

AETA BY-LAWS

ARTICLE I. MEMBERSHIP

Section 1. Types of Membership

The types of membership offered by the organization are as follows:

1. Annual individual (within the U.S. and outside the U.S.)
2. Annual institutional (within the U.S. only)
3. Annual emeritus or student
4. Two-year individual membership

Section 2. Privileges of Membership

Only members whose current dues are paid shall be considered active and in good standing, entitled to vote and hold office and provided all benefits of the organization.

Section 3. Membership Year

The membership year shall be from fall to fall of each academic year.

Section 4. Dues

1. Membership dues of AETA shall be set by the Executive Committee. The dues for the following school year shall not be raised unless the membership is notified through the AETA newsletter or other suitable means by March 1st of the preceding year.
2. Dues may be raised only once during any fiscal year.
3. Membership dues of emeritus and student members shall be fixed at one-half the annual dues of regular individual membership.

ARTICLE II. MEETINGS

Section 1. Types of Meetings

A. General Membership

Regular meetings of the general membership shall be conducted at least once a year at such place(s) as the Executive Committee shall designate. Special meetings may be called at any time by the Executive Committee. These meetings shall be open to all interested persons.

B. Executive Committee

The Executive Committee shall meet no fewer than two times during the school year. Special meetings of the Committee shall be called either upon the Executive Board's initiative or at the direction of the Executive Committee, or upon written request made one month in advance of the date for the meeting of twenty percent of the membership of AETA.

C. Executive Board

The Executive Board shall meet no fewer than four times a year and can include the Executive Committee.

Section 2. Purposes of Meetings

A. General Membership

The purposes of the meetings of the general membership shall be as follows:

1. To facilitate professional cooperation between the members and leaders of the association,
2. To integrate the efforts of all those who are concerned with the improvement of the instruction of the English Language Arts;
3. To update the membership on the status of the association, and
4. To offer a forum of issues and concerns of the members.

B. Executive Committee

The general purposes of the meetings of the Executive Committee shall be as follows:

1. To work to maintain the projects and programs of the organization,
2. To implement and/or monitor the decisions of the members,
3. To maintain the integrity and operation of the organization.
4. Special purposes for meetings are established as such:
 - a. Summer Retreat for setting goals and conference planning.
 - b. Fall Meeting for greeting and orientating new officers, establishing action plans for goals, and conference planning.
 - c. Annual Executive Committee dinner on the eve of the statewide conference.
 - d. Annual Meeting of the General Membership and Statewide Conference.
 - e. Winter Meeting for conference de-briefing and planning anew.

f. Spring Meeting for individual officer reports, end-of-year celebrations including "thank yous" and "good-byes" to outgoing or changing officers, and conference planning.

C. Executive Board

The purposes of the meetings of the Executive Board shall be as follows:

1. To plan agendas for the Executive Committee,
2. To support the work of Executive Committee members,
3. To manage the operations and business of the organization.

ARTICLE III. OFFICERS

Section 1. Officers

A. Officers who shall be elected and serve as directed in the by-laws shall be:

1. President (elected)
2. President-Elect (elected)
3. Past President (elected)
4. Secretary (elected)
5. Treasurer (elected)
6. Regional Area Directors (elected)

B. Other members of the Executive Committee will be appointed:

1. Executive Secretary (appointed)
2. Conference Chair (appointed)
3. NCTE Director (appointed)
4. NCTE Liaison (appointed)
5. NCTE SLATE Liaison (appointed)
6. Editors (appointed)
7. Other Special Liaisons and Coordinators (appointed)
8. Chairs of Ad Hoc and Standing Committees and Commissions (appointed).

Section 2. Terms of Office

A. Executive Board

1. Of the Executive Board officers, the following shall serve two-year terms:

- a. President,
- b. President-Elect,
- c. Past President,
- d. Secretary,
- e. Treasurer,
- f. Regional Area Directors.

Election to the office of vice-president constitutes the beginning of an automatic three-year progression through the offices of: president-elect, president, and past president. This progression may be altered by a two-thirds vote of the Executive Committee when circumstances arise causing a need for exceptions to this rotation.

1. Of the officers, the Secretary and Treasurer may serve renewable two-year terms at the discretion of the Executive Committee.
2. The Executive Secretary shall be appointed by the Executive Committee to serve a two-year term, renewable at his/her discretion and approval of the Executive Committee.

B. Executive Committee

1. Of the members of the Executive Committee, the following shall be appointed by the Executive Board to serve two-year terms, renewable at the discretion of the Executive Committee:
 - a. Executive Secretary
 - b. NCTE Director
 - c. NCTE Liaison
 - d. NCTE SLATE Liaison
 - e. Editor(s)
 - f. Other Special Liaisons and Coordinators.
 - g. Chairs of Ad Hoc and Standing Committees and Commissions.

2. Of the members of the Executive Committee, the Regional Area Directors shall be elected to serve two-year terms of office.

Section 3. Method of Election

The Executive Committee shall appoint a nominating committee of active members in good standing at least six weeks prior to the time at which they are to report a slate of officers for election. The past-president shall be chair

of the nominating committee. At least two weeks prior to the time of election, the nominating committee shall inform the Executive Committee of the proposed slate of officers. The Executive Committee shall then immediately inform the membership and arrange for a ballot.

Section 4. Vacancies

A vacancy in any office shall be filled by an appointment by the president, unless such vacancy shall be in the office of president. In this case the president-elect shall assume the presidency, and the Executive Committee may decide whether or not to appoint someone to serve the remainder of the term as president-elect.

ARTICLE IV. DUTIES

Section 1. Conditions of Serving as an Officer

All AETA officers serving on the Executive Board or Executive Committee are duty-bound to minimum expectations of the leadership position they hold including:

- A. Good standing (with currently paid membership) in both NCTE and AETA during the years of their term of office.
- B. Attendance at meetings of the Executive Board or Executive Committee to which they belong.
- C. Service as a conference committee chair.
- D. Active participation in the annual meeting and statewide conference.
- E. Promotion of AETA and of membership in the organization.
- F. Active involvement in furthering the objectives of the organization as delineated in the Constitution.
- G. Successful fulfillment of the duties of the office held as specified in the AETA by-laws.
- H. Maintenance of an officer's notebook or file which documents details of the job description, includes timelines of responsibilities, collects important information, and is passed on to next officer.

Section 2. Duties of Executive Board Officers

In addition to the conditions of serving as an officer as outlined in Article IV, Section 1, the specific responsibilities are assigned as follows to each office:

- A. The President shall . . .

1. Establish the agenda for, and preside at all meetings of the Executive Board, the Executive Committee, and the general membership.
2. Be an ex-officio member, or shall appoint an Executive Committee member to act as such on all standing committees, except the nominating committee.
3. Appoint chairs of standing and ad hoc committees and commissions, subject to the approval of the Executive Board.
4. Maintain regular communication with Executive Committee officers to encourage, promote, and support all projects and programs of the organization.
5. Initiate "business" correspondence on behalf of the organization.

B. The President-Elect shall . . .

1. Generally assume responsibility as an "intern" President and perform the duties of the President if the latter is absent.
2. Have co-responsibility for coordinating and communicating work of the Executive Committee and its standing and ad hoc committees.
3. Serve on the Membership Committee.

C. The Past President shall . . .

1. Chair the nominating committee and solicit a slate of officers for annual elections to include new, returning and changing officers on the Executive Committee.
2. Manage the election process and liaise with the newsletter editor(s) to publish results and introduce new officers.
3. Act as advisor to the current president.
4. Maintain and update the AETA history for the previous year.

D. The Secretary shall . . .

1. Keep a record of the proceedings at all meetings (minutes) of the general membership, the Executive Committee, and the Executive Board.
2. Furnish all officers with copies of minutes in a timely manner following meetings.
3. Initiate or answer all correspondence pertinent to the recognized scope of the office or as delegated by the president.
4. Maintain a current and accurate roster of the Executive Committee.
5. Preserve the records of the organizations including copies of all correspondence, NCTE Annual Affiliate Report, all forms, and publications (newsletter and journal).

E. The Treasurer shall . . .

1. Assume responsibility of all funds of the organization, including accurate accounting of income and expenditures.
2. Maintain accurate accounting of AETA funds and accounts as follows:
 - a. AETA checking account should be a joint account between Treasurer and President, but with a single signature.
 - b. Beneficiaries among the Executive Committee must be named on the account.
3. Disburse funds only on order of the Executive Committee with appropriate documentation for reimbursements and payments.
4. Prepare and monitor an annual budget of proposed and actual figures and submit an annual end-of-the-year financial statement to the Executive Committee and as part of the Affiliate Annual Report, and report to the membership-at-large upon request of any member at a business meeting.
5. Maintain current status with: Arizona Corporation Commission, U.S. Postal Service for bulk mailing permits, and Federal and State Internal Revenue Services for tax exemption.
6. Prepare such papers as are necessary for transferring the funds of the organization into the name of the successor in office.

F. The Executive Secretary shall . . .

1. Receive and maintain all dues and conferences fees.
2. Maintain accurate records of memberships including an alphabetical listing with dues expiration dates and current addresses as provided by members.
3. Establish and maintain a database network with such information as teaching level, professional affiliation, area of interest/expertise, regional location, date of membership expiration, continual membership formation, and miscellaneous notations of other relevant information.
4. Provide and/or acquire mailing labels at the direction of Executive Committee members.
5. Plan and execute membership renewal and recruitment with assistance from the Executive and the Membership Committees.
6. Serve as chair of the Membership Committee.
7. Assume duties outlined for Secretary and Treasurer as related to membership.
8. Report membership totals and activity to the President one week prior to Executive Committee meetings or as requested.

Section 3. Duties of Executive Committee Officers

In addition to the conditions of serving as an officer as outlined in Article IV, Section 1, the specific responsibilities are assigned as follows to each office:

A. The Regional Area Directors shall . . .

1. Represent the organization and promote membership in their geographical regions of the state.
2. Serve as liaison personnel between their areas and the Executive Committee.
3. Develop and host professional development activities in their regions to both service regional constituents and promote membership the organization.
4. Write or solicit regular columns and/or commentaries for Connections regarding topics of interest or at issue in the geographical region.
5. Nominate worthy candidates for the Teachers of Excellence Awards.

B. The University/College Directors shall . . .

1. Work through English/Reading/Education faculty to recruit members and to promote programs and projects of the organization.
2. Keep university faculty and students abreast of AETA programs and activities, and establish contacts to ensure connection to the Executive Board.
3. Create positive connections among university faculty and students, area teachers, and local affiliates.
4. Be responsible for starting regional and local affiliates as is appropriate, and advise as needed.
5. Develop and host professional development activities in their regions to both service regional constituents and promote membership the organization.
6. Establish conference opportunities (national, state and local) for students and area teachers by encouraging their participation as presenters, facilitators, session chairs, etc.
7. Provide a written end-of-year report to the President that summarizes activity concerning new membership, local affiliate events, professional development programs, etc.
8. Write or solicit regular columns and/or commentaries for Connections regarding topics of interest or at issue in the realm of post-secondary education.

C. The NCTE Director shall . . .

1. Represent AETA at the annual Board of Directors meeting.
2. Confer with AETA Executive Committee on matters to be taken up at the annual Board of Directors meeting, so that in discussion and voting, the director's actions will represent the wishes of the affiliate.
3. Conduct the business of the Council at the Annual Business Meeting for the Board of Directors which includes:
 - a. Voting on policy resolutions prepared by the Resolutions Committee.
 - b. Hearing annual reports.
 - c. Hearing concerns of members and affiliates.
4. Report to the members of AETA the action(s) taken by the Board of Directors of the Council.
5. Collect and copy current copies of NCTE Affiliate Handbook for all Executive Officers.
6. Write or solicit regular columns and/or commentaries for Connections regarding topics of interest or at issue within NCTE.

D. The NCTE Liaison shall . . .

1. Report to NCTE Headquarters affiliate activities and concerns including:
 - a. important projects
 - b. a calendar of affiliate events
 - c. significant developments or trends in the affiliate's geographical area.
2. Reports significant national developments and concerns through reports to the affiliate governing board as well as to full membership.
3. Arranges for securing NCTE services for the affiliate.
4. Promotes NCTE membership within the affiliate.
5. Publicizes NCTE programs and conferences.
6. Reminds affiliate presidents, secretaries, and treasurers of obligations to the Council; for example:
 - a. Reporting to NCTE names of newly elected officers.
 - b. Checking that all Executive Committee members are members in good standing with the Council.
 - c. Assuring that copies of affiliate publications are forwarded to NCTE.
 - d. Seeing that affiliate dues are paid prior to the NCTE Annual Convention by July 15th.
7. Write or solicit regular columns and/or commentaries for Connections regarding topics of interest or at issue within NCTE.

E. The NCTE SLATE Liaison shall . . .

1. Encourage membership in SLATE.
2. Chair the Political Advocacy Committee.
3. Advise AETA regarding its position papers.
4. Advise local decision-makers about NCTE policy.
5. Serve as a member of NCTE's Intellectual Freedom Network.
6. Inform the SLATE Steering Committee about local political developments.
7. Write or solicit regular columns and/or commentaries for Connections regarding topics of interest or at issue within the realm of the SLATE agenda.

F. The Editor(s) shall . . .

1. Be responsible for the all aspects of production and publications of the publications of the organization (Arizona English Bulletin - journal; Connections - newsletter) including deciding themes and focuses, soliciting content, working with wordprocessors, graphic designers, printers and postal services.
- 2 Determine mailing audience and acquire mailing labels as needed.
3. Prepare a budget in the fall of each year for all aspects of production for all issues which is subject to approval of the Executive Committee.
4. Maintain accurate records of production expenses and resources.
5. Inventory, store and mail our orders for back issues as is needed or as directed by the Executive Committee.

G. The Special Liaisons and Project/Program Coordinators shall . . .

1. Manage, coordinate, communicate and carry out all responsibilities of the specific project or program with which they are charged.
2. Promote participation in the project or program in a timely manner, in a variety of ways such as soliciting assistance from Executive Committee officers, publishing information in Connections, coordinating appropriate mailings, etc.
3. Prepare a budget in the fall of each year for all aspects of the project or program which is subject to approval of the Executive Committee.

H. The Conference Chair shall . . .

1. Establish personal vision for AETA's Annual General Meeting and Statewide Conference and take executive control of its planning.
2. Coordinate, manage and communicate all details of the annual general meeting and statewide conference.

3. Serve as steering committee chair and solicit members of the Executive Committee and others as needed to whom to delegate specific conference responsibilities.

I. Chairs of Standing/Ad Hoc Committees shall . . .

1. Serve as active members of the AETA Executive Committee with full voting privileges and rights to full participation in its operation.
2. Manage the business of the committee including establishing agendas for meetings, coordinating communication between the committee and the President, and maintaining minutes and reports as is appropriate.
3. Select committee members from the membership of AETA.
4. Write or solicit articles and/or commentaries for Connections regarding topics of interest or at issue within the realm of the committee's agenda.

ARTICLE V. PUBLICATIONS

The official publications of AETA include the AETA newsletter Connections and the journal Arizona English Bulletin, and whatever other publications may be authorized by the Executive Committee. Budgets for both publications must be submitted to and approved by the Executive Committee at the onset of each academic year.

The number of copies to be issued of each publication shall be determined by the Executive Committee as part of the goal-setting process at the beginning of each year.

ARTICLE VI. FISCAL MATTERS

Section 1. Budget Limitations

Neither the Council nor any officers of the Executive Committee shall contract indebtedness exceeding the net balance then remaining in the treasury.

Section 2. Use of Earnings

No part of the net earnings, if any, of this association shall insure the benefit of any private person or party. All net earnings shall be used solely and exclusively for the objects and purposes of the organization.

Section 3. Budgets for Officers, Committees and Special Projects

Budget concerns and reimbursements shall be coordinated with the treasurer. A proposed annual budget is to be prepared by each officer or coordinator of a special project as needed. Proposals shall be presented to the Executive Committee through the treasurer for approval. Budget items shall be produced in writing in advance whenever possible to do so. Receipts and written reports of expenditure shall accompany and precede, when possible, all reimbursements.

The Executive Secretary is entitled to reimbursement not to exceed \$500 per annum for supplies, materials and mailings and will be released after a formal written request, including all receipts, is submitted.

Regional Area Mini Grants are restricted to \$200 each (maximum \$200 per year) and will be paid upon approval of a written proposal prior to the event(s) and upon submission of a written request for reimbursement including receipts.

The Robert Shafer Memorial Scholarship Program is restricted to a maximum expenditure of \$100 per conference.

Section 4. Budget for Publications

Budgets for publications shall be prepared and reviewed annually by the Executive Committee. Publication budgets will include costs of layout, typesetting, printing, and postage for the AETA newsletter Connections, the journal The Arizona English Bulletin, and other publications authorized by the Executive Committee.

ARTICLE VII. AMENDMENTS

By-laws of the association may be amended by a two-thirds majority vote of the Executive Committee.