

Adopted October 19, 2018

## **Georgia Association for Alternative Education**

### **Our Beliefs:**

#### *We believe that:*

- Everyone can learn.
- Every person has value and deserves to be treated with respect.
- There is strength in diversity.
- Positive human interaction fosters viable communities
- A one-size education program does not fit everyone

### **GAAE Mission:**

To provide the highest quality of professional learning, promote innovative learning opportunities, and serve as an advocate for students matriculating in nontraditional settings throughout Georgia.

### **GAAE Vision**

To provide an environment conducive to learning for all children utilizing a variety of innovative and traditional approaches tailored for each student

## **ARTICLE I - NAME**

The name of this organization shall be **Georgia Association for Alternative Education**, hereinafter referred to as the GAAE. The GAAE is an integral part of the National Alternative Education Association.

## **ARTICLE II - PURPOSE**

The purpose of GAAE is to promote through volunteerism information sharing and professional development, best practices, public policy, and advocacy for non-traditional learning and teaching.

## **ARTICLE III - MEMBERSHIP**

The membership will consist of any individual with an interest in promoting alternative education. A member is one who has paid annual dues.

## **ARTICLE IV - OFFICERS**

**Section 1. Election, Qualifications, and Term.** The officers of the GAAE shall be a president, a vice-president, a secretary, a treasurer, and a financial secretary. They shall be voting members

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of GAAE and shall be elected by the conference to hold office for two consecutive conferences or until their successors have been elected and qualified.

**Section 2. The President.** The president shall have such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the organization, or designate another person to do so; shall be ex-officio, a member of all committees except the nominating committee; may sign or endorse checks, drafts, and notes in the absence of the treasurer; and shall perform such other duties as the organization directs.

In the event of the absence, disability, resignation, or death of the president, the vice president shall assume the office. Should the vice-president is unable to serve in this capacity; the organization by majority vote shall elect one of its members to fill the vacancy to serve until the next conference.

**Section 3. The Vice-President.** The vice-president shall perform such duties as the president and the organization shall direct.

**Section 4. The Secretary.** The secretary shall keep the minutes of all conferences and meetings of GAAE. The secretary shall sign with the president all contracts and other instruments when so authorized by the organization, and shall perform such other functions as maybe incident of the office.

**Section 5. The Treasurer.** The treasurer shall be responsible for the collection and receipt of all monies due; shall be the custodian of these monies; shall be responsible for the investment of such monies pursuant to policies adopted by the board for the short-term investment of funds and for the investment of capital funds; shall be responsible for the disbursement of such monies in accordance with procedures adopted by the board. The treasurer shall periodic statements of the board at its regular meetings and an annual report to the conference or meetings.

The financial records of the treasurer shall be examined in conference years and with every change of the treasurer. The examination can be done by an accountant or an appointed committee of three (3) GAAE members who are not immediate relatives of the treasurer or members of the board.

**Section 6. The Executive Secretary.** The Executive Secretary shall oversee the annual conference registration process. The Executive Secretary shall collaborate with the Treasurer to ensure that GAAE operates an internal balance system for all financial transactions. The Executive Secretary shall review meeting minutes to ensure accuracy of information.

## **ARTICLE V – BOARD OF DIRECTORS**

**Section 1. Selection, qualification, and Term.** The GAAE Board of Directors shall consist of the officers, five (5) to seven (7) committee chairs elected by the conference, and additional committee chairs appointed by the board not to exceed number of elected committee chairs. All committee chairs and officer shall be paid members of GAAE. They shall serve until the close of the next conference or until their successors have been elected and qualified. Vacancies other than the presidency may be filled by a majority vote of the remaining members of the board.

**Section 2. Powers.** The board of directors shall manage and supervise the business affairs and activities of GAAE subject to the instruction of the conference. It shall plan and direct the work of necessary to carry out the program adopted by the conference. It shall accept the responsibility delegated to it by the GAAE members for the organization and development of regional conferences, workshops, online professional development and an annual conference. It shall have the power to appoint and create special committees as it deems necessary and shall perform other duties as are specified in these bylaws.

### **Section 3. Regular Meetings.**

- a.** There shall be at least three (3) regular meetings of the board annually including a pre-conference meeting. The president shall notify each member of the board by mail, telephone, email, or fax at least one (1) month before any such meeting, giving the time and place of the meeting.
- b.** When it becomes apparent to the President that a quorum cannot be achieved on a regularly scheduled and properly noticed board meeting date, the president shall have the authority to schedule the meeting on an alternative date agreeable to the majority of the elected board members. It shall be incumbent upon the board of directors to determine an appropriate method of recording minutes at such an alternative meeting and complying at all with possible with proper parliamentary procedures.

### **Section 4. Special Meetings**

- a.** The president may call special meetings and upon the written request of five (5) members of the board, shall call a special meeting. Notice of all special meeting shall be made by mail, telephone, email, or fax at least three (3) days prior to the meeting, except as provided below.
- b.** During a conference, the president may call a special meeting by giving personal notice to each board member in attendance. Upon the request of five (5) board members, the president shall call a special meeting giving personal notice to each board member in attendance.

**Section 5 Quorum.** A number equal to a majority of the elected members of the board shall constitute a quorum.

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**Section 6 Attendance.** Two (2) absences annually from a regular board meeting without a valid reason shall be deemed a resignation.

## **ARTICLE VI – FINANCIAL ADMINISTRATION**

**Section 1. Fiscal Year.** The fiscal year of GAAE shall be from July 1 to June 30 of the following year.

**Section 2. Dues.** Members of GAAE shall pay an annual membership fee. The membership fee is to be determined by the board.

**Section 3. Budget.** The GAAE Board shall submit a budget to the conference for the following fiscal year. This budget shall provide the support of GAAE and its operations.

## **ARTICLE VII – CONFERENCE**

**Section 1. Place, Date, and Call.** A conference for GAAE shall be held annually at a time and place determined by its board of directors.

**Section 2. Qualifications and Voting.** Each paid GAAE member shall have voting rights.

**Section 3. Quorum.** A quorum shall consist of a majority of the GAAE Board members and fifty percent (50%) of the registered participants.

**Section 4. NAAE Annual Conference – GAAE President and one board member will have expenses paid by GAAE if not allowed by their school district.**

## **ARTICLE VIII NOMINATIONS AND ELECTIONS**

**Section 1. Nominating Committee.** The nominating committee shall consist of five (5) members. The conference shall elect the chair, two (2) members, and two (2) alternates, none of whom shall be members of the GAAE board of directors.

**Section 2. Suggestion for Nominations.** The chair of the nominating committee shall request suggestions for nominations from GAAE members.

**Sections 3. Report of the Nominating Committee.** The report of the nominating shall contain the nominations for officers, committee chairs. The nominating committee shall report at the GAAE annual conference business meeting.

**Section 4. Election.** The election shall be the responsibility of an election committee appointed by the president at the first session of the conference. Election shall be by ballot except when

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there is only one (1) nominee for an office; then election shall be by voice vote. A majority of those present and voting shall constitute an election.

#### **ARTICLE IX – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this organization in all cases to which are applicable and not inconsistent with these bylaws.

#### **ARTICLE X – AMENDMENTS**

These bylaws may be amended at any conference by two-thirds (2/3) vote provide that the proposed amendment was submitted to the GAAE Board two (2) months prior to the conference. The GAAE Board shall send all such proposed amendments to each member at least one (1) month prior to the annual conference.