

ELASCD

ASCD EMERGING LEADER ALUMNI AFFILIATE



CONSTITUTION
AND
BYLAWS

ADOPTED APRIL 2018



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ARTICLE I

Name & Affiliation

The name of this organisation will be ASCD Emerging Leader Alumni Affiliate Inc. (ELASCD) an affiliate of ASCD Learn. Teach. Lead. This affiliate is specifically for ASCD Emerging Leader Alumni (ELs) who have completed the two year cohort and recipients of ASCD Outstanding Young Educator Awards (OYEAs). The activities of ELASCD must be upheld by the below stated constitution and bylaws.



ARTICLE II


Purpose

Our mission is to continue mutual partnership between ASCD and Emerging Leader Alumni, to foster leadership and leadership capacity-building in order to:

- Provide a network of support and opportunity for Emerging Leaders after their initial two years,
- Leverage areas of expertise to strengthen ASCD's areas of focus,
- Provide support and create a culture of partnership with existing local affiliates,
- Connect and support Emerging Leaders without local affiliates,
- Develop leadership capacity for affiliate members, and
- Provide unique ELASCD offerings to members.

Through building and fostering leadership capacity of members, we will actively support major ASCD initiatives such as:

- Whole Child
- Promoting Policy and Advocacy aligned with ASCD's Legislative Agenda
- Personalized Learning and Professional Development
- Professional and Global Networking
- Publications and Deliverables



WE WANT TO MAKE A
DIFFERENCE - ONE
CHILD, DAY, CLASS,
SCHOOL, AND A
YEAR AT A TIME.

Pete Hall - Emerging Leader 2005

ARTICLE III

Membership

Section 1 Eligibility

Membership is open to Emerging Leader Alumni who have completed their two year Emerging Leader (EL) Cohort program and ASCD Outstanding Young Educator Award (OYEA) recipients.

Section 2 Membership Term & Dues

The membership term is one year from the purchase date. Membership dues are set by the Executive Board. Dues will include unique event and professional learning opportunities exclusive to ELs and OYEAs as outlined in Article VII.

ARTICLE IV

Organization Status & Expenditures

Section 1 Organization Status

The ASCD Emerging Leaders Alumni Affiliate will operate as a non-profit organization. Profits will be generated from membership fees, conference fees and other approved ELASCD events.

Section 2 Expenditures & Audit

Funds of the affiliate must only be disbursed in accordance with the annual budget as decided by the Board. The Board shall have the power to revise the annual budget if needed. Expenditures of the affiliate may include: compensation for Executive Director duties, affiliate-related networking events, lobbying, or merchandising and marketing for the affiliate. An audit committee will meet to review the budget records annually.

Section 3 Deficit & Dissolution of Affiliate

In the event that the affiliate runs a deficit over a period of two fiscal years, the board will meet to evaluate the expenditures and revenue income in order to create a plan to either increase revenue or dissolve the affiliate. In the event that the affiliate dissolves, unused funds shall be transferred to ASCD, the parent organization. No part of the net income, revenue, grants or liquidation assets of ELASCD shall inure to any member, officer, or any private individual.



ARTICLE V

Executive Board & Operations

Section 1 Composition & Responsibilities of Executive Board

The Executive Board is comprised of eight members, seven of which are voting members: Executive Director (non-voting member), President, President-Elect, Secretary, Treasurer, and three Members-at-Large (MAL). As the membership of the affiliate grows, the board may add two additional Members-at-Large, for a total of nine voting members. Each member of the Executive Board will lead or facilitate a workgroup. All members of the executive board are responsible for the following ethical responsibilities:

- Duty of Care: taking reasonable care when making decisions for your organization.
- Duty of Loyalty: acting in the best interests of your organization.
- Duty of Obedience: performing in accordance with your organization’s mission.
- Duty of Recusal: standing aside when there is a conflict of interest.

Section 2 Executive Board Descriptions & Terms of Office

Section 2a. Initial Terms

It is desirable to have staggered rotations for each of the positions to allow for a smooth transition between Board members. As such, to launch the affiliate, the following terms will initially be used for the Board:

- Executive Director - 5 years
- President - 3 years; 2 as president, 1 as member-at-large
- President-Elect - 4 years; 2 as president-elect, 1 as president, 1 as member-at-large
- Secretary - 2 years
- Treasurer - 3 years
- Members-at-Large (MAL) -
 - Year 1 - 3 MAL
 - Year 2 - same MAL
 - Year 3 - President moves in, one moves out; one stays; one elected
 - Year 4 - President moves in, one moves out; one stays; one elected
 - Year 5 - Normal procedures

Year 1	Year 2	Year 3	Year 4	Year 5
MAL1	MAL1	Past President	Past President	Past President
MAL2	MAL2	MAL4 Open for Election	MAL4	MAL6 Open for Election
MAL3	MAL3	MAL3	M5 Open for Election	MAL5

Section 2b. Subsequent Terms

Executive Director - 5 years

President - 3 years; 1 as president-elect, 1 as president, 1 as member-at-large

Secretary - 2 years

Treasurer - 2 years

Members-at-Large - remain on the same rotation as tabled above

Section 2c. Description, Duties & Terms

- Executive Director - The Executive Director (ED) is appointed by the Executive Board (EB) to serve a five-year term and serves at the pleasure of the Board. The primary role of the Executive Director is to support the continuity and stability of the operations of ELASCD. Executive Director will serve a five year term, which will be evaluated annually. Term one begins at time of affiliate approval.
- General duties:
 - Serve as Chief Operating Officer and the administrative representative of the affiliate, supporting the decisions of the board of directors.
 - Serve as ex-officio, non-voting member at board and executive council meetings.
 - Prepare the Affiliate Data Profile annual report for ASCD.
 - Attend all board meetings, executive council meetings, conferences, and other association activities as determined by the president.
 - Assist the president in scheduling board meetings and preparing agendas.
 - Maintain archive of affiliate records and communications.
 - Oversee planning, conduct, and verification of affiliate elections.
 - Perform any other functions appropriate to the office of the executive director, which may be assigned by the board or through the president.
 - Support the Secretary to ensure that all records for operation such as budgets, expenditures, membership, etc, are updated and relevant. Outdated and irrelevant records will be destroyed in accordance with decisions made by the Board.
- Communications:
 - Serve as the point of contact with ASCD in partnership with the president on behalf of the affiliate, as well as other professional education agencies and organizations.
 - Promote collaboration with other ASCD affiliates and communities.
 - Serve as the liaison with state and provincial government education agencies, as well as state-level professional education associations.
 - Serve as the official correspondent for the affiliate.
 - Prepare and mail any correspondence as directed by the president.
 - Oversee all affiliate publications and monitor the affiliate online presence.
 - Recruit and provide training for staff and volunteers who support publications.
 - Review the preparation, processing, publishing, and distribution of affiliate publications.
 - Maintain a file of all correspondence for the current year and transfer important letters and documents pertaining to the history of the affiliate, copies of programs of annual conference, and special programs to the affiliate's permanent file.

- Support the Secretary to ensure that all records for operation such as budgets, expenditures, membership, etc, are updated and relevant. Outdated and irrelevant records will be destroyed in accordance with decisions made by the Board.
- Programs:
 - Attend the ASCD annual conference and leadership events as appropriate.
 - Align affiliate programs with ASCD programs and initiatives.
 - Develop program offerings in collaboration with other ASCD affiliates and communities.
 - Coordinate all affiliate programs and services.
 - Provide leadership regarding planning for professional development events.
 - Make arrangements for professional development events, including contracts with exhibitors, hotels, meeting rooms, and other needs.
 - Oversee influence and advocacy initiatives for the affiliate.
- Membership:
 - Coordinate membership activities with the board and designated committees.
 - Oversee membership outreach and recruitment efforts.
 - Receive and verify ASCD membership roster for the affiliate's geographic location.
 - Maintain records of the joint dues agreement with ASCD.
 - Ensure the accurate processing of all membership applications and renewals and maintain an up-to-date affiliate membership database.
 - Make quarterly membership reports to the board.
- Finance:
 - Assist the treasurer (and president) in preparing the affiliate's proposed annual budget for the board to consider.
 - Monitor the budget and work with the affiliate's treasurer in preparing and presenting financial reports.
 - Request, receive, and process joint dues funds from ASCD.
 - Receive the affiliate's funds for immediate deposit in the affiliate's bank account.
 - Serve as a second signature on affiliate banking transactions.
 - Assist in maintaining an accounting of all receipts and disbursements of the affiliate and supervise the bookkeeper's work.
 - Oversee the affiliate's tax report preparation to the IRS.
 - Assist in the annual financial audit as directed by the board.
 - Draw up contracts when you use an outside agency for services such as the website, membership database, or general affiliate administration.
- Terms 1-5 - Executive Director

- President - The President of ELASCD must be present at all board meetings and uphold the constitution of the affiliate.
- Responsibilities Include:
 - Serve as the point of contact together with the Executive Director and ASCD on behalf of the affiliate, as well as other professional education agencies and organizations
 - Leads and facilitates a workgroup
 - Create board meeting agendas with the Executive Director
 - Facilitate equality of time and consideration during board meetings
 - Implements policies and procedures
 - Work with and direct goals of the Executive Director
 - Work with the Treasurer and Executive Director to prepare the proposed annual budget
 - Provide leadership regarding planning for professional development events.
 - Develop and implement on-boarding training for new board members in conjunction with ED and the board.
- Term of Service:
 - Year 2 - President
 - Year 3 - Member-at-Large



- President-Elect - The President-Elect will assume responsibilities in the absence of the President, or in the event that the role of the President becomes vacant. Additionally, the President-Elect will attend all meetings, and perform duties assigned by the President. President-Elect serves a three-year term with one year as president-elect, one year as president, and one year as a member-at-large.
- Responsibilities Include:
 - Assisting the President with all functions
 - Leading membership relationships and maintain the affiliate membership database record
 - Assisting the Executive Director in coordinating membership activities with the board and designated committees
 - Assist in overseeing membership outreach and recruitment efforts
 - Help ensure the accurate processing of all membership applications and renewals and maintain an up-to-date affiliate membership database.
 - Assist the Executive Director in making quarterly membership reports to the board
 - Leads and facilitates a workgroup
- Term of Service:
 - Year 1 - President-Elect

- Secretary - The Secretary is responsible for maintaining records of all meetings of the Executive Board.
- Responsibilities include:
 - Adhere to the guidelines for recording minutes as indicated in the affiliate handbook
 - Carry out communications on behalf of the Board
 - Distribute and get approval for recorded minutes
 - Assist in maintaining a file of all correspondence for the current year and transfer important letters and documents pertaining to the history of the affiliate, copies of programs of annual conference, and special programs to the affiliate's permanent file.
 - Collect a record of newsletters and correspondence
 - Ensure that virtual votes are recorded from email voting by EB
 - Assists with the creation of the annual report
- Term of Service:
 - Year 1 - Secretary
 - Year 2 - Secretary
- Treasurer - The Treasurer will keep accurate records of ELASCD funds and must approve all expenditures.
- Responsibilities include:
 - Assist the president and executive director in preparing the affiliate's proposed annual budget for the board to consider, when appropriate.
 - Monitor the budget and work with the affiliate's executive director in preparing and presenting financial reports.
 - Assist in requesting, receiving, and processing joint dues funds from ASCD.
 - Receive the affiliate's funds for immediate deposit in the affiliate's bank account.
 - Assist in maintaining an accounting of all receipts and disbursements of the affiliate.
 - Assist in the annual financial audit as directed by the board.
 - Assist in drawing up contracts when you use an outside agency for services such as the website, membership database, or general affiliate administration.
 - Work with Executive Director to file tax returns.
- Term of Service:
 - Year 1 - Treasurer
 - Year 2 - Treasurer
- Members at Large - Three Members-at-Large (MAL) will serve up to two terms on the Executive Board. Members-at-Large serve in an advisory capacity and may lead workgroups.
- Term of Service:
 - Year 1 - Member-at-Large
 - Year 2 - Member-at-Large

Section 4 Powers & Authority

Section 4a Executive Board Decision-Making

In the spirit of cooperation and the consideration of all points of view, consensus shall be the preferred method of making decisions. When the Board determines that consensus cannot be reached on a given issue, Robert's Rules of Order Revised, may be invoked as the final method of determination. Issues involving change in Executive Board member, expenditures over \$200, revisions in constitution, major operating procedures, final decisions about workgroup recommendations, or matters on which the board determines a record be maintained, shall require a majority vote of board members present.

Section 4b Workgroup Decision-Making

Workgroup decisions that do not require an Executive Board vote will be decided by consensus as the preferred method of making decisions. When the Workgroup cannot reach a consensus, the Executive Board Chair within the group can invoke a vote using Robert's Rules of Order Revised, may choose to table the decision, or can refer the issue to the Executive Board.



Section 5 Meetings

The Executive Board will meet a minimum of quarterly per fiscal year. The Executive Board will meet the week of ASCD Annual Empower Conference provided that all members are present in person or available virtually.

Section 5 Retreat

The ELASCD Executive Board will hold a retreat to work on projects. An ASCD Constituent Services representative may join the retreat to support the work of the Board.

Section 6 Quorum

Majority of Board Members shall constitute a quorum. Voting majority equals $\frac{2}{3}$ of voting members (5 out of 7 voting members).

Section 7 Vacancies

Section 7a Resignation

Any officer, director, or board member may resign at any time by giving written notice to the Executive Board. The remaining board members will appoint a member to the position for the remainder of the term and then may reapply for the position. The partial term will not apply towards the Executive Board term limits.

Section 7b Removal

Attendance for the purpose of continuity at Executive Board meetings is vital to the organization. Consequently, if a member fails to attend 50 percent of the meetings within the fiscal year of the Executive Board without appropriate circumstances, he/she will no longer be considered an active member of the Executive Board, and will receive notification thereof.

ARTICLE VI

Nominations & Elections

Section 1 Nominations & Elections

Officers for ELASCD shall be elected by ballot by the entire membership of ELASCD as follows:

1. A nominating committee appointed by the President and approved by the Executive Board shall strive to submit a ballot containing two or more nominees for each office to be filled. If at least two nominees are not submitted, the nominating committee must submit a rationale to the Executive Board justifying their decision to move forward with one nominee;
2. A space shall be provided on the ballot whereby any member may vote for another person of their choice for each office, if they so desire, by writing in that person's name;
3. Nominations begin May 1. Ballots shall be submitted electronically to the members of ELASCD not later than July 1 of each year with instruction to return them not later than July 31 of that year;
4. The persons receiving the largest number of votes for the respective office shall be declared elected immediately and shall take office October 1 and will terminate September 30 of the year their term ends. The first official meeting will occur at Leader 2 Leader; and
5. The winner of a tie vote for any office shall be determined by the Executive Board.





AS EDUCATION
LEADERS WE MUST
CONTINUOUSLY SEEK
OUT OPPORTUNITIES
FOR GROWTH, EVEN IF
IT MEANS LOOKING
BEYOND OUR SCHOOLS
AND TRADITIONAL
WORK HOURS

Kristin Taylor - Emerging Leader 2015

ARTICLE VII

Workgroups

Section 1 Workgroups

A workgroup is comprised of a group of at least one member of ELASCD's Executive Board and ELASCD members who will collaborate to enhance the quality of ELASCD as an ASCD Affiliate.

Section 2 Workgroup Selection

Workgroups will be configured based on member interest. A letter of interest must be submitted by the interested party at the time membership application, binding them to the constitution and bylaws of ELASCD Workgroups. Groups will organize to convene and plan events and activities organically as they see fit in order to fulfill workgroup responsibilities in a timely manner.

Section 3 Workgroup Descriptions

a. Marketing & Promotion (M & P) - The workgroup oversees Social Media of ELASCD and ensures a variety of members are featured, linked, retweeted on the website, Twitter, etc. The group communicates and shares education events of interest and the relevant deadlines, collaborating with the Programming Workgroup. The group ensures new and old members are connected with ELASCD on social media and, when appropriate, take a leadership role in selecting Twitter chat facilitators on a rotating basis following a posted schedule. This group also builds & maintains the ELASCD website. M & P also oversee publicity of upcoming events, collaborating with all other workgroups to help meet their needs.

b. Membership - The Membership Workgroup handles the directory/database, recruitment & retention of its members. The group works with Constituent Services to incorporate the ELs who are transitioning to alumni, to solicit membership and sends out member notices, emails, and other information for voting, news, etc.

c. Opportunities & Professional Learning (OPL) - The OPL Workgroup partners with ASCD & other organizations to create unique Professional Learning and Leadership Development opportunities to continue to keep our 'deliverables' fresh and relevant for our membership. This workgroup may lead and select quarterly webinar hosts from applications/interests, work with ASCD & Constituent Services to create and submit new ideas to the ELASCD Board such as opportunities for writing the newsletter, hosting a podcast with member guests, selects member blogs and works with Social Media Chair to disseminate. The OPL workgroup will serve as the point of contact for outside organizations connecting with ELASCD.

d. Events & Networking - The Events & Networking Workgroup collaborates about networking and conference events, and plans a face-to-face meeting. This workgroup plans an event (reception or other - pending \$ this may be a pay-own-way local nighttime event); sends out invitations/RSVPs; coordinates picture at Empower, etc; facilitates a shared documentation of Emerging Leader Presentations.

e. Global Engagement - The Global Engagement Workgroup connects members globally; proactively reaches out to members who are not in the United States; is an International Liaison between ELASCD and Constituent Services; ensures global issues are a part of ELASCD newsletters, featured guests, etc. This group may also oversee partnerships and activity with other global engagement organizations.

f. State Liaison - The State Liaison Workgroup generates new ideas for enhancing the connections between ELASCD and state affiliates (rather than competition). The workgroup keeps the Executive Board informed of these proposals and the status of relationships between ELASCD and the state affiliates.

g. Advocacy - The Advocacy Workgroup provides a range of advocacy events and opportunities for ELASCD members which may include the planning of the Leadership Institute for Legislative Assembly (LILA).

ARTICLE VIII

Constitutional Revision & Amendments

Section 1 Constitutional Revision Time Frame and Procedures

Any member of ELASCD may propose changes in this Constitution by submitting those changes to the Executive Board. If the Executive Board approves the changes, the Constitution shall be submitted to the membership at large. The general membership may amend the Constitution: (1) at ASCD's Annual Conference by a majority vote of the members present; or (2) by a mail vote of two-thirds of the members who reply, or (3) by an online vote of two-thirds of the members who reply, provided in each case, that notice has been given one month in advance of the voting.

Section 2 Protocol for Voting

- An agenda item is brought up and briefly discussed.
- If there is an action to be taken by the board, someone makes a motion for that action.
- Someone else seconds the motion and then the pros and cons are discussed.
- Parliamentary procedure can be helpful for larger boards.
- Certain items require a vote of the board, such as expenditure of funds, appointment or removal of personnel, or matters on which the board requires a specific record should be voted on.



BY-LAWS

The activities of ELASCD must be upheld by the above stated constitution.

