

MAHE BYLAWS

BYLAW I - MEMBERSHIP

SECTION 1. The membership year shall coincide with the MEA membership year.

SECTION 2. Members on leave who are eligible to maintain membership in MEA/NEA are also eligible to maintain membership in MAHE.

SECTION 3. Membership shall be on the unified basis (local-state-national).

BYLAW II - OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1. The elected officers of this organization shall be: President, Vice-President for Community Colleges, Vice-President for Four-year Colleges and Universities, most recent past President, and Secretary-Treasurer. The officers shall begin their terms of office on ~~September~~ **May** 1 following their election.

SECTION 2. The **at-large** members of the Executive Committee shall be elected to two-year terms of office and are eligible for re-election.

SECTION 3. **At-Large** members of the Executive Committee shall begin their two-year term of office upon completion of the election at the first Board of Directors meeting of the membership year.

BYLAW III - BOARD OF DIRECTORS

SECTION 1. Board of Directors members shall begin their terms of office on ~~September~~ **May** 1 following their election.

SECTION 2. Should the proportion of Third World Persons on the Board of Directors as of the first board meeting of the membership year fail to meet the requirements of the MAHE Constitution, the board shall accept nominations from any MAHE local or from the MAHE Board or Executive Committee for Third World Persons or representatives of Third World Persons to serve on the MAHE Board. The board shall vote by secret ballot. The nominee(s) receiving the highest votes will be seated as board members upon their election.

BYLAW IV – DUTIES OF OFFICERS AND REPRESENTATIVES

SECTION 1. The President shall preside at all meetings of the organization and shall perform such other functions required for the Association to operate

- daily. In addition, the President shall:**
- A. Serve as a liaison to the MEA Board of Directors**
 - B. Recommend to the Board of Directors the names of individuals to fill committee vacancies and prepare and update the roster of committee appointments including the term of such appointments.**
 - C. Prepare a letter of appointment for all appointees confirmed by the Board.**
 - D. Oversee the organization of the Elections Committee, as prescribed under the By-laws.**
 - E. Serve as an ex-officio member of all committees, except for the Elections Committee.**
 - F. Appoint members to Ad Hoc Committees as established by the Board of Directors.**
 - G. Appoint the MEA RA Caucus Chairperson.**
 - H. Communicate with MAHE representatives attending the NEA RA.**
 - I. Communicate with newly organized local MAHE units to encourage active involvement with MAHE and the MAHE conference.**

SECTION 2. The Vice-Presidents shall fulfill the following duties:

- A. The Vice-President(s) shall act in the absence of the President. In even number years the four (4) year Vice-President shall assume this function. In odd number years the two (2) year Vice-President shall assume this function.**
- B. Be responsible for reporting to the Board the issues and activities facing the respective four-year and two-year institutions**
- C. Assist the President in encouraging active involvement by higher education units from throughout the state.**
- D. Recommend to the President the names of individuals to fill committee vacancies.**
- E. Perform such other duties as may be requested by the President.**

SECTION 3. The Secretary-Treasurer shall be responsible for:

- A. Record the minutes of the Board of Directors and membership meetings.**

- B. Maintain all records and files for the Association.**
- C. Coordinate an annual budget in accordance with the MEA Headquarters Office.**
- D. Provide quarterly financial reports to the Board of Directors.**
- E. Report to the Board income and disbursements of the budget as prepared by MEA Headquarters Office.**

SECTION 4. The Most Recent Past-President shall be responsible for:

- A. Assist the President in conveying higher education concerns to NEA leadership.**
- B. Communicate with newly organized local MAHE units to encourage active involvement within MAHE.**
- C. Advice and assist the President in the transition between administrations.**
- D. Perform such other duties as may be requested by the President.**

SECTION 5. Liaisons to MEA Committees, Commissions, Task Forces, and other member organizations shall:

- A. Represent MAHE at the assigned board and related meetings.**
- B. When necessary, notify the MAHE President of the need for a substitute to attend a scheduled meeting.**
- C. Report to the MAHE Board regarding the activities and operations of the groups.**

BYLAW V - COMMITTEES

SECTION 1. There shall be at least three (3) members on each standing committee.

SECTION 2. Each MAHE Committee shall submit to the Board of Directors a written report of its proceedings.

SECTION 3. The Election Committee shall be appointed no later than January of each election year and shall serve for a term of two years. Elections Committee members shall not be candidates in any election they supervise.

BYLAW VI - NOMINATIONS AND ELECTIONS

SECTION 1. Notice of the MAHE offices to be filled and the deadlines and procedure for nominations shall be given to all MAHE members not less than 20 days before the deadline for nominations.

SECTION 2. Any member of MAHE, except members of the Election Committee, may be a candidate for office provided that by March 1 said candidate:

- (1) Presents a nominating petition with at least 50 signatures of members, or
- (2) presents a petition by the Executive Committee of a chartered MAHE association, or
- (3) is nominated by the MAHE Board of Directors at a regular meeting.

SECTION 3. The election shall take place at the first regular MAHE Board of Directors Meeting after March 1 in an election year.

SECTION 4. Officers will be elected by the Board of Directors members (as defined in Article VI of the Constitution) through a secret ballot. Written absentee votes will be accepted provided they are received by a member of the Election Committee after March 1 and prior to the election. All ballots shall be preserved for one year following the election.

SECTION 5. The candidate receiving a plurality of votes cast for a given position shall be declared elected. The election results shall be published in appropriate MEA publications.

BYLAW VII - RECALL

SECTION 1. Recall of elected officers is vested in the active membership of MAHE.

SECTION 2. MAHE officers may be recalled only for just cause.

SECTION 3. Recall proceedings maybe initiated as follows:

- A. By membership
Recall proceedings shall be initiated when the MAHE Board of Directors receives petitions of recall, which bear the signatures of, signed by at least twenty-five percent (25%) of the active membership of MAHE. The MEA Executive Director shall validate the signatures on the petitions.
- B. By MAHE Board of Directors
Recall proceedings shall be initiated by the MEA President upon receipt of signed vote for recall by a majority of the entire MAHE Board of Directors.

SECTION 4. Recall proceedings shall be conducted as follows:

- A. Within seven (7) days of validation of the signatures on the recall petition, a summary of the allegations shall be mailed to the officer subject to recall. The MEA Executive Director must receive any response to the allegations within 14 days of the mailing.
- B. Within 21 days of validation of the signatures, the summary of allegations, any response, and a ballot for recall shall be mailed to each MAHE member.
- C. The MAHE Election Committee shall count the ballots. Only recall ballots received within 14 days of mailing shall be counted.
- D. A two thirds (2/3) majority of the returned ballots is required for recall. Recall shall be effective immediately, and the vacancy filled according the MAHE Constitution.

BYLAW VIII - INITIATIVE AND REFERENDUM

SECTION 1. Initiative Procedures

- A. Initiative measures submitted in accordance with Constitution Article XVI but rejected by the MAHE Board of Directors shall be submitted to a vote of the membership within fourteen (14) days of Board rejection.
- B. The vote will be by mailed **or electronic** secret ballot.
- C. Only initiative ballots returned within twenty-one (21) days ~~of mailing from MEA~~ shall be counted and certified the Elections Committee. A majority of the returned ballots is required for passage.

SECTION 2. Referendum Positions

- A. Referendum petitions submitted in accordance with Constitution Article XV shall be referred to the MAHE Board of Directors, which at its next regular meeting shall reconsider and either sustain or reverse its previous action.
- B. Should the MAHE Board of Directors sustain its previous action, the matter shall be submitted to a vote of the membership within fourteen (14) days of the meeting.
- C. The vote will be by mailed **or electronic** secret ballot.
- D. Only referendum ballots returned within twenty-one (21) days ~~of mailing from MEA~~ shall be counted and certified by the Election Committee. A majority of the

returned ballots is required for passage.

BYLAW VIX - QUORUM

SECTION 1. A quorum of any of the representative bodies of MAHE shall be twenty percent (20) of the voting members of that body.

BYLAW IX - AMENDMENTS

SECTION 1. Amendments to the Bylaws may be proposed in the same manner as amendments to the Constitution or by two-thirds (2/3) of the members of the Board present at a regularly scheduled MAHE Board of Directors meeting.

SECTION 2. Amendments must be ratified by a majority vote of returned ballots from a mailed **or electronic** secret ballot vote, or by two-thirds (2/3) of those members present at a regularly scheduled Board of Directors meeting.

SECTION 3. Approved amendments shall have immediate effect, unless otherwise provided.

~~Revised 1995~~

Revised May 8, 2010