



# BYLAWS OF THE ASSOCIATION OF HIGHER EDUCATION PARENT/FAMILY PROGRAM PROFESSIONALS

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## ARTICLE I: NAME AND MISSION

### Section 1.01. Name.

The name of the organization shall be Association of Higher Education Parent/Family Program Professionals (AHEPPP). The association uses the abbreviated name, AHEPPP with the tagline FAMILY ENGAGEMENT IN HIGHER EDUCATION™ on all media and marketing materials.

### Section 1.02. Mission.

The Association of Higher Education Parent/Family Program Professionals (AHEPPP) is the premier national association for higher education practitioners who work with the parents and family members of college students. The mission of AHEPPP is to support professionals in higher education who promote student success through informed parent and family engagement.

## ARTICLE II: MEMBERSHIP

### Section 2.01. Types of Membership.

1. **Institutional Membership:** Colleges, universities, and other vocational or trade schools are eligible for membership upon payment of annual dues as determined by the Board of Directors. Institutional membership includes up to four individuals per institution.
2. **Student Membership:** any graduate or undergraduate student from a member or non member institution is eligible for membership upon payment of annual dues as determined by the Board of Directors.
3. **Emeritus Membership:** Any individual who has retired from a member institution is eligible for membership upon payment of annual dues as determined by the Board of Directors.
4. **Honorary Membership:** All former Board of Directors members who successfully completed at least one term are granted lifetime, complimentary, individual membership.
5. **Associate Partners:** Organizations or businesses that provide products, services or programs related to college/university parent and family programs are eligible for consideration for associate partnership, upon application and payment of annual dues as determined by the Board of Directors. AHEPPP does not endorse, directly or by implication, any products, services, or ideas advertised by our associate partners. The Board of Directors reserves the right to refuse associate partnership.

### Section 2.02. Rights and Benefits of Members.

1. All members in good standing are entitled to access all AHEPPP-led professional development activities including but not limited to virtual programming, regional and national conferences, digital resources and online forums, volunteer opportunities in work groups/committees, leadership positions, and mentorship programming.
2. Associate partners do not have voting privileges, may not be elected to office, and may not serve on committees, including the Board of Directors.

### **Section 2.03. Good Standing.**

AHEPPP members shall consist of dues-paying individuals and organizations who meet the requirements of the types of membership as outlined in Section 2.01. The Board of Directors reserves the right to deny or suspend membership for any individual, group, or organization at its discretion. Engaging in conduct that is in conflict, contrary to, or detrimental to the Association's interests, operations, mission, or goals may be the basis for denial or termination. The Board will convene to review any denial or termination of membership.

### **Section 2.04. Resignation.**

Any member may resign affiliation with AHEPPP at any time by submitting a written resignation via email to [membership@ahеppp.org](mailto:membership@ahеppp.org). However, such notice shall not relieve the resigning member from the obligation to pay any outstanding dues or other charges that have accrued and remain unpaid.

### **Section 2.05. Dues.**

Annual dues for each level of membership shall be periodically reviewed and determined by the Board of Directors. Refunds are subject to the discretion of the designated AHEPPP staff member in consultation with the Board of Directors.

## **ARTICLE III: DIRECTORS AND OFFICERS**

### **Section 3.01. The Board of Directors.**

The Board of Directors is the policy-making body and may exercise all powers and authority granted to conduct the business and affairs of the Association. The Board of Directors shall consist of no less than nine and no more than eleven members from the Association's membership.

### **Section 3.02. General Authority.**

The Board shall determine its own structure and operating procedures, which shall be made known to the membership in an appropriate written format. The powers of the Board of Directors include, but are not limited to, the following:

- Hire, supervise, and terminate/dismiss AHEPPP staff
- Develop and review the conditions of employment for any persons employed by the Association
- Approve the annual budget, investments, and expenditures
- Approve all contractual relationships and partnerships with other professional associations or government agencies
- Select, appoint, and dismiss officers of the Board of Directors
- Select, appoint, and dismiss volunteer leadership within the association
- Approve the annual conference location
- Review and approve awards criteria
- Complete administrative operations of the association in the absence of staff
- Responsibility for quality control of all publications and AHEPPP branding on materials

### **Section 3.03. Selection.**

Candidates for the Board of Directors must be members of AHEPPP in good standing as outlined in section 2.03 and Appendix A. In addition, candidates must be currently employed by a higher education institution and in a role that works with the parents and families of college students. The Leadership Operations Director, in consultation with the President and designated AHEPPP staff member, will coordinate the annual selection process, which includes determining a timeline, distributing a call for nominations, and collecting nominations. The current Board will review nominations and put nominees forward for membership vote.

### **Section 3.04. Tenure.**

Board of Director terms shall begin in January of a calendar year. Board members shall be elected by a vote of the general membership to one (1), three-year term. Board members who are at the end of their first term may be renewed for one additional consecutive term by a majority vote of the remaining Board members. If, during their tenure, a Board member becomes no longer employed by a higher education institution or no longer in a role working with the parents and families of college students, the Board will vote on how long the member may stay in their position on the Board.

Board members who complete two terms of consecutive service in good standing are eligible for future Board service after a period of three years and must be re-elected by a vote of the general membership.

### **Section 3.05. Vacancy.**

Vacancies may be filled by appointment from the Board of Directors, with the recommendations of the Board of Directors Executive Leadership Team. Vacancies existing by reason of resignation, death, incapacity, or removal before the expiration of term may be filled by a majority vote of the remaining directors. In the event of a tie vote, the President shall choose from the persons who received the same number of votes as the succeeding Board member. A director appointed to fill a vacancy shall be appointed for the unexpired term of that director's predecessor in office.

If a vacancy occurs within six (6) months of a planned Board of Directors election, the Board may operate below the mandated number of directors until such positions are filled during the regular election cycle. This exception allows for efficient transition and prevents short-term appointments immediately preceding scheduled elections.

Vacancies in the Board of Directors Leadership Team will be filled with approval from the Board of Directors per section 3.07.

In the absence of the President during the term of the President Elect, the President Elect shall preside as President and perform the duties and exercise the powers of the President. In the absence of the President, during the period between the election of a President and the inauguration of the President-elect, the Leadership Operations Director shall preside as the President and perform the duties and exercise the powers of the President.

### **Section 3.06. Extension of Term of a Director Elected to an Office.**

Section 3.04 notwithstanding, any director who is elected to an office may serve an additional one or two years beyond the term limit set forth in Section 3.04 in order to serve a complete

term as officer.

### **Section 3.07. Officers.**

The officers of the Board shall consist of a President, President-Elect, Leadership Operations Director, and Treasurer elected by the Board. During the annual election cycle and if vacancies occur, the Board of Directors will select new officers from the members of the current board. If an officer vacates their position before the end of their term, the President will appoint an interim officer. Elected officers will serve a term of two years, except for the President-Elect. The President Elect shall serve a one-year term in the last year of the President's term and then assume the office of President.

### **Section 3.08. Executive Leadership Team**

The Executive Leadership Team shall be composed of the Executive Officers (President, President-Elect, Leadership Operations Director, and Treasurer). The Executive Leadership Team shall have the power to act in emergencies with action taken subject to ratification by the Board. Meetings may be called by the President or upon written request of any member of the Executive Committee. The actions of the Executive Leadership Team shall be reported to the Board at the next Board meeting. The majority of the voting members of the Executive Leadership Team shall constitute a quorum.

### **Section 3.098. Compensation.**

Board of Directors shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation and prior approval.

### **Section 3.1009. Resignation and Dismissal.**

Any Director may resign at any time upon written notice to the President and designated AHEPPP staff member. Should a President wish to resign, written notice should be delivered to the current Executive Leadership Team. Such resignation shall be effective at the time specified therein, and the acceptance of such resignation shall not be necessary to make it effective. Any Board member may be dismissed from the Board at any time by a two-thirds (2/3) vote of the Board of Directors whenever, in its judgment, it is in the best interests of the Association.

A Director may be removed if it has been certified that the proposed Director has acted in a way that is inconsistent with the responsibilities of a director; has otherwise acted in a way to bring discredit to the Association; or demonstrates an inability to perform the functions of a board member.

## **ARTICLE IV: COMMITTEES, COUNCILS, AND WORK GROUPS**

### **Section 4.01. Committees, Councils, Workgroup.**

Committees and Councils are defined as standing groups assigned to specific tasks. Workgroups are temporary groups assigned to specific tasks or goals. Standing Committees will have their functions and duties outlined in the AHEPPP Policies.

Association members are tasked by the Board of Directors to further the mission and goals of the Association. The President shall, with the concurrence of the Board, appoint workgroups, councils, and committees as needed. Any Board member may propose the creation of a committee, council, or workgroup. The size, duration, and responsibilities of these committees, councils, and work groups shall be established by the Board. The President, with guidance from the Board, may make provisions for the appointment of the chairperson of such committees, establish procedures to govern their activities, and delegate authority as necessary or desirable for the efficient management of the Association's business and activities.

- A. Committee and Council Chairs: The Chair of each Committee or Council shall be selected by the Board of Directors.
- B. Committee Members: The membership of each committee is outlined in the policy manual. Association members serving on committees will be selected by the Committee Chair in consultation with the Board Liaison.
- C. Ad Hoc Committees and Task Forces: The AHEPPP President may appoint Ad Hoc Committees and/or Task Forces, which serve at the pleasure of the President.
- D. Removal: Any Chair or Committee member may be removed from their position for just cause by a two-thirds ( $\frac{2}{3}$ ) vote of the Board of Directors.

## **ARTICLE V: MEETINGS**

### **Section 5.01. Board of Directors Meetings.**

Regular meetings of the Board of Directors shall be held at such times as may be determined by the Board. Every effort will be made to conduct meetings once per month. The Board of Directors shall hold in-person meetings twice each year, with one meeting held in conjunction with the annual conference and another as determined by the Board. Board members are required to attend the in-person meetings and participate in scheduled monthly meetings. Situations that prevent any director from attending an in-person meeting will be handled on a case-by-case basis, and every effort will be made by the Board and the absentee to participate virtually.

### **Section 5.02. Notice of Meetings.**

In the case of regular meetings of the Board via virtual conference call, at least 15 days advance notice is required. Notice of an in-person meeting shall be made with reasonable notice for Board members to facilitate the necessary travel arrangements. Special meetings may be called by the President or at the request of any two (2) Directors by giving notice via email or telephone to each member of the Board not less than forty-eight (48) hours before such meeting.

### **Section 5.03. Annual Report.**

A report for membership shall be provided each year during the annual conference. The Board of Directors may use their discretion in the formatting of this report. The report should include, but is not limited to:

- Report from the President on the status of the Association
- Report from the Treasurer on the annual budget
- Reports from other Directors and/or committees, councils, and workgroups

## **ARTICLE VI: VOTING**

### **Section 6.01. Voting Rights.**

Each Board member is allowed one (1) vote. Any employee of the association is not a voting member.

### **Section 6.02 Establishing a Quorum.**

Except as determined in Section 6.03, no formal action shall be taken without a quorum of the Board. A quorum shall consist of a simple majority (one more than half) of the Board of Directors. In the absence of a quorum, the meeting will be adjourned to a subsequent date.

### **Section 6.03. Voting On any Action.**

Voting for the election of officers, amendments to the Bylaws, or any other action or motion will be determined by majority rules using the quorum established as outlined in Section 6.02.

### **Section 6.04. Electronic Voting.**

When an action necessitates a full Board vote and a virtual conference call or in-person meeting is not possible, Directors may vote for or against an action using a Web-based survey, electronic ballot or email if ballot is unavailable.

### **Section 6.05. Absentee Voting.**

Any Board member who is unable to be present for a vote on any action may submit their vote electronically via email to the President and designated AHEPPP staff member or other designated Board member on or before the date of the vote provided that all members of the Board receive written notification of the proposed action at least 48 hours prior to the vote.

In times when advance notice of voting is not possible but a quorum is met, a Board member absent from a meeting is not eligible to vote.

## **ARTICLE VII: CONFLICT OF INTEREST**

Whenever a Director has a financial or personal interest in any matter coming before the Board of Directors, the affected person shall (a) fully disclose the nature of the interest and (b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote on the matter will then be approved by a simple majority of the remaining directors.

## **ARTICLE VIII: FISCAL POLICIES**

### **Section 8.01: Major Activities.**

All new ventures, meaning anything that is not already defined in the current budget, in the activities of the Association, such as a major financial obligation, must be approved by the Board and any expenditure in connection therewith shall be specifically authorized for such purposes by the Board before disbursement may be made for such purpose.

### **Section 8.02: Excess Funds.**

Whenever the cash balances of the Association are deemed to be in excess of current needs, the Board may authorize the investment of any such funds for interest-earning purposes in savings accounts and/or other investment programs deemed appropriate by the Board. Such deposits shall be made in the name of AHEPPP by individuals authorized to make deposits and withdrawals, as the Board shall from time to time provide by resolution. The Board is further empowered to authorize loans or donations to other cooperating associations for the purpose of furthering their educational work therein when deemed advisable.

### **Section 8.03: Disbursements & General Reimbursements.**

All checks, drafts, or other payment of money, notes, or other evidence of indebtedness issued in the name of, or payable to, AHEPPP and requiring a signature shall be signed or endorsed by the designated AHEPPP staff member. In the absence of the designated AHEPPP staff member, such instruments shall be signed by the Treasurer and countersigned by the President. AHEPPP will only reimburse expenses that the Board has officially approved through its annual budget or subsequent approval process. Members cannot incur a program expense without the prior approval of the appropriate person.

### **Section 8.04: Budget Development, Review, and Approval.**

Designated financial reports outlining operational expenses shall be provided monthly to the Board by the Treasurer. The Treasurer submits the annual budget for review no later than May 1 of the preceding fiscal year. In preparing the budget, the Treasurer reviews the financial needs of the organization, taking into consideration the priorities of the association and the financial history of AHEPPP. Budget revisions must be approved by a vote of the Board of Directors.

### **Section 8.05: Annual Audit.**

AHEPPP shall require an annual audit of its accounts by a certified public accountant to audit the records and review the internal controls.

### **Section 8.06: Fiscal Year.**

The fiscal year of the Board shall be July 1 to June 30, but may be changed by resolution of the Board of Directors.

## **ARTICLE IX: DISSOLUTION**

The Organization shall exist in perpetuity unless dissolved by a two-thirds vote of the Board of Directors or as otherwise required by law. Upon dissolution, and subject to any restrictions on AHEPPP's property, all remaining assets—both real and personal—shall be dedicated to charitable purposes.

## **ARTICLE X: AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the Board of Directors. Proposed

amendments shall be presented in writing to the President and copies of the proposed amendment(s) shall be provided to each Board member at least 5 days before the scheduled meeting.

## **ARTICLE XI: INDEMNIFICATION**

Every member of the Board of Directors and member of AHEPPP may be indemnified by the organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members in connection with any threatened, pending, or completed action, suit or proceedings to which they may become involved by reason of their being or having been a member of the Board of Directors or general member associated with the organization, or any settlement thereof unless adjudged therein to be liable for negligence or misconduct in the performance of their duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the organization. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which such member of the Board or association member is entitled.

## **ARTICLE XII: CERTIFICATION**

These bylaws were approved by a two-thirds majority vote on Thursday, November 13, 2014. These bylaws were amended by unanimous vote on Tuesday, April 14, 2020. These bylaws were amended by two-thirds majority electronic vote on December 21, 2023. These bylaws were amended by two-thirds majority electronic vote on May 13, 2025.