

FRIENDS ASSOCIATION FOR HIGHER EDUCATION

Constitution and By-Laws

Proposed amendments at June 2008 annual meeting, Woodbrooke Study Centre
Previously amended at June 2001 annual meeting, Guilford College

I. Name

The name of this organization shall be the Friends Association for Higher Education (FAHE).

II. Purposes

The purposes of this organization shall be to strengthen the Quaker mission in higher education by:

1. providing a supportive relationship and opportunities for fellowship among all who share Quaker ideals of higher education, whether on Quaker or non-Quaker campuses.
2. enhancing members' appreciation of Friends' religious heritage and nurturing the individual and corporate search for Truth.
3. lending support to the Quaker ideal of integrating spiritual commitment, academic excellence, and social responsibility.
4. lending support and encouragement to scholarly research directed toward perceiving and achieving a more perfect human society.
5. helping to clarify and articulate the distinctively Quaker vision of higher education, in terms of both curriculum, teaching, administration and support of students in their growth and development. .
6. assisting Friends colleges in their efforts to affirm their Quaker heritage.
7. fostering greater communication and cooperation among Friends educational institutions and the various Friends constituencies to which they may be connected.

III. Officers

The Officers of FAHE shall be the Presiding Clerk, the Assistant Presiding Clerk, the Recording Clerk, and the Treasurer.

IV. Membership

There shall be two categories of members, individual and institutional. All persons interested in promoting the purposes of the Association shall be eligible for individual membership. Institutional members shall be Quaker-related institutions of higher education and Quaker adult study centers. Each institutional member may select one representative whose responsibility shall be to convey the concerns and experience of that institution on to the annual meeting of FAHE and to report the business of the Association to the institution. Dues shall be determined by the membership in the annual meeting, upon recommendation of the Executive Committee.

Because FAHE wishes to help build a supportive network for Quaker higher education, it offers mutually beneficial affiliation with other Quaker organizations (e.g. Friends Council on Education, American Friends Service Committee, Friends Committee on National Legislation, Friends Committee on Unity with Nature, Friends World Committee for Consultation, Quaker United Nations Office, William Penn House, and various Yearly Meetings and Monthly Meetings) which have an interest in Quaker higher education.

V. Decision-making Authority

A. Final decision-making authority rests with the annual meeting of the Association, which shall consist of any institutional representatives and all individual members attending. Those attending the annual meeting shall constitute a quorum, and business shall be transacted in accordance with Quaker business practice.

B. In the interim between annual meetings, responsibility for conducting the business of the Association shall rest with the Executive Committee. This shall include, but not be limited to, the implementation and interpretation of existing policy, the formulation of new policy recommendations for consideration by the annual meeting, and the making of decisions which cannot be delayed Association. Any decisions or interpretations by the Executive Committee shall be reported to the next annual meeting.

At the call of the Presiding Clerk, the Executive Committee shall meet to conduct the business of the organization between annual meetings. When the Presiding Clerk determines that a quorum of the Executive Committee have participated, decisions may be made by telephone, written, or electronic contact.

C. Additional meetings may be called by the Executive Committee, announced to the full membership at least thirty (30) days in advance.

VI. Committee Structure

- A. FAHE is managed by its Executive Committee and delegates. The Executive Committee bears final responsibility for the following aspects of the organization:
- a. Stewardship of Finances. The Executive Committee should monitor all financial transactions of the organization, and bears final responsibility for raising funds necessary to the operation of FAHE.
 - b. Stewardship of Members. The Executive Committee should ask on a regular basis, "Are members' needs being met in order to support fulfillment of the organizational purposes?"
 - c. Advancement. The Executive Committee has a responsibility to organize and publicize the activities of the organization.
 - d. Program Development. The Executive Committee is responsible to create new programs as appropriate to support the purposes of the organization.
 - e. Self-Evaluation. The Executive Committee shall provide regular (annual) opportunities for evaluation of commitment to and progress on the purposes of the organization.

The Association shall provide for various committees as necessary to conduct its business. These committees, with the exception of the Nominating Committee, shall be responsible to and coordinated by the Executive Committee.

The Executive Committee shall be composed of 11-13 members. It should include, as far as possible, persons representing the diversity of Quaker faith and practice, Quakers on Quaker and non-Quaker campuses, and at least one member from the Quaker institution where the next conference will be held.

The term of office of Executive Committee members shall be three years. Any vacancy which may occur on the Executive Committee shall be filled by the Association at its annual meeting; such action shall be for the unexpired term. No Executive Committee member who shall have served for two consecutive terms of three years, not including partial terms, shall be eligible for immediate reappointment unless the Association at its annual meeting shall waive this restriction in a particular case. The foregoing limitation on eligibility for reappointment shall not apply to a person who at the time of reappointment is serving as the Presiding Clerk. Officers of the Executive Committee shall be the Presiding Clerk, the Assistant Presiding Clerk, the Recording Clerk, and the Treasurer. The term of office for these officers shall normally be for two years, these terms running concurrently with the terms of membership on the Executive Committee. Whenever possible, nominees for the offices of Presiding Clerk, Assistant Presiding Clerk, Recording Clerk, and Treasurer shall be made from among those with prior service on the Executive Committee. The Executive Committee shall provide written job descriptions for all officers of the Association.

The Executive Committee may establish, on an interim basis, such additional committees as it deems necessary. These committees must be approved by the next annual meeting if they are to continue. The term of appointment to all committees other than Executive Committee shall be for two years.

- B. A Nominating Committee shall present to the membership assembled at the next annual meeting a slate of nominations for officers and members-at-large of the Executive Committee and such additional

committees as the Executive Committee has appointed for approval. The Nominating Committee shall consist of at least 4 members with overlapping terms; 2 members are to be appointed each year. To appoint this committee, the annual meeting shall appoint a “naming” committee to bring names for the nominating committee to be approved at the fall executive committee meeting.

VII. Financial Affairs

The fiscal year of the Association shall be October 1 to September 30. The Presiding Clerk and the Treasurer shall be authorized to act on behalf of the Association in the receipt and dispersal of funds, and are responsible to report on this activity each year to the annual meeting of the members. The Presiding Clerk may delegate this authority in writing to one or more other persons.

VIII. Laying Down the Association

In the event that the Association should be laid down by action of the annual meeting, all unencumbered materials and assets shall be conveyed to the Friends Council on Education.

IX. Amendment to this Constitution

The by-laws of the Association may be amended by the membership at the annual meeting in accordance with Quaker business practice, provided that at least thirty days notice of the amendments has been given to the membership.