Article 1 - Board of Directors' Duties and Responsibilities

Section 1. The Board of Directors of AMLA 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 AAMLA.
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.
7. Make and revise the annual budgets.
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 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.
15. Solicit nominations and select annual scholarship AAMLA recipients.
16. Solicit nominations and select annual Middle Level Principal of the Year.
17. Solicit nominations and select annual Middle Level Asst. Principal of the Year.
18. Provide guidance/professional resources on middle level issues for Beginning Administrator Institute.

Article II - Officers' Duties and Responsibilities

Section 1. The President shall:

1. Preside or arrange for presiding officers at all meetings of the Board of Directors and at any state meetings of the AAMLA.
2. Appoint all committees and the chairperson of each committee with the 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 AAEA Board of Directors.
4. Serve as communications liaison in all activities and publications of AAEA.
5. Perform all other duties normally assigned to this office.
6. Represent AAMLA at a national middle level conference if they choose with normal expenses paid by AAMLA.

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 AAEA 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 the minutes to all members of the Board of Directors.
3. Keep an accurate list of all members of the Association.
4. Provide a financial report at each regular meeting of the Board of Directors.

Section 5. The Immediate Past-President shall:

1. Continue as a member of the Board of Directors for one year.
2. Be responsible for the review of Constitution and Bylaws.
3. Keep notebooks for the board retreat and for new board members.

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

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 would 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.
2. Conduct an annual membership drive.
3. Recommend persons for honorary membership.
4. 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 AAMLA 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 this slate of nominees to the Board of Directors prior to the annual AAMLA election.
4. Perform other duties as assigned by the Board of Directors.
Article IV - Special Committees' Duties and Responsibilities

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 individual membership present (either in person at the meeting(s) or online survey) at the annual business meeting, fall conference, 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 vote is to be taken. Members of the Association shall receive any proposed amendment at least thirty (30) days prior to the date that it is presented for a vote.

Article VI - Membership Dues

Section 1. Membership Dues for AAEA and AAMLA. The annual membership fee will be established by the membership of AAEA as described by the AAEA Constitution. The Board of Directors shall have the authority to appoint and assign the duties and responsibilities of special committees.

Approved August 29, 2019