleconference meetings and presentations.

ARTICLE IV: MEMBERSHIP

Section 1: Membership shall be open and available to any interested person who supports the mission of FL AHEAD in accordance with the membership categories as established by the Executive Board and contained in the Bylaws. The benefits of membership include notice of the availability of educational programs, materials and publications produced and/or distributed by the Association; reduced registration fees for statewide events and conferences; eligibility to apply for scholarships/fee

waivers for statewide events and conferences; eligibility to run for office, participate and/or chair Association committees, and vote in Association elections. Additional benefits may be determined by the Executive Board.

Section 2: Florida AHEAD is an equal opportunity organization and does not discriminate in its membership with regard to race, ethnicity, national origin, religion, age, gender status, sexual orientation, disability, marital status or political affiliation. Florida AHEAD is committed to the values of diversity, inclusion and universal access. This association acknowledges that embracing a wide spectrum of people with diverse opinions, perspectives, lifestyles and ideas will only enhance and make stronger the growth, development and creativity of the Association and therefore all interested individuals and institutions are encouraged to become members.

Section 3: Membership Categories

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

- Individual Professional: any active professional in the field of disability services or higher education professional. Each individual member is entitled to one vote in the organization.
- Institutional Basic or Plus: There are two levels of institutional membership available to three or five individuals respectively from an institution to be members of the organization. Each of the individuals is entitled to one vote in the organization. Additional members from that institution may be added at an additional cost. Institutions with more than one campus would apply for separate institutional memberships per campus.
- Associate: any individual who is not primarily employed by an institution of higher education, but who has interest in, or is professionally active in working to promote, the full participation of students with disabilities in higher education. Associate Members are not eligible to vote or hold office, but are eligible for all other membership benefits
- Pre-Professional: any student interested in the field of disability services and/or participating in those services. A Pre-professional Member is not entitled to vote or hold office.

Membership shall operate on an **academic year calendar of July 1 – June 30**, and any membership dues not paid by October 1 of the fiscal year will result in termination of that membership.

ARTICLE V: MEETINGS

The Florida AHEAD shall hold an annual meeting of the members for the purpose of electing officers of the organization and conducting the business of the organization as proposed or presented by any of its members. The Executive Board shall be responsible for giving due notice of the annual meeting to members of the Association. Additional special meetings may be called by the Executive Board to address issues that affect the Association 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. When using a membership vote, a vote of at least thirty

percent of the membership in favor of calling a meeting will indicate a special meeting is warranted.

ARTICLE VI: EXECUTIVE BOARD

Section 1: Authority

Executive authority of the Association shall rest with the Executive Board as described below. The Executive Board shall use the Bylaws contained herein as the ultimate authority for the Association.

Section 2: Elected Officers

The executive officers for The FL-AHEAD shall include President, President-elect, Secretary, Treasurer and Immediate Past President. The offices of President-elect, Secretary and Treasurer shall be elected by a vote of the members at an annual meeting in accordance with term cycles. Because the office of President is filled by the outgoing President-elect, and the office of Immediate Past President is filled by the outgoing President, elections for these officers will only be held in the event the office is vacated or unable to be filled by the person in or coming in to that position. 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. Electronic voting shall be open and available to members for at least 15 days prior to an annual meeting for the purpose of allowing members who are unable to attend the annual meeting to exercise their voting rights. Voting for elections shall close by no later than 2:00 p.m. (CST) or 3:00 p.m. (EST) on the last day of the annual meeting, and the Immediate Past President shall announce the results of the election before the close of the annual meeting. The officers' terms shall begin on July 1 following the elections. Each of these officers shall sit on the Executive Board, and their responsibilities are as follows:

President: The President shall serve a one-year term as the principle 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 the Association. The President shall be an *exofficio 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 assist the immediate past president as needed in conducting the general elections at annual meetings, according to election policies and procedures established by the Executive Board and approved by the membership. If the President-elect is unable, for any reason, to assume the office of President at the end of his or her 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.

President-elect: 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 his or her 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 meeting. At the completion of this term, the President-elect shall take the office of President for the next term.

Secretary: The secretary shall record the minutes of all meetings of the members and the Executive Board and keep them in the Association's official records. Additionally, the Secretary shall be responsible for providing the membership with due notice of any Association upcoming events or votes; oversee the publication of all official Association documents, correspondence and announcements; keep official records of all Association activities and actions; and maintain the official membership records, including mailing lists and e-mail distribution lists. 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 at the annual meeting. If the Secretary is, for any reason, unable to complete his or her 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 the Association from any source, and deposit such monies in the name of the Association in account(s) designated by the Executive Board as Association accounts; disburse all funds of the organization, under policies and practices approved by the Executive Board upon written direction of the President or designee. The Treasurer shall keep accurate records of all of the Association'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 shall serve a two-year term, staggered with the term of the Secretary, and elections for this office will occur every other year at the annual meeting. If the Treasurer is, for any reason, unable to complete his or her 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.

Immediate Past President: When the President completes his or her term, he or she remains 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 conduct the annual elections for the Association. The Immediate Past President is also responsible for gathering input and evaluating the Association's effectiveness in fulfilling its mission and reporting his or her findings to the Executive Board at the end of his or her one-year term.

If the Association is unable to determine a replacement for an outgoing officer, the outgoing officer shall retain the duties of said office until such time as a replacement is found 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.

Section 3: Appointed members

Additional members of the Executive Board shall be determined by the presiding officers and may include positions such as standing committee chairpersons, individuals representing specific areas of the region and/or types of institutions of higher educations, 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.

ARTICLE VII: FINANCE

Section 1: Responsibility

The Executive Board is responsible for maintaining the fiscal integrity of the Association and for ensuring financial stability and growth. The Treasurer shall serve as the chief financial officer for the organization.

Section 2: Income

Income shall be derived from sources consistent with the purpose and mission of the Association, as contained in Article III of this document, and from membership dues as set by the Executive Board.

Section 3: Fiscal Year

The fiscal year for the Association shall be from July 1 – June 30.

Section 4: Transactions

All financial transactions, fees and references made thereto will be in U.S. funds.

Section 5: Disbursement

Association funds shall be determined by the Executive Board and used for purposes consistent with the purpose and mission of the Association as contained in Article III of this document. No part of the net earnings of the Association shall be disbursed for the benefit of any member, officer, sponsor or private individual, except

when such payment is warranted as the responsible compensation for services rendered to or for the Association in effecting its purpose.

Section 6: Dissolution

In the event of the dissolution of The FL-AHEAD, all Association assets will be liquidated, any Association debts shall be paid, and any remaining Association proceeds shall be submitted to the national AHEAD to hold for future use in The FL-AHEAD.

ARTICLE VIII: 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 the Association. All such committees shall operate within the purpose and mission of the Association as contained in Article III of this document, and they shall be specifically charged as to their purpose and function. Standing committees shall remain in operation at the discretion of the Executive Board, and ad hoc committees shall be dismissed upon completion of their assigned tasks.

ARTICLE IX: AMENDMENTS

Section 1: Proposals for Amendment

Proposals for amendment, alteration or repeal of these Bylaws, or for adoption of new Bylaws, may be initiated by resolution of the Executive Board, by unanimous resolution or consent of a standing committee, or by petition of at least 10% of the membership.

Section 2: Submission of Proposals

Proposals for amendment, other than those initiated by resolution of the Executive Board, shall be submitted to the Executive Board, which, in turn, shall call for a vote of the membership. The Executive Board may call a special meeting of the membership to discuss the amendment, may submit the amendment to a vote by mail (and e-mail or web posting where practicable), or, when within a reasonable timeframe, may submit the amendment to the members for a vote at the annual meeting.

Section 3: Approval

These Bylaws may be amended, altered or repealed and new Bylaws adopted only by majority vote of the members of this Association in accordance with this Article.

Section 4: Notice

The Secretary shall give due notice (at least 30 days) to the members of the Association regarding the content of the amendment and the nature and date of the upcoming vote on the amendment.