



National Alternative Education Association

Developing Potential in All Students



Amendment to the Election Policy and Procedure

This Amendment is to Article IV of the National Alternative Education Association Bylaws

Board of Directors are individuals who have been nominated by the Election Committee, accepted the nomination, and voted on by the present Voting Members in good standing at the Annual Membership meeting. The Membership entrusts the delegates to uphold these bylaws; always acting in the best interest of the members and the organization.

National Alternative Education Association Board of Directors

1. The Officers of the National Alternative Education Association (NAEA) will be the elected Board of Directors and will consist of:
 - a. President - Executive Office
 - b. Vice President - Executive Office
 - c. Secretary - Executive Office
 - d. Treasurer - Executive Office
 - e. Past President – Serve in Advisory Capacity
 - f. Directors

2. Only Board of Directors in good standing may be elected to an Executive Officer position. To be eligible to run for executive office, one must be a current Board Member in good standing at the time of application, and during the entire projected time of service on the board.

3. An Executive Officer may serve in the same Office for two terms with a two-term limit so long as that Officer:

Is properly (re)elected

4. Officers shall assume their official duties following the adjournment of the Annual Meeting at which they are elected.

Description of Offices

The following is a description of the offices of the Board of Directors for the National Alternative Education Association (NAEA). The descriptions also have a sample of duties for each position.

A. President – Executive Officer to fill a two-year term with a two-term limit.

The President will always act in a manner that is the ultimate supporter of the NAEA, the Director(s), the membership of the organization:

1. Conduct the business of the NAEA by presiding at all Board of Directors and the Annual Membership meetings, coordinating/organizing the Board of Directors' activities.
2. Act as liaison with all business partners and organizations such as states departments of education, other professional organizations as the representative of NAEA.
3. Present all matters to the Board of Directors for discussion and voting.
4. Vote only in the case of a tie in the matters of business; except during Board Elections.

B. Vice President – Executive Officer to fill a two-year term with a two-term limit.

The Vice President will oversee all publicity of NAEA and Board Members assigned to support the organization's website, Facebook, and Twitter accounts. All announcements are to be made in collaboration with the President or any other named responsible person. The First Vice President will also perform the duties noted below:

1. Assist the President and perform the President's duties in the President's absence.
2. Vote and provide input on all items presented to the board by the President.
3. Will perform other duties as necessary in support of the NAEA.
4. Oversees the formation of Regional and State Alternative Education Associations.

C. Secretary – Executive Officer to fill a two-year term with a two-term limit.

The Secretary is responsible for the organization of all functions that relate to record keeping and correspondence for the Board of Directors; specifically, board meeting minutes, meeting sign in sheets, and all voting results. The Secretary will perform the following additional duties:

1. Submit the prepared meeting minutes to the entire Board for review.
2. Receive and respond to any written correspondence and maintain the official copy of the Charter and bylaws.
3. Vote and provide input on all items presented to the board by the President
4. Perform the role of President in the absence of the President and both Vice Presidents or upon resignation or removal of said positions.
5. Will perform other duties as necessary in support of the NAEA.

D. Treasurer - Executive Officer to fill a two-year term with a two-term limit.

The Treasurer of NAEA is the person responsible for overseeing the management and reporting of the association's finances. Duties of the treasurer include:

1. Submit monthly reports on finances at monthly board meetings, as well as at the annual meeting of the membership.
2. With the President and Board of Directors, develop and submit an annual budget for the association.
3. Disburse funds to pay association expenses submitted by invoice or approved request.
4. Oversee the development and observation of the organization's financial policies.
5. Vote and provide input on all items presented to the board by the President.
6. Maintain an association credit card for making purchases within the approved budget.
7. Perform other duties as prescribed to him or her by the President.
8. Perform the role of President in the event all previous EB positions become vacant for any reason.

Note: See additional special qualification for this office under Special Rules (page 3) of the Annual Elections policies and Procedures

E. Past President-Executive Officer to fill a two-year term.

F. Board of Director - Elected position to fill a two-year term.

The Member at Large positions were created to instill institutional knowledge on new and potential issues in the field of Alternative Education. These positions are for those individuals who may eventually take on an Executive Officer Position as the offices become vacant. These positions may be assigned for specific purposes and specialty areas of expertise benefitting the NAEA Board.

The duties of a Board of Directors are as follows:

1. Attend and participate in monthly Board Meetings, NAEA Board Retreat, and Annual Meeting of the Membership meetings.
2. Vote and provide input on all items presented to the board by the President.
3. Participate in and provide support for NAEA activities.
4. Represent and promote NAEA at national conferences and other events.
5. Solicit regional members to serve on committees.
6. Mentor new state associations within region assigned.
7. Act as a leader within assigned region to recruit and retain NAEA members.
8. Serve on other committees and contribute to the work of NAEA as requested or assigned.

Voted on by NAEA Board of Directors at the October, 2016 Board Meeting.