

# CONSTITUTION AND BY-LAWS OF THE ARKANSAS ASSOCIATION OF ALTERNATIVE EDUCATORS

---

## **ARTICLE I: NAME**

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

## **ARTICLE II: PURPOSE**

THE PURPOSE OF AAAE 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.

**SECTION V:** PROMOTE AND SUSTAIN AAAE ASSOCIATION MEMBERSHIP.

## **ARTICLE III: MEMBERSHIP**

**SECTION I:** ALL PERSONS SUPPORTIVE AND DEDICATED TO ALTERNATIVE EDUCATION SHALL BE ELIGIBLE FOR MEMBERSHIP IN AAAE.

## **ARTICLE IV: OFFICERS AND DUTIES**

THE OFFICERS OF AAAE SHALL BE: PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, REPORTER, AND SEVEN REPRESENTATIVES.

**SECTION I:** DUTIES OF THESE OFFICERS SHALL BE:

PRESIDENT:

- 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 AN ADVISOR TO SERVE ON THE EXECUTIVE BOARD AS AN EX-OFFICIO MEMBER WITHOUT A VOTE WHO WILL ADVISE THE BOARD ON PARLIAMENTARY PROCEDURES

- RECOMMEND TO THE EXECUTIVE BOARD INDIVIDUALS TO FILL ANY VACANCY ON THE BOARD
- APPOINT CHAIRPERSONS TO COMMITTEES
- PERFORM SUCH DUTIES AS ARE NECESSARY AND APPROPRIATE.

B. VICE-PRESIDENT:

- 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:

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

D. TREASURER:

- MAINTAIN FINANCIAL RECORDS OF THE AAAE
- PAY ALL AAAE BILLS
- SERVE AS CHAIRPERSON OF THE FINANCE COMMITTEE
- PREPARE AND PRESENT A WRITTEN TREASURER'S REPORT DURING BOARD MEETINGS
- KEEP AAAE FINANCIAL RECORDS
- PERFORM NORMAL DUTIES OF A TREASURER
- 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 FINANCIAL AUDIT

E. REPORTER:

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

## F. REPRESENTATIVES

### REGIONAL 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 SOUTHCENTRAL

SOUTHEAST: PULASKI, GREAT RIVER, ARKANSAS RIVER, AND SOUTHEAST.

EACH REGION SHALL ELECT ONE REGIONAL REPRESENTATIVE

EACH ELECTED REGIONAL REPRESENTATIVE SHALL:

- ATTEND ALL BOARD MEETINGS
- DEVELOP A COMMUNICATION SYSTEM WITHIN THEIR REGION
- REPRESENT THE GENERAL MEMBERSHIP
- SUPPORT THE ACTIVITIES AND GOALS OF THE REGION

### AT-LARGE REPRESENTATIVES

AAAE SHALL HAVE THREE ELECTED AT-LARGE POSITIONS; THE AT-LARGE ELECTED POSITIONS SHALL BE FILLED BY AE PERSONNEL FROM THE FOLLOWING: ONE ADMINISTRATOR, ONE COUNSELOR, AND ONE TEACHER.

AT-LARGE REPRESENTATIVE SHALL:

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

## **SECTION II: TERMS, QUALIFICATIONS, AND ELECTION CYCLE**

OFFICERS AND REPRESENTATIVES SERVE FOR TWO (2) YEARS OR UNTIL THEIR SUCCESSORS ARE ELECTED. OFFICERS AND REPRESENTATIVES MUST BE AN AAAE MEMBER, IN GOOD STANDING 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 REPRESENTATIVE OR OFFICER PRIOR TO NOMINATION FOR SAID OFFICE. THE BOARD SHALL REVIEW AND APPROVE ALL NOMINATIONS. ANY PERSON NOMINATED FOR THE OFFICE OF PRESIDENT MUST HAVE SERVED ON THE Executive BOARD PRIOR TO SAID NOMINATION

REGIONAL REPRESENTATIVES ELECTIONS 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 REPRESENTATIVE POSITIONS' ELECTIONS SHALL TAKE

PLACE AS FOLLOWS: ADMINISTRATOR AND TEACHER ODD NUMBERED YEARS AND EVEN NUMBERED YEARS FOR COUNSELOR.

THE OFFICERS' 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 OR 50% OF CURRENT FILLED BOARD POSITIONS, WHICHEVER IS GREATER.

**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 ELIGIBLE AAAE MEMBER. AN ARKANSAS DEPARTMENT OF EDUCATION (ADE) ALTERNATIVE EDUCATION REPRESENTATIVE MAY SERVE AS AN ADVISOR TO THE EXECUTIVE COMMITTEE.

B. THE EXECUTIVE COMMITTEE SHALL HAVE GENERAL SUPERVISION OF THE AFFAIRS OF AAAE BETWEEN ITS REGULAR MEETINGS. IT SHALL MEET UPON THE CALL OF THE PRESIDENT OR AT THE REQUEST OF TWO-THIRDS (2/3) OF THE MEMBERS 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 BOARD MEMBERS SHALL CONSTITUTE A QUORUM AT ANY MEETING OF THE EXECUTIVE COMMITTEE.

### **SECTION II: STANDING COMMITTEES**

THE STANDING COMMITTEES SHALL BE CONFERENCE, LEGISLATIVE, ELECTION COMMITTEE  
**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. LEGISLATIVE 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. ELECTION COMMITTEE SHALL BE COMPOSED OF THREE MEMBERS, WHOSE DUTY SHALL BE TO MANAGE ALL ELECTIONS AND PRESENT NOMINATIONS FOR ALL OFFICES.

D. SCHOLARSHIP COMMITTEE SHALL OVERSEE THE ANNUAL DISTRIBUTION OF THE ANN BURNS SMITH STAR SCHOLARSHIP.

## **II: ELECTION OF OFFICERS**

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

### **A. NOMINATING PROCEDURE:**

A MINIMUM OF THIRTY DAYS PRIOR TO THE AAAE ANNUAL MEMBERSHIP MEETING 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 ELECTION COMMITTEE ACCORDING TO THE ELECTION PROCEDURES.

### **B. ELECTION PROCEDURES:**

ELECTIONS SHALL BE CONDUCTED DURING THE ANNUAL CONFERENCE. THE ELECTION COMMITTEE SHALL DECLARE CANDIDATES RECEIVING A MAJORITY VOTE, ELECTED.

C. THE BOARD SHALL CALL FOR A VOTE OF NO CONFIDENCE FOR ANY OFFICER OR REPRESENTATIVE WHO IS NOT FULFILLING THE DUTIES AND RESPONSIBILITIES OF SAID OFFICE.

## **ARTICLE VII: PARLIAMENTARY PROCEDURE**

AAAE SHALL USE THE ROBERT'S RULES OF ORDER; MOST CURRENT EDITION SHALL BE THE PARLIAMENTARY AUTHORITY.

