

Constitution of the Utah Higher Education Staff Association (UHESA)

Article I – Name of the Organization

1. The organization is named the “Utah Higher Education Staff Association” and is also known as “UHESA”.

Article II – Affiliations

1. UHESA collaborates with the Utah System of Higher Education (USHE). UHESA joins with and supports the staff associations from each of the USHE institutions, namely, but not limited to:
 - Dixie State University
 - Salt Lake Community College
 - Snow College
 - Southern Utah University
 - University of Utah
 - Utah State University
 - Utah State University - Eastern
 - Utah Valley University
 - Weber State University

Article III – Mission

1. The mission of UHESA is to unify, train, educate, and cultivate higher education staff and their associations; to create a powerful voice for higher education staff within the state of Utah; to instill a sense of pride in higher education staff; and to promote the worth of higher education in Utah.

Article IV – Membership

1. *General Membership*

- a. UHESA membership consists of all staff members represented by staff associations from each of the USHE institutions. Membership is determined by each staff association.

2. *Representation*

- a. The UHESA Board (see Article V – Officers) represents the interests of the General Membership. Delegates from each institution represent their constituents by means of participation in general meetings and other communications and events.

Article V – Officers

1. *Composition of the UHESA Board*

- a. Officers of UHESA include delegates from each institution and members of the UHESA Executive Board. Together, these two groups comprise the UHESA Board.

2. Delegates

a. Composition

- i. Each institution shall have two delegates and two alternate delegates to the UHESA Board.

b. Term of Office

- i. Delegates and alternate delegates from each institution will serve for a time to be determined by the staff associations they represent.

c. Selection

- i. The institutions' staff associations shall select the delegates and alternates.

3. Executive Board

a. Composition

- i. The UHESA Executive Board shall consist of President, President-Elect, immediate Past President, Secretary, Treasurer, and all standing Committee Chairpersons.

b. Term of Office

- i. All members of the Executive Board serve for one year.

c. Selection

- i. Executive Board members may be elected from among the delegates or from the general membership of UHESA. Elections are held in the annual UHESA Conference each year. Executive Board members may hold only one seat on the Executive Board.

Article VI – Meetings

1. Frequency

- a. UHESA shall have a minimum of one general meeting annually.

2. Open Meetings

- a. 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

- a. Special meetings may be called by the UHESA President or by a majority of the Executive Board.

Article VII – Quorum

1. For purposes of voting and conducting official UHESA business, a quorum shall be defined as one half of all eligible voting officers, plus one.

Article VIII – Amendments

1. *Proposal*

- a. Amendments to this Constitution may be proposed by any member of the UHESA Board.

2. *Approval*

- a. Proposed amendments to this Constitution must be approved by a two-thirds majority vote of the UHESA Board.

3. *Effective Date*

- a. Approved amendments will become effective immediately.

Article IX – Ratification

1. This Constitution must be ratified by a two-thirds majority vote of all UHESA Board members.

Historical Information

- Ratified 1994
- Amended 1995, 1999, 2003, 2015, 2016