

**CONSTITUTION AND BYLAWS**  
**OF THE**  
**ARKANSAS ASSOCIATION FOR**  
**SUPERVISION AND CURRICULUM**  
**DEVELOPMENT**

**ARTICLE I. Name**

The name of this corporation shall be the Arkansas Association for Supervision and Curriculum Development (hereinafter referred to as the “Arkansas ASCD”; an affiliate of “ASCD: Learn, TEach, Lead”).

**ARTICLE II. Purpose**

The purpose for which this corporation is organized is to influence educational policy and to develop, model and support best practices in curriculum, instruction, assessment and leadership. Arkansas ASCD shall:

- A. ensure every Arkansas student is healthy, safe, engaged, supported and academically challenged through a comprehensive and sustainable education;
- B. provide programs, products, and services that facilitate the development of visionary educational leaders to support the Whole Child;
- C. provide an effective and efficient broad-based system of communication;
- D. lead the effort to advocate teaching/learning policy that will support the development of the Whole Child;
- E. build a diverse, broad-based and involved membership that is reflective of the state and supports the Whole Child;
- F. influence educational decision making at the local, state, and national levels;
- G. encourage research, evaluation and theory development;
- H. disseminate information about educational practice and research;

## ARTICLE III. MEMBERSHIP

**Section 1. Eligibility.** Any person who is willing to promote the purpose of the Arkansas ASCD and share in its work shall be eligible for membership and may become a member by paying the annual dues. A member shall be entitled to vote and to participate in the affairs of Arkansas ASCD. A member who holds membership in Arkansas ASCD and ASCD: Teach, Learn, Lead is eligible to hold office.

**Section 2. Dues.** The annual dues shall be recommended by the Board of Directors and approved by majority vote of the members present at the annual meeting.

**Section 3. Membership Year.** Annual dues cover a membership period of twelve (12) months.

## ARTICLE IV. OFFICERS AND BOARD OF DIRECTORS

**Section 1. Officers.** The officers of the Arkansas ASCD shall be a President (who is retiring President-Elect), President-Elect (who is the Vice President), Vice-President, Immediate Past President, Secretary and a Treasurer. These elected officers comprise the executive board. These officers shall perform the duties prescribed by the constitution and bylaws and the parliamentary authority adopted by Arkansas ASCD.

- **President:** The duties of the President of Arkansas ASCD shall be to preside at all meetings and the Board of Directors; to appoint members of standing and special committees unless otherwise specified in the constitution or by resolution of the Board of Directors; and to perform all other necessary duties incident to the Office of President.
- **President-Elect:** The President-Elect shall serve a term of one year. During this year, the President-Elect shall become acquainted with the responsibilities and duties of the President. In the absence of the President, the President-Elect shall fulfill the duties and responsibilities of the office of the President.
- **Vice-President:** The Vice-President shall serve a term of one year and will succeed to the presidency two years hence. During this year, the Vice-President

shall become acquainted with responsibilities and duties of the President-Elect. Anyone elected to this position shall have served previously on the Arkansas ASCD Board.

- **Immediate Past President:** The Immediate Past President shall serve as a chair of the election committee, conduct the annual evaluation of the Executive Director, provide oversight to conduct the annual internal evaluation of Arkansas ASCD's activities and services, review the constitution and bylaws annually, and perform other duties, consistent with the constitution, as assigned by the Board and President.
- **Secretary:** The Secretary shall serve a term of three years. The Secretary shall record the procedures of all business and Executive Committee meetings. The minutes should be read and approved at the next meeting, dated, and signed by both the President and Secretary, and archived. Within thirty days after the close of the term of office, the secretary shall submit the record to the incoming Secretary and President.
- **Treasurer:** The Treasurer shall serve a term of three years. It shall be the duty of the Treasurer to provide accountability for all monies from all sources received by Arkansas ASCD. Funds shall be deposited in a bank and the Executive Director and Treasurer shall be notified of such action. An accurate record of all receipts and expenditures shall be kept and a report of same shall be made at each regular meeting. A file of all bills, receipts, returned checks, and bank statements shall be maintained. The Treasurer shall surrender records as per Article 7, Section 1 of the Arkansas ASCD Constitution. Upon taking office the Treasurer shall be supplied by the affiliate with adequate record books, shall submit all record books to the incoming President, Executive Director and Treasurer within thirty days after the close of the term of office.

## **Section 2. Terms of Office.**

Elected officers shall serve for one year or until their successors are elected, and their terms of office shall begin on July 1. The Secretary, Treasurer, and the Communication Coordinator and Membership Coordinator shall be appointed for three-year terms and their term shall be staggered so that one of the four is appointed each year.

### **Section 3. Composition of the Board of Directors.**

The Board of Directors shall be composed of the officers, the Immediate Past President, Communication Coordinator, Membership Coordinator and nine-at-large members. No director shall hold more than one office at a time. All the directors shall hold current memberships in both Arkansas ASCD and ASCD: Teach, Learn, Lead.

**Section 4. At-Large Members.** The nine at-large members shall be elected for three-year terms or until their successors are elected. Terms shall be so arranged that the terms of three at-large members will expire each year. Terms of office shall begin on July 1, following the annual meeting at which at-large members are elected or ratified.

**Section 6. Powers.** The Board of Directors shall implement the policies of Arkansas ASCD. The board shall be the ad interim council of Arkansas ASCD with power to represent and to act for the body in intervals between meetings. The Board shall be subject to the orders of Arkansas ASCD, and none of its acts shall conflict with action taken by the ASCD Board of Directors.

**Section 7. Meetings.** The Board of Directors shall meet at regular intervals, at least four times per year. Special meetings of the Board may be called by the President and shall be called upon the written request of four members of the Board. At least 24 hours' notice shall be given. The affiliate (Arkansas ASCD) will hold an Annual Meeting.

**Section 8. Quorum.** Half the members of the Board of Directors shall constitute a quorum. The act of a majority of the Board present at a meeting at which a quorum is present shall be an official business meeting of the Board.

**Section 9. Vacancies.** Vacancies due to resignation or removal shall be filled by either appointment or election at the discretion of the Board of Directors.

**Section 10. Removal.** Directors may be removed from office for malfeasance, misfeasance, or nonfeasance by a vote of the Executive Board.

**Section 11. Secretary, Treasurer, Communication Coordinator, and Membership Coordinator.** The Board of Directors shall appoint a Secretary, Treasurer, Communication Coordinator and Membership Coordinator at the Board Meeting preceding the annual meeting at which their term begins. Their appointments shall be ratified by the membership at the annual meeting and they will be voting members of the board.

## **ARTICLE V. NOMINATION AND ELECTIONS**

### **Section 1. Nominating Committee.**

The President shall appoint a nominating committee subject to ratification by the Board of Directors. It shall be the duty of the committee to nominate candidates for the offices to be filled. The nominating committee shall consider all groups when submitting nominations.

### **Section 2. Elections.**

All persons elected or appointed to the Board of Directors shall have held membership in the Association at least one year prior to their election or appointment. Elections shall be at the annual meeting. Elections shall be by secret ballot, and candidate receiving the greatest number of votes from the members attending the meeting shall be declared elected by the positions for which they are standing. Each member is entitled to cast one vote for each position to be filled by election.

## **ARTICLE VI. MEETINGS**

### **Section 1. Annual Meetings.**

Arkansas ASCD shall hold an annual meeting at such time and place as the Board of Directors shall determine. This meeting shall be for the purpose of electing or ratifying members of the Board of Directors, receiving reports of officers and committees, and for any other business which may arise.

### **Section 2. Special Meetings.**

The Board shall have the power to call special meetings of the membership if needed, provided a notification of the meeting shall have been communicated at least one week in advance.

### **Section 3. Quorum.**

The members of Arkansas ASCD present in person at the annual meeting or any special meeting of the membership shall constitute a quorum. Subject to the provisions of Article V, Section 2 above regarding election of members of the Board of Directors and to Article X regarding amendment, the act of majority of the members present in person at a meeting shall be the act of the Arkansas ASCD's membership.

## **ARTICLE VII. COMMITTEES**

### **Section 1. Finance Committee.**

A Finance Committee composed of the Treasurer and at least two other members shall be appointed by the President prior to the beginning of the Arkansas ASCD fiscal year. The Treasurer shall serve as chairman of the committee. It shall be the duty of this committee to prepare an annual budget for the fiscal year beginning the first day of October and to submit it to the Board of Directors for approval by October 1. An audit will be completed by an independent accountant every three years or upon a change in position of Treasurer. The Finance Committee shall also provide periodic review of the current budget and shall make recommendations regarding investments and investment income.

### **Section 2. Other Committees or Appointed Positions.**

Such other committees, standing or special, or appointed positions shall be established by the President of Arkansas ASCD or the Board of Directors from time to time as deemed necessary to carry on work of Arkansas ASCD. The President shall be ex officio member of all committees except the Nominating Committee.

### **Section 3. Quorum.**

All standing and special committees shall be declared to have a quorum if at least half of the respective members are present.

## **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Arkansas ASCD in all cases to which they are applicable and in which they are not inconsistent with this constitution and by-laws and any special rules of order Arkansas ASCD may adopt. A Sergeant at Arms shall be appointed by the President as the parliamentary authority.

## **ARTICLE IX. CONSTITUTIONAL REVISION**

The Constitution and Bylaws Review committee chaired by the immediate past president shall review the provisions of the constitution every five years and report its finding to the Board of Directors. The reviews shall be conducted during the first and fifth year of each decade.

If the Constitution has need of major revision, the Board of Directors may authorize the Executive Board to establish a Constitutional Revision Committee.

The Constitutional Revision Committee shall present proposed constitutional revisions to the Executive Board.

After the review, the Executive Board will submit the proposed Constitutional revisions to the Board of Directors for acceptance.

If accepted, the revised constitution must then be submitted to the membership for approval. The revised constitution must be approved by a two-thirds majority of the members voting, either by electronic ballot or at a general membership meeting. Active members of Arkansas ASCD shall have received a notice of such proposed action at least thirty days prior to the date on which such vote is taken.

## **ARTICLE X. AMENDMENT**

The Articles of Incorporation and this constitution and bylaws may be amended at any annual meeting by vote of two-thirds of members present provided that notification of the proposed amendment has been communicated to the membership at least thirty days in advance of the voting date. Amendments may be proposed by the Board of Directors or upon the basis of a verified petition signed by at least one-fourth of the membership of Arkansas ASCD.

Proposed Adoption: June 2015

Arkansas Association of Supervision and Curriculum Development incorporated 2.28.1990