

BY-LAWS OF THE ARKANSAS ASSOCIATION OF ALTERNATIVE EDUCATORS

ARTICLE I: NAME

THIS ORGANIZATION SHALL BE KNOWN AS THE ARKANSAS ASSOCIATION OF ALTERNATIVE EDUCATORS.

ARTICLE II: PURPOSE

THE PURPOSE OF THIS ASSOCIATION SHALL BE:

SECTION I: TO PROVIDE AN INSTRUMENT THROUGH WHICH EDUCATORS OF ARKANSAS CAN COMMUNICATE AND NETWORK STATEWIDE ABOUT ALTERNATIVE EDUCATION.

SECTION II: TO GATHER AND DISSEMINATE INFORMATION WHICH IS RELEVANT TO ALTERNATIVE EDUCATORS.

SECTION III: TO PROVIDE, THROUGH A DEMOCRATIC PROCESS, A UNIFIED VOICE FOR ALTERNATIVE EDUCATION PRACTITIONERS IN ARKANSAS.

SECTION IV: TO PROMOTE ALTERNATIVE EDUCATION ISSUES WITH LOCAL, STATE, AND NATIONAL ELECTED AND APPOINTED OFFICIALS.

ARTICLE III: MEMBERSHIP

SECTION I: ALL PERSONS SUPPORTIVE AND DEDICATED TO ALTERNATIVE LEARNING ENVIRONMENTS SHALL BE ELIGIBLE FOR MEMBERSHIP IN AAEE.

ARTICLE IV: OFFICERS AND DUTIES

THE OFFICERS OF THIS ASSOCIATION SHALL BE: PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, REPORTER, AND SEVEN DIRECTORS.

SECTION I: DUTIES OF THESE OFFICERS SHALL BE:

A. PRESIDENT:

THE PRESIDENT SHALL:

- PRESIDE AT ALL MEETINGS AND AT ALL EXECUTIVE BOARD MEETINGS;
- CALL SPECIAL MEETINGS OF THE GENERAL MEMBERSHIP OR BOARD WHENEVER NECESSARY;
- REPRESENT THE ASSOCIATION AT ALL STATE CONFERENCES, IF UNABLE TO ATTEND MEETINGS, DESIGNATE A REPRESENTATIVE;
- APPOINT A PARLIAMENTARY ADVISOR TO SERVE ON THE EXECUTIVE BOARD AS AN EX-OFFICIO MEMBER WITHOUT A VOTE;
- RECOMMEND TO THE BOARD INDIVIDUALS TO FILL ANY VACANCY ON THE BOARD;
- APPOINT CHAIRPERSONS TO COMMITTEES;
- PERFORM SUCH DUTIES AS ARE NECESSARY AND APPROPRIATE;

B. VICE-PRESIDENT:

THE VICE-PRESIDENT SHALL:

- CARRY OUT ALL DUTIES AS ASSIGNED BY THE PRESIDENT;
- SERVE AS CHAIR OF THE STATE CONFERENCE COMMITTEE WITH PRIMARY RESPONSIBILITY FOR THE PROGRAM;
- PERFORM THE DUTIES OF THE PRESIDENT IN THE EVENT OF ABSENCE, RESIGNATION, OR INABILITY OF THE PRESIDENT TO PERFORM SAID DUTIES;

C. SECRETARY:

THE SECRETARY SHALL:

- RECORD, MAINTAIN AND DISTRIBUTE MINUTES OF ALL MEETINGS OF THE ASSOCIATION AND THE EXECUTIVE BOARD;
- MAINTAIN A CURRENT LIST OF BOARD MEMBERS AND RECORD ATTENDANCE AT MEETINGS;
- KEEP AN INVENTORY OF ASSOCIATION PROPERTY WITH THE LOCATION;
- HANDLE ALL CORRESPONDENCE AS DIRECTED BY THE PRESIDENT;

D. TREASURER:

THE TREASURER SHALL:

- MAINTAIN FINANCIAL RECORDS OF THE ASSOCIATION;
- COLLECT DUES;
- PAY ALL ASSOCIATION BILLS;
- SERVE AS CHAIRPERSON OF THE FINANCE COMMITTEE;
- PRESENT A WRITTEN TREASURER'S REPORT MONTHLY TO THE ASSOCIATION;
- KEEP ORGANIZATION'S FINANCIAL RECORDS AND;
- PERFORM THE NORMAL DUTIES OF A TREASURER TO INCLUDE:
- PREPARE AN ANNUAL BUDGET TO BE PRESENTED TO THE BOARD.
 - PREPARE ANNUAL ACCOUNTING OF REVENUES AND EXPENDITURES TO BE PRESENTED AT THE ANNUAL MEETING.
 - ARRANGE AN ANNUAL CHECKS AND BALANCES BY A CPA.

E. REPORTER:

THE REPORTER SHALL:

- PLAN, PREPARE AND DISTRIBUTE A WEB-BASED NEWSLETTER WITH THE PRESIDENT'S APPROVAL;
- MAINTAIN A HISTORY OF AAAE AND ALE ACTIVITIES IN COOPERATION WITH THE STATE DIRECTOR OF ALTERNATIVE EDUCATION;
- TAKE PHOTOGRAPHS AND CREATE PUBLICITY RELEASES;

F. DIRECTORS

REGION REPRESENTATIVES:

THE STATE OF ARKANSAS IS DIVIDED INTO FOUR REGIONS, (NORTH WEST, NORTH EAST, SOUTH WEST, AND SOUTH EAST), ACCORDING TO GEOGRAPHIC POSITIONS OF EDUCATIONAL COOPERATIVES. THE REGIONS ARE MADE UP OF THE FOLLOWING EDUCATIONAL COOPERATIVES AS FOLLOWS. NORTHWEST: NORTHWEST, OZARK UNLIMITED, WESTERN, AND ARCH FORD; NORTHEAST: NORTH CENTRAL, NORTHEAST, WILBUR D.MILLS, AND CROWLEY'S RIDGE; SOUTHWEST: DEQUEEN/MENA, DAWSON, SOUTHWEST, AND SOUTH CENTRAL; SOUTHEAST: PULASKI, GREAT RIVER, ARKANSAS RIVER, AND SOUTHEAST.

EACH REGION SHALL ELECT ONE REGION DIRECTOR.

EACH ELECTED DIRECTOR SHALL:

- ATTEND ALL BOARD MEETINGS;
- DEVELOP A COMMUNICATION SYSTEM WITHIN THEIR DISTRICTS;
- REPRESENT THE GENERAL MEMBERSHIP;
- SUPPORT THE ACTIVITIES AND GOALS OF THE DISTRICT AND STATE ASSOCIATION;

AT-LARGE REPRESENTATIVES

THERE ARE THREE ELECTED AT-LARGE POSITIONS; THE AT-LARGE ELECTED POSITIONS SHALL BE FILLED BY: ONE ADMINISTRATOR, ONE COUNSELOR, AND ONE TEACHER.

EACH ELECTED DIRECTOR SHALL:

- ATTEND ALL BOARD MEETINGS;
- DEVELOP A COMMUNICATION SYSTEM WITH ALL REGIONS;
- REPRESENT THE GENERAL MEMBERSHIP;
- SUPPORT THE ACTIVITIES AND GOALS OF THE DISTRICT AND STATE ASSOCIATION;

SECTION II: TERMS, QUALIFICATIONS, AND ELECTION CYCLE

OFFICERS AND DIRECTORS SERVE FOR TWO (2) YEARS OR UNTIL THEIR SUCCESSORS ARE ELECTED. OFFICERS AND DIRECTORS MUST BE A MEMBER, IN GOOD STANDING WITH THE ASSOCIATION, AND MUST SIGN A NON-CONFLICT OF INTEREST STATEMENT. ANY PERSON NOMINATED FOR AN OFFICERS POSITION MUST HAVE SERVED ON THE BOARD OF AAAE AS A DIRECTOR OR OFFICER PRIOR TO NOMINATION FOR SAID OFFICE. ANY PERSON NOMINATED FOR THE OFFICE OF PRESIDENT MUST HAVE SERVED ON THE EDUCATIVE BOARD PRIOR TO SAID NOMINATION

DIRECTOR ELECTION SHALL TAKE PLACE IN ODD NUMBERED YEARS FOR THE NORTHWEST REGION AND SOUTHEAST REGION AND EVEN NUMBERED YEARS FOR THE NORTHEAST AND SOUTHWEST REGIONS. THE AT LARGE DIRECTOR POSITIONS ELECTION SHALL TAKE PLACE AS FOLLOWS: ADMINISTRATOR AND TEACHER IN ODD NUMBER YEARS AND EVEN NUMBER YEARS FOR COUNSELOR.

THE OFFICER'S ELECTIONS SHALL TAKE PLACE AS FOLLOWS: PRESIDENT AND TREASURER SHALL BE ELECTED IN ODD NUMBERED YEARS: VICE-PRESIDENT, SECRETARY, AND REPORTER SHALL BE ELECTED IN EVEN NUMBERED YEARS.

ARTICLE V: MEETINGS AND QUORUMS

SECTION I: THE PRESIDENT SHALL CALL AN ANNUAL MEETING OF THE MEMBERSHIP TO BE HELD AT THE ANNUAL CONFERENCE TO BE ANNOUNCED WITH AT LEAST 60 DAYS NOTICE PRIOR TO THE MEETING.

SECTION II: REGULAR BOARD MEETINGS SHALL BE HELD AT LEAST QUARTERLY. BOARD MEMBERS MUST NOTIFY THE PRESIDENT OF HIS/HER INABILITY TO ATTEND REGULAR MEETINGS. EXCUSES WILL ONLY BE ACCEPTED FOR FAMILY DEATH/ILLNESS, OR SIGNIFICANT LIFE EVENTS. OFFICERS MISSING MORE THAN TWO CONSECUTIVE MEETINGS CAN BE REPLACED AT THE DISCRETION OF THE EXECUTIVE COMMITTEE.

SECTION III: A QUORUM SHALL CONSIST OF AT LEAST SEVEN MEMBERS PRESENT AT REGULAR BOARD MEETINGS.

SECTION IV: SPECIAL MEETINGS MAY BE CALLED BY THE PRESIDENT UPON REQUEST OF A MAJORITY OF THE ACTIVE MEMBERS OF THE BOARD; OR BY ACTION OF THE EXECUTIVE COMMITTEE.

ARTICLE VI: COMMITTEES

SECTION I: EXECUTIVE COMMITTEE

A. THE EXECUTIVE COMMITTEE SHALL BE COMPOSED OF THE ELECTED OFFICERS, THE IMMEDIATE PAST PRESIDENT WHO IS STILL AN ACTIVE MEMBER. THE STATE SUPERVISOR OF ALTERNATIVE LEARNING ENVIRONMENT MAY SERVE AS AN ADVISOR TO THE EXECUTIVE COMMITTEE.

B. THE EXECUTIVE COMMITTEE SHALL HAVE GENERAL SUPERVISION OF THE AFFAIRS OF THE ASSOCIATION BETWEEN ITS REGULAR MEETINGS(S). IT SHALL MEET UPON THE CALL OF THE PRESIDENT OR AT THE REQUEST OF TWO-THIRDS (2/3) OF THE MEMBER OF THE COMMITTEE.

C. VACANCIES IN ANY ELECTIVE OFFICE SHALL BE FILLED BY THE EXECUTIVE COMMITTEE FOR THE INTERVAL UNTIL THE NEXT REGULAR ELECTION.

D. FIFTY-ONE (51%) PERCENT OF THE MEMBERS SHALL CONSTITUTE A QUORUM AT ANY MEETING OF THE EXECUTIVE COMMITTEE.

SECTION II: STANDING COMMITTEES

THE STANDING COMMITTEES SHALL BE: CONFERENCE, LEGISLATIVE, MEMBERSHIP, PUBLIC RELATIONS, AND NOMINATIONS.

SECTION III: ALL COMMITTEES SHALL BE APPOINTED BY THE PRESIDENT AND APPROVED BY THE EXECUTIVE COMMITTEE.

SECTION IV: DUTIES OF THE STANDING COMMITTEES SHALL BE:

A. CONFERENCE COMMITTEE SHALL BE RESPONSIBLE FOR PLANNING PROGRAMS AND THE ANNUAL CONFERENCE. THE COMMITTEE IS TO WORK IN COOPERATION WITH THE PRESIDENT AND THE EXECUTIVE COMMITTEE.

B. LEGISLATIONS COMMITTEE SHALL STUDY AND UNDERSTAND THE LEGISLATIVE PROGRAM OF THE STATE AND NATIONAL SCOPE, TO CARRY ON A CAMPAIGN TO INFORM MEMBERS OF THE LEGISLATIVE PROGRAMS, AND TO MAINTAIN CONTACTS TO PROMOTE LEGISLATIVE ISSUES.

C. MEMBERSHIP COMMITTEE SHALL EMPHASIZE THE FACT THAT ALL ALE TEACHERS SHOULD BE MEMBERS OF THE ASSOCIATION AND EMPHASIZE TO ALL TEACHERS THE IMPORTANCE OF ACTIVE MEMBERSHIP IN LOCAL, STATE, AND NATIONAL ASSOCIATIONS.

D. PUBLIC RELATIONS COMMITTEE SHALL WORK WITH THE REPORTER TO RELEASE PRESS NOTICES ABOUT ASSOCIATION ACTIVITIES.

E. NOMINATION COMMITTEE SHALL BE COMPOSED OF THREE MEMBERS, WHOSE DUTY SHALL BE TO PRESENT NOMINATIONS FOR ALL OFFICES.

II: ELECTION OF OFFICERS

OFFICERS OF THE ARKANSAS ASSOCIATION OF ALTERNATIVE EDUCATORS SHALL BE ELECTED BY A MAJORITY VOTE OF A QUORUM OF THE ASSOCIATION MEMBERSHIP AFTER A SLATE OF OFFICERS HAS BEEN PRESENTED TO THE ASSOCIATION BY THE NOMINATION COMMITTEE. ALL ELECTIONS CONDUCTED IN ACCORDANCE WITH THESE REGULATIONS SHALL COMPLY WITH THE PRINCIPLES OF OPEN NOMINATION, ONE PERSON, ONE VOTE, AND SECRET BALLOT.

A. NOMINATING PROCEDURE:

IN JUNE OF EACH YEAR, A LIST OF AVAILABLE OFFICERS WILL BE POSTED TO THE AAAE WEBSITE. AT THIS TIME A "CALL FOR NOMINATIONS" WILL BE AVAILABLE FOR MEMBERS TO MAKE NOMINATIONS. ANY AAAE MEMBER WHO WISHES TO BE CONSIDERED IS TO INFORM THE HEAD OF THE NOMINATIONS COMMITTEE BY MIDNIGHT OF THE LAST DAY OF JUNE.

B. ELECTION PROCEDURES:

ELECTIONS SHALL BE CONDUCTED DURING THE ANNUAL CONFERENCE. VOTING MEMBERS SHALL SIGN IN PRIOR TO VOTING. CANDIDATES RECEIVING A MAJORITY VOTE SHALL BE DECLARED ELECTED.

C. THE BOARD SHALL CALL FOR A VOTE OF CONFIDENCE FOR ANY OFFICERS OR REGION DIRECTOR WHO IS NOT FULFILLING THE DUTIES AND RESPONSIBILITIES OF SAID OFFICE.

ARTICLE VII: PARLIAMENTARY PRECEDURE

ROBERT'S RULE OF ORDER, NEWLY REVISED 10TH EDITION, AND SHALL BE THE PARLIMENTARY AUTHORITY.

DATES OF REVISION: July 10, 2013