

**BYLAWS  
of the  
Utah Higher Education Staff Association**

**ARTICLE I. REPRESENTATION AND MEMBERSHIP**

**Section I. Representation and Membership**

1. The UHESA Board shall consist of two voting delegates from each institution as well as the UHESA executive board and committee chairs (Legislative & PR). If you serve as a delegate from your institution as well as a member of the Executive Board, you are entitled to have two votes.
2. Delegates to UHESA shall be selected by the staff association(s) of the institutions they represent. Notification of delegate selections shall be sent to the UHESA secretary by the institutions' association(s) by July 1 of each year or when changes occur in delegates.
3. If a voting delegate is unable to attend a meeting, a proxy delegate may be authorized by the voting delegate. The authorization must be given in writing to the UHESA President.
4. Delegates shall:
  - A. Represent their Institution
  - B. Attend all meetings
  - C. Vote as a representative for their institution regarding UHESA issues.

**Section II. Executive Board**

The UHESA Executive Board shall consist of a President, President-Elect, Past President, Secretary & Treasurer. Any institutional delegate is eligible to be elected to one of these offices. Each Executive Board member will be a voting delegate for UHESA. An Executive Board member shall not serve as a committee chair.

The Executive Board shall carry out the official business on behalf of the UHESA Board.

The Executive Board shall conduct necessary votes of delegates as needed during intervals between bi-annual meetings.

**ARTICLE II: DUES**

1. Institutions represented on the UHESA Board shall pay annual dues of \$200.00, due and payable by July 31<sup>st</sup> of each year. The UHESA Treasurer will prepare invoices in

June of each year. The amount specified shall be due and payable on receipt of the invoice. Institutions who fail to pay the annual due shall not be voting members of UHESA until dues are paid for the current year.

2. UHESA Executive Board (President, President-Elect, Past-President, Secretary, Treasurer and Committee Chairs as approved by the Executive Board) who are not reimbursed by their respective institutions could be reimbursed by the UHESA funds. Expenditures need to be verified by receipts. The following outlines approval for reimbursement:

Registration Fee waived  
Lodging (up to 2 nights) \$100/ night  
Meals \$25.00 per day  
Travel 0.485 mileage (as per state rate)

### **ARTICLE III: MEETINGS**

1. UHESA shall have a general meeting at least annually.
2. All general meetings will be open meetings; however, the Executive Board may designate a meeting or a portion of a general meeting as an executive session and may limit attendees to the delegates.
3. Special meetings may be called by the UHESA President or by a majority of the Executive Board.
4. All meetings held by the UHESA or the Executive Board shall be self-funded by the staff associations and/or the institutions paying the conference costs, food, travel and lodging.

### **ARTICLE V: ELECTIONS**

1. Elections of Executive Board members shall take place annually, except the office of President will be filled by the President-Elect.
2. Elections shall be held at the close of the summer/fall meeting each year.
3. The Executive Board will conduct the elections.
4. The Secretary, at the direction of the President, shall solicit nominations from meeting delegates.
5. All nominees will be notified prior to the elections to determine willingness to serve.
6. Elections shall be by a simple majority of the quorum. Special elections may be called by the Executive Board.

## **ARTICLE VI: TERMS OF OFFICE AND DUTIES OF OFFICERS**

### **Section 1. Terms of Office**

Executive Board members shall serve for one year in each office, except for the Treasurer who shall serve for 3 years. Terms begin at the conclusion of the summer annual meeting.

### **Section II. Duties of the Executive Board**

All Officers shall attend all meetings of UHESA. Officers shall turn over to their successors all records and pertinent data of the Executive Board in their possession at the expiration of their term of office.

#### **A. President Shall:**

1. In conjunction with the Executive Board, supervise, direct and promote the purposes of UHESA.
2. Preside at all UHESA meetings.
3. Represent the Association to the public and other organizations, either personally or through delegation.
4. Represent UHESA to the Board of Regents and Legislature and other organizations, either personally or through delegation.
5. Enforce the Constitution and Bylaws relating to the administration of the purpose and mission of UHESA.
6. Call special meetings, with approval of the Executive Board, as needed.

#### **B. The President-Elect shall:**

1. Serve as the President in absence of the President
2. Assist the President in the performance of duties
3. Perform other duties as necessary to maintain continuity of UHESA business.

#### **C. The Past-President shall:**

1. Serve as an advisor and assist with the elections.

2. Legislative Liaison/serve on Legislative subcommittee
3. Perform other duties as may be deemed necessary by the Executive Board.

**D. The Secretary shall:**

1. Keep accurate records of all regular and special meetings of UHESA, including minutes and official attendance rolls; distribute such minutes as necessary.
2. Conduct all official correspondence and maintain all records, including membership rolls, as necessary for the transactions of the official business of UHESA.
3. Perform other duties as may be deemed necessary.

**E. The Treasurer shall:**

1. Keep all financial records of monies held by the UHESA and furnish a financial statement to the Executive Board and the delegates prior to each meeting. The financial statement will also be included as part of the agenda.

**ARTICLE VII: VACANCIES**

**Section 1. President**

If the office of the President becomes vacant, it shall be filled by the President-Elect. If the remaining term of the office exceeds one-half year, it shall be considered a full-term. If the remaining term is less than one-half year, it shall not be considered a full-term.

**Section II. President-Elect**

If the office of President-Elect becomes vacant and the remaining term of office exceeds one-half year, a special election shall be held to fill the vacancy. If the remaining term is less than one-half year, a special election may be held at the discretion of the Executive Board.

**Section III. Past-President**

If the office of the Past President becomes vacant, it may be filled by appointment by the Executive Board and approved by the UHESA Board.

#### **Section IV. Secretary**

If the office of Secretary becomes vacant, it may be filled by appointment by the Executive Board and approved by the UHESA Board.

#### **Section V. Treasurer**

If the office of Treasurer becomes vacant, it may be filled by appointment by the Executive Board and approved by the UHESA Board.

### **ARTICLE VIII. AMENDMENTS**

1. Amendments to the Bylaws may be proposed by an UHESA delegate or Executive Board member. Proposed amendments will then be presented to the general board by the next meeting.
2. Amendments to the Bylaws will be approved by UHESA by a two-thirds majority vote of those delegates participating in the vote.
3. Approved amendments will become effective immediately.

### **ARTICLE IV: AUTHORITY**

Common parliamentary procedures according to “Robert’s Rules of Order” will be the authority of UHESA on all questions not covered by the Constitution and Bylaws and any standing rules as UHESA may adopt.

Ratified 1994  
Amended 1995  
Amended 1999  
Amended 2003  
Amended 2007  
Amended 2009