



Association of Leadership Educators, Inc.
Constitution & By-Laws

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
- 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 congruent with time and date of membership payment for new or renewing members.

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 five Directors: Marketing and Public Relations, Awards and Recognition, Member Services and Communication, Site Selection, and Resource Development. These officers shall be known as the Board of Directors and shall be responsible for conducting association business. The Editor of JOLE or the Chair of the Editorial Advisory Board will attend ALE Board of Director meetings in an ex-officio capacity.

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.

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 five Directors shall be two years. Marketing and Public Relations, Resource Development, and Awards and Recognition shall be elected in even numbered years. Site Selection 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 may serve up to two consecutive terms in any office other than Vice President, President, and Past-President 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. 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 9. The duties of the Board of Directors shall be:

- a. Promote and foster the goals and objectives of the Association of Leadership Educators, Inc.
- b. Develop and implement an annual plan of work
- c. Appoint committees
- d. Establish & implement operational policies in accord with the Constitution & Bylaws

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

- a. Preside at Association meetings
- b. Call special meetings
- c. Appoint committee members
- d. Provide supervision to the Association Assistant
- e. Conduct an annual evaluation of the Association Assistant
- f. Serve as an ex-officio member of Association Committees
- g. Provide consultation to the Board of Directors when concerns arise involving the Past President
- h. Represent the interest of the association in organizational matters
- i. Appoint ex-officio members of the Board of Directors as needs are identified by members of the Board of Directors

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

- a. Chair the Nominating Committee
- b. Serve as historian for the Association
- c. Serve in the position of whistle-blower should concerns arise

- d. Address issues of Board conduct as stipulated in the By-Laws
- e. Provide consultation to the Board of Directors when concerns arise
- f. Chair the Council of Past Presidents

Section 12. 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 13. The duties of the Secretary shall be to:

- a. Ensure all regulatory compliance of the Association including the paperwork to maintain the Association's 501(c)3 status, as needed
- b. Maintain the insurance policy of the Board of Directors
- c. Maintain the Association bylaws and, in conjunction with the Past President, provide annual revisions for consideration at the annual Association meeting
- d. Create and maintain a Policy and Procedures manual for the Association to ensure efficient operations and the ability to meet the needs of Association members
- e. Oversee that the Association Assistant takes and circulates minutes of the Board of Directors and annual Association business meetings and acts as a backup when the Association Assistant is not available to take minutes
- f. Oversee that the Association Assistant posts monthly Board of Directors and annual Association meeting minutes on the Association website
- g. Oversee that the Association Assistant collects and organizes reports submitted by the each Board of Director for distribution at monthly meetings and posts those reports on the Association website

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

- a. Receive dues and other income and make payments
- b. Distribute stipends to the JOLE Editor and the Association Assistant at the direction of the President
- c. Maintain financial accounts and records
- d. Provide the Board of Directors, monthly, with financial records including but not limited to records of deposits, expenditures, and account reconciliations, and annually with the Federal Form 990 to review and approve
- e. File the tax return of the Association annually, and the paperwork to maintain the Association's 501(c)3 status, as needed
- f. Create and maintain an Association budget to be provided for review to the Board of Directors 60 days prior to the annual meeting and to the association general membership 30 days prior

Section 15. 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 Site Selection Committee
- c. One director shall chair the Resource Development Committee
- d. One director shall chair the Awards and Recognition Committee
- e. One director shall chair the Member Services and Communication Committee

II. Conduct Resolution

Section 1: Conduct Resolution

A member of the ALE Board may be removed from their office for any of the following reasons:

- a. Missing more than 2 consecutive meetings of the Board of Directors without consent of the President
- b. Violation of the ALE By-Laws
- c. Receiving any disciplinary action from their employer, professional journal, or other professional organization
- d. Failing to fulfill their duties as outlined in Article I of the ALE By-Laws

Section 2: Procedure of removal

- a. Any member of ALE is able to contact the ALE Board of Directors about having an ALE Board member removed
 - a. Concerns of this nature should be directed to the Past President, unless their behavior is in question, in which concerns would be brought to the President
- b. The ALE Past President shall submit the member in question to the Board of Directors with the recommendation of the member being removed
- c. The ALE Past President will then notify the member of the intention of removal
- d. Within 10 days, the ALE Past President shall meet with the referenced member, and at least one other ALE Board members
- e. Following the conference, the member may then be removed from office by an affirmative vote of 75% of the ALE Board excluding the referenced member
- f. Board of Directors members have the opportunity at any time, throughout their terms, to resign via written notification to the President. At which point the President, following procedures outlined in Article VI., Section 2, appoint a replacement to the Board

III. 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 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 shall be chaired by the Director of 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. Site Selection Committee shall be chaired by the Director of Site Selection. The function of the committee shall be 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. Further, the Director of Site Development shall continue to support the work of the Vice President in issues related to the conference site. The Director of Site Selection shall also secure facilities as requested for mid-year Board of Director meetings at the discretion of the President and Board of Directors.

Section 4. Resource Development Committee shall be chaired by the Director of Resource Development. The function of the committee shall be to study and recommend plans for resource acquisition targeting external partnerships. 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. Further, the Director of Resource Development and the standing committee will work with the Vice President and Conference Planning committee to secure and organize sponsorships and other donations for the annual conference.

Section 5. Conference Committee shall be chaired by the Vice President. The function of this committee shall be to plan the Annual Conference.

Section 6. Awards and Recognition Committee shall be chaired by the Director of 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. This includes awards for the ALE conference (Outstanding papers, posters, presentations, etc.) as well as the overall association awards advertised on the ALE website. The Awards and Recognition Committee orders the awards and coordinates with the Conference Committee to present the awards at the annual conference.

Section 7. Member Services and Communication Committee shall be chaired by the Director of Member Services and Communication. The function of the Member Services and Communication Committee is to produce and distribute the Forum on a quarterly basis, produce and distribute the Fast Forum on a monthly basis, collect and evaluate resources used by leadership educators which could be shared with the membership, nominate and host leadership education webinars for the ALE membership, and to assume primary responsibility for internal communications with Association of Leadership Educators, Inc. membership. It is the responsibility of the Member Services and Communication Chair to maintain the job listings page on the ALE website.

III. Ad Hoc Committees

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

IV. Association Assistant

Section 1. The Board of Directors may contract administrative tasks with an external Association Assistant. This position will report directly to the President.

Section 2. The Association Assistant will complete the following tasks on behalf of the Association:

- a. Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution to the appropriate board member(s)
- b. Filter inquiries from the ALE website
- c. Open, sort, and distribute incoming correspondence, including faxes and email
- d. File and retrieve documents, records, and reports
- e. Prepare responses to correspondence containing routine inquiries
- f. Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work

- g. Assist with the preparation of invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software
- h. Track membership and initiate contact with expired or lapsed members
- i. Attend monthly BOD meetings as requested
- j. Record and circulate minutes of the Board of Directors and annual Association business meetings
- k. Post monthly Board of Directors and annual Association meeting minutes on the Association website
- l. Collect and organize reports submitted by the Board of Directors for distribution at monthly meetings
- m. Other duties as assigned aligning with association goals

V. 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.

VI. 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. A ballot will be prepared and emailed to the membership in sufficient time to provide at least three weeks (21 calendar days) 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. The slate of officers for the annual election will be compiled by March 31 and elections will be concluded by mid-May.

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.

VII. Journal of Leadership Education

The Board of Directors shall establish a Journal of Leadership Education (JOLE) to be published electronically and distributed internationally. The Journal of Leadership Education (JOLE) is an official publication of the Association of Leadership Educators, Inc. and is overseen by the Journal of Leadership Education Editorial Advisory Board. 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 four times per year.

Section 1. The Managing Board for Journal of Leadership Education, including the Chair of the Managing Board, shall be recommended by the Journal of Leadership Education Editorial Advisory Board and approved by the Association of Leadership Educators. The Managing Board will consist of a minimum of three Association of Leadership Educator, Inc. members in good standing 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 a minimum of six times annually
- b. The Chair of the Editorial Advisory Board or the Editor of Journal of Leadership Education will attend ALE Board of Director meetings in an ex-officio capacity
- c. The role of the Managing Board is to provide guidance to the Editor and any volunteer staff of the Journal of Leadership Education regarding current practices for journals seeking to establish an international reputation
- d. The Managing Board will oversee policy creation and modifications for Journal of Leadership Education
- e. The Managing Board will make recommendations to the Association of Leadership Educators, Inc. Board of Directors regarding an Editor's continued and/or future service to the Journal of Leadership Education
- f. The Managing Board will be responsible for approving special issues of Journal of Leadership Education and assigning respective guest editors

Section 2. The Editor of the Journal of Leadership Education shall be recommended by the Journal of Leadership Education Editorial Advisory Board and approved by the Association of Leadership Educators Board of Directors and serve a four-year term. The Editor shall be a member in good standing with an established record of scholarship. 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.

- 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
- d. Upon completion of each yearly term the Editor of Journal of Leadership Education is eligible for a stipend commensurate with the President's and Editorial Advisory Board's approval
- e. The Editor of JOLE or the Chair of the Editorial Advisory Board will attend ALE Board of Director meetings in an ex-officio capacity
- f. The Editor will prepare an annual report for Journal of Leadership Education to be presented at the Association of Leadership Educators, Inc. Annual Meeting

Section 3. Appointment of JOLE Editorial Advisory Board Members, and the JOLE Editor

- a. Initial Appointment: The Association of Leadership Educators and the Journal of Leadership Education Editorial Advisory Board, in concert are committed to the values of academic freedom and open scholarly debate and discourse; and in that spirit, the removal of an Editor or Editorial Advisory Board Member will be limited to issues of dereliction of duties. Publication duties will include solicitation of manuscripts, review and copyediting, and formal publication in digital format as well as facilitating the electronic submission and review platform, the DOI and cross-reference platform and indexing platforms. In order to be appointed the following procedure apply:
 - 1. Journal of Leadership Education Editorial Advisory Board Members. After a call for new members is disseminated, interested parties will submit the following items for consideration for appointment:
 - i. Letter of interest
 - ii. Current CV and a list of current publications
 - 2. Journal of Leadership Education Editor. After a call for Editor is disseminated, interested parties will submit the following items for consideration for appointment:
 - i. Letter of interest
 - ii. Current CV
 - iii. Example of recently published work
 - iv. Vision statement for the Journal of Leadership Education
- b. Journal of Leadership Education Managing Board members will consider all applicants who supply a complete packet of application materials by deadlines provided in the disseminated calls for membership.

Section 4. Reappointment of Journal of Leadership Education Editorial Advisory Board Members & the Journal of Leadership Education Editor

- a. Reappointment: Members of the Editorial Advisory Board will notify the Journal of Leadership Education Editorial Advisory Board three months prior to the conclusion of his or her term whether reappointment is being sought.

Section 5: Procedure of removal of Journal of Leadership Education Editorial Advisory Board Members & the Journal of Leadership Education Editor

Any member of the Editorial Advisory Board and the JOLE Editor is subject to removal.

- a. Any member of ALE is able to contact the ALE Board of Directors about having an Editorial Advisory Board member or the Journal of Leadership Education Editor removed. Concerns of this nature should be directed to the ALE Board of Directors, in writing
- b. The ALE Past President will then notify the member of the intention of removal.
- c. Within 10 days, a minimum of three members of the ALE Board of Directors shall meet with the referenced individual

VIII. 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.