



CONSTITUTION

Article I – Name, Purpose

Section 1. Name

The name of this organization shall be the National Council for Higher Education (NCHE).

Section 2. Purpose

NCHE shall serve as the instrument through which higher education members of the National Education Association (NEA) utilize their individual and collective power to accomplish the following objectives:

- a. Identify and focus the interests and concerns of NEA higher education members and NEA higher education affiliates.
- b. Speak with a common voice on matters affecting higher education.
- c. Promote NEA as the representative organization of choice for higher education.
- d. Develop and increase attention within NEA to the issues of concern to higher education and to NEA higher education members.
- e. Improve the structure of NEA in order to ensure the full and effective participation of all NEA higher education members.
- f. Develop programs within NEA to address the problems faced by higher education members.
- g. Assure the development and delivery of appropriate training for NEA higher education members and for leaders of NEA higher education affiliates.
- h. Identify and support candidates for NEA offices who will work actively for the implementation of NCHE programs and positions.
- i. Provide NEA and state affiliate governance with the names of qualified NEA higher education members for appointment to committees and boards, both internal and external to NEA, and to promote actively their appointment.
- j. Establish and maintain direct and regular communication on matters of importance to higher education with appropriate governance and special committees within NEA.

Article II – Membership

Section 1 - Categories of Membership

a. Organizational Membership

Organizational membership in NCHE shall be open to higher education organizations affiliated with NEA.

b. Individual Membership

Individual membership in NCHE shall be open to any NEA member of a higher education organization affiliated with NEA. Members of NEA-Retired who were members of a higher education organization affiliated with NEA also shall be eligible.

c. Associate Membership

Associate membership in NCHE shall be open to any NEA member, NEA staff, or affiliate staff not eligible for individual membership who supports the purposes and activities of the Council. Associate members may attend NCHE functions, participate in NCHE meetings, and receive NCHE information. Associate members are not eligible to nominate a candidate for NCHE office or a candidate for NEA office for endorsement, run for an NCHE Executive Committee seat, or vote.

Section 2 - Representation

- a. Organizational members shall be represented by their duly elected president or by an individual member of that organization designated in writing by the president of the organization.
- b. Individual members shall represent themselves, may speak before NCHE, and shall cast that number of votes to which they are entitled.

Section 3 - Individual Rights

NCHE shall not deny membership to individuals on the basis of race, color, national origin, creed, gender, gender identity, sexual orientation, age, disability, marital status, economic status, or category of higher education employment, nor shall any organization which so denies membership be affiliated with the NCHE. Organizational, individual, and associate membership in NCHE shall indicate subscription to these principles.

Section 4 - Membership Year

The NCHE membership (fiscal) year shall be the same as the NEA membership (fiscal) year.

Section 5 - Dues and Assessments

- a. The amount of annual membership dues for each category of membership shall be as set forth in the Bylaws. Dues shall be considered paid when they are received and deposited successfully by the NEA on behalf of NCHE. Members who have not paid their dues for the current fiscal year prior to the start of a meeting shall be denied the right to speak at meetings and the right to vote on NCHE matters.
- b. Special assessments may be levied by NCHE at the Regular Annual Meeting by a Council vote of two-thirds (2/3) in favor, with the percentage determined by the number of NCHE members registered, present, and eligible to vote in NCHE, provided that a termination of the special assessment in either dollar amount or a specific date is established.

Article III - The Council

Section 1 - Membership

The Council shall consist of the individual members and the voting representative from each organizational member.

Section 2 - Meetings

The Council shall meet at least twice yearly. The Regular Annual Meeting shall be held immediately prior to the NEA Higher Education Conference. Another meeting shall be held in conjunction with the NEA Representative Assembly.

Section 3 - Powers

The Council shall be the policymaking body of NCHE. Powers not specifically delegated to the officers or the Executive Committee shall be vested in the Council.

Section 4 - Voting

Voting shall be on the basis of one vote per individual member. Upon the request of any representative, or as specified in this Constitution, an issue shall be decided by a vote in which the representatives of organizational members and individual members may cast that number of votes as set forth in the Bylaws. Such a procedure shall be referred to as a Council vote.

Article IV - Executive Committee

Section 1 - Membership

Members of the Executive Committee shall be the president, vice president, Secretary, treasurer, membership chair, and four (4) at-large members.

Section 2 - Ethnic-Minority Representation

If no person who is defined by the U.S. Bureau of Census as an ethnic minority is elected to the Executive Committee, a special election will be conducted to elect an additional Executive Committee member for a three-year term of office. Only those who qualify under the definition of ethnic minority may be nominated for this position.

Section 3 - Educational Support Professionals (ESP) Representation

If no NEA ESP member is elected to the Executive Committee, a special election will be conducted to elect to the Executive Committee an additional Executive Committee member for a three-year term of office. This person shall be an NEA ESP member.

Section 4 – Contingent Faculty Representation

If no contingent faculty member, as defined by the local organization, is elected to the Executive Committee, a special election will be conducted to elect to the Executive Committee an additional Executive Committee member for a three-year term of office.

Section 5 - Meetings

Meetings of the Executive Committee shall be held at the call of the president or at the request of a majority of Executive Committee members.

Section 6 - Powers and Duties of Executive Committee

The Executive Committee shall:

- a. Conduct and manage NCHE affairs and business of the Council.
- b. Carry out all policies and programs adopted by the Council.
- c. Perform the duties as stipulated in this Constitution and in the NCHE Bylaws.

Article V – Officers and Membership Chair

Section 1 – Officers

The officers of the Council shall be the president, vice president, secretary, and treasurer.

Section 2 – Powers and Duties of Officers

- a. The president shall:
 - i. Be the official representative and spokesperson for NCHE.
 - ii. Preside at all meetings of the Council and Executive Committee.
 - iii. Establish and charge committees and task forces with duties with the approval of the Executive Committee. All committee members must be individual members of NCHE.
 - iv. Appoint and discharge all committee members with the approval of the Executive Committee.
 - v. Be an *ex officio* member of all committees and task forces, except the NCHE Elections Committee.
 - vi. Prepare, with the assistance of the Executive Committee, the agenda for each meeting of the Council.
- vii. Prepare and submit an annual report to the Council at its Regular Annual Meeting.
- viii. Serve as the official NCHE representative, or designate an alternate from the Executive Committee, to all NEA governance bodies.
- ix. Perform the duties as stipulated in the Constitution and Bylaws, and such other duties as are customarily assumed by the chief executive officer of an association.
 - b. The vice president shall:
 - i. Assume the duties of president in the absence of the president
 - ii. Attend NEA governance meetings as designated by the president
 - iii. Perform any other duties and tasks assigned by the president.
- c. The secretary shall:
 - i. Keep the official minutes of all meetings and oversee the official files.
 - ii. Ensure that materials for each NCHE meeting are duplicated and distributed, including those sent to registrants prior to the meeting.
 - iii. Perform other duties or tasks assigned by the president.

- d. The treasurer shall:
 - i. Ensure that accurate accounts of receipts and disbursements are kept and prepare periodic reports for both the Executive Committee and the Council.
 - ii. Provide regular financial reports to the president and the Executive Committee.
 - iii. Receive the dues report of the organization and reconcile the receivable report with the membership chair iv. Perform other duties or tasks assigned by the president.

Section 3. Membership Chair – Powers and Duties of the Membership Chair

The membership chair shall:

- a. Coordinate the recruitment of new members.
- b. Ensure the notification of each member during the first month of the membership year that dues are payable.
- c. Conduct registration at NCHE meetings.
- d. Reconcile the receivable report.
- e. Perform other duties as assigned by the President.

Article VI – Elections

Section 1 – Eligibility

- a. Each candidate for office shall hold individual membership in NCHE
- b. No individual may be a candidate for more than one NCHE office at the same time.
- c. No member of the NEA Executive Committee shall serve concurrently as an officer or an at-large member of the NCHE Executive Committee.

Section 2 – Terms of Office

- a. Executive Committee members shall be nominated and elected at the Regular Annual Meeting in accordance with this Constitution, the NCHE Bylaws, the NCHE Standing Rules, and NCHE Policies and Procedures.
- b. An Executive Committee member shall remain in their office until the adjournment of the NEA Representative Assembly of the year in which a successor is elected unless otherwise provided in this Constitution. The successor will take office after the adjournment of the NEA Representative Assembly of the year in which they were elected.
- c. The president shall serve no more than two (2) three-year terms to which elected by the Council.
- d. The vice president, secretary, treasurer, membership chair, and at-large Executive Committee members may serve two (2) three-year terms, but in no event more than eight (8) years, to which they were elected by the Council. Terms to which individuals are elected by the Executive Committee do not count toward the 8-year limit.

Section 3 - Succession and Vacancies

- a. A vacancy in the office of the president shall be filled by the vice president.

- b. A vacancy in the office of the vice president, secretary, treasurer, or membership chair shall be filled by the Executive Committee through a vote to appoint an interim member to the vacant position until a successor can be elected by the Council at the next Regular Annual Meeting.
- c. A vacancy in the office of an at-large member of the Executive Committee shall be filled by the Executive Committee through a vote to appoint an interim member to the vacant position until a successor can be elected by the Council at the next Regular Annual Meeting.

Section 4 - Election and Endorsement Procedures

- a. All elections shall be by secret ballot following open nominations at the Regular Annual Meeting of the Council.
- b. If, after nominations for an election are complete, the number of candidates nominated for that position equals the number of positions to be filled, the chair shall declare such candidates elected.
- c. Only individual members and organizational member representatives present at the meeting shall be eligible to nominate and vote.
- d. All voting shall be by Council vote.
- e. The candidate receiving the majority of votes cast for the position of NCHE president, vice president, secretary, treasurer, or membership chair shall be declared the winner.
 - i. In the event that no individual receives a majority of the votes cast for the position in question, a run-off between the top two candidates shall be conducted. The candidate with the majority of votes cast in each run-off election shall be declared the winner
- f. For at-large NCHE Executive Committee seats, candidates will be ranked in the order of most votes received by each candidate. The highest ranked candidates will be elected according to the number of full-term positions available. For shorter term seats, individual elections will be held for each seat, with the candidate getting the most votes declared the winner.
- g. All NEA officer candidates seeking the NCHE endorsement shall be endorsed by majority vote.
 - i. If not all endorsements are made on the first ballot, then a run-off between the top two candidates for each position shall be conducted. The candidate with the majority of votes cast in each run-off election shall be declared the endorsed candidate.
 - ii. If an equal number of candidates seeks NCHE endorsement as there are open seats for the respective offices, the chair may call for a voice vote.
- h. Candidates for NEA Executive Committee and at-large candidates for NEA Board of Directors will be ranked in descending order according to the number of votes each receives. The highest ranked candidates will be endorsed, with the number of endorsements equal to the number of full-term positions available. For shorter term seats, individual votes will be held for each seat, with the candidate getting the most votes declared endorsed.
- i. If an equal number of candidates seeks NCHE endorsement as there are open seats for the respective offices, the chair may call for a voice vote.

Section 5 - Recall

Any Executive Committee member may be recalled or removed at any Regular Annual Meeting in a secret-ballot Council vote by a two thirds (2/3) vote of the ballots cast by registered members present and voting.

Article VIII – Amendments

Section 1 - Voting

This constitution may be amended at the Regular Annual Meeting of the Council in a secret-ballot Council vote by a two thirds (2/3) vote of the ballots cast by registered members present and voting.

Section 2 - Submittal

The text of proposed amendments must be submitted to the president at least sixty (60) days prior to the Regular Annual Meeting, and copies of the proposed amendment must be made available to all organizational and individual members at least thirty (30) days prior to the meeting.

Section 3 – Non-substantive Changes

The Executive Committee *is authorized to make non-substantive changes* in the Constitution.

Article IX – Dissolution

Section 1 - Distribution of Assets

In the event of the dissolution of the Council, any assets remaining after the payment of all debts of the Council shall be transferred to a successor organization.

Section 2 - No Successor Organization

In the event there is no successor organization, such remaining assets shall be transferred to the NEA Fund for Children and Public Education.

Article X – Parliamentary Authority

The current version of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority of NCHE.

Article XI – Ratification

This constitution shall take effect upon receiving two-thirds (2/3) of the votes cast in a Council vote from among those present and voting at a special meeting called for this purpose in conjunction with the 1987 NEA Higher Education Conference.

Adopted October 28, 1990

Revised January 20, 1992

Revised November 20, 1994

Revised December 6, 1998

Revised March 14, 2014

Revised June 30, 2017

Revised March 15, 2019

Revised March 13, 2025

Provisos passed on March 15, 2019, were removed as they were applicable in the past.