

Arkansas Rural Education Association

Constitution and By-Laws

A. Election of Officers

The officers shall be president, vice-president, secretary and treasurer.

The officers shall be AREA members in good standing.

The president and vice-president shall serve a two-year term. The secretary and treasurer shall serve a two year term and may serve an unlimited number of terms.

Officers will be elected at the AREA Annual Conference.

Elections will take place on even numbered years, the Secretary must receive nominations by June 15th.

B. Meetings

Robert's Rules of Order will govern the conduct of all meetings.

Quarterly meetings may be called by AREA officers or by petition equaling 10% of AREA members.

Special meetings may be held as set by the officers or by petition.

Executive meetings of officers may be made by conference call.

Members must have notice of meetings to conduct AREA business at least five days in advance.

Voting Members present at a called meeting constitutes a quorum.

The elected officers may vote to conduct closed executive sessions. In order to enter into executive session, such motion must be approved by a roll call majority vote. Persons with expertise pertaining to the declared issue for discussion may be invited into executive session.

A tentative agenda for each regular or special meeting and all conferences shall be prepared by AREA Officers.

Any AREA member may request items to be placed on the agenda.

An annual summer conference and meeting of the entire membership will be held at a time and place designated by AREA officers.

During legislative sessions it is sometimes imperative to obtain information immediately

C. Powers of Officers

1. The AREA officers may enlist any person or organization to help them achieve the purpose and objectives set out in the constitution, and to assign duties, etc. to such persons or organizations. Membership ratification for financial remuneration to said persons will be required.
2. AREA officers may recommend to enter into contracts, add or delete regulations, etc. so long as no conflict exists with anything in the Constitution and By-Laws. Contracts and regulation changes must be ratified by AREA members.
3. If an officer, for whatever reason, vacates their elected position, the vacancy shall be filled by appointment or election.
4. AREA officers shall have the authority to make decisions consistent with duly ratified organizational goals and objectives.

D. Duties of Officers

1. President: Shall preside over annual, quarterly or special and executive board meetings. Shall appoint such committees as he or she deems necessary. Shall appoint replacements for vacant positions or, if less than six months until a regular election, choose to leave the position vacant.
2. Vice-President: Shall fill the duties of the president during his or her absence and shall serve as parliamentarian for all executive board meetings and annual meetings.
3. Secretary/Treasurer: Shall be responsible for minutes of annual meetings and executive board meetings. Shall present these minutes in writing for correction/adoption at the next meeting.
4. Treasurer: Shall be responsible for receiving and dispensing funds. Shall keep an accurate and up-to-date set of financial records. Shall present a financial report to the general assembly at the annual summer conference. Shall present these documents for audit upon request by the president, with at least a one week advance notice.

E. Duties and Powers of Members

1. Voting Membership

Each member school district having paid an annual membership fee set by AREA members is entitled to a voting delegate at called meetings.

2. Non-voting Membership

Persons holding individual memberships

Corporations and institutions having paid an annual membership fee may attend all regular meetings, offer support and expertise, but may not vote on official AREA business.

I. AMENDMENTS

The constitution may be amended at the annual summer conference by a majority vote of the delegates present, provided such an amendment has been distributed to the delegates at least 30 days in advance. The constitution may be amended by a 3/4 majority vote of the delegates present without any advance notice of the amendment.

By-laws may be amended by a majority vote at any called delegate meeting.

II. BY-LAWS

A. A member may not hold more than one office simultaneously in this organization with the exception of secretary/treasurer.

B. A committee may be appointed by the president to audit the organization's financial records.

C. The elected officers shall devise an annual budget for the organization. The budget will be approved via member vote at the annual summer conference.

D. Elected officers shall be reimbursed for expenses incurred as a result of the carrying on of their official duties in the organization.

Expenses may be claimed for:

1. Registration fees for conference attendance.

2. Lodging and meals -- receipts required.
3. Mileage at the current state reimbursement rate per mile.
4. Other legitimate charges incurred for official AREA business.