

Article 1 Duties and Responsibilities of the Board of Directors

Section 1. The Board of Directors of ArkASPA 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 ArkASPA.
4. Make an annual report on the activities of the Association. This report will cover the 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 purposes of the Association.
13. Authorize an association 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 Duties and Responsibilities of Officers

Section 1. The President shall:

1. Preside or arrange for presiding officers at all meetings of the Board of Directors and at any state meeting of ArkASPA.
2. Appoint all committees and the chairperson of each committee with consent of the Board of Directors, except as otherwise provided in the by-laws. Invite committee chairpersons to Board meetings as appropriate.
3. Serve on the AAEEA Board of Directors.
4. Serve as communications liaison in all activities and publications of ArkASPA.
5. Perform all other duties normally assigned to this office.

Section 2. The Vice-President/ President Elect shall

1. Act as presiding officer of the Board of Directors in the absence of the president.
2. Serve as a non-voting member of all standing committees.
3. Keep the Board of Directors informed of activities of the standing committees
4. Serve as a liaison to AAEEA in program/conference planning.
5. 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.

Section 3. The Secretary-Treasurer shall:

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. Work with the executive director to develop the annual budget and present it for approval.

5. Present a treasurer's report at each meeting of the Board of Directors
6. Serve as chairperson of the Audit Committee.

Section 4. The immediate Past-President shall:

1. Continue to serve as a member of the Board of Directors for one year.
2. Serve as chair of the Nominating Committee
3. Be responsible for the review of the Constitution and Bylaws.

Article III Duties and Responsibilities of Standing Committees

Section 1. The Legislative and Resolutions Committee shall:

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. Recommend resolutions to the Board of Directors that will support, maintain, and carry out the purposes of the Association.
4. Perform other duties as assigned by the Board of Directors.

Section 2. The Membership Committee shall:

1. Keep an accurate list of all members of the Association. Conduct an annual membership drive.
2. Recommend persons for honorary membership.
3. Perform other duties as assigned by the Board of Directors.

Section 3. The Nominating Committee shall:

1. Consist of the Immediate Past-President (chair) and three additional ArkASPA members selected and approved by the Board.

2. Propose one or more nominees for each vacant position as instructed by the Board of Directors.
3. Propose the slate of nominees to the Board of Directors at least one month prior to the annual ArkASPA election.
4. Perform other duties as assigned by the Board of Directors.

Section 4. The Audit Committee shall:

1. Review the financial records of ArkASPA annually.
2. Submit an annual report to the Board of Directors.

Article IV Duties and Responsibilities of Special Committees

Section 1. The Board of Directors shall have the authority to appoint and 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 or when the Board of Directors has determined that a need for the committee no longer exists.

Article V Amendments to the Bylaws

Section 1. These Bylaws may be amended by a majority vote of the membership present at the annual business meeting or a special meeting. 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 amendment is to be voted on. Members of the Association shall receive any proposed amendment in writing at least thirty (30) days prior to the date that it is presented for a vote.

Article VI Membership Dues

Section 1. The annual membership fee for AAEE and ArkASPA will be established by the membership of AAEE as described by the AAEE Constitution.

Article VII Transition Year

Section 1. The officers and members of the Board of Directors who are elected to serve in the charter year of ArkASPA shall continue to serve for one year during the first year ArkASPA becomes a constituent organization of AAEA.