

Constitution and By-Laws of the Arkansas Association of Federal Coordinators

Article I-Title, Purpose

Section 1. The name of the organization shall be the Arkansas Association of Federal Coordinators.

Section 2. The purpose of this association is to assist all members with an informational network which will provide orientation and professional growth through sharing.

Article 2-Membership

Section 1. ELIGIBILITY: Membership in this association shall be for those personnel involved with the Federal Programs.

Section 2. Classification: The membership of the association shall consist of four classifications; Individual, Associate, Honorary/Life and Emeritus.

A. Individual-Any person actively involved with Federal Programs. Individual membership shall be dual membership providing for membership in both AAFA and AAFC. Only persons holding individual membership in AAFC are eligible to vote and hold office in the Association.

B. Associate-Any person who is a member of the Arkansas Teacher Retirement System or who has been an active member of the AAFC, may become an Associate member. An Associate member shall have all the rights and privileges of an active member.

C. Honorary/Life-an honorary/life membership may be conferred upon an individual by the Association at its annual meeting.

D. Emeritus-an emeritus membership will be made available to individuals having completed their careers in educational administration or in a related field.

Section 3 Discrimination Prohibited-the Association shall not deny membership on the basis of race, creed, national origin, religion, sex or handicapping condition.

Section 4 Property Interest of Members-all right, title, and interest, both legal and equitable, of a member in and to property of the Association shall end on the termination of membership.

Section 5 Membership Year-the membership year shall be from July 1 to June 30. Membership is open at any time, but it shall expire at the end of the membership year.

Section 6 Membership Dues for AAFA and AAFC-the annual membership fee for each type of membership will be established by the membership of the AAFA as described by the AAFA Constitution. Membership in AAFA/AAFC automatically includes the annual subscription to NAFEP

Article 3-Officers and Election

Section 1. Officers: The officers of this organization shall be the president, vice-president, NAFEPA Board member, and Secretary/Treasurer.

Section 2. Election: The president shall appoint a nominating committee with the immediate past president serving as chair. The committee will present a slate of officers and directors to the board and to the membership for vote at the spring business meeting.

Section 3. Terms of Office: The president, vice-president, and secretary/treasurer shall be elected by the membership at the spring meeting to serve for one (1) year. The NAFEPA board member shall be elected by the membership at the spring business meeting for a term of three (3) years. Their terms shall begin at the close of the annual meeting at which they are elected. The normal progression of officers shall be Secretary/Treasurer to Vice-President to President.

Article 4-Governing Board

Section 1. Composition: The governing board of this association shall consist of the officers, the two (2) past presidents, the second NAFEPA Representative (appointed by the governing board when state membership allows a second representative), and one director from each geographical area of the state.

Section 2. Terms of Office: After the first appointment, the appointed NAFEPA representative shall be appointed (when state membership allows a second representative) to a three year term which overlaps that of the elected NAFEPA representative. After the first election of directors, three (3) directors shall be elected annually by the membership to serve a three year term.

Section 3. Vacancies: If any office be vacated during the term for any reason, the governing board shall appoint a person to serve until the next election or appointment.

Article 5-Committees

Section 1. Standing committees for this association shall be membership, conference, legislative, constitution, recognition/ awards, and nominations.

Section 2 Standing committees are ex-officio members without voting privileges.

Section 3. The president will appoint ad hoc committees as needed.

Article 6-Meetings

Section 1. The association will hold two (2) meetings for the purpose of conducting the association's business. Only members are eligible to vote.

Section 2. The association will conduct additional meetings as deemed necessary.

Section 3. In the absence of meetings conducted face to face or via conference calls, approval of agenda items may be done via email voting and/or electronic survey.

Article 7-Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rule of Order, Newly Revised shall be used as a guide for the association.

Article 8-Amendments

Section 1. The constitution and by-laws may be amended at a business meeting by a 2/3 majority vote of the members present and in good standing.

Section 2. Amendments must have been submitted in writing to the secretary/treasurer before the business meeting. The secretary/treasurer will provide said amendments to the membership before the business meeting where they will be brought to a vote.

By-Laws

Article 1-Duties of Officers and Directors

Section 1. Officers: The officers of this association have the following duties:

A. It shall be the duty of the president to preside at the meetings of the association and the governing board and to appoint all standing committees and a parliamentarian. He/she shall serve as custodian of all paper and properties of the association other than those items assigned to the secretary/treasurer.

B. The vice-president shall preside in the absence of the president. The vice-president will also serve as the conference chairperson.

C. The secretary/treasurer will keep the minutes, and records of all business of the association. He/she will keep all records on file. The secretary/treasurer will serve as liaison with AAFA Business Office personnel and will conduct an annual audit of AAFC accounts.

D. The NAFEP Board member will represent the AAFC on the NAFEP Board of Directors. He/she will serve under the direction of the AAFC Board of Directors.

E. The Regional Board Representatives will organize, coordinate, and oversee a minimum of four regional meetings per fiscal year. The regional meetings are to be conducted to provide ongoing support of federal coordinators in that region, as well as to promote membership and active participation in AAFC

Section 2. Regional Directors and Appointed NAFEP Representative: One director will be elected from each of the 9 geographic regions across the state to serve a three (3) year term.

The Appointed Second NAFEP Board member will represent the AAFC on the NAFEP Board of Directors. He/she will serve under the direction of the AAFC Board of Directors, and will be appointed to serve a three (3) year term which overlaps that of the elected NAFEP representative.

Article 2-“Duties and Responsibilities of Chairperson and Committees”

Section 1. Chairperson: The chairperson shall appoint a vice-chairperson who in his/her absence can carry on the work of the committee.

- A. The chairperson will provide regular reports to the president.
- B. The chairperson will maintain regular contact with the committee members.
- C. The chairperson will arrange a meeting of the committee as needed.

Section 2. Standing Committee: The duties and responsibilities of standing Committees shall be:

- A. Membership- The committee will plan, coordinate and carry out an aggressive push for membership in the state and national associations. It will maintain a list of AAFC members and NAFEPA members.
- B. Conference/Planning – This committee will plan and coordinate conference and trainings with the AAEEA staff.
- C. Constitution and By-Laws – This committee will review and prepare revisions of the constitution for submission to the membership.
- D. Nominations – This committee will nominate a slate of officers for election. They will nominate three (3) directors annually.
- E. Legislative – This committee shall be active advocates who seek to cooperate with other groups in the areas that concern AAFC in state/federal legislation and serve as a channel of communication in legislative matters.
- F. Recognition/Awards –The committee will submit information to the board for action on recommended awards and scholarships. It will be this committee’s responsibility to obtain plaques, certificates, flowers, and/or trophies and arrange presentations.

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