

Bylaws of the Utah Higher Education Staff Association (UHESA)

ARTICLE I – REPRESENTATION AND MEMBERSHIP

Section I – Representation and Membership

1. The UHESA Board shall consist of two delegates from each institution as well as the UHESA executive board and committee chairs (Legislative & Public Relations/Media). 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 delegate is unable to attend a meeting, a proxy delegate may be authorized by the 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, and Treasurer. Any institutional delegate is eligible to be elected to one of these offices. Each Executive Board member will have a vote within 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 31st 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, and Treasurer) and Committee Chairs as approved by the Executive Board who are not reimbursed by their respective institutions could be reimbursed by UHESA funds. The following approval for reimbursement is that the registration fee is waived. Lodging (up to 2 nights), meals, and mileage can be reimbursed per the University's travel rates of the Treasurer's Institutional Policy.

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 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 IV – ELECTIONS

1. Elections of Executive Board members and Committee Chairs 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, which is defined as half + 1 of eligible voters. Special elections may be called by the Executive Board.

ARTICLE V – TERMS OF OFFICE AND DUTIES OF BOARD MEMBERS

Section I – Terms of Office

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

Section II – Duties of the Executive Board

Executive Board members 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 time of office.

A. President shall:

1. In conjunction with the Executive Board, direct and promote the purposes of UHESA.
2. Preside at all UHESA meetings.
3. Represent UHESA 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 & 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. President-Elect shall:
1. Service 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. Past President shall:
1. Serve as an advisor and assist with the elections.
 2. Serve on the Legislative subcommittee as the executive board liaison.
 3. Perform other duties as may be deemed necessary by the Executive Board.
- D. Secretary shall:
1. Keep accurate records of all regular and special meetings of UHESA, including minutes and official attendance rolls. He or she will 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 by the Executive Board.
- E. Treasurer shall:
1. Keep all financial records of monies held by 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.
 2. Perform other duties as may be deemed necessary by the Executive Board.

ARTICLE VI – TERMS OF OFFICE AND DUTIES OF COMMITTEE CHAIRS

ARTICLE VII – VACANCIES

Section I - President

If the office of 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, a special election shall be held to fill the vacancy.

Section III - Past President

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

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 delegates.

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 delegates.

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 all delegates by the next meeting.
2. Amendments to the Bylaws will be approved by UHESA by a two-thirds majority vote of all eligible delegates and executive board members.
3. Approved amendments will become effective immediately.

ARTICLE IX - AUTHORITY

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