



CONSTITUTION & BY-LAWS of the Arizona Association for Middle Level Education (AzAMLE) An Affiliate Organization of the Association for Middle Level Education (AMLE)

Approved by AzAMLE Executive Board on March 3, 2024

Article I

Name of the Association

Section 1: Name.

1. The name of this organization shall be the Arizona Association for Middle Level Education (“AzAMLE” in short form).
2. Any activity or publication bearing the name of the Arizona Association for Middle Level Education or AzAMLE must receive prior written approval of the Association’s Executive Board.

Article II

Purpose of the Association

Section 1: Mission.

1. The mission of the Arizona Association for Middle Level Education is to support learning opportunities for middle level educators, advocate for the advancement and improvement of middle level education and build a network of professional educators, colleges, universities, college and university students, business partners and state leaders dedicated to improving education for young adolescents in the state of Arizona.

Section 2: Audience.

1. AzAMLE is a professional education service association committed to uniting the efforts of all those charged with the responsibilities for meeting the unique needs of the middle level child, ages 10-15, by providing vision, knowledge, and resources to professional educators, colleges, universities, college and university students, business partners and state leaders.

Section 3: Advocacy.

1. The Association shall actively advocate for and support specialized middle level preparation and specific middle level certification/licensure for educators and administrators at the state level.

Section 4: Education.

1. The Association shall actively facilitate the dissemination and application of research-based practices that support student learning, high academic achievement, and the health and well-being of students, ages 10-15.

Section 5: Networking.

1. The Association shall actively encourage collaborations and partnerships among middle level educators, college and university faculty, college and university students, business partners, and state leaders with the like minded goal of improving education for young adolescents in the state of Arizona.

Article III

Membership in the Association

Section 1: Eligibility.

1. Membership is open to all professional educators, state leaders, business partners, college or university students, and all others that are interested in the education and well-being of students, aged 10-15.

Section 2: Membership Categories.

1. The categories of membership shall be established by the Executive Board and reviewed annually.

Section 3: Membership Dues.

1. The amounts of membership dues shall be established by the Executive Board and reviewed annually.

Section 4: Annual Meeting.

1. The Annual Meeting of AzAMLE shall be held each year between the dates of July 1 and November 30.
2. Notice shall be sent to all members not less than thirty (30) days preceding the Meeting.
3. Meetings may be held in-person or via an online meeting platform (e.g., Zoom or Google Meet), or both, as set by or under the direction of the Executive Board.

Section 5: Special Meetings.

1. Special meetings of the membership may be called by the Executive Board or upon petition of twenty-five percent (25%) of the Association members in good standing.
2. Notice of a special meeting shall be given not less than thirty (30) days preceding the meeting and shall include the purpose for which the meeting is called.
3. Meetings may be held in-person or via an online meeting platform (e.g., Zoom or Google Meet), or both.

Section 6: Voting.

1. Members in good standing shall be eligible to vote.
2. A quorum shall consist of the Association members in good standing present at a scheduled and announced meeting.
3. Unless otherwise provided, a simple majority vote of the members present is necessary for passage. No member shall vote by proxy.

Section 7: Proceedings.

1. Unless otherwise decided by the Board, meetings of the members shall be governed by the latest edition of *Robert's Rules of Order*.

Article IV

Executive Board of the Association

Section 1: General Power.

1. The governing body of AzAMLE shall be the Executive Board ("Board" in short form).

Section 2: Officers.

1. The officers of this organization shall be a President, an Immediate Past President (if one exists), a Secretary, a Treasurer, a Communications Director, a University or College Student Representative, a Business Partner Representative, a Regional Director from each of the six designated county regions of the Association, and five Members at Large.
2. These eighteen officers shall serve as the Executive Board of AzAMLE.

Section 3: Qualifications.

1. Each officer shall have been a member of the Association for at least one year prior to nomination.
2. Membership may have been as a professional educator, college or university student, business partner, or through a schoolwide, institutional, or business membership.
3. Officers will have a direct influence on middle level education and may serve as district or school administrators, teachers, counselors, special education professionals, college or university faculty, students enrolled in college or university teacher preparation

programs, business partners, and/or other state organization or association members that have a direct influence on middle level education in the state of Arizona.

4. The President shall have served on the Executive Board for at least one year prior to his/her nomination as President.

Section 4: Exceptions to Qualifications.

1. Exceptions to the qualifications in Section 3 will be made during the first three years after the initial formation of AzAMLE.
2. The inaugural Executive Board will be formed by interested and qualified volunteers willing to serve for three years in the positions outlined in Section 2.
3. The first election of officers will take place at the end of the first three year term and will henceforth follow the qualifications outlined in Section 3.

Section 5: Meetings.

1. The Executive Board shall meet quarterly.
2. Additional meetings may be scheduled by the President or by the recommendation of any Board member to the President.
3. Meetings may be held in-person or via an online meeting platform (e.g., Zoom or Google Meet), or both.

Section 6: Voting.

1. Each member of the Executive Board shall carry one equal vote. Vacant positions carry no votes until filled.
2. A quorum shall consist of at least ten of eighteen Board members in good standing present at a scheduled and announced Executive Board meeting.
3. Unless otherwise provided, a simple majority vote of the members present is necessary for passage. No member shall vote by proxy.

Section 7: Duties of Officers.

1. President
 - a. Shall preside over all meetings of the Association
 - b. Shall appoint standing and ad hoc committees or commissions necessary to carry on the business of the Association
 - c. May serve as an ex-officio member of any standing and/or ad hoc committees or commissions
 - d. Shall be responsible for the Association's representation at any requested function
 - e. Shall serve as the Chair of the Executive Board
 - f. Shall serve as the primary liaison between AzAMLE and AMLE
 - g. Shall serve as the State Director of the Arizona Schools to Watch Award Program
 - h. Shall engage and participate in AzAMLE events and offerings

- i. Shall attend the Annual AzAMLE Meeting
 - j. Shall attend the annual AMLE national conference or designate a representative from the AzAMLE Executive Board to attend in his/her place
 - k. Shall maintain records of the duties and responsibilities of the position to be shared with incoming President if/when a new President is appointed or elected
2. Immediate Past President
- a. Shall preside as President in the absence of the current President
 - b. Shall serve as an ex-officio member of any committee or commission at the direction of the President
 - c. Shall serve as the Assistant State Director of the Arizona Schools to Watch Award Program
 - d. Shall serve as the State Director of the Arizona Schools to Watch Award Program at the request of the current President
 - e. Shall help guide and direct all member of the Executive Board, as needed or requested by the President
 - f. Shall participate and engage in AzAMLE events and offerings
 - g. Shall attend the Annual AzAMLE Meeting
 - h. Shall perform any presidential duties at the request of the President
 - i. Shall maintain records of the duties and responsibilities of the position to be shared with incoming Past President if/when a new Past President is determined
3. Secretary
- a. Shall keep the records of all official proceedings of the Association
 - b. Shall carry on necessary Association correspondence and other duties as directed by the President
 - c. Shall work closely with the five Regional Directors to “recruit, value and retain” regional memberships and keep records of all active members
 - d. Shall work closely with the Treasurer to maintain membership records and communicate with members when individual, school, district and business memberships expire and when they need to be renewed
 - e. Shall participate and engage in AzAMLE events and offerings
 - f. Shall attend the Annual AzAMLE Meeting
 - g. Shall maintain records of the duties and responsibilities of the position to be shared with incoming Secretary if/when a new Secretary is appointed or elected
4. Treasurer
- a. Shall be custodian of the Association’s bank account
 - b. Shall be custodian of the Association’s funds and shall disburse funds and make payments, as needed and required, under the authorization of the President

- c. Shall work closely with the Secretary to maintain membership records and maintain an accounting of when individual, school, district and business memberships expire and when they need to be renewed
 - d. Shall present to the Executive Board a budget summary showing income, expenses, and fund balances at each Executive Board Meeting or at the request of the President
 - e. Shall present a tentative annual budget for approval to the Executive Board showing income, expenses, and fund balances from the prior fiscal year with an update report for the end of the previous quarter
 - f. Shall cooperate and assist in an annual audit of the financial records of the Association at the request and approval of the Executive Board
 - g. Shall participate and engage in AzAMLE events and offerings
 - h. Shall attend the Annual AzAMLE Meeting
 - i. Shall maintain records of the duties and responsibilities of the position to be shared with incoming Treasurer if/when a new Treasurer is appointed or elected
5. Communications Director
- a. Shall be custodian of the association's website and social media channel(s)
 - b. Shall provide weekly or monthly updates on social media channel(s) and monthly or quarterly newsletter communications via email to all active AzAMLE members
 - c. Shall be the custodian of the communications portal on the association's website and respond, as appropriate, or send inquiries to the President, so he/she can respond
 - d. Shall participate and engage in AzAMLE events and offerings
 - e. Shall attend the Annual AzAMLE Meeting
 - f. Shall maintain records of the duties and responsibilities of the position to be shared with incoming Communications Director if/when a new Communications Director is appointed or elected
6. Student Representative
- a. Shall be a full time student enrolled in an Arizona college or university with a confirmed major of Education that intends to teach at the middle level, grades 5-8
 - b. Shall work closely with the six regional directors to help "recruit, value and retain" college and university student memberships in the Association
 - c. Shall provide a student perspective in Board discussions and decisions
 - d. Shall participate and engage in AzAMLE events and offerings
 - e. Shall attend the Annual AzAMLE Meeting
 - f. Shall maintain records of the duties and responsibilities of the position to be shared with incoming Student Representative if/when a new Student Representative is appointed or elected

7. Business Representative

- a. Shall maintain a permanent residence in the state of Arizona in any of the six regions of the Association
- b. Shall be currently employed by a business (local, state, or national) that actively affects and supports the education of middle level students, ages 10-14, in Arizona
- c. Shall work closely with the six regional directors to help “recruit, value and retain” memberships in the Association
- d. Shall provide a business perspective in Board discussions and decisions
- e. Shall participate and engage in AzAMLE events and offerings
- f. Shall attend the Annual AzAMLE Meeting
- g. Shall maintain records of the duties and responsibilities of the position to be shared with incoming Business Representative if/when a new Business Representative is appointed or elected

8. Regional Directors (one for each region)

- a. Shall be six Regional Director positions divided geographically across the state consisting of the following six regions:
 - i. Region 1, Maricopa County, East (Eastern Maricopa County)
 - ii. Region 2, Maricopa County, West (Western Maricopa County)
 - iii. Region 3, Central Region, East (Gila County and Pinal County)
 - iv. Region 4, Western Region (Mohave County, La Paz County and Yuma County)
 - v. Region 5, Northern Region (Coconino County, Yavapai County, Navajo County, and Apache County)
 - vi. Region 6, Southeastern Region (Pima County, Santa Cruz County, Cochise County, Graham County and Greenlee County)
- b. Shall work with other members of the Executive Board to “recruit, value and retain” membership within their region
- c. Shall provide a regional perspective in Board discussions and decisions
- d. Shall represent the Association at regional events and function at the request of the President
- e. Shall participate and engage in AzAMLE events and offerings
- f. Shall attend the Annual AzAMLE Meeting
- g. Shall maintain records of the duties and responsibilities of the position to be shared with incoming Regional Director if/when a new Regional Director is appointed or elected

9. Members at Large

- a. Shall be up to five Members at Large representing any of the six regions of the Association.
- b. Shall represent different regions of the Association, however, more than one Member at Large may be from the same region
- c. Shall represent university, college, foundation, organization, business, and/or public or private education interests from across the state that affect and support middle level students, ages 10-14
- d. Shall provide a perspective in Board discussions and decisions that represents their area of expertise and/or interest
- e. Shall work with the Executive Board to “recruit, value and retain” regional membership
- f. Shall participate and engage in AzAMLE events and offerings
- g. Shall attend the Annual AzAMLE Meeting

10. Executive Director

- a. Should the membership of AzAMLE reach a level that makes it difficult for the current Executive Board to fulfill their Association responsibilities while still working in the field, the Board will consider adding an Executive Director position to AzAMLE.
- b. Shall be added to (or removed by) the Executive Board by a quorum vote of the Executive Board
- c. Shall be nominated by an Executive Board member
- d. Shall receive an annual stipend to be determined by the Board
- e. Shall act as a member of the Executive Board, but will not have voting rights
- f. Shall have a one year term and be re-confirmed annually by the Board
- g. Shall perform duties to be determined by the Board that directly contribute to the success of the Association and its members

Article V

Terms of Office in the Association

Section 1: Terms.

1. The President, Immediate Past President, Secretary, Treasurer, Communications Director, Student Representative, Business Representative, Regional Directors and Members at Large shall serve a term of three years. Officers may be elected to consecutive terms in the same or different positions on the Executive Board
2. There is no limit to the number of terms an elected officer may serve
3. The annual term of office shall begin June 1 and end May 31

Section 2: Vacancies in Office.

1. In the event of a vacancy in the office of Secretary, Treasurer, Communications Director, Student Representative, Business Representative, Regional Director, or Member at Large, the Board will appoint a person to fill the vacancy for the duration of the current term and confirm him/her with a majority vote of the Board
2. Should a vacancy occur in the office of the President, the Immediate Past President will serve as President for the duration of the current term. If the office of Immediate Past President is also vacant at the time of the President's vacancy, the Board will appoint a person to fill the office of President for the duration of the current term and confirm him/her with a majority vote of the Board
3. Should a vacancy occur in the office of Immediate Past President, the office will remain vacant until the current president assumes this role at the end of an election term or terms

Article VI

Responsibilities of the Executive Board

Section 1: Members.

1. The eighteen member Executive Board shall consist of the elected officers which include the President, Immediate Past President, Secretary, Treasurer, Communications Director, Student Representative, Business Representative, the six Regional Directors and the five Members at Large.

Section 2: Duties of the Executive Board.

1. Shall act as official representatives of the Association
2. Shall meet at the request of the President or at the request of a majority of members of the Executive Board
3. Shall act as a policy forming group for the Association
4. Shall act as the body through which the policies of the Association are put into effect
5. Shall define the duties of all standing and ad hoc committees or commissions necessary to carry into action the policies or initiatives of the Association
6. Shall approve the annual budget of the Association
7. Shall review all expenditures and contracted services
8. Shall provide for the auditing of the Treasurer's books
9. Shall fill vacancies in offices on the Executive Board
10. Shall be responsible for decisions on any questions of constitutional interpretation
11. Shall amend the Association's Constitution and By-Laws, as needed
12. Shall establish procedures for the review and recall of all members of the Board
13. Shall establish long range plans for the Association

Section 3: Quorum.

1. Ten of the eighteen members of the Executive Board at a scheduled meeting shall constitute a quorum to transact official business of the Association. The ten member quorum must include the President.

Section 4: Attendance Policy.

1. All members of the Executive Board shall attend all scheduled quarterly meetings.
2. All absences from scheduled meetings must be excused by the President prior to the start of the missed meeting.
3. Executive Board members may be removed from office by majority vote of the Board for two or more unexcused absences from scheduled meetings within a term year (June 1 to May 31).
4. Appeals regarding unexcused absences will be made in writing to the President prior to the next meeting.

Article VII

Amendments to the Association's Constitution

Section 1: Process.

1. Changes to the Constitution with appropriate rationale may be proposed in writing by any member of the Association to the Executive Board.
2. The Executive Board shall act upon the proposal at its next scheduled quarterly meeting.
3. The Executive Board will inform the member making the proposal of its decision.
4. If the proposal is rejected by the Board, the member will be notified in writing that the Board has chosen not to make the change at this time.
5. If the member would like to appeal the Executive Board's decision, he/she may bring the proposal to the full membership at the Annual Meeting provided he/she has notified the Executive Board of this intent no less than thirty (30) days prior to the Annual Meeting.
6. If recommended by the Executive Board, the amendment shall be presented to the membership electronically within thirty (30) days of the action by the Executive Board.

Section 2: Effective Date of Amendments.

1. Any changes to the Constitution and By-Laws shall be effective immediately upon the affirmative vote of a quorum of the Executive Board at a scheduled meeting.

Article VIII

Indemnification

Section 1: Legal Process.

1. The Association shall, to the fullest extent permitted by applicable law, indemnify any person who is a party, or is threatened to be made a party, to any threatened, pending

or completed civil, criminal, administrative or investigative action, suit or proceeding by reason of the fact that the person is or was a trustee, officer, employee, agent or a volunteer of the Association.

BY-LAWS

of the Arizona Association for Middle Level Education

Article I

Elections

Section 1: Election of Executive Board.

1. The Election of the Executive Board shall be conducted every three years in April.
2. Open Board positions will be advertised to the membership of the Association at least thirty days prior to the election date.
3. Board transitions will occur in the time between the election results and the first day of the new term, June 1.
4. Any member that meets qualifications and wishes to run for an Executive Board position will complete an application and be placed on the ballot.
5. Each active member of AzAMLE shall receive one vote.
6. A simple majority of received votes is necessary for election.
7. Any position not filled due to lack of candidates during an election cycle will be subsequently filled by Executive Board appointment

Article II

Compensation

Section 1: Executive Board Compensation.

1. The elected and appointed members of the Executive Board shall serve as volunteers and receive no monetary compensation for their services.
2. An Executive Director of the Association may receive compensation to be determined by a quorum vote of the Executive Board.
3. All purchases of or reimbursements for relevant expenses that directly pertain to a Board member's appointed or elected position or the advancement of the association's mission, goals and/or objectives may be approved on a case-by-case basis by the President of the Executive Board. Notice prior to purchase is requested, but not required.

- a. Records of all purchases and reimbursements will be made available to the Executive Board and will be subject to independent audits of the Treasurer's records.

Article III
Behavior

Section 1: Personally Profiting from Elected or Appointed AzAMLE Board Positions.

1. A Board member's AzAMLE position may be listed as part of their professional resume, but he/she may not market professional services solely as a representative of AzAMLE.

Section 2: Removal from Office.

1. An Executive Board member may be removed from office by majority vote of the Board for behavior deemed unethical and/or inappropriate by fellow Board members.

Article IV
Meetings

Section 1: Meeting Locations.

1. Any and all meetings of AzAMLE may be held in person or via an online meeting platform (e.g., Zoom or Google Meet) or a combination of the two.

Article V
Quorum of Membership

Section 1: Membership Quorum.

1. A simple majority of those members in good standing in attendance at the time of a scheduled and announced meeting of the Association shall constitute a quorum.

Article VI
Annual Calendars

Section 1: Membership Year.

1. Memberships in the Association shall be annual and be one year from the time membership fees are received by the Association.

Section 2: Fiscal Year.

1. The fiscal year of the Association will be July 1 - June 30

Article VII
Memberships in the Association

Section 1: Categories.

1. AzAMLE Memberships are categorized as:
 - a. Individual AzAMLE Professional Membership (covers one individual)
 - b. Individual College or University Student AzAMLE Membership (covers one individual)
 - c. Institutional AzAMLE Membership (covers all staff at a single school building)
 - d. Business Partner AzAMLE Membership (includes all staff at a single business and includes a business logo on the AzAMLE website).
2. Dual AzAMLE/AMLE Memberships are categorized as:
 - a. Individual AMLE/AzAMLE Dual Professional Membership (covers one individual)
 - b. Individual College or University Student AMLE/AzAMLE Dual Membership (covers one individual)
 - c. Institutional AMLE/AzAMLE Dual Membership (covers all staff at a single school building).

Article VIII

Section 1: Assets on Liquidation.

1. No part of the net income, revenue, or grants of the Association shall incur to the benefit of any members, officer, or private individual (except in payment for requested services rendered in connection with Association purpose).
2. In the event of dissolution or liquidation, the assets of the Association, after payment of debts and obligations, shall be transferred to an organization with federal tax exemption for charitable and educational purposes similar to those of the Association, which exempt organization shall be designated by the final Executive Board of the Association.

Article IX


Section 1: Directors & Officers (D&O) Liability Insurance.

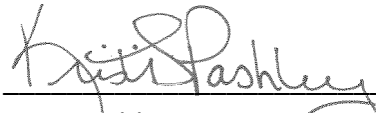
1. The Association may purchase and maintain insurance on behalf of the Association and any person who is or was serving the Association as an officer, director, committee member, or agent against any liability asserted against the Association or such persons in connection with or related to matters whether or the Association would have the power to indemnify such person(s) against such liability.

AzAMLE CONSTITUTION AND BY-LAWS

Originally Approved by the AzAMLE Executive Board on January 19, 2024

Amendments Approved by the AzAMLE Executive Board on March 3, 2024

By:  _____, March 3, 2024
Dr. Robert Caplinger, President, AzAMLE Executive Board

By:  _____, March 3, 2024
Kristi Pashley, Secretary, AzAMLE Executive Board