

Alabama School Communicators Association Chapter Bylaws

Article 1 – Name

The name of this organization shall be the Alabama School Communicators Association (ASCA), hereafter referred to as the Chapter. The Chapter is an affiliate of the National School Public Relations Association.

Article II - Obligations

This Chapter will conduct its operation in accordance with the Constitution and Bylaws of the Association.

Article III – Purposes and Objectives

This Chapter is organized and shall be operated exclusively for charitable, scientific, and educational purposes, as may qualify it as exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954, or any corresponding provision of any future United States Internal Revenue Law. More specifically, such purposes include, but are not limited to:

The purposes and objectives of the Chapter shall be: (1) to serve the citizenry of Alabama by promoting understanding of the goals, aims, accomplishments, and needs of the schools within the state; and (2) to provide professional development for its members.

The Chapter shall seek to accomplish its purposes and objectives: (1) by encouraging the use of sound communication practices by all those at work in the schools within the Chapter jurisdiction; (2) by placing before the citizens facts and viewpoints that will lead to better understanding, appreciation, and support of their schools; and (3) by developing materials that will assist the schools within the Chapter jurisdiction in building an increased public understanding of the role of public education.

Article IV – Membership

There shall be four membership categories.

Section 1. Regular members are individuals who have responsibility, full or part time, in educational public relations and have paid current Chapter dues. Regular members shall have the right to hold Chapter office and to vote on all issues that may come before the Chapter.

Section 2. Associate members are individuals who are interested in and supportive of educational public relations and who have paid current Chapter dues. Associate members could include, but are not limited to, students at accredited colleges or universities, retired educational public relations professionals, and business leaders. Associate members are not eligible to vote or hold office in the Chapter.

Section 3. Institutional members are school districts or educational associations within the Chapter's jurisdiction. Memberships will include the group's chief communication professional, superintendent, and all members of its governing board. Additional representatives of the group may be added to the institutional membership at an additional fee established by the Chapter's Executive Board. Institutional members shall have rights and responsibilities according to their positions as they apply to the first two categories of memberships.

Section 4. Affiliate members are education communications professionals of individuals who are interested in and supportive of educational communication who live outside the Chapter jurisdiction. Affiliate members are not eligible to vote or hold office in the Chapter.

Article V – Officers

Section 1. Elected officers of the Chapter shall be President, Vice President of Professional Development, Vice President of Membership, **Secretary, and Treasurer.** Officers of the Chapter shall be elected at the Spring Chapter meeting from all eligible members, and shall be reported to the National School Public Relations Association by May 1. **Officers shall be members of the National School Public Relations Association.**

Section 2. The term of office shall be for one year. Newly elected officers shall take office July 1. No elected officer shall serve in the same capacity for more than two consecutive terms.

Section 3. Vacancies in elected offices shall be filled by the President with the approval of two-thirds of the Chapter's Executive Board.

Section 4. Officer Responsibilities

- a. The President shall be the executive director of the Chapter and shall preside at meetings of the Chapter and Executive Board. He or she shall appoint the Chairperson of all standing and special committees, and shall approve the selection of committee members made by the Chairperson. He or she shall approve disbursements. He or she shall maintain a definite liaison with NSPRA and the NSPRA Regional Vice President. He or she shall exercise general leadership and supervision of the Chapter and perform all other duties commonly associated with the office.
- b. The Vice President of Professional Development shall be deemed the **President-Elect**, to assume office with Executive Committee approval beginning on July 1 of the following year. He or she shall work with the President in planning quarterly meetings/workshops, and annual meetings. He or she shall produce or coordinate the production of the Chapter Newsletter. He or she shall perform such other duties as may be assigned

by the President, and may appoint a committee, which he or she will chair to assist with marketing or professional development functions. He or she **may** preside over Chapter meetings if the President is absent.

- c. The Vice President of Membership shall maintain the Chapter's membership records, and send out annual dues notices, and promote membership to appropriate individuals with particular emphasis on maintaining the membership files. He or she will serve as Chapter's diversity chair. He or she shall perform such other duties as may be assigned by the President. He or she may appoint a committee, and he or she **may** preside at Chapter meetings if the President is absent.
- d. The **Treasurer** shall keep records of funds, provide financial statements annually to the membership and, upon request of the Executive Board or membership, disburse Chapter funds as approved by the President. He or she shall receive and disburse all monies for the Chapter, including membership fees and conference registrations. He or she shall perform such other duties as may be assigned by the President.
- e. The **Secretary** shall keep minutes of all meetings of the general membership and the Executive Board. He or she shall be responsible for all correspondence as assigned by the President and be generally responsible for the records and files of the Chapter. He or she shall perform such other duties as may be assigned by the President.

Article VI – Executive Board

The governing body of the Chapter shall be the Executive Board. It shall consist of the elected officers of the Chapter, immediate past president, two members-at-large elected annually by the Chapter and **three ex-officio members appointed by the current Board, consisting of members from any of the following organizations: the Alabama Association of School Boards, Council of Leaders in Alabama Schools, and the Alabama Department of Education.** A majority of voting members of the Board shall constitute a quorum.

The Executive Committee shall be responsible for all policy decisions affecting the Chapter's operation. It shall carry out all the directives as voted by the Chapter membership.

Article VII – Meetings

Section 1. There shall be an annual meeting of the Chapter, held prior to the annual meeting of the National School Public Relations Association, generally held each July. The time, place, and program shall be determined by the Chapter's Executive Board. Business may be transacted by a majority vote of members present at any

meeting. The Executive Committee shall prepare a report to be distributed at this meeting. Copies shall be sent to the National School Public Relations Association and the Regional Vice President. Quarterly meetings/workshops shall be held at a time, and place determined by the Executive Board.

Section 2. Other meetings of the Chapter shall be at the discretion of the Executive Committee.

Section 3. The Secretary/Treasurer shall notify all members of Chapter meetings in writing, at least two weeks in advance of the meeting.

Section 4. The Executive Board shall meet on notice from the President. A majority of the Executive Board shall constitute a quorum. Executive Board meetings may be held in person, by conference call, or other electronic means such as the Internet.

Article VIII – Dues

Dues shall be set by the Executive Board and shall be payable at the beginning of the fiscal year which shall be from January 1 to December 31. Dues paid after September 1 shall be applied to the following dues year.

Article IX – Prohibited Activities

No part of the earnings of the Chapter shall inure to the benefit of, or be distributed to, its directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these bylaws. Except as provided in Section 501(h) of the Internal Revenue Code, or any corresponding provision of any future United States Internal Revenue law, no substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of campaign statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provisions of these Bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue law or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue law.

Upon dissolution of the corporation, the Executive Board shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Law, as the Executive Board shall determine.

Article X – Amendments

These Bylaws may be amended by a two-thirds vote of the membership present at any Chapter meeting, provided at least 30 days' notice in writing has been given of any proposed amendment. After Chapter approval, all amendments shall be submitted to the Executive Committee of the National School Public Relations Association for approval before they become effective.

Article X1 – Parliamentary Authority

When a question arises concerning procedure, the most recent edition of Robert's Rules of Order shall be used as a guide.

February 14, 2005