

Association of Leadership Educators, Inc. Constitution

Article I. Name

Section 1. The name of this organization shall be the Association of Leadership Educators, Inc.

Article II. Purpose

Section 1. The purposes of this association are:

- a. To strengthen the leadership skills and competencies of the professional educators who work to develop the leadership capabilities of others, and;
- b. To strengthen and broaden the knowledge base which supports research, teaching and outreach, student services, consulting, and other programs in leadership.

Section 2. The Association of Leadership Educators, Inc. is organized exclusively for educational and scientific purposes that qualify as exempt as defined under Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future tax code.

Article III. Membership and Dues

Section 1. Membership shall be open to any individual whose interest is leadership education.

Section 2. The membership year shall run from July 1 through June 30.

- a. Individuals paying dues after May 1 will have their payment credited to the following membership year.

Section 3. The Association of Leadership Educators, Inc. prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Section 4. Membership in the association is defined in the following way:

- a. Regular Members: Those individuals holding faculty, instructor, educator, or other professional titles.
- b. Student Members: Those individuals currently enrolled in undergraduate or graduate programs for a minimum of 9 credit hours per term and are not also employed full-time in a professional capacity.

Section 5. Dues may be established by a vote of the membership at any annual meeting. A simple majority of those present shall be all that is necessary to establish or change the dues.

- a. Regular members who choose to pay their membership dues in a three year advance single lump sum payment will receive a rate reduction.

Article IV. Activities and Earnings

Section 1. The Association of Leadership Educators, Inc., will sponsor an annual conference, publish a proceeding of the conference, and conduct other educational activities to fulfill its purpose.

Section 2. No part of the net earnings of the Association of Leadership Educators, Inc., shall inure to the benefit, or be distributable to its members, trustees, officers, or other private persons, except that the Association of Leadership Educators, Inc., 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 Article II hereof. No substantial part of the activities of the Association of Leadership Educators, Inc., shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association of Leadership Educators, Inc., shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Article V. Amendments to Constitution.

This constitution may be amended by two-thirds vote of the members present at any annual meeting provided that the membership at large has been notified twice at least 60 days and 30 days in advance of any proposed amendments or changes.

Article VI. Dissolution.

Upon dissolution of the Association of Leadership Educators, Inc., assets shall be distributed for one or more purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Any such assets not so disposed of shall be disposed of by the district court of the county in which the principal office (current president) of the corporation is then located, exclusively for such purposes or to such organizations, as said court shall determine which are organized and operated exclusively for such purposes.

BYLAWS

I. Officers and Responsibilities

Section 1. The officers of the Association of Leadership Educators, Inc. shall consist of a President, Vice-President, Past President, Secretary, Treasurer, and four Directors: Marketing and Public Relations, Awards and Recognition, Member Services and Communication, and Resource Development. These officers shall be known as the Board of Directors and shall be responsible for conducting association business. The Editor of the Journal of Leadership Education (JOLE) shall be an ex-officio member of the Association of Leadership Educators, Inc. Board of Directors.

Section 2. Term of the office of President, Vice-President, and Past President shall be one year. The Vice-President shall become the President at the end of the one-term; the President shall move to the office of Past President and a new Vice-President shall be elected each year. All individuals on the Board of Directors must be dues-paid members of the Association of Leadership Educators, Inc. during their entire term of service in order to maintain their office.

Section 3. The terms of the Secretary and Treasurer shall be two years. The office of Secretary shall be elected in even numbered years. The office of Treasurer shall be elected in odd numbered years

Section 4. The terms of office of the four Directors shall be two years. Marketing and Public Relations and Awards and Recognition shall be elected in even numbered years. Resource Development and Member Services and Communication shall be elected in odd numbered years.

Section 5. Terms of office for all individuals shall begin in each case upon installation at the annual meeting following the election in which they were elected or succeeded to that office.

Section 6. All officers shall serve one term in the office to which they were elected. Individuals will be eligible for re-election to the same office after being absent from the Board of Directors for a period of one year.

Section 7. Any officer missing two consecutive board meetings without a valid reason or otherwise failing to fulfill responsibilities designated in the bylaws may be replaced. The President is empowered to choose a successor with the advice and counsel of the Board of Directors.

Section 8. The duties of the Board of Directors shall be:

- a. promotes and fosters the goals and objectives of the Association of Leadership Educators, Inc.
- b. develops and implements an annual plan of work
- c. appoint committees
- d. establishes and implements operational policies in accord with the Constitution and Bylaws

Section 9. The duties of the President shall be to:

- a. preside at Association meetings
- b. call special meetings
- c. appoint committee members
- d. serves as an ex-officio member of Association Committees
- e. provide consultation to the Board of Directors when concerns arise involving the Past President

Section 10. The duties of the Past President shall be to:

- a. give advice to the Board of Directors
- b. chair the Nominating Committee
- c. serve as Historian for the Association
- d. provide consultation to the Board of Directors when concerns arise

Section 11. The duties of the Vice-President shall be to:

- a. preside in the absence of the President
- b. chair the Conference Committee
- c. prepare to become President at the end of the term

Section 12. The duties of the Secretary shall be to:

- a. take and circulate minutes of Board of Directors and Annual Association meetings
- b. initiate and respond to Association correspondence

Section 13. The duties of the Treasurer shall be to:

- a. receive dues and other income and make payments
- b. maintain financial accounts and records
- c. maintain membership information
- d. serve on the Membership Committee
- e. maintain the membership directory
- f. provide the Board of Directors with the Federal Form 990 to review and approve

Section 14. The duties of the Directors shall be to:

- a. one director shall chair the Marketing and Public Relations Committee
- b. one director shall chair the Resource Development Committee
- c. one director shall chair the Awards and Recognition Committee
- d. one director shall chair the Member Services and Communication Committee

II. Standing Committees

The following committees shall be appointed by the President, with the advice and counsel of the Board of Directors in a manner assuring representation of the geographic region, areas of interest, and professional affiliation of the active members of the organization.

Section 1. Nominating Committee which shall be chaired by the Past President. The function of the Nominating committee shall be to prepare a slate of nominees for each vacant office.

Section 2. Marketing and Public Relations Committee, which shall be chaired by the Director for Marketing and Public Relations. The function of the Marketing and Public Relations Committee shall be to enhance the visibility of Association of Leadership Educators, Inc. and to assume primary responsibility for external communications with relevant audiences and partners.

Section 3. Resource Development Committee, which shall be chaired by the Director for Resource Development. The function of the committee shall be to study and recommend plans for resource acquisition including planning the location of annual meetings. The Director of Resource Development will work with the standing committee and the Board of Directors to explore locations for the Annual Conference, solicit proposals from conference centers and hotels, visit potential conference sites and properties, and serve as the primary contact when sites are secured.

The committee, under the direction of the Director of Resource Development, will also collect and evaluate resources used by leadership educators which could be shared with the membership of the Association of Leadership Educators, Inc. Further, the Director of Resource Development and the standing committee will work with the board of directors to assist in the acquisition of funds that will help to ensure longevity and sustainability of the association.

Section 4. Conference Committee, which shall be chaired by the Vice-President. The function of this committee shall be to plan the Annual Conference.

Section 5. Awards and Recognition Committee, which shall be chaired by the Director for Awards and Recognition. The function of Awards and Recognition Committee is to recognize outstanding education programs and service of Association of Leadership Educators, Inc. members.

Section 6. Member Services and Communication Committee, which shall be chaired by the Director for Member Services and Communication. The function of the Member Services and Communication Committee is to produce and distribute the Forum on a quarterly basis, work collaboratively with the Resource Development Committee to ensure that member resources are shared via the association website, and to assume primary responsibility for internal communications with Association of Leadership Educators, Inc. membership. Furthermore, the Director for Member Services and Communication shall assume responsibility for moderating the listserv located at <http://www.leadershipeducators.org/> and serving as the primary Board of Directors contact for the Association of Leadership Educators, Inc. webmaster.

III. Ad Hoc Committees

Section 1. Ad Hoc Committees may be appointed as necessary.

IV. Meetings

Section 1. There shall be an annual meeting of the Association of Leadership Educators, Inc., held in conjunction with the annual conference.

Section 2. For purposes of conducting business, a quorum shall consist of the members present at the annual meeting.

Section 3. The Board of Directors shall convene at least once a year to conduct business of the Association of Leadership Educators, Inc. at the call of the President or by a written request of the majority of the Board of Directors. Such meetings may be held by teleconference.

V. Elections

Section 1. Election of officers and directors shall be conducted by electronic ballot. The proposed slate of officers shall be sent to members of record. All members shall be eligible to vote for one individual for each office. Ballots will be prepared and emailed to the membership in sufficient time to provide at least three weeks from the date of emailing to the final date for acceptance of completed ballots, and to provide for results to be announced at the annual meeting.

Section 2. The President may appoint person(s) to fill any vacant position when vacancies occur three months (or more) prior to the scheduled election of a new board member for that position.

Section 3: In order to be eligible to run for office and/or vote in the election, individuals must be members of the Association of Leadership Educators, Inc. and must have the status of a dues-paid member no less than 15 calendar days prior to the start of voting.

VI. Journal of Leadership Education

The Board of Directors shall establish a Journal of Leadership Education (JOLE) to be published electronically and distributed universally. The Journal of Leadership Education (JOLE) is an official publication of the Association of Leadership Educators, Inc. and is overseen by the Board of Directors. The purpose of the Journal of Leadership Education shall be to further the research and scholarly pursuit of leadership education theory through a forum for development of the knowledge base and practice of leadership education. The Journal of Leadership Education shall promote a dialogue that engages both academics and practitioners. The Journal of Leadership Education shall be published a minimum of two times per year.

Section 1. The Managing Board for Journal of Leadership Education, including the Chair of the Managing Board, shall be appointed by the Association of Leadership Educators, Inc. Board of Directors. The Managing Board will consist of a minimum of three Association of Leadership Educator, Inc. members with established records of scholarship. Members of the Managing Board will serve three year terms. The initial Managing Board will serve two, three, and four year terms.

- a. The Chair of the Managing Board is responsible for coordinating meetings of the Managing Board as needed.
- b. The role of the Managing Board is to provide guidance to the Editor and Associate Editor of Journal of Leadership Education regarding current practices for journals seeking to establish an international reputation.
- c. The Managing Board will oversee policy creation and modifications for Journal of Leadership Education.
- d. The Managing Board will make recommendations to the Association of Leadership Educators, Inc. Board of Directors regarding Editors and Associate Editors continued and/or future service to the Journal of Leadership Education.
- e. The Managing Board will be responsible for approving special issues of Journal of Leadership Education and assigning respective guest editors.
- f. The Managing Board will prepare an annual report for Journal of Leadership Education in coordination with the Editor and Associate Editor to be presented at the Association of Leadership Educators, Inc. Conference.

Section 2. The Editor of the Journal of Leadership Education shall be appointed by the Board of Directors and serve a four year term. The Association of Leadership Educators, Inc. Board of Directors will consider a term extension and/or appointing a new Editor after the third year of a term. The role of the Editor is to communicate with authors and prospective authors; to facilitate the review process for each issue of JOLE; and to coordinate publication of Journal of Leadership Education with the Associate Editor.

- a. The Editor of Journal of Leadership Education is also responsible for implementing policy decisions created by the Managing Board.
- b. The Editor of Journal of Leadership Education is responsible for managing a current list of reviewers for JOLE.
- c. The Editor of Journal of Leadership Education will make recommendations to the Managing Board regarding special theme issues and guest editors.

Section 3. The Associate Editor of the Journal of Leadership Education shall be appointed by the Association of Leadership Educators, Inc. Board of Directors and serve a three year term. The Board of Directors will consider a term extension and/ or appointing a new Associate Editor after the second year of each term.

- a. The Associate Editor is responsible for publication of Journal of Leadership Education in a timely manner.
- b. The Associate Editor will coordinate manuscript editing with a professional editor.
- c. The Associate Editor is responsible for implementing policy decisions created by the Managing Board regarding technical aspects of Journal of Leadership Education.

VII. Amendments to Bylaws

The Bylaws may be amended by a majority vote of the members present at the annual meeting provided that the membership has been notified at least 30 days in advance of any proposed amendment changes.