

# BYLAWS

As Revised through 2006

## NATIONAL ASSOCIATION OF ECONOMIC EDUCATORS

### Article I. Name

The name of the organization shall be the *National Association of Economic Educators*. (Hereinafter referred to as the Association.) The Association may also be known as the *National Association of Economic Educators, Inc.* The Association is an Illinois not-for-profit corporation, incorporated June 2, 2006.

### Article II. Purposes

The purposes of the Association are as follows:

1. to cooperate with the National Council on Economic Education in planning, implementing and evaluating the activities and programs of the National Council on Economic Education which are conducted through the affiliated councils and centers;
2. to provide a forum for the communication and exchange of ideas and information for those interested in and concerned with economic education;
3. to serve as the principal professional organization of the economic education movement;
4. to promote programs in economic education that are objective, non-political, non-partisan, academically free and responsible;
5. to promote sound management and professional development practices within affiliated national and state councils and centers.

### Article III. Membership

#### 1. Classes

##### a. Full (Voting) Membership

Full membership in the Association is accorded to those persons who have specifically designated professional responsibilities in economic education, are employed in an affiliated Center or Council or in a Center that is affiliated with a Council affiliated by the National Council on Economic Education or by the National Council on Economic Education and who are not delinquent in any dues or registration fees as described in Article VII, Section 2.

##### b. Other (Non-Voting) Membership

###### 1. *Honorary Membership*

Honorary membership shall be extended to all individuals who have been elected to such distinction by the Executive Committee of the Association. Honorary members will not be assessed dues.

###### 2. *Associate Membership*

The Executive Committee, by majority vote, may extend non-voting associate membership to: (1) any former member of the Association who is no longer eligible for full membership; and (2) any individual who expresses interest in the goals and mission of the Association. Associate memberships for any individual shall be offered for a term of one year and shall be renewable. The Executive Committee may establish dues for associate membership and may designate services of the Association to be received by associate members.

## **2. Term**

The term of membership will be for twelve months.

## **Article IV. Executive Committee**

### **1. Composition and Term of Service of the Executive Committee.**

1. The Executive Committee of the Association shall be composed of up to eleven persons: three Council Representatives, three Center Representatives, the president-elect, president, and immediate past-president (voting members), and the Council and Center Representatives to the National Council Board of Directors (non-voting, unless current elected members of the NAEF Executive Committee).

All full members shall be eligible for election to the Executive Committee.

One council and one center member shall be elected to the Executive Committee each year for three-year terms. A president-elect shall be elected for three years to serve as president-elect in the first year and in subsequent years will become president and immediate past-president.

No person shall serve more than two full consecutive terms of three years each on the Executive Committee.

### **2. Election of Officers**

#### **a. President-Elect/President/Immediate Past-President.**

The President-Elect shall assume the office of President-Elect at the first Executive Committee meeting of the new calendar year, the office of President at the first Executive Committee meeting of the following calendar year, and the office of Immediate Past-President at the first Executive Committee meeting of the following calendar year.

#### **b. Vice President-Council Relations.**

The Executive Committee representatives from councils may elect one of their members to serve as Vice President of Council Relations. The election shall take place at the first Executive Committee meeting of the new calendar year. The Vice President-Council Relations shall assume office at that meeting.

#### **c. Vice President-Center Relations.**

The Executive Committee representatives from centers may elect one of their members to serve as Vice President of Center Relations. The election shall take place at the first Executive Committee meeting of the new calendar year. The Vice President-Center Relations shall assume office at that meeting.

#### **d. Secretary.**

The Executive Committee shall elect one of its members as Secretary of the Association at the first Executive Committee meeting of the new calendar year. The Secretary shall assume office at that meeting.

#### **e. Treasurer.**

The Executive Committee shall elect one of its members as Treasurer of the Association at the first Executive Committee meeting of the new calendar year. The Treasurer shall assume office at that meeting.

### **3. Vacancies**

Vacancies on the Executive Committee shall be temporarily filled by the President of the Association in consultation with the Executive Committee. Such positions shall be declared vacant at the annual meeting of the Association and the remaining portion of the term shall be filled by election following the same procedures for election of other members of the Executive Committee. By a two-thirds vote, the Executive Committee may declare a vacancy on the Executive Committee due to repeated failure of a member to attend meetings of the Executive Committee or to perform other tasks assigned by the Executive Committee.

### **4. Resignations**

Members of the Executive Committee shall resign at any time they are no longer full members of the Association.

### **5. Meetings**

The Executive Committee shall meet at least twice each year. Special meetings shall be called at the request of five voting members of the Executive Committee.

### **6. Conduct of Business**

The Executive Committee shall conduct its business in accordance with an agenda at any regular or special meeting. The Board may conduct business by mail ballot (to include email or balloting by other electronic means) provided that all members of the Executive Committee be given equal opportunity to participate and that all decisions must be ratified by at least five voting members of the Executive Committee.

### **7. Duties of Officers**

**a. President.** The president shall have all duties and responsibilities usually conferred upon a presiding officer which shall include, but not be limited to,:

1. presiding at all regular and special meetings;
2. calling special meetings;
3. representing the organization for the general public and other organizations as requested;
4. appointing all committees and committee chairpersons;
5. filling vacancies on the Executive Committee in accordance with Article IV. 3;
6. preparing and forwarding annual Association programmatic, management and other recommendations to the National Council on Economic Education.

**b. Vice President-Council Relations.** The Vice President of Council Relations shall be responsible for oversight of issues pertaining to council concerns and shall do any other duties requested by the president.

**c. Vice President-Center Relations.** The Vice President of Center Relations shall be responsible for oversight of issues pertaining to Center concerns and shall do any other duties requested by the president.

**d. Secretary.** The Secretary shall keep the minutes of all Executive Committee and Association meetings and perform any other duties directed by the Executive Committee.

**e. Treasurer.** The Treasurer shall be in charge of distributing membership forms, collecting all membership fees, maintaining a membership list, proposing and monitoring the Executive Committee's budget, and paying all expenses authorized by the Committee. The Treasurer shall perform any other duties directed by the Executive Committee.

## **8. Duties of the Executive Committee**

The Executive Committee shall

- a. assume a leadership role for the Association for:
  1. supervision of the Association's annual meeting;
  2. recognition of outstanding service, leadership, research and international contributions of members of the Association;
  3. communication to members of the Association regarding matters of importance in economic education;
  4. cooperation with international economic education efforts;
  5. long-range planning for economic education;
  6. professional development of members of the Association;
  7. recommendations regarding sound management practices within affiliated national and state councils and centers;
  8. recommendations regarding National Council on Economic Education publications; and
  9. recommendations regarding efforts in economic education research.
- b. oversee and review the activities of all Association committees;
- c. prepare and forward annual programmatic, management and other recommendations to the National Council on Economic Education;
- d. introduce a list of nominees for election to the Executive Committee at the annual business meeting of the Association and conduct an election following the annual meeting;
- e. have all powers not reserved elsewhere in these bylaws to others and act for the members on their behalf between the annual meetings.

## **9. Nominations to National Council on Economic Education Board of Directors**

- a. The Council Representatives on the Association's Executive Committee shall be responsible for recommending a slate of council candidates to the President of the National Council on Economic Education, one who would serve for a three year full voting term on the National Council on Economic Education Board of Directors.
- b. The Center Representatives on the Association's Executive Committee shall be responsible for recommending a slate of center candidates to the President of the National Council on Economic Education, one who would serve for a three year full voting term on the National Council on Economic Education Board of Directors...

## **10. Elections**

- a. The Executive Committee shall provide a slate of candidates for consideration by the membership at the annual meeting. At least two candidates for each vacancy including Council Representative, Center Representative, and President-Elect shall be presented. Additional nominations may be made by the membership at the annual meeting, provided that no one may be nominated by either the committee or the membership who has not agreed to such nomination.

b. A written ballot shall be distributed by the secretary to all members of the Association following the annual meeting in the form and manner prescribed by the Executive Committee.

1. Council Representative will be elected by all full voting members of NAEF who are State Council employees.

2. Center Representative will be elected by all other full voting members of the Association who did not vote for a Council Representative.

3. President-Elect will be elected by all full voting members of the Association.

c. In the event there is a tie vote in the election for the Council Representative, Center Representative or President-Elect to the NAEF Executive Committee, the outcome will be determined by a random number process.

### **11. Quorum**

A quorum of the Executive Committee shall consist of a majority of the elected members.

## **Article V. Meetings**

### **1. Annual Meeting**

a. The Association shall have responsibility for conducting an annual meeting to serve its members and others interested in economic education. The time and place will be determined by the Executive Committee in cooperation with the National Council on Economic Education. The Executive Committee shall seek advice from the members regarding place and time for subsequent annual meetings.

b. Notice of the annual meeting shall be sent to all members at least 120 days before said meeting.

### **2. Business Meeting**

a. A business meeting of the entire membership shall be conducted in conjunction with the annual meeting.

b. A quorum shall consist of 20% of those qualified as full members of the Association.

### **3. Special and Additional Meetings**

Special or additional meetings of the Association shall be called by the Executive Committee

## **Article VI. Committees**

### **1. Committees**

The Executive Committee shall have the authority to both establish and terminate various committees from time to time as necessary. The list of active committees and a description of their functions and purposes shall be set forth in Exhibit A to these Bylaws. Exhibit A shall not be considered a part of these Bylaws subject to Article X (Amendments). All members of the Association (full and associate) shall be eligible to serve on standing committees. As provided in Article IV. Section 7.a.4, the President shall appoint the members of all committees and committee chairpersons and fill vacancies as they occur. At least three members of each committee, including the chair, shall be full members of the Association. Each committee will include at least one representative from the Executive Committee. Membership on a committee shall be for a renewable three-year term.

### **2. Committee Actions**

All decisions and recommendations of the committees shall be forwarded to the Executive Committee for appropriate action and disposition.

## **Article VII. Finances**

### **1. Financial Reports**

a. The Treasurer shall prepare a proposed budget for the Association and present it to the Executive Committee for review and approval prior to the annual business meeting.

b. The budget as approved by the Executive Committee shall be presented by the Treasurer to the membership at the annual business meeting along with an income statement for the previous year.

### **2. Revenues**

a. Dues: The Executive Committee shall determine membership dues and other fees.

b. Other Revenues: The Executive Committee is empowered to solicit revenue sources other than dues such as institutional support from foundations, individuals, businesses, and meeting revenues.

### **3. Fiscal Year**

The fiscal year of the Association shall be January 1 to December 31.

## **Article VIII. Parliamentary Authority**

Unless otherwise in conflict with these bylaws, the current edition of Sturgis Standard Code of Parliamentary/Procedure shall govern all operations of the Association and Executive Committee.

## **Article IX. Limitations**

This Association shall be non-profit, non-partisan and non-political. The Association shall work only toward the objectives stated in Article II of these bylaws. The Association will take no partisan action or commit its members to any position except those pertaining to economic education.

## **Article X. Amendments**

Amendments to these bylaws shall be proposed by any full member at the annual meeting of the Association and adopted by a majority of votes cast by full members of the Association in any mail ballot authorized by the Executive Committee. Notification of the proposed changes shall be posted no later than thirty days in advance of the Association's Business meeting. Unless otherwise stated in a proposed amendment, all amendments to the bylaws shall be effective upon passage in accordance with these bylaws.

## Exhibit A to Bylaws of National Association of Economic Educators

### Active Committees:

**a. Awards and Professional Recognition Committee.** The Awards and Professional Recognition Committee shall advise and make recommendations to the Executive Committee on the recognition of outstanding contributions of research, leadership, service and international contributions to economic education.

**b. Conference Committee.** The Conference Committee shall organize and make recommendations to the Executive Committee on the Association's annual meeting. The Conference committee will seek advice from the National Council on Economic Education in the planning of the annual conference.

**c. Technology Committee** The Technology Committee shall advise and make policy recommendations to the Executive Committee regarding ways to enhance the work of the network through the use of technology.

**d. Professional Development Committee.** The Professional Development Committee shall advise and make policy recommendations to the Executive Committee regarding ways to enhance the professional skills of all members of the network.

**e. International Committee.** The International Committee shall advise and make recommendations to the Executive Committee on ways to foster cooperation and build ties between the Association and professional economic educators in other countries and increase the presence of international content in Association programs and publications.

**f. Publications Committee.** The Publications Committee shall review and monitor the National Council on Economic Education plans for projected publications and advise and make recommendations to the Executive Committee about existing or future National Council on Economic Education publications or possible Association publications.

**g. Research Committee.** The Research Committee shall advise and make recommendations to the Executive Committee on existing or future economic education research directions and opportunities for Association members.