# Bylaws

### ARTICLE I. Officers

**Section 1 .** The term of office for the officers shall be one year or until their successors are duly qualified. Incumbents are eligible to seek reelection for one additional term. The officers shall assume office on following their election.

###### Section 2 . President:

1. shall be the chief executive officer of the Association;
2. shall represent the Association as spokesperson on matters of policy or assign responsibility for such representations;
3. shall prepare the agenda and preside at all meetings of the Association;
4. shall serve as ex-officio member on all committees; and
5. shall, with the approval of the Executive Committee, appoint the parliamentarian and the members of all standing committees.

###### Section 3 . The Vice President:

1. shall preside in the absence of the President;
2. shall perform other duties as delegated by the President and/or the Executive Committee; and
3. shall be responsible for membership recruitment (which may include Chairperson of the Membership Committee).

###### Section 4 . The Treasurer:

1. shall be responsible for the safekeeping and accounting of all funds;
2. shall provide financial reports at each Executive Committee and Representative Assembly meeting; and
3. shall sign all checks drawn on the bank account of the Association.

###### Section 5. The Secretary:

1. shall keep accurate records and files of the proceedings of general and Executive Committee meetings;
2. shall submit monthly reports to the respective district, regional, or state presidents; and
3. shall be responsible for communication with membership on campus.

###### Section 6 . The Historian: (Optional)

1. shall prepare an Association scrapbook;
2. shall write a history of the year’s work;
3. shall be in charge of the local newsletter;
4. shall take pictures of Association events; and
5. shall provide/secure expert help in the above areas.

###### Section 7 . The Editor: (Optional)

1. shall work with the historian to compile a local newsletter;
2. shall distribute local and state publications; and
3. shall perform other duties as delegated by the President and/or Executive Committee.

**Section 8 .** In the event of a vacancy in the office of its Vice President, Secretary, or Treasurer, the vacancy shall be filled by appointment of the Executive Committee for the remainder of the term.

#### ARTICLE II . Executive Committee

**Section 1 .** The Executive Committee shall be the executive branch of the Association. The committee shall be comprised of the Association officers.

**Section 2 .** The duties of the Executive Committee shall be:

1. to be responsible to the membership in all matters;
2. to carry out the policies of the general membership;
3. to attend to the business of the Association between general meetings;
4. to approve all members of the committees;
5. to adopt the annual budget;
6. to make available all official documents for inspection of the Association;
7. to cooperate with the President in setting up a schedule of meetings for the year;
8. to act on problems that need immediate attention; and
9. to give general direction to the work of all standing and special committees.

**Section 3 .** A quorum for the Executive Committee shall consist of a majority of the members.

**Section 4 .** Any member of the Executive Committee who is absent for consecutive regular meetings or a total of meetings of the Executive Committee during an Association year shall forfeit her/his office.

**Section 5 .** Meetings of the Executive Committee shall be at a location designated by the President.

The President shall notify the Executive Committee of any change in the location of their meetings.

**Section 6 .** The dates and times for Executive Meetings shall be set by the Executive Committee at its first meeting. Additional meetings may be called by the President or by members of the Executive Committee.

#### ARTICLE III . General Meeting

**Section 1 . MEETINGS .** The Association shall hold meetings a year at a time and location to be determined by the Executive Committee. Notice to all meetings shall be posted on appropriate Chapter social media, websites, and as permitted, in campus buildings where Aspiring Educators are regularly present.

**Section 2 . SPECIAL MEETINGS .** Special meetings shall be held at the call of the President, a majority of the Executive Committee, or upon the written request of percent (%) the members. These meetings will consider only items specified in the call for such a of meeting and shall deal with important matters, that arise between regular meetings and that are urgently require action.

#### ARTICLE IV . Committees

**Section 1 .** There shall be the following standing committees, in addition to the Executive Committee, appointed by the President subject to the approval of the Executive Committee: Member Recruitment, Publicity, Elections (list other local association committees such as social justice, political activism, professional development, or community engagement if desired).

**Section 2 . DUTIES .** The duties of the committees, as herein provided shall be found in the Association Standing Rules.

**Section 3 .** Special committees may be established by the President with approval of the Executive Committee.

**Section 4 .** Special committees shall be established for the purpose of accomplishing a specific task within a limited period of time (also known as “ad-hoc” committees). The committee chairpersons shall be ex-officio members of the Executive Committee.

#### ARTICLE V . Dues

**Section 1 .** Members shall pay annually the current fees for student membership in the state, the current fees for membership in the NEA Aspiring Educators Program, and

(amount local charges).

#### ARTICLE VI . Nominations and Elections

**Section 1 .** Elections will be conducted under guidelines approved by the general membership and in accordance with NEA election requirements..

**Section 2 .** All elections will be conducted using an open nomination and secret ballot procedure.

#### ARTICLE VII . Due Process

**Section 1 .** The Association shall guarantee that no member will be censored, suspended, or expelled without a due process procedure, which shall include an appellate procedure.

**Section 2 .** The Association shall guarantee that no member of the Executive Committee shall be impeached and removed from office without a due process procedure, which shall include an appellate procedure.

**Section 3 .** The general membership shall approve rules and procedures to implement these due process guarantees.

#### ARTICLE VIII . Amendment Process

**Section 1 .** These Bylaws may be amended by a majority vote of those present and voting at any general meeting.

**Section 2 .** Proposed changes in these Bylaws shall be presented in writing to the membership at least days prior to the meeting at which they will be considered.

#### ARTICLE IX . Suspension Provision

**Section 1 .** Any provision of these Bylaws may be suspended by a two-thirds (2/3) vote of those present and voting at any general meeting.

#### ARTICLE X . Parliamentary Authority

**Section 1.** Robert’s Rules of Order Newly Revised shall be the authority on all questions of procedure not specified in this Constitution, Bylaws, and Standing Rules.