

CONSTITUTION AND BY LAWS FOR SOUTHEASTERN ASSOCIATION FOR EMPLOYMENT IN EDUCATION

ARTICLE I Name

The name of this association shall be the Southeastern Association for Employment in Education (SAEE).

ARTICLE II Purpose

Section 1 The purpose of the Association is to establish and maintain professional standards among education career services and personnel officials engaged in recruitment and selection of staff for schools, colleges, universities, college members, and school system members.

Section 2 To enhance the concept of staffing as an integral part of education

Section 3 To promote understanding and cooperation among college career services, professionals, and employers for continued effective staffing.

Section 4 To afford an exchange of ideas and information directed toward improving educational placement.

Section 5 To promote professional development through association and cooperative effort and to encourage active membership in the Association.

ARTICLE III Membership

Section 1 The privilege of regular membership shall be extended to individuals as follows:

- A. College Members:** Individuals serving as career services and/or teacher preparation faculty for their respective institutions. The institutions shall be four year, degree granting colleges and universities.
- B. School Employer Members:** Individuals officially and actively recruiting, selecting, and/or placing students and graduates, within their own school systems.
- C. Associate/Affiliate Members:** Available to professionals who do not meet the criteria for other categories of membership but provide support products and/or services to SAEE service functions. Such members may include, but are not limited to, media organizations, publishers, software companies, or other organizations associated with recruiting, employment, or related categories. Associate/Affiliate members are not eligible to vote or hold office in the association. Notforprofit organizations are those whose activities include providing information or services related to education. Forprofit organizations whose activities include providing information or services related to education. Member fees do not cover exhibitor or sponsorship fees.
- D. Emeritus Membership:** Upon the recommendation of an Association member and as a purpose of providing a historical perspective and advisement for the Executive Committee, a nonvoting Emeritus membership is awarded to a member in good standing who has retired or who has announced plans to retire after the last, but prior to the next annual meeting (Should plans change, this recognition would be revoked by the Executive Committee). The award is based on five years of membership with situational involvement, or 4 years with notable involvement, or 3 years with service as an officer upon approval of two-thirds of the Executive Committee.

Section 2 The Southeastern region shall include Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.

Section 3 Exceptions may be made to membership criteria by the Executive Committee on the recommendation of the Membership Committee.

Section 4 Dues shall be determined by the association upon the recommendation of the Executive Committee.

Section 5 The fiscal year shall be from January 1 through the last day of December 31.

Section 6 Any regular member in good standing shall be entitled to vote. Former members in good standing with the Association will be invited to serve as honorary members.

ARTICLE IV Officers and Duties

The officers of this association shall be: a President; a President Elect; Immediate Past President; two Vice Presidents, one representing the school membership and one representing the college membership; a Secretary; a Treasurer; and four Directors, two representing the college membership and two representing the school membership, elected from the membership.

Section 1 The President's duties shall be:

- A. To preside at all meetings of the Association.
- B. To serve as the chair of Executive Committee.
- C. To serve as ex-officio member on all other committees.
- D. To appoint adhoc committee chairs.
- E. To fill un-expired executive board vacancies with the approval of the Executive Committee

Section 2 The President Elect's duties shall be:

- A. To preside in all capacities in the absence of the President.
- B. To assume the office of the President and serve for the unexpired term should that office become vacant
- C. To serve as a member of the nominating committee.
- D. To work with the past president and president on association legislative matters

Section 3 The duties of the Vice Presidents shall be:

- A. To co-chair the program committee.
- B. To share the responsibilities of planning and implementing the annual conference.

Section 4 The duties of the Secretary shall be:

- A. To keep minutes of all official meetings of the Executive Committee, general association meetings, and to inform members of upcoming Executive Committee meetings.
- B. To send notices of the Executive Committee meetings.
- C. To distribute and tabulate proposed amendments as directed in Article VIII of the Constitution.
- D. To disseminate all committee information and member correspondence as well as to assist with preparation of contract proposals and other association information as needed.

Section 5 The duties of the Treasurer shall be:

- A. To chair association membership activities and to send notices and collect dues from all members of the association.
- B. To disburse authorized expenditures.
- C. To keep financial records and submit financial records at all meetings of the Association.
- D. To work with the Executive Board to create and develop an annual report.

Section 6 The duties of the Immediate Past President shall be:

- A. To assist, advise, support, and share legal, as well as, educational examples and experiences of the association with the President.
- B. To serve as chair of the Nominating Committee.
- C. To work with the president-elect and president on association legislative matters

Section 7 The duties of the Director(s) of Colleges and Director(s) of Schools shall be:

- A. To disseminate information concerning the organization to schools and universities in the Southeastern region.
- B. To serve as chairs of standing committees.

Section 8 The duties of the Emeritus Member shall be:

- A. To provide a historical perspective and advisement to the Executive Board.

ARTICLE V Election and Term of Office

Section 1 Terms of office shall be:

President: Shall serve a one-year term automatically after serving a one-year term as President Elect.

President Elect: One-year term

Vice Presidents: One-year term

Secretary: One-year term, may succeed for one additional year

Treasurer: Two-year term

Immediate Past President: One-year term after serving as President

Emeritus Member: Two-year term

Directors:

- A. Elected in even years, one school and one college directors to serve a two-year term.
- B. Elected in odd years, one college and one school directors to serve a two-year term.

Section 2 Election procedures shall be:

- A. The Nominating Committee shall prepare a slate of nominees and present it to the Executive Committee for approval.
- B. The Executive Committee presents the approved slate of nominees to the membership for election at the annual conference business meeting.
- C. Acceptance of slate of nominees requires the largest number of votes by the membership.
- D. The Emeritus member shall be elected by majority of the entire executive committee to a term not exceeding two annual meetings. During active service on the Executive Committee, the Emeritus member shall be a nonvoting advisory member to the committee. If during the Emeritus member's term he/she should become unable or unwilling to continue, the executive committee may vote to immediately appoint a new Emeritus member. The new Emeritus member shall serve to complete the unexpired portion of the former Emeritus' term.
- E. In the event that SAEE has unusual organizational circumstances, the executive board may agree to abbreviate or extend the terms of office by 2/3 majority vote. Such unusual circumstances could include, but not be limited to, inclement weather that would cause the cancellation of a conference, a joint conference with AAEE that would necessitate the interruption of a yearly conference, or other reasons as outlined by the constitution and by laws.

ARTICLE VI Standing Committees

The standing committees of the Association shall be the Archives and Awards, Auditing, Communications-Technology, Executive, Finance, Legislative, Membership, New Member Development, Nominating, Program, Research/Scholarship, and Time and Place.

Section 1 The Executive Committee shall consist of the elected Officers, Directors, and the Immediate Past President. The duties of this committee shall be:

- A. To exercise executive and administrative responsibilities for the association.
- B. To act on recommendations by the President in filling vacancies in offices other than that of the President that may occur during the year.
- C. To call meetings when deemed necessary by this committee.

Section 2 The Program Committee shall consist, when possible, of the two Vice Presidents as co-chair and a minimum of three additional members. The duties of this committee shall be:

- A. To plan and implement the program for the annual conference.
- B. To disseminate information to the membership.

Section 3 The Communications/Technology Committee shall consist, when possible, of a chair, the association's Secretary, and at least three additional members. The duties of this committee shall be:

- A. To edit and publish periodic electronic communication(s).
- B. To collect and disseminate pertinent information for the general benefit of the association and its members.
- C. To review and maintain the association's Web Site.
- D. To seek new and innovative uses of technology, to promote cooperation between colleges and/or universities and the school employers.
- E. To promote understanding and cooperation between teacher training institutions, college members, and school system members.

Section 4 The Membership Committee shall consist, when possible, of the Association's Treasurer as chair, and two members from each state with representation from both the school and college career services membership. The duties of this committee shall be:

- A. To enlist new members.
- B. To carry out the policy and procedural mechanics of membership application and approval as directed by the chair.
- C. To prepare, maintain, and distribute a directory of membership.

Section 5 The New Member Development Committee shall consist, when possible, of a chair and two additional members. The duties of this committee shall be:

- A. To advance the mission of the association by cultivating new members through education and solicitation in the southeast.
- B. To welcome new members through personal correspondence and conference orientation programs.

Section 6 The Nominating Committee shall consist, when possible, of the Immediate Past President as chair, the President-Elect, and a minimum of three additional members. The duties of this committee shall be:

- A. To draft a slate of officers and directors to be presented in nomination to the Executive Committee. Aggressive efforts should be made to have a diversified board by state, gender, ethnicity, and institutional affiliation.
- B. To secure permission of each nominee before placing his or her name in nomination.
- C. To count and record votes cast for officers and directors.

Section 7 The Auditing Committee, as appointed by the President, shall consist of three members.

The duties of this committee shall be:

- A. To inspect and approve the conditions of the association's financial books.
- B. To recommend any procedural changes.
- C. To make an audit at the end of the fiscal year.
- D. To make a full report to the membership.

Section 8 The Archives and Awards Committee shall consist, when possible, of a chair and two additional members. The duties of this committee shall be:

- A. To collect and maintain the archives and historical records of the association.
- B. To provide appropriate recognition to deserving recipients.

Section 9 The Legislative Committee shall consist, when possible, of two co- chairs and two additional members. The duties of this committee shall be:

- A. To review constitution for the purpose of revision.
- B. To review legislation on the national level relative to members' needs and report findings.
- C. To review the parliamentary process and ensure all meetings are conducted in proper order.

Section 10 The Research/Scholarship Committee shall consist, when possible, of a chair and two additional members. The duties of this committee shall be:

- A. To conduct research on behalf of the organization.
- B. To promote research on topics relevant to the organization.
- C. To select research projects relevant to the organization for grant funding.
- D. To promote scholarships for college seniors and work with the Treasurer on funding

Section 11 The Time and Place Committee shall consist, when possible, of a member of the Executive Committee and two additional members. The duties of the committee shall be:

- A. To investigate alternate times and locations for future conferences.
- B. To make time and place recommendations to the Executive Committee.
- C. To make recommendations two years in advance.

ARTICLE VII Meetings

Section 1 There shall be an annual conference meeting, the location recommended by the Time and Place Committee with the final approval by the Executive Committee.

Section 2 Other meetings may be called by the Executive Committee at the request of a majority of the Association's regular members.

Section 3 The President-elect and Treasurer shall cosign the conference contract agreement with all outside agencies.

ARTICLE VIII Amendments

Section 1 These By-Laws may be revised, amended, or repealed; and new By-Laws may be adopted on the recommendation of the Executive Committee and by the majority vote of the membership present at the annual business meeting, provided that the proposals have been sent to the entire membership prior to the annual business meeting. We vote through email on pertinent issues. The entire membership may vote through email on proposed changes prior to the general meeting, therefore expediting time during general business sessions.

Section 2 The Executive Committee shall have the latitude to make grammatical and/or typographical changes.

ARTICLE IX Equal Opportunity Statement

SAEE is an equal opportunity organization, assuring access and participation without regard to race, color, religion, national origin, age, gender, disability, or sexual orientation.

ARTICLE X Dissolution Clause

SAEE as an organization shall be dissolved should membership decline below a number that will be deemed necessary for continued productivity as an organization and/or the financial status of the organization is such that it can no longer be self-sustained. Dissolution would occur only after a majority of the standing SAEE Board of Directors vote to do so. If a majority of the board members feel dissolution is necessary, a motion for dissolution will be brought to the general membership for a vote. If there is no remaining general membership, then this action may be approved by the board by a majority vote. If dissolution is approved, any unencumbered funds would be forwarded to AAEE to assist the national association. At a later date, should there be an interest in reestablishing SAEE as an organization; AAEE would assist with reestablishment according to AAEE's constitution and bylaws (AAEE, Article XIV, Regions/States).

REVISED AND AMENDED December 2006