



BYLAWS OF THE ARIZONA TECHNOLOGY IN EDUCATION ALLIANCE CORPORATION

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Article 1. Name

The name of the organization is the Arizona Technology in Education Alliance Corporation. (AZTEA). The organization shall be known in this document as "the Alliance".

Article 11. Purpose of Organization

This organization shall be a non-profit educational organization whose purposes are:

1. To provide a professional educational technology the Alliance within the state of Arizona.
2. Provide for the sharing and exchanging of ideas, techniques, materials, and procedures for use in educational technology
3. To promote general recognition of the vital professional role that is played by the educational technologist and for the high level of competence required for this role.
4. To promote and encourage appropriate use of computer systems for the improvement of instruction and educational management.
5. To cooperate with manufacturers, distributors, and operators of educational technology in developing and maintaining proper technical standards, and in meeting new needs for specialized devices, systems, and services.
6. To encourage and advise appropriate organizations and individuals concerning research relating to educational computing.
7. To encourage the development and improvement of instructional programs in technology.
8. To promote professional standards in the field of educational technology.
9. To encourage membership and participation in the International Society for Technology in Education.

Article III. Membership

The membership of the Alliance shall be individuals who are educators and others interested or engaged in educational computing or related research in schools, colleges, or county, state, regional, or national educational systems and individuals and corporations who have mutual goals and interests with the Alliance.

Procedures for applications for membership, determination of eligibility of applicants, type of memberships, membership privileges, and the dues shall be determined by the Alliance Board of Directors.

1. The membership list shall be the sole property of the Alliance and shall only be shared to further the objectives of the Alliance.
 2. Any request for copies of the list must be reviewed by the Executive Committee before release and will be provided in "label" format only with an accompanying disclaimer that it is for one-time specific use only and not for resale.
 3. The membership form shall have an option for members to decline the release of mailing information for commercial use.
- The membership year shall be for 12 months from the date of joining (the 1st of the following month).

The categories of members and their benefits shall be developed by the Alliance Board of Directors and shall include, but may not be limited to:

- Individual members with the right to hold office. Individual members are those who are paying for their membership personally or through their educational institution (or not-for-profit organization)
- Corporate members with the right to hold appointed office. Corporate members are employees of non-educational and/or for-profit companies.
- Associate members with the ability to hold office. Associate members are retired educators, interested citizens, or employees of not-for-profit educationally related agencies.

Article IV. Officers and their Duties

The Alliance shall consist of President, President-elect, Past President, Secretary, and Treasurer. No individual shall hold two elected positions simultaneously within the Alliance including Chapter positions.

The President shall:

1. Call and preside at all meetings of the Board of Directors and preside at all meeting of the Alliance.
2. Appoint the chairperson of committees, other than the Nominating Committee.
3. Represent the association/Alliance in matters of importance to the Alliance.
4. Authorize expenditures of the Alliance in keeping with the actions of the Board of Directors and its budget.

The President-elect shall:

1. Serve for the president when the president is unable to do so, and preside at official meetings of the Alliance in the absence of the president. The President-elect automatically assumes the office of the president upon resignation of the president. . The President-elect shall complete the term of office of the resigned president and shall then serve the full year to which elected.
2. Be responsible for aiding in the development of the Alliance.
3. Shall serve as Chairman of the Nominating Committee inviting at least three (3) members not on the Board to develop a slate of officers.
4. Shall be responsible for the Board pages of the website for accuracy and timeliness.

The Past President shall:

1. Serve as President-elect in case of the President-elect's inability to serve until a new President-elect can be elected by the membership.
2. Provide advice and assistance to officers and serve as a member of the Board of Directors.

The Secretary shall:

1. Keep a record of the meetings of the Board of Directors and the Alliance and see those action requiring communication with members, other individuals, or groups are carried out as required.
2. Receive the report of the Nominating Committee and see that it is sent to the membership in accordance with the stipulations in the bylaws.

The Treasurer shall:

1. Establish the account(s) of AZTEA "the Alliance" monies.
3. Receive and disburse all funds of the Alliance as authorized by the Board of Directors. The Board of Directors must approve disbursements in excess of \$1,000.
4. Maintain a record of all financial transactions and report as requested to the Board of Directors and annually to the membership at the annual meeting.
5. Make all records available for audit prior to the annual meeting.
6. Shall present an annual budget at the May meeting in coordination with the officers and Chapter Chairpersons. Shall lead the revision and adoption discussion at the annual Officers Retreat in July when new officers shall take office.
7. Shall ensure a smooth transition of responsibility

The Board shall maintain the following appointed positions: Membership Chair, Webmaster, Awards Chair, and Corporate/Vendor Representative. These Additional positions shall be selected by a two-thirds (2/3) vote of the Board of Directors and will serve on the board in a non-voting capacity.

The Membership Chair shall:

1. Keep a record of all members and develop methods of sharing this with the membership as a whole.
2. Create a system for notifying members when their dues have lapsed.
3. Ensure that all members receive an "orientation packet" including membership card within 30 days of receipt of membership application and fee.

The Webmaster shall:

1. Create and maintain the primary communication tool of the organization.
2. Ensure the security and appropriate appearance of the website.

The Awards Chair shall:

- 1 Create a peer and other award structure that will encourage creativity and excellence in keeping with the goals and standards of the Alliance.
- 2 Develop a proposed budget for awards and submit same to the Board of Directors as appropriate
- 3 Create a rubric for presenting awards and prizes including the creation of an impartial peer review panel.

The Corporate/Vendor Representative shall:

- 1 Be a corporate member in good standing
- 2 Create a SIG (Special Interest Group) within the Alliance that shall provide a forum for those members who meet this group description.
- 3 Serve as liaison between the SIG and the Board of Directors on matters of mutual interest and concern. This will be a non-voting capacity.

Article V. Board of Directors (revised 5/2001)

The Board of Directors of the Alliance shall be composed of the officers, 6 directors elected by the membership and the chairpersons of any duly created Chapter (not to exceed 8 Chapters), as voting members, and may also include chairs of committees or other persons ex officio. Appointed chairpersons (membership, webmaster and awards) shall serve on the board in a non-voting capacity. The Board of Directors shall also ensure that the perspectives of higher education and the ISTE (national affiliate) are specifically represented on the Board of Directors either by appointment or as a result of the slate of officers presented for election. This specific "perspectives representatives" may also serve as non-voting members of the Board. Appointed Board members serve at the pleasure of the currently seated Board of Directors and have no time limitations for appointment.

Article VI. Election of Officers and Directors.

Not less than 60 days before the annual meeting, the Board of Directors shall appoint a Nominating Committee consisting of a chairperson not on the Board of Directors and at least two additional members. Not less than 40 days before the annual meeting, this committee shall submit to the secretary of the AZTEA names of at least two qualified candidates for each office and each vacancy among the directors, after having ascertained that each such candidate is willing to serve if elected. In the event that two potential candidates can not be found for a specific office, the Nominating Committee may forward a single candidate if adequate justification is provided. Not less than 30 days prior to the annual meeting, the secretary shall notify the membership of the Nominating committee report. Election will be by written ballot. In the event of a tie for a place on the Board of Directors, a run-off election will be held immediately. The term of office for elected positions other than Director shall be for one year, July 1 to June 30.

A vacancy may be declared to exist on the Board of Directors when a resignation is received or when a person fails to attend three consecutive meetings of the Board of Directors without presenting an excuse to the President. If there is a "removal for cause" it shall be the Board of Directors responsibility to hold an election or appoint a replacement, whichever is more feasible at that time. In the event there is an opening in the board, those board members serving may appoint a member to fill that position (by a 2/3 vote of the board) until the next schedule election. The newly elected board member would continue the existing cycle of service (complete the term of the former board member). Board of Director members are elected for three (3) years terms of office.

. Article VII. Meetings

The annual meeting will be held annually between elections and for the purpose of installing officers and directors, conducting such business as may properly come before the organization upon approval by the Board, and presenting a program of professional interest to the members. The annual meeting shall be held in conjunction and coordinated with the Microcomputer in Education Conference (MEC) and may be conducted electronically if the membership is informed and invited.

In addition to the annual meeting, there shall be at least one other meeting of members of the association during the fiscal year.

There shall be at least 6 meetings of the Board of Directors during each fiscal year.

The quorum at a meeting of the membership shall be a majority of the Board of Directors plus at least six other member of the AZTEA. A simple majority will constitute a quorum at meetings of the Board of Directors. By definition: a quorum at the annual meeting shall be 3 officers, 4 voting board members and 6 Alliance members. By definition, a quorum of the Executive Board shall be a total of 7 voting officers or board members. In the event that a voting board member can not participate either in person or electronically they may elect to assign their vote to a proxy. Such assignment must be delivered to the presiding officer 24 hours BEFORE the meeting and be filed with the meeting records in a signed format indicating who the officer is, who the proxy is and the term of effective of the proxy (e.g, this meeting only, or the duration of the event)

Article VIII. Fiscal Year

The fiscal year of the AZTEA will be July 1 through June 30

Article IX. Committees

The president shall have the authority to set up such committees as are needed and to appoint committee chairpersons with the approval of the Board of Directors.

Article X. Parliamentary Authority

The latest edition of Robert's Rules of Order will govern the AZTEA in all cases in which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of the AZTEA.

Article XI. Amendment of Bylaws

These bylaws may be amended by a two-thirds majority of eligible voting members attending a regular or specially called meeting of the AZTEA, provided that notice of the proposed changes has been sent to the membership not less that 30 days prior to the meeting or by vote of the members electronically as part of the regular elections held annually

Article XII. Executive Committee

The officers of the Alliance shall form an executive committee that will have the authority to conduct handle the business of the Alliance between meeting of the Board of Directors. If the officers purposely have chosen to represent different parts of the state and it thus would be difficult to assemble an executive committee, the executive committee might instead be made up of the president, president-elect, secretary, and two directors. The two directors could be those who could most easily meet on short notice with the president.

The business of the Alliance may be conducted electronically via voice, data or video conference as long of all executive committee members agree and the membership has been notified. Minutes of such meetings shall be posted on the Alliance's Web site within 30 days of the meeting. A quorum is defined as five (5) elected officials of the Alliance or of a Chapter as appropriate.. There must be a reasonable opportunity for discussion; thus, the officers' listserv may be used for business-meeting forums. In an emergency the president may poll the officers for a decision.

The secretary should file rules of order adopted at various meetings with a copy of the bylaws for ready reference.

Article XIII Regional Chapters

Regional Chapters shall be created to provide more direct and expedient service to members.

The Chapters shall be:

Westside Authorized January 2000 **Maricopa County – self-determined membership (rev 05).**

Eastside Authorized January 2001-**Maricopa County – self-determined membership. (rev. 05)**

Southern Arizona – Authorized January 2001
Northern Arizona – Authorized, January 2001
Southwestern Arizona
Southeastern Arizona

The actual boundary of a region is not as material as the proximity to service and collegial support from the membership

A member may designate, at joining or renewing, a primary chapter. This does not preclude participation in other chapter activities.

Each Chapter upon formation and election of officers will receive an initial funding of \$1,000 per chapter. An annual budget will be established at the annual meeting and confirmed at the Officer's Retreat in July. The Alliance treasurer shall serve as a fiduciary agent for the Chapter.

Each Chapter shall have a minimum of five (5) Alliance members to form and shall elect officers as:

Chairperson

Assistant chairperson

Financial agent (works directly with Alliance treasurer)

A representative of each Chapter shall serve on the Alliance Board. This may be one of the elected Chapter Officers or an additional position as defined in that Chapter's Handbook. Officers serve one year (July to June) to coincide with the Alliance's fiscal year.

A complete copy of the Chapter Handbook shall be maintained by the Alliance and by the Chapter officers. Each new Chapter member shall be provided with a copy of the Handbook.

Article XIV Special Interest Groups (SIG)

Special Interest Groups (SIGS) are created when five or more members of like interest determine that they want to share. A member of the Alliance may participate in any SIG activities of choice. There will be no boundary or other limitations, other than interest, to determine when and where SIG activities occur.

Each SIG shall appoint a facilitator to conduct the SIG. Additionally, each SIG shall appoint a representative (non voting) as a liaison to the Alliance Board of Directors. The appointments shall serve based on the July to June fiscal year of the Alliance. A SIG must be recognized by the Board of Directors of the Alliance in a formal meeting.

A complete copy of the SIG's Handbook shall be maintained by the Alliance and by the SIG facilitator.