Article 1 Board of Directors' Duties and Responsibilities

Section 1. The Board of Directors of AASA 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 AASA.

4. Make an annual report on the activities of the Association. This report will cover a 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.

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, standing committees, and special committees.
2. Appoint all committees and the chairperson of each committee with consent of the Board of Directors.

3. 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 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. The Secretary 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.

Section 4. The Treasurer shall:

1. Receive and deposit in the bank all funds received by the Association.

2. Keep accurate financial records of all funds of the Association.

3. Pay all bills approved for payment by the Board of Directors.

4. Provide a treasurer's report at each regular meeting of the Board of Directors.

Section 5. The Immediate Past-President shall continue as a member of the Board of Directors for one year.
Article III Committees' Duties and Responsibilities

Section 1. The Policies and Resolutions Committee shall:

1. Recommend policies, procedures, and resolutions to the Board of Directors that would support, maintain, and carry out the purposes of the Association.

Section 2. The Legislative Committee (State and Federal) 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. Perform other duties as assigned by the Board of Directors.

Section 3. The Auditing Committee shall:

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 4. 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 5. The Program Committee shall:

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.
Section 6. Nominating Committee. A nominating committee, consisting of one member from each of the congressional districts and one member at large, shall be appointed by the president at least one (1) month prior to the annual meeting of the Association, and the said committee shall present a proposed slate of officers to the president at least fifteen (15) days prior to the annual association meeting. Additional nominations may be made by the membership from the floor at the annual business meeting and will be recognized by the presiding officer.

At intervals to be determined by the AAEA Board of Directors, the nominating committee shall present three members for the position of AAEA Secretary/Treasurer. The nominees shall be presented to the AASA membership at the annual fall meeting for final approval. Additional nominations may be made by the membership from the floor before the election.

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.

Article V Amendments to the Bylaws

Section 1. These Bylaws may be amended by a majority vote of the individual Membership present at the annual business meeting, fall conference, or a 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 receive the proposed amendments at least thirty days prior to the date that it is presented.

Article VI Membership Dues

Section 1. Membership Dues for AAEA and AASA. The annual membership fee for each type of membership will be established by the membership of AAEA as described by the AAEA Constitution.