Constitution

Article I – Name
Section 1. The name of this Association shall be the Arkansas Association of Educational Administrators. Within the body of this Constitution, the Association shall be referred to as the AAEA.

Article II – Duration
Section 1. The period of its duration is perpetual.

Article III – Purposes
Section 1. The purpose of the AAEA shall be:
1. to maintain and elevate the professional and ethical standards of the educational profession in Arkansas;
2. to improve the educational standards in the schools in the State of Arkansas;
3. to promote the welfare and the professional growth of the members of the Association;
4. to establish and maintain a liaison between other professional organizations with like purposes;
5. to develop a favorable relationship with the public and the elected officials of the State of Arkansas;
6. to provide a means for the membership to have a collective influence on the establishment and execution of educational policies within Arkansas, and;
7. to keep the membership informed of state and national events and activities that would promote or adversely affect education in Arkansas.

Article IV – Structure
Section 1. The AAEA shall be a professional organization composed of all members of state educational administrator organizations that are affiliated with the Association, and it shall be governed by a Board of Directors composed of representatives from the affiliated associations.

Article V - Associational Affiliation
Section 1. Eligible Associations. All duly constituted state educational administrator associations, whose members engage in administration or supervision, are eligible to apply for affiliation with the AAEA. Any affiliated association may, upon a majority vote of its membership and written notification to the AAEA Board of Directors, disaffiliate
with the AAEA. The AAEA Board of Directors shall have the sole authority to accept or reject organizations that may apply for affiliation with the AAEA.

Article VI - Dissolution / Disposition of Assets
Section 1. Whenever, for any reason, the AAEA is dissolved or is no longer able to accomplish and carry out the specific purposes for which the AAEA was formed, the Board of Directors shall terminate the affairs of the AAEA, pay its debts, and after this has been done, any and all of the remaining assets shall be assigned and conveyed, without consideration, to the Permanent School Revolving Loan Fund of the State of Arkansas for use and benefit of the children of the state, and as such will be furtherance of the educational purpose to which the AAEA is dedicated.

Article VII – Members
Membership in AAEA shall consist of individual, corporate, honorary, associate, emeritus, and institutional membership.

Section 1. Individual Membership. Individual membership shall be open to persons engaged in any phase of school administration, directly or indirectly, and those persons who serve in both public and/or private educational institutions, persons having instructional responsibilities in the field of educational administration, the State Department of Education, and Department of Higher Education. Individual membership shall be a dual membership providing for membership in both AAEA and the selected affiliated association. Persons holding individual membership in AAEA are eligible to vote, and participate in activities of AAEA.

Section 2. Corporate Membership. Corporate membership shall be open to businesses wishing to reach and influence the educational marketplace in Arkansas and willing to partner with AAEA. Business/persons holding corporate membership will not be eligible to vote, hold office, or receive insurance benefits.

Section 3. Honorary Membership. An honorary membership may be conferred upon an individual by the Association at its annual meetings. Persons holding an honorary membership shall not have the right to vote, hold office, or receive insurance benefits.

Section 4. Associate Membership. Associate membership shall be open to any persons not employed as a school administrator who is actively pursuing, or has already completed, a graduate program in educational administration. Persons holding an associate membership shall not have the right to vote, hold office, or receive insurance benefits.

Section 5. Emeritus Membership. Emeritus membership will be made available to individuals having completed their careers in educational administration or in a related field. Persons holding an emeritus membership shall not have the right to vote, hold office, or receive insurance benefits.
Section 6. Institutional Membership. Institutional membership will be made available to college/university administrators and to administrators of agencies affiliated with education. Persons holding an institutional or agency membership are eligible to vote and participate in activities of AAEA.

Article VIII - Officers of the Association
Section 1. The officers of the AAEA shall consist of the president, vice-president / president- elect, secretary-treasurer and past-president. Officers shall serve from July 1 to June 30, or until a successor is chosen.

Section 2. The officers shall be elected by the membership of the AAEA at large.

Section 3. President. The term of president shall be for one year. The president shall be selected from the representatives of the AAESP, AASSP, AASA and (AASBO, AASEA, AAGEA, AACIA, ArkASPA, AAMLA, AACTEA, AAFC, and ASPMA) each fourth year.

Section 4. Vice-president/President-Elect. The term of the vice-president/president-elect shall be for one year. The vice-president/president-elect shall succeed to the office of president. The vice-president/president-elect shall be selected from the representatives of the AAESP, AASSP, AASA and (AASBO, AASEA, AAGEA, AACIA, ArkASPA, AAMLA, AACTEA, AAFC, and ASPMA) each fourth year.

Section 5. Secretary-Treasurer. The term of secretary-treasurer shall be for one year. The secretary-treasurer shall succeed to the office of vice-president/president-elect. The secretary-treasurer shall be selected on a rotating basis from the representatives of the AAESP, AASSP, AASA, and (AASBO, AASEA, AAGEA, AACIA, ArkASPA, AAMLA, AACTEA, AAFC, and ASPMA) each fourth year.

Section 6. Past-President. The term of the past-president shall be for one year.

Section 7. In the event of a vacancy in the office of President or Vice-President/President- Elect, the next officer in the line of succession shall move into the vacated position, and a new officer shall be elected for the office of Secretary-Treasurer. If a vacancy occurs in the Secretary-Treasurer’s position, a special election shall be held and a new Secretary-Treasurer elected representing the same affiliate association.

Article IX - Board of Directors
Section 1. Membership. Membership of the Board of Directors of the AAEA shall consist of representatives of the affiliated associations and four officers elected at large.

Section 2. Associational Representation. Each affiliated association shall be entitled to the following representation on the Board of Directors:

<table>
<thead>
<tr>
<th>Association</th>
<th>Representation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAESP</td>
<td>Three (3) Representatives</td>
</tr>
<tr>
<td>AASSP</td>
<td>Three (3) Representatives</td>
</tr>
<tr>
<td>AASA</td>
<td>Three (3) Representatives</td>
</tr>
<tr>
<td>AASBO</td>
<td>Two (2) Representatives</td>
</tr>
<tr>
<td>AASEA</td>
<td></td>
</tr>
<tr>
<td>AAGEA</td>
<td></td>
</tr>
<tr>
<td>AACIA</td>
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<tr>
<td>ArkASPA</td>
<td></td>
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<tr>
<td>AAMLA</td>
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<tr>
<td>AACTEA</td>
<td></td>
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<tr>
<td>AAFC</td>
<td></td>
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<tr>
<td>ASPMA</td>
<td></td>
</tr>
</tbody>
</table>
AAESA One (1) Representative  AAML A One (1) Representative
AAGEA One (1) Representative  AACTEA One (1) Representative
AACIA One (1) Representative  AAFC One (1) Representative
ArkASPA One (1) Representative  ASPMA One (1) Representative

Section 3. Membership Terms. Representatives from the AAESP, AASSP and AASA shall serve on the AAEA Board of Directors for a term of three (3) years on a staggered year basis. The Board of Directors of each association shall make provisions for staggering the terms of their representatives on the AAEA Board of Directors. The representatives on the Board of Directors from AAGEA, AASEA, AASBO, AACIA, ArkASPA, AAML A, AACTEA, AAFC, and ASPMA, shall serve one or two-year terms as determined by the Boards of their Associations.

Section 4. The officers of the AAEA shall be selected on a rotating basis at four-year intervals from the AAESP, AASSP, AASA and (AASBO, AASEA, AAGEA, AACIA, ArkASPA, AAML A, AACTEA, AAFC, and ASPMA).

Section 5. Election of AAEA Officers.
In the years that the officer is elected from the membership of AASA, AAESP, and AASSP, the affiliated association(s) from which an officer is to be elected shall furnish a list of three nominees from its membership by February 1.

In the year that the officer is elected from the membership of AASBO, AASEA, AAGEA, AACIA, ArkASPA, AAML A, AACTEA, AAFC, and ASPMA, each association shall furnish a list of one nominee from its membership by February 1.

A ballot listing the nominees shall be sent to the membership of the Association by March 1. All ballots must be completed and returned by March 21 to be valid. The results of the election shall be sent to all members by April 1.

The nominee receiving the largest number of votes shall be elected and shall assume office on July 1.

The Board of Directors shall establish and supervise election procedures.

**Article X - Rebate of Membership Dues To Affiliates**
Section 1. The AAEA shall collect the combined membership dues and shall return to the member's affiliated association that portion which has been determined by the AAEA Board of Directors.

**Article XI - Standing Committees**
Section 1. There shall be three standing committees whose membership shall consist of at least one representative from each of the affiliated associations. The size of each committee shall be determined annually by the AAEA Board of Directors.

Section 2. The standing committees shall be:
(1) Legislative Committee (State and Federal)  
(2) Auditing Committee  
(3) Program Committee

Section 3. The duties and responsibilities of each committee shall be listed in the Bylaws.

Section 4. The AAESP, AASSP, and AASA shall be represented equally on all standing committees. The AASBO, AASEA, AAGEA, AACIA, ArkASPA, AAMLRA, AACTEA, AAFC, and ASPMA shall be represented equally on all standing committees.

Section 5. All committee members shall be selected by the various affiliated associations.

Section 6. The AAEA Vice-President/President-Elect shall serve as an ex-officio member of all standing committees.

Article XII – Funds
Section 1. The Board of Directors of AAEA shall have the authority to adopt and revise an annual operating budget and to expend any or all funds accrued to AAEA.

Article XIII – Staff
Section 1. The Board of Directors of AAEA shall have the authority to employ staff, to set salaries, and to discharge staff.

Article XIV - Authority, Duties, and Responsibilities
Section 1. Except for the authority, duties, and responsibilities listed in this Constitution, all other authority, duties, and responsibilities of the organization and the officers thereof shall be set forth in the Bylaws. The Board of Directors shall have the authority to act on all matters that are not prohibited by the Constitution.

Article XV – Corporation
Section 1. The Board of Directors shall have the authority to incorporate this Association as a nonprofit organization under the statutes of the state of Arkansas.

Article XVI – Ratification
Section 1. The Constitution shall become effective when it has been ratified by a majority vote of the respective associations.

Article XVII - Rules of Order
Section 1. Roberts' Rules of Order, Revised, shall guide in all business meetings of this Association.
Article XVIII – Amendments
Proposed amendments shall be submitted in writing to the Board of Directors of AAEA at least sixty (60) days prior to the state Association meeting in which the vote is to be taken.

The Board of Directors may submit the proposed amendment to the membership at an associational meeting. The Constitution may be amended by a two-thirds majority vote of the voting members present at any annual meeting or special meeting of the Association, except that the amendment shall be submitted to the Individual Membership in writing at least thirty (30) days before being presented.

Upon the approval of the Board of Directors, proposed amendments to the Constitution or Bylaws may be submitted to the membership, with the ballot to be returned to the Association within thirty (30) days after it is sent by the Association.

Bylaws

Article I - Board of Directors' Duties and Responsibilities
Section 1. The Board of Directors of AAEA shall have the authority to:

1. make rules and assign responsibilities to all standing and special committees;
2. develop ways and means of cooperation between professional associations whose aims are not in conflict with the purposes of this association;
3. secure benefits such as group insurance, liability insurance, and membership privileges with individuals and corporations for the membership of AAEA;
4. make an annual report of the activities of the Association. This report will cover a fiscal year, July 1 through June 30;
5. collect membership dues;
6. expend funds of the Association;
7. make and revise the annual budget;
8. employ and discharge staff;
9. set staff salaries;
10. schedule meetings of the Association;
11. carry out and enforce the rules governing membership in the Association;
12. make all necessary rules and regulations to carry out the purpose of the Association;
13. authorize an associational newsletter or magazine in order to keep all members informed;
14. provide services such as publications, conferences, research, individual counseling, and other services that are not in conflict with the purposes of this Association.
**Article II - Officers' Duties and Responsibilities**

Section 1. President
1. Preside or arrange for presiding officers at all meetings of the Board of Directors, and special committees.
2. Appoint all special committees and the chairperson of each special committee with consent of the Board of Directors.
3. Perform all other duties normally assigned to this office.

Section 2. Vice-President / President-Elect
1. Act as presiding officer of the Board of Directors in the absence of the president.
2. Serve as ex-officio member of all standing committees.
3. Keep the Board of Directors informed of activities of the standing committees.
4. Complete the term as president of the Board of Directors in the event that the office of president of the Board of Directors becomes vacant.
5. Serve as chairperson for the program committee.

Section 3. Secretary-Treasurer
In conjunction with the AAEA office staff,
1. keep a complete and accurate record of the proceedings of all meetings of the Board of Directors,
2. provide a copy of minutes to all members of the Board of Directors,
3. keep an accurate list of all members of the Association,
4. receive and deposit in the bank all funds received by the Association,
5. keep accurate financial records of all funds of the Association,
6. pay all bills approved for payment by the Board of Directors, and
7. provide a treasurer's report at each regular meeting of the Board of Directors.

**Article III - Committees' Duties and Responsibilities**

Section 1. Legislative Committee (State and Federal)
1. Develop a legislative program that would be in the best interest of this Association.
2. Review all legislation, both state and federal, and recommend a course of action to the Association.
3. Perform other duties as assigned by the Board of Directors.

Section 2. Auditing Committee
1. Make provisions for the auditing of all of the Association's financial transactions, equipment, and facilities.
2. Perform other duties as assigned by the Board of Directors.

Section 3. Program Committee
1. Plan and develop, in cooperation with the Board of Directors, the annual meetings.
2. Cause to be published an agenda of the annual meeting.
3. Schedule reports of all standing committees and/or special committees at the annual meeting.
Article IV - Special Committees’ Duties and Responsibilities
Section 1. The Board of Directors shall have the authority to assign the duties and responsibilities of special committees.

Section 2. A special committee shall cease to exist when it has completed its work or when it has reached the date that might have been set for the completion of its work.

Article V – Amendments
Section 1. These Bylaws may be amended by a majority vote of the Individual Membership present at the annual or special meeting, provided that proposed amendments to the Bylaws shall be submitted in writing to the Board of Directors sixty (60) days prior to the state Association meeting in which the vote is to be taken and members of the Association must receive the proposed amendments at least thirty (30) days prior to the date that it is presented. Upon the approval of the Board of Directors, proposed amendments to the Constitution or Bylaws may be submitted to the membership by mail or e-mail, with the ballot to be returned to the Association within thirty (30) days after it is sent by the Association.

Article VI - Membership Dues
The annual membership fee for each type of membership shall be the amount set forth in this Article. Membership shall be from July 1 to June 30.

Section 1. Individual Membership. Beginning on July 1, 1979, the dues for individual membership shall be based on one's salary for the preceding year. The current schedule for dues is as follows:

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>Dues</th>
<th>Salary Range</th>
<th>Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>$190,000-$200,000</td>
<td>$460</td>
<td>$100,000-$109,999</td>
<td>$280</td>
</tr>
<tr>
<td>$180,000-$189,999</td>
<td>$440</td>
<td>$90,000-$99,999</td>
<td>$260</td>
</tr>
<tr>
<td>$170,000-$179,999</td>
<td>$420</td>
<td>$80,000-$89,999</td>
<td>$240</td>
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<tr>
<td>$160,000-$169,999</td>
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<td>$70,000-$79,999</td>
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<tr>
<td>$150,000-$159,999</td>
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<td>$60,000-$69,999</td>
<td>$200</td>
</tr>
<tr>
<td>$140,000-$149,999</td>
<td>$360</td>
<td>$50,000-$59,999</td>
<td>$180</td>
</tr>
<tr>
<td>$130,000-$139,999</td>
<td>$340</td>
<td>$40,000-$49,999</td>
<td>$160</td>
</tr>
<tr>
<td>$120,000-$129,999</td>
<td>$320</td>
<td>Below $39,999</td>
<td>$140</td>
</tr>
<tr>
<td>$110,000-$119,999</td>
<td>$300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 2. Corporate Sponsorship. Businesses wishing to reach and influence the educational marketplace in Arkansas are invited to partner with AAEA. Levels of sponsorship include: Prestigious (annual investment of $15,000); Distinguished (annual investment of $10,000); Arkansas Diamond (annual investment of $5,000); Platinum (annual investment of $2,500); Gold (annual investment of $1,500); and Silver (annual investment of $750).

Section 3. Honorary Membership. No membership fee.
Section 4. Associate Membership. Dues for associate membership shall be twenty-five dollars ($25) per year.

Section 5. Emeritus Membership. Dues for emeritus membership shall be ten dollars ($10) per year or $200 for a lifetime membership.

Section 6. Institutional Membership.
   Colleges/Universities ($250 – up to three members)
   Agencies ($150 per member)