

ASTE Bylaws

Revised February 26, 2013

Article I - Name

The name of this organization is the Alaska Society for Technology in Education (ASTE).

Article II - Mission and Purpose of ASTE

Section 1 - Mission Statement

The mission of the Alaska Society for Technology in Education is to promote the following for all Alaskan learners:

- Access to technology
- Connectivity to information resources
- Technology integration

Section 2 - Purpose

The purposes of this organization are to:

- Provide a professional educational technology association within the state of Alaska
- Provide for the sharing and exchange of ideas, techniques, materials, and procedures for use in educational technology
- Promote general recognition of the vital role played by educational technology professionals
- Promote and encourage appropriate use of technology for the improvement of instruction and educational management
- Promote collaboration between business, educational entities and community
- Promote professional standards and the effective integration of technology into instructional programs
- Promote and encourage membership and participation in the Alaska Society for Technology in Education

Article III - Membership

The ASTE membership shall be comprised of individuals interested or engaged in educational technology.

Section 1 - Categories of Membership

There are three categories of membership: Individual, Student, and Reciprocal.

Type	Annual Dues	Privileges will include:
Individual	\$25	One vote in the annual meeting and election of officers, and as available one copy of the membership directory.

Student	\$10	For full-time students only - and as available one copy of the membership directory.
Reciprocal	\$0	For Presidents of other organizations that offer reciprocal membership, and as available access to members only section of the ASTE web site.

Section 3 - Terms of Membership

Dues may be paid at any time for the current membership year. Terms of membership are outlined below:

Dues are paid:	Term of Membership:
at the annual ASTE conference	begins on the first day of the annual ASTE conference during which dues were paid and ends on the day before the following year's conference starts.
after the annual conference, but before January of the next calendar year	begins on the day membership dues are paid and ends on the last day of the next ASTE conference.
after December 31st of a given year	begins on the day membership dues are paid, extends through the ASTE conference held during that same calendar year, and ends on the last day of the ASTE conference held the following year.

Article IV - Board of Directors

The Board of Directors shall be comprised of the Executive Board and regional representatives elected by the membership as voting members, and may also include chairs of committees or other persons ex-officio.

Ex-officio positions are renewed for a one-year term by the current president and serve in an Advisory voting capacity.

The Board of Directors is composed of:

Officers	Regional Representatives	Ex-Officio
President	Anchorage	DOEED Representative
President-Elect	At-Large (appointed by the President)	Conference Chair
Past President	Interior	Temporary Committee Chairs
Secretary	Northern	iDida-Contest Chair

Treasurer	South Central	Past Treasurer
	Southeastern	
	Western	

The Board of Directors shall have the authority to manage the affairs of the organization, including, but not limited to

- Approving expenditures of funds
- Establishing categories of membership and annual dues for each
- Approving or disapproving the president's recommendations for appointment of committee chairperson
- Filling vacancies that may occur on the Board of Directors

A quorum for the Board of Directors and Executive Board meetings consists of a majority of voting members.

Members of the Board of Directors shall receive no remuneration for serving in such capacities, but this shall not be construed to mean that they may not be reimbursed for expenses incurred in connection with their duties.

The President shall:

- Call and preside at all meetings of the Board of Directors and preside at all meetings of the association
- Represent the association in matters of importance to the association
- Appoint chairpersons of committees
- Serve as the Conference Chair during his or her term of office
- Provide content to the web manager of the ASTE web site

The President-Elect shall:

- Appoint the nominating committee
- Serve as President in his or her absence
- Assume the responsibilities of the president in the case of resignation or inability of the president to fulfill the duties as assigned, and shall then serve the full year to which elected
- Identify the vendor chair for the conference
- Will carry out election duties in accordance with Article 5, Section 2 of the bylaws
- Provide content to the web manager of the ASTE web site

The Past-President shall:

- Fulfill the duties of any vacated position on the Executive Board. He or she will serve until a replacement can be elected by the membership
- Provide advice and assistance to officers and serve as a member of the Board of Directors
- Provide content to the web manager of the ASTE web site

The Treasurer shall:

- Keep accurate accounting of all money received and paid, including original copies of all bills presented, appropriate receipts, and bank statements

- Pay all bills within the authorized budget promptly
- Secure the authorization of the Executive Board to pay bills not provided for in the budget
- Deposit all monies received promptly and keep original copies of deposit slips
- Maintain necessary bank accounts in the name of ASTE
- Deposit all reserve or temporarily excess revenue in a high yield federally insured account
- Prepare a current statement of the financial status of ASTE for each Board meeting
- Submit a full, current fiscal report of all receipts and disbursement for all face to face Board meetings and at the end of each fiscal year (June 30)
- Prepare a budget proposal in conjunction with the incoming President for submissions to Board of Directors for advice, recommendation, and adoption for the coming fiscal year
- Submit any necessary financial filings in a timely manner, including federal tax returns and non-profit status applications
- Maintain sole responsibility for disbursement of funds. The only exception being the Executive Board has given limited authorization to a particular person(s) for a specific duration and then revoked
- Provide content to the web manager of the ASTE web site
- The Treasurer may assign any of these duties to a board-approved designee.

The Past Treasurer shall:

- Help the Treasurer in the execution of all Treasurer duties as a mentor and trainer

The Secretary shall:

- Keep a record of the meetings of the Board of Directors and the association and see that actions requiring communication with members, other individuals or groups are carried out as required
- Will carry out election duties in accordance with Article 5, Section 2 of the bylaws

The Regional Representative shall:

- Maintain regional page on the ASTE web site
- Provide content to the web manager of the ASTE web site
- Support regional members by providing opportunities, which may include: regional meetings, newsletters, audio conferences, grant opportunities, etc.
- Inform regional membership of appropriate professional development and conference opportunities
- Lead regional caucus meetings at annual conference
- Attend and participate in regularly scheduled Board meetings.

In addition, the Anchorage Representative shall:

- Maintain a central ASTE post office box, and forward all mail to appropriate locations

Article V - Election of Board of Directors

Section 1 - Length of Term

The length of the term is two years for Regional Representatives, Secretary and Treasurer. Elections will be held as follows:

Even Years	Odd Years
Interior Representative	Anchorage Representative
Southeast Representative	Western Representative
Treasurer	Southcentral Representative
Northern Representative	Secretary
President Elect	President Elect

The At-Large Representative is appointed by the President for a one year term. The Past Treasurer position may be appointed by the President for a one year term. The President-Elect serves for one year, then becomes President of the organization the following year. His or her third year of office will be served as Past-President.

Section 2 - Nomination Process

The following individuals are involved in the process of nominating and electing new board members:

Responsible Party	Action	Deadline
President-Elect	Appoints a three person Nominating Committee	4 months prior to conference
Nominating Committee	Solicit nominations for new board members	3 months prior to conference
Nominating Committee	Selects and announces slate to Board and makes information available to members	2 months prior to conference
Secretary	Mails ballots to members	45 days prior to conference
Secretary	Receives ballots	30 days prior to conference
Secretary	Tallies and certifies votes	30 days prior to conference
Secretary	Publishes results	Prior to Conference
New Officers	Assume Office	At conclusion of conference

Tie for Board positions will be decided by a vote of the sitting board. If the Board position involves a current/sitting member, sitting member will abstain from voting.

Section 3 - Persons Eligible to Serve

Positions may only be filled by current members of the Alaska Society for Technology in Education.

Article VI - Meetings

The annual meeting will be held in conjunction with the ASTE Conference. The purpose of the meeting is to conduct such business as may properly come before the organization.

At any ASTE meeting a simple majority shall be considered to be a quorum. In addition to the annual membership meeting, there shall be opportunities for members to meet (regional meetings, audio conferences, web-based collaborations, email, etc.). ASTE Board meetings will be conducted as needed.

The Board may request a special meeting of the membership at any time. The membership shall be notified at least 30 days prior to the meeting.

Article VII - Fiscal Year

The fiscal year of the Association shall begin on the 1st day of July and end on the 30th day of June of the next year.

Article VIII - Contracts, Checks and Deposits

Section 1 - Contracts

The Executive Board may authorize any officer(s) or agent(s) to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association. Such authority may be general, or confined to a specific instance, or restricted by agreement or the bylaws.

Section 2 - Checks, drafts, etc.

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association, shall be authorized by the Treasurer, or other agent approved by the Board.

Section 3 - Deposits

All funds of the Association shall be deposited to the credit of ASTE in such banks, trust companies or other depositories as the Executive Board may select.

Article X - 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 Executive Board.

Article XI - Parliamentary Authority

Robert's Rules of Order shall govern the Alaska Society for Technology in Education in all cases in which they are applicable and in which they are not inconsistent with the organization's bylaws or the special rules of order.

Article XII - Amendment of Bylaws

These bylaws may be amended three ways: by a two-thirds majority of eligible voting members attending a regular or specially called meeting of the organization, a two-thirds majority of eligible members responding to a call for vote, or by a two-thirds majority of a digital vote conducted amongst eligible members with a minimum of 33% of total current ASTE membership responding. The membership shall be notified of proposed changes at least 30 days prior to the vote.

Article XIII - Executive Committee

The officers of this organization shall form an executive committee that will have the authority to handle the business of the association between meetings of the Board of Directors

Article IX - Annual Conference

ASTE shall host an annual conference. The purpose of the conference is to encourage members to share their ideas, classroom successes, and visions on teaching, learning and technology.

The President will be responsible for the identification of the Conference Chair and shall provide oversight for the Conference Committee.

The conference theme, budget and direction will be set by the Board of Directors. In addition, the Board shall determine the method or agency responsible for the organization of the conference.