

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

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## **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 NATIONALLY ELECTED AND APPOINTED OFFICIALS.

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

## **ARTICLE III: MEMBERSHIP**

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

- AE TEACHERS, PARAPROFESSIONALS, COUNSELORS, AND ADMINISTRATORS
- EDUCATORS WHO ATTEND SUMMER CONFERENCE

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

THE OFFICERS OF AAAE SHALL BE: PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, REPORTER, REGIONAL REPRESENTATIVE COORDINATOR, AND EIGHT REGIONAL 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
- SERVE AS CHAIR OF THE STATE CONFERENCE COMMITTEE
- 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 CO-CHAIR OF THE STATE CONFERENCE COMMITTEE
- PERFORM THE DUTIES OF THE PRESIDENT IN THE EVENT OF ABSENCE, RESIGNATION, OR INABILITY OF THE PRESIDENT TO PERFORM SAID DUTIES

#### **C. SECRETARY:**

- CARRY OUT ALL DUTIES AS ASSIGNED BY THE PRESIDENT
- RECORD, MAINTAIN AND DISTRIBUTE MINUTES OF ALL MEETINGS OF AAAE AND THE EXECUTIVE BOARD
- MAINTAIN A CURRENT LIST OF BOARD MEMBERS AND RECORD ATTENDENCE 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:**

- CARRY OUT ALL DUTIES AS ASSIGNED BY THE PRESIDENT
- 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 FULL FINANCIAL AUDIT EVERY THREE YEARS
- ARRANGE A LINE ITEM AUDIT FOR YEARS BETWEEN FULL FINANCIAL AUDITS

E. REPORTER:

- CARRY OUT ALL DUTIES AS ASSIGNED BY THE PRESIDENT
- 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  
 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 **Two (2)** REGIONAL REPRESENTATIVES: **REGIONAL REPRESENTATIVES NUMBER ONE (1) and REGIONAL REPRESENTATIVE NUMBER TWO (2)**

EACH ELECTED REGIONAL REPRESENTATIVE SHALL:

- CARRY OUT ALL DUTIES AS ASSIGNED BY THE PRESIDENT
- ATTEND ALL BOARD MEETINGS
- DEVELOP A COMMUNICATION SYSTEM WITHIN THEIR REGION
- REPRESENT THE GENERAL MEMBERSHIP
- SUPPORT THE ACTIVITIES AND GOALS OF THE REGION

## **G. REGIONAL REPRESENTATIVE COORDINATOR**

- CARRY OUT ALL DUTIES AS ASSIGNED BY THE PRESIDENT
- **SUPPORT REGIONAL REPRESENTATIVES IN MAINTAINING A NETWORKING SYSTEM**
- **COORDINATE WITH REGIONAL REPRESENTATIVES TO CONDUCT ANNUAL REGIONAL MEETINGS**
- **COORDINATE WITH THE REPORTER TO ENSURE ALL REGIONAL EVENTS ARE RECORDED ON THE WEBSITE AND LOCAL MEDIA**
- **WORK WITH REGIONAL REPRESENTATIVES TO CREATE AND IMPLEMENT ANNUAL GOALS**

## **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 OFFICER'S 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 REGIONAL REPRESENTATIVE'S POSITION NUMBER ONE (1) AND EVEN NUMBERED YEARS FOR REGIONAL REPRESENTATIVE'S POSITION NUMBER TWO (2).**
- **REGIONAL REPRESENTATIVE COORDINATOR ELECTION SHALL TAKE PLACE IN EVEN NUMBERED YEARS.**

THE OFFICERS' ELECTIONS SHALL TAKE PLACE AS FOLLOWS:

- **PRESIDENT AND SECRETARY** SHALL BE ELECTED IN ODD NUMBERED YEARS.
- **VICE-PRESIDENT, TREASURER, 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 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 BE ACCEPTED FOR FAMILY DEATH, ILLNESS, OR SIGNIFICANT LIFE EVENTS. OFFICERS MISSING

MORE THAN TWO CONSECUTIVE MEETINGS MAY 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 WHO 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. MEETINGS SHALL BE CALLED BY THE PRESIDENT OR AT THE REQUEST OF TWO-THIRDS (2/3) OF THE MEMBERS OF THE COMMITTEE.

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

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

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

THE STANDING COMMITTEES SHALL BE CONFERENCE, LEGISLATIVE, ELECTION, AND SCHOLARSHIP.

**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, VICE-PRESIDENT, AND THE EXECUTIVE COMMITTEE.

B. LEGISLATIVE COMMITTEE SHALL REVIEW AND STUDY THE LEGISLATIVE ACTIONS AT STATE AND NATIONAL LEVELS, INFORM MEMBERS, AND MAINTAIN CONTACTS TO REVIEW LEGISLATIVE ISSUES.

C. ELECTION COMMITTEE SHALL BE COMPOSED OF THREE MEMBERS, WHOSE DUTIES SHALL BE TO MANAGE ELECTIONS AND PRESENT NOMINATIONS FOR OFFICES.

D. SCHOLARSHIP COMMITTEE SHALL OVERSEE DISTRIBUTION OF SCHOLARSHIPS.

## **II: ELECTION OF OFFICERS**

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

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

A MINIMUM OF SIXTY 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 COMPLETE AND SUBMIT THE APPLICATION BY THE POSTED DEADLINE

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

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

C. DURING A BOARD MEETING, A BOARD MEMBER MAY CALL FOR A NO-CONFIDENCE VOTE FOR ANY OFFICER OR REPRESENTATIVE.

## **ARTICLE VII: PARLIAMENTARY PROCEDURE**

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

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