

**THE BY-LAWS FOR THE
WESTERN IOWA/NEBRASKA (WINAHEAD)
REGIONAL CHAPTER OF THE
ASSOCIATION OF HIGHER EDUCATION AND DISABILITY**

PREAMBLE

AHEAD is an international, multi cultural organization of professionals committed to full participation in higher education for persons with disabilities. The Western Iowa and Nebraska Chapter and AHEAD are vital resources promoting excellence through education, communication and training.

ARTICLE I: NAME AND INCORPORATION

The name of this organization shall be Western Iowa & Nebraska Association on Higher Education & Disability. (Hereinafter WINAHEAD)

ARTICLE II: STRUCTURE

The Western Iowa and Nebraska Chapter of The Association on Higher Education and Disability (hereafter referred to as the Chapter) is created as a volunteer professional organization directed by an Executive Committee. Furthermore, the Executive Committee will be composed of elected officers whose responsibility will be to carry out the mission of the Chapter through policy formation, the execution of fiduciary responsibility, and maintenance and growth of the organization.

ARTICLE III: PURPOSE

SECTION 1. The purpose of the Chapter shall be to serve as an organization providing education and professional development, and to:

- A. Serve as a source of expertise for information on disability, disability awareness, disability legislation, disability rights, and any other related information as it relates to higher education to students, faculty, parents, community agencies and secondary school personnel by:
 - 1. Providing assistance to members on topical information, current issues and needed resources.
 - 2. Serving as an educational organization.
 - 3. Disseminating information through workshops, regional conferences, program assistance, evaluation and assessment and training programs.

- B. Provide a vehicle which will strengthen the professionalism, expertise and competency of those working in higher education with students with disabilities through:

1. Encouraging the development and expansion of a communications network primarily for those persons professionally involved in programs and services for students with disabilities.
2. Assisting with research, evaluation, and programmatic planning.
3. Supporting members as they educate the public and public officials in the areas of disability, disability rights and awareness.

ARTICLE III: MEMBERSHIP

SECTION 1 Membership categories shall be classified as the following: Institutional and Affiliate.

A. Institutional Member: An institutional member shall be any postsecondary institution in western Iowa or Nebraska who wish to belong. (Voting)

B. Affiliate Member: An affiliate member shall be any party within the WinAHEAD region expressing an interest consistent with the goals and objectives of WinAHEAD. (Nonvoting)

ARTICLE IV: MEETINGS

SECTION 1: Meetings shall be held semi-annually throughout the academic year. Additional meeting shall be called at the discretion of the President or other officers.

SECTION 2: The membership present at the spring meeting shall determine the date, time, and location of the fall and subsequent spring meetings.

SECTION 3: Meeting Minutes and reminder notices of each meeting shall be given to each Chapter member, via the WINAHEAD listserv.

ARTICLE V: EXECUTIVE AUTHORITY

SECTION 1: The Executive Authority of the Chapter shall be vested in the Executive Committee which shall be comprised of Officers empowered to do all things permitted by law.

SECTION 2: The Executive Committee of the Chapter shall be comprised of the Officers of the Chapter.

- A. The Executive Committee shall have full authority to conduct the affairs of the Chapter between meetings of WINAHEAD.
- B. Such authority must remain within the provisions of these By-Laws and be consistent with the By-Laws and policies established by the Chapter.

SECTION 3: The Executive Committee shall consist of the following: President, Immediate Past-President, Secretary and Treasurer.

A. DUTIES

1. **President.** The President shall convene regularly scheduled Chapter meetings. In his/her absence, the past-president shall preside at the meeting. The President shall become the Immediate Past President upon the completion of his/her term of office.
2. **Immediate Past-President.** The Immediate Past President shall act in the absence of the President and shall assume said duties in the event the President is unable to fulfill his/her elected term. In such case, the Past-President will serve the remainder of the term as President. The Past-President shall also serve as chair of the Nominations Committee.
3. **Secretary.** The Secretary shall be responsible for recording the minutes of the meetings of the Board and other meetings as directed by the President. The Secretary shall distribute minutes of the meetings to the Board in a timely fashion. The secretary shall be responsible for maintaining all correspondence.
4. **Treasurer.** The Treasurer shall be responsible for managing any grant or other monies the Chapter receives. The Treasurer shall maintain proper financial records and file any necessary reports and/or forms with the appropriate agency awarding any grant or other monies the Chapter receives.

SECTION 4: Executive Committee members shall receive no compensation other than reasonable expenses.

SECTION 5: If a vacancy occurs in any other office, the President shall have the power to make an appointment to fill the remaining term.

SECTION 6: Nominations and elections of Officers and Board Members shall take place annually in accordance with procedures developed by the Nominations Committee, chaired by the Past-President and approved by the Executive Board.

SECTION 7: Balloting shall be by electronic ballot as determined by the Nominations Committee.

SECTION 8: The election results shall be announced via email and the new officers shall assume their duties effective July 1, in the same year following election.

SECTION 9: Officers shall serve for a term of one year or until their successors have been duly elected with the exception of the Treasurer **which is a two-year term of office.**

SECTION 10: The Executive Committee shall provide for the retention and control of the records of the Association in accord with these By-Laws.

SECTION 11: The Executive Committee may provide for the compilation and revision of a handbook setting forth in greater detail the duties of the Association's officers and committees, in accord with these By-Laws, and detailing the duties in the work of the Association.

ARTICLE VI: COMMITTEES

SECTION 1: WINAHEAD, at the direction of the President with concurrence of the Executive Committee, shall establish, maintain, and dissolve standing and special committees.

Committees may be needed to conduct its business and activities. Chairs of each Committee will be selected by committee membership and will be expected to report to the Executive Committee.

SECTION 2: Standing Committees will be identified as follows: Nomination Committee and Audit Committee

SECTION 3: Special Committees will be created at the request of the WINAHEAD membership.

ARTICLE VII: FINANCE

SECTION 1: The Board shall be responsible for maintaining the fiscal integrity of the Chapter.

SECTION 2: Income shall be derived from sources consistent with the purpose and mission of the Chapter, as contained in Article III of this document.

SECTION 3: The fiscal year shall be July 1 - June 30.

SECTION 4: The Treasurer shall serve as the financial officer of the Chapter.

ARTICLE VII: BY-LAW CHANGES

Bylaws shall be established, amended, or rescinded, by **vote of the membership. A majority vote of members is needed to change the bylaws.**

*These Bylaws were approved at a regularly scheduled meeting of WINAHEAD on: **December 14, 2004.***

*These Bylaws were amended at a regularly scheduled meeting of WINAHEAD on: **March 22, 2006.***

*These Bylaws were amended at a regularly scheduled meeting of WINAHEAD on: **May 15, 2007.***

*These Bylaws were amended at a regularly scheduled meeting of WINAHEAD on: **November 15, 2007.***

*These Bylaws were amended at a regularly scheduled meeting of WINAHEAD on: **March 20, 2008.***

*These Bylaws were amended at a regularly scheduled meeting of WINAHEAD on: **October 23, 2008.***

*These Bylaws were amended at a regularly scheduled meeting of WINAHEAD on: **October 28, 2011.***