

CONSTITUTION

Utah Higher Education Staff Association (UHESA)

Article I – Name of the Organization

- The organization shall be known as the Utah Higher Education Staff Association (UHESA).

Article II – Affiliations

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

Article III – Mission

1. The mission of UHESA is to empower and unite higher education staff in the State of Utah. We foster a connected staff community and create a culture of professional recognition through resources, advocacy, training, and networking.

Article IV – Membership

1. **General Membership**
 - a. UHESA general membership consists of all staff members of USHE institutions represented by staff associations. Representation on the UHESA Board 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, the annual conference, 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 appoint at least two delegates and two alternate delegates to the UHESA Board. Roles and responsibilities of delegates are outlined in the UHESA Bylaws.
 - 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. Selection of delegates and alternates occurs per the process outlined in the UHESA Bylaws.
- 3. Executive Board**
- a. Composition
 - i. The UHESA Executive Board shall consist of the President, President-Elect, Immediate Past-President, Secretary, Treasurer, Historian, Communications Officer, Government Relations Officer, and Professional Development Officer.
 - b. Term of Office
 - i. All members of the Executive Board serve for at least one year after being elected. President-Elect serves for three years, to allow service as President and Immediate Past-President.
 - c. Selection
 - i. Executive Board members shall be elected from among the UHESA delegates, alternates, or from the general membership of UHESA. Roles and responsibilities of Executive Board members are outlined in the UHESA Bylaws. Elections are held prior to the annual UHESA Conference each year. Executive Board members may hold only one seat on the Executive Board.

Article VI – Meetings

- 1. Frequency**
- a. The UHESA Board shall have a minimum of one conference annually. UHESA shall convene a general meeting and executive meeting regularly, on a schedule determined by the President.
- 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.
 - b. When official UHESA business is conducted at a general meeting, a quorum, which is a two-thirds majority of the voting members, must be present to conduct a vote. A vote passes with a simple majority of members present.
- 3. Special Meetings**
- a. Special meetings may be called by the UHESA President or by a majority of the Executive Board. Special meeting decisions will be communicated to the general membership, at the discretion of the Executive Board, by the President or designee.

Article VII – 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 Executive Board.

3. Effective Date

- a. Approved amendments will become effective immediately.

4. Distribution

- a. After ratification, this Constitution will be publicly posted on the UHESA website.
The Secretary will notify the members that the updated version of this Constitution is available.

Article VIII – Ratification

1. A two-thirds majority vote of the UHESA Board members shall ratify this Constitution.

Historical Information

- Ratified 1994
- Amended 1995, 1999, 2003, 2015, 2016, 2023, 2024, 2025