

Bylaws Of The Arizona Technology In Education Alliance
A 501 c(3) Corporation

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Article I. Name

The name of the corporation is the Arizona Technology in Education Alliance Corporation. (AZTEA). The corporation shall be known in this document as "the Alliance."

Article II. Purpose of the Alliance

This alliance shall be a non-profit educational organization whose purposes are:

1. to provide an Alliance of educational technology professionals within the state of Arizona.
2. to provide for the sharing and exchanging of ideas, techniques, materials, and procedures for using educational technology to support 21st century learning.
3. to promote general recognition of the vital professional role played by the educational technologist and classroom professionals who utilize technology and the high level of competence required for this role.
4. to promote and encourage appropriate use of technology for the improvement of instruction and educational management.
5. to encourage and advise appropriate organizations and individuals concerning research relating to the use of educational technology.
6. to encourage the development and improvement of instructional programs that appropriately use technology to enhance 21st century skills.
7. to promote professional standards.
8. to encourage membership and participation in the International Society for Technology in Education.

Article III. Membership

Section 1: Qualifications

The membership of the Alliance shall be individuals who are educators and others interested or engaged in using educational technology to develop 21st century skills or related interests in schools, colleges, or county, state, regional, or national educational systems and individuals or corporations who have mutual goals and interests with the Alliance. Membership in this Alliance shall be available to all persons regardless of ethnicity, gender, creed, or national origin, and who agree to comply with the basic tenets of the Alliance as described in these Bylaws.

Section 2: Membership Period

The membership period shall be for one (1) year from the date dues are received at the Alliance mailing address or the member joins using the online database. The date the dues are received shall be recorded to establish each member's anniversary date for future renewals.

Section 3: Membership application

Procedures for applications for membership shall be determined at the direction of the Alliance Board of Directors.

Section 4: Membership Type

The Alliance Board of Directors shall develop individual member benefits. At a minimum, membership types shall include the following:

Regular Membership

Regular voting membership in this Alliance shall be open to all individuals who are interested in using technology to promote the development of 21st century skills. Regular members are those who pay for their membership personally or through their educational institution (or not-for-profit organization)

Corporate membership

Non-voting membership. Membership shall be available to firms or corporations that sell products or services related to computers or related technology and their educational uses.

Distinguished Membership

Distinguished membership shall be limited to Alliance members and former members who have distinguished themselves by their dedication and meritorious service to the Alliance and its purposes. Past Presidents of the Alliance shall automatically be conferred this recognition for life. The Board members shall vote to confer distinguished Membership. Distinguished members may choose to be exempt from paying dues for life, or a period of time specified by the Board, and will enjoy all privileges of Regular Membership and shall be eligible to hold office.

Honorary Membership

Honorary membership may be granted to any person who has made outstanding contributions to the advancement of technology and education and/or this Alliance. The Board of Directors shall confer this distinction only upon a vote by a plurality of Board members. Honorary members will be exempt from paying dues for life and will enjoy all privileges of Regular Membership except voting and holding office.

Student Membership

Student Membership shall be available to full-time graduate or undergraduate students. Full-time student members will have all voting rights and privileges of Regular Membership.

Section 5: Membership Benefits

Membership benefits shall be determined at the direction of the Alliance Board of Directors.

Section 6: Establishment of Dues

Dues for all classes of membership shall be determined by majority vote of the Board of Directors. All members shall be notified within sixty (60) days of any change in the amount of dues approved by the Board of Directors.

Section 7: Delinquency and Cancellation

A procedure that provides for adequate notice of membership renewal and establishment of procedures for removal of delinquent membership shall be the responsibility of the President or Executive Director. Members may not be removed unless dues are delinquent for more than ninety (90) calendar days.

Section 8: Membership Records

The Alliance shall keep a membership record containing the name and address of each member.

1. The membership list shall be the sole property of the Alliance and shall only be shared to further the objectives of the Alliance.
2. The membership committee shall develop policies and procedures governing the use of the membership list that shall then be approved by the Executive committee.

Section 9: Transferability of Membership

Membership in the Alliance is non-transferable and non-assignable.

Section 10: Certificates

The Alliance may issue annual certificates of membership if so authorized by resolution of the Board of Directors.

Article IV. Annual Meeting and Special Meetings of the Voting Membership

Section 1: Annual Meeting

The annual meeting will be held once a year for the purpose of installing officers and directors, conducting such business as may properly come before the alliance upon approval by the Board, and presenting a program of interest to the members. The annual meeting may be conducted electronically if the membership is informed and invited.

Section 2: Purposes of Annual Meetings

At the Annual Meeting, held in compliance with Arizona Corporation Commission Requirements as part of the annual renewal of incorporated status, the Board shall report to the membership about organizational business. Such report shall be filed with the records of the Alliance and entered in the minutes of the proceedings of such Annual Meeting of Members.

Section 3: Special Meetings

Special meetings of the Alliance Voting Membership may be called by the Board of Directors at any time, or may be called by the President upon receipt of a written request by fifty (50) Regular Members. The meeting will be held within thirty (30) days after the filing of such request with the President. The business to be transacted at any special meeting shall be stated in the notice thereof, and no other business may be considered at the time. Notice of any special meeting of the Alliance Voting Membership will be given to voting members not less than ten (10) days before the date of the meeting.

Section 4: Quorum for Annual and Special Meetings

The quorum at a meeting of the voting membership shall be a majority of the Board of Directors plus at least twenty (20) other members of the Alliance.

Section 5: Voting at the Annual and Special Meetings of the Membership

Each voting member is entitled to one (1) vote on each matter submitted to a vote of the members. Voting at duly held meetings shall be by voice vote. Members shall not be permitted to vote or act by proxy or in absentia.

Section 6: Conduct of Meetings

Meetings of members shall be presided over by the President of the Alliance or, in his/her absence, by the President Elect or, in the absence of both, by a Chairperson chosen by the majority of the members present. The Secretary of the corporation shall act as Secretary of all meetings, provided that in his/her absence the presiding officer shall appoint another person to act as Secretary of the meeting.

Section 7: Special Electronic Voting

From time to time there may be issues that require a vote by the membership that does not require a face-to-face meeting. For example, a change in By-laws requires a vote by the membership. At the discretion of the Executive committee, voting may also be conducted electronically via email, an online survey instrument, or some similar electronic device.

Article V. Governance

The Alliance shall be governed by a Board of Directors to be elected by the voting members of the Alliance.

Section 1: Board Composition

The voting members of the Board of Directors of the Alliance shall be composed of the officers (President, President Elect, Immediate Past President, Secretary, and Treasurer), six (6) directors elected by the membership, the chairpersons of duly created Chapters, the ISTE Affiliate Representative, and the Partner Liaison. The Board also includes in a non-voting capacity the chairs of committees or other persons ex officio.

The Board of Directors shall also ensure that the perspectives of higher education and ISTE (national affiliate) are specifically represented on the Board of Directors either by appointment or as a result of the slate of officers presented for election. These specific "perspectives representatives" may also serve as voting or non-voting members of the Board at the Board's discretion. Appointed Board members serve at the pleasure of the currently seated Board of Directors and have no time limitations for appointment.

Section 2: Election of Officers and Directors

Not less than 60 days before the annual meeting, the President Elect shall appoint a Nominating Committee consisting of at least three additional members. Not less than 40 days before the annual meeting, this committee shall submit to the secretary of the AZTEA names of qualified candidates for each office and each vacancy among the directors, after having ascertained that each such candidate is willing to serve if elected. Not less than 30 days prior to the annual meeting, the secretary shall notify the membership of the Nominating committee report. Election will be by written or electronic ballot. In the event of a tie for a place on the Board of Directors, a run-off election will be held immediately. The term of office for elected positions other than Director shall be for one year, July 1 to June 30.

Section 3: Qualifications for Board Directors

Any Regular Member, who is a current or retired teacher, administrator, or other employee of an educational entity in the state of Arizona, shall be eligible for nomination and election to any office of the Alliance. Educational entities, for the purpose of these Bylaws, shall include public, private, and charter schools, colleges and universities, and governmental agencies concerned with education. In addition, the Board may recruit a member outside of an educational entity if that person's unique skills are deemed necessary, i.e. legal or financial.

Section 4: Terms of Office

The six at-large members of the Board of Director are elected for three (3) year terms of office. These terms are to be staggered so that two members are elected each year.

Section 5: Board Vacancy

A vacancy may be declared to exist on the Board of Directors when a resignation is received or when a person fails to attend three consecutive meetings of the Board of Directors without presenting an excuse to the President. If there is a "removal for cause" it shall be the Board of Directors responsibility to hold an election or appoint a replacement, whichever is more feasible at that time. In the event there is an opening in the board, those board members serving may appoint a member to fill that position (by a 2/3 vote of the board) until the next schedule election. The newly elected board member would continue the existing cycle of service (complete the term of the former board member).

Section 6: Removal of Board Members

If any member of the Board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the Board.

Section 7: Resignations

A Board member may resign at any time by giving written notice to the Board or to an Officer of the Alliance. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board or such Officer. Acceptance of such resignation shall not be necessary to make it effective.

Section 8: Meetings of the Board of Directors

There shall be at least 6 meetings of the Board of Directors during each fiscal year.

Section 9: Quorum

A Quorum of the full board is required for voting on issues of importance to the Alliance. A quorum shall consist of 50 percent + one of the voting board membership.

If a quorum is not present, the Board may still meet to discuss issues of importance but may not vote on these issues.

Section 10: Voting

Each voting member of the Board is entitled to one (1) vote on each matter submitted to a vote of the members. Voting at duly held meetings shall be by voice vote. Voting may also be conducted by mail or electronically. For Chapters who have Co-Chairs, one Chair shall be appointed as the voting member for that meeting.

In the event that a voting board member cannot participate either in person or electronically they may elect to assign their vote to a proxy.

Section 11. Voting by Mail and Electronically

Action taken by mail or electronically by the members of the Board of Directors shall be a valid action of the Board and shall be reported at the next regular meeting of the Board.

Section 12: Officers

The Alliance officers shall consist of the President, President-elect, Immediate Past President, Secretary, and Treasurer. No individual shall hold two elected positions simultaneously within the Alliance including Chapter positions.

Section 13: Assumption of Duties

All elected Officers shall assume their positions on July 1 of the year they were elected.

Section 14. Terms of Board Officers and Chapter Chairs

The President Elect, who shall then serve as President and Immediate Past President, shall be elected biennially. The President Elect shall serve a four-year term, in each in the following roles:

President Elect - one (1) year

President - two (2) years

Past-President - one (1) year – voting, one (1) year Emeritus

All other Board officers - Secretary and Treasure - and Chapter Chairs shall serve on an annual basis.

Section 15: Duties of the President

The President shall be the chief elected officer of the Alliance and serve as Chairman of the Board of Directors. The President shall preside at all regular and special meetings of the Board of Directors and the membership. The President shall serve as a member, ex-officio, of all committees. The President shall make all required appointments of the standing and special committees and other positions as needed unless otherwise stated in the Bylaws.

The President shall be responsible for conducting, or delegating as appropriate, the daily business of the Alliance, consistent with current policies of the Alliance. The President shall work closely with the Executive Director and shall mentor the President Elect.

At the Annual Business meeting and at such other times as are deemed proper, the President shall communicate to the members such matters and make such suggestions as may tend to promote the welfare and increase the usefulness of the Alliance. He/she shall perform such other duties as are necessarily incident to the office of the President or as may be prescribed by the Board of Directors.

The President of the Alliance shall attend the Affiliate meetings of the International Society for Technology in Education (ISTE). The President of the Alliance will present the yearly calendar of regular Board meetings and other events upon assuming office. The President of the Alliance may authorize expenditures of \$1,000.00 or less in keeping with the actions of the Board of Directors and its budget.

Section 16: Duties of the President Elect

The President Elect shall succeed to the President. He/she shall perform the duties of the President in case of the President's inability to serve. When possible, the President Elect shall accompany the President to Alliance events. The President Elect shall be responsible for reviewing official Alliance documents, including financial reports and minutes of all meetings. The President Elect Chairs the Board Governance Committee. The President Elect shall complete the term of office of the President should he/she resign and shall then serve the full term to which elected.

Section 17: Duties of the Immediate Past President

The Immediate Past President succeeds from the Presidency and serves for the year immediately following his/her presidency. After completing the term of Immediate Past President, he/she becomes President Emeritus and serves as a non-voting member. During his/her term as Immediate Past President, he/she shall act in an advisory capacity to the Board of Directors and shall serve on all Standing Committees as well as committees as appointed by the President or requested by the Board. The Immediate Past President shall serve as President Elect in case of the President Elect's inability to serve until a new President Elect can be elected by the membership.

Section 18: Duties of the Secretary

The Secretary shall record the minutes of the meeting of the Board; see that notices are given in accordance with the bylaws or as required by law; keep the corporate records; keep the register of addresses furnished to the Secretary by each member; and perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or by the Board of Directors.

Section 19: Duties of the Treasurer

The Treasurer shall be the principal accounting and financial officer of the corporation and shall be responsible for the maintenance of adequate corporate books of account; have charge and custody of all corporate funds and securities, and be responsible for the receipt and disbursement thereof; shall serve as chair of the Finance Committee; and perform all the duties incident to the office of Treasurer and such other duties as may be assigned by the President or by the Board of Directors.

Section 20: Appointed Positions

The Board shall, by a vote of the Directors, create appointed positions as needed. These appointed positions shall serve on the board in a non-voting capacity. At a minimum, appointed positions include, but are not limited to: ISTE Liaison, Publications, Web Awards, Innovation Awards, Parliamentarian, and the Chair of the Communication, Advocacy and Public Policy, and Membership Services committees.

Section 21: Past Presidents Council

All past Alliance Presidents shall be eligible for membership on the Past Presidents Council. Meetings of the Council shall be called at the discretion of the President to provide guidance to the alliance.

Article VI. Executive Committee

Section 1: Executive Committee Members

The Executive Committee consists of the Officers of the Alliance (President, President-elect, Immediate Past President, Secretary, and Treasurer) and has the authority to conduct the business of the Alliance between meetings of the full Board of Directors.

Section 2: Meetings

The Executive Committee shall meet on months when the full board does not meet and as needed to deal with emergency situations affecting the Alliance. All meetings of the Executive Committee shall be convened by the President or in his/her absence, the President Elect.

Section 3: Additional Members

Committee and Chapter Chairs may attend the Executive Committee as non-voting members.

Section 4: Conduct of Meetings

Meetings of the Executive Committee may be conducted electronically via voice, data or videoconference as long of all executive committee members agree. Minutes of such meetings shall be posted on the Alliance's Web site within 30 days of the meeting.

Section 5: Quorum

A quorum is defined as three (3) officers of the Alliance.

Article VII. Committees

The president shall have the authority to set up such committees as are needed and to appoint committee chairpersons with the approval of the Board of Directors.

Section 1: Standing Committees

The Alliance shall have the following standing committees that shall be advisory to the Board of Directors: Board Governance, Communication, Finance and Development, Membership Services, and Public Policy and Advocacy.

Section 2: Board Governance

The President-Elect chairs the Board Governance committee. The Governance committee's duties are divided into three areas of responsibility: Board Development, Constitution and Bylaws, and Nominations.

Section 3: Communication

The President, upon recommendation of the Executive committee, appoints the Chair of the Communication committee. The Communication committee's duties are divided into three areas of responsibility: Electronic Communications, Newsletter, and Public Relations.

Section 4: Finance and Development

The Finance and Development Committee is chaired by the Treasurer, and is composed of two (2) Board Members, a Certified Public Accountant, the Conference Committee Chair, and the Partner Liaison. The Finance and Development committee's duties are divided into three areas of responsibility: monitoring the financial health of the alliance, budgeting for Alliance activities, and develop investment opportunities.

Section 5: Membership Services

The President, upon recommendation of the Executive Committee, appoints the Chair of the Membership Services committee. The Membership Services committee supervises the work of the Conference Committee and Awards Advisory Committee and is responsible for developing activities of value to the membership.

Section 6: Public Policy and Advocacy

The President, upon recommendation of the Executive committee, appoints the Chair of the Public Policy and Advocacy committee. The Public Policy and Advocacy committee's duties are divided into four areas of responsibility: Advocacy, Public Policy, External Relations, and Liaison.

Section 7: Duties

The Board of Directors shall adopt the duties of the standing committees.

Section 8: Other Committees

Other committees may be created as needed to conduct Alliance business. The President of the Alliance shall appoint and remove committee members whenever the best interests of the Alliance are served thereby.

Section 9: Term of office

Each committee member shall serve until the next annual meeting of the Board of Directors and until a successor is appointed, unless the member is removed from the committee, ceases to qualify as a member of the committee, or unless the committee is terminated.

Section 10: Vacancies

Vacancies in the membership of any committee may be filled by appointments made in the same manner as in the case of the original appointments.

Section 11: Quorum

Unless otherwise provided in the resolution designating a committee, a majority of the committee shall constitute a quorum.

Section 12: Rules

Each committee may adopt governing rules not inconsistent with these bylaws or with the rules adopted by the Board of Directors. Any such committee, to the extent provided in the Board resolution, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

1. Take any final action on any matter that, under the Arizona Nonprofit Law, also requires approval of the members or approval of a majority of all members;
2. Fill vacancies on any committee that has the authority of the Board;
3. Amend or repeal bylaws or adopt new bylaws;
4. Amend or repeal any resolution of the Board that by its express terms is not so amendable or repealable;
5. Create any other committees of the Board or appoint members of committees of the Board;
6. Expend corporate funds without the approval of the Treasurer; or
7. Approve any contract or transaction to which the corporation is a party and in which one or more of its directors has a material financial interest, except as approved by the Treasurer.

Article VIII. Employed Staff

Section 1: Executive Director

The Board may employ an Executive Director who shall be the chief operational officer of the Alliance. Under the Direction of the Board, the Executive Director shall oversee the day-to-day activities of the Alliance. The Executive Director will retain and supervise such staff as are necessary and budgeted by the Alliance.

Section 2: Other Staff

As authorized by the Board, such employed staff as may be necessary to support the Alliance shall be hired and discharged by the Executive Director or in the absence thereof by Executive Committee. The employed staff shall report directly to, and are accountable to, the Executive Director or his or her designates.

Article IX. Financial Responsibility

Section 1: Budget

The Board of Directors shall adopt an annual operating budget covering all activities of the Alliance. A financial report of the fiscal year just completed is available upon request by any Regular Member.

Section 2: Property

The property of the Alliance is irrevocably dedicated to charitable purposes and no part of the net income or assets of the affiliate shall ever inure to the benefit of any Director, officer, or member thereof or to the benefit of any private person.

Section 3: Net Earnings

No part of the net earnings of the Alliance shall serve to the use or benefit of, or be distributable to its members, Officers, or other private persons, except that the Alliance 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 these Articles. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (A) by a corporation exempt from federal income tax under Section 501 (C) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (B) by an association, contributions to which are deductible under Section 170 (C) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 4: Dissolution of the Alliance

Upon the dissolution of the Alliance, the Board shall, after paying or making provision for the payment of all the liabilities of the Alliance, dispose of all assets of the Alliance exclusively for the purposes of the Alliance in such manner, or to such organization or organizations operated exclusively for charitable, educational, religious, or scientific purposes as shall at that time qualify as an exempt organization(s) under Section 501 (C) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any further United States Internal Revenue Law), as the Board shall determine.

Section 5: Compiled Financial Statement

The accounts of the Alliance shall be subject to an annual compiled financial statement by a professional individual(s) with demonstrated knowledge of established accounting procedures. The Board of Directors prior to conducting the annual compiled financial statement shall approve the individual(s) conducting the compiled financial statement.

Section 6: Non-liability of Members

No member of the Alliance shall be personally liable for the debts, liabilities, or obligations of the Alliance.

Section 7: Contracts

The Board may authorize any officer or agent of the Alliance, in addition to the officers authorized by the bylaws, to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the Alliance. Such authority may be general or confined to specific instances.

Section 8: Checks, Drafts, etc.

All orders for the payment of money, or evidences of indebtedness issued in the name of the Alliance, shall be signed by such corporate officer or agent, as the Board shall determine. In the absence of such a determination, such instruments shall be signed by the Treasurer and countersigned by the President, President Elect, or Immediate Past President.

Section 9: Deposits

All Alliance funds shall be deposited to the credit of the Alliance in such banks, or other depositories as the Board may select.

Section 10: Investments

When deemed prudent by the Board, Alliance funds may be invested in such instruments as deemed prudent by the Financial Committee.

Section 11: Gifts

The Board may accept on behalf of the corporation any contributions, gift, bequest or devise for the general, or for any special corporation purpose.

Section 12: Records

The corporation shall keep complete books of account, minutes of the proceedings of the directors and committees having any authority of the Board, and a record with the names and addresses of directors. A director, or director's agent or attorney may inspect all Alliance records for any proper purpose at any reasonable time.

Section 13: Fiscal Period

The fiscal year of the Alliance will be July 1 through June 30 of each year.

Article X. Regional Chapters

Section 1: Regional Chapter

The Regional Chapter will consist of a Regional Chapter Chair, a Steering Committee, and Local members. All activities of the Regional Chapter must be consistent with the purpose and objectives of the alliance as described in Article II.

Section 2: Purpose

Regional Chapters shall be created to provide more direct and expedient service to members.

Section 3: Boundaries

The actual boundary of a region is not as material as the proximity to service and support from the membership. A member may designate, at joining or renewing, a primary chapter. This does not preclude participation in other chapter activities.

Section 4: Formation of New Chapters

If a group of ten (10) or more members decides it is in their best interest to form a Chapter, they may do so by petitioning the Board of Directors through a simple letter stating who the members are and appointing a temporary Chair.

Upon acceptance by the Board by a majority vote, the new Chapter will be placed on "Provisional" status and will be assigned a mentor to help them develop the activities of the chapter. The Provisional Chapter also will be provided with web, financial, and advertising support.

The Board will review the Chapter's Provisional status on an annual basis for a period not longer than four years. Upon approval by a majority of the Board at the annual review, the Chapter will move from Provisional to full status receiving all benefits listed in Article X. If after four years the Board does not deem the new Chapter viable, the original members will be given the option of dissolving the Provisional Chapter or applying for an extension.

Section 5: Funding

Each Chapter upon approval of full status by the Board will receive an initial funding of \$1,000 per chapter. The Alliance treasurer shall serve as a fiduciary agent for the Chapter.

Section 6: Quorum

A majority of the Steering Committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 7: Rules

Each Chapter may adopt governing rules not inconsistent with these bylaws or with the rules adopted by the Board of Directors. Any such Chapter, to the extent provided in the Board resolution, shall have all the authority of the Board, except that no Chapter, regardless of Board resolution, may:

1. Take any final action on any matter that, under the Arizona Nonprofit Law, also requires approval of the members or approval of a majority of all members;
2. Fill vacancies on any committee that has the authority of the Board;
3. Amend or repeal bylaws or adopt new bylaws;
4. Amend or repeal any resolution of the Board that by its express terms is not so amendable or repealable;
5. Create any other committees of the Board or appoint members of committees of the Board;
6. Expend corporate funds without the approval of the Treasurer; or
7. Approve any contract or transaction to which the corporation is a party and in which one or more of its directors has a material financial interest, except as approved by the Treasurer.

Section 8: Chapter Handbook

A complete copy of the Chapter Handbook shall be maintained by the Alliance and by the Chapter officers. Each new Chapter officer shall be provided with a copy of the Handbook.

Section 9: Chapter Governance

Each Chapter shall consist of a Chair or Co-Chairs, and a Steering Committee of at least three (3) members from the Region.

Section 10: Qualifications for Chapter Chair

Any Regular Member, who is a current or retired teacher, administrator, or other employee of an educational entity in the state of Arizona, shall be eligible for nomination and election as a Chapter Chair.

Section 11: Appointment of the Chapter Chair

The Chapter Chair shall be appointed by a majority of the Steering Committee.

Section 12: Chapter Chair Responsibilities

The Chapter Chair shall preside at Local Chapter meetings. The Chapter Chair shall recruit and appoint members of a local Steering Committee from the general membership of that local area to assist him/her in conducting the daily business of the local chapter, consistent with current policies of the Alliance. The Chapter may establish an officer structure comparable to the existing structure of the Alliance.

At local Chapter meetings and at such other times as are deemed proper, the Chapter Chair shall communicate to the members such matters and make such suggestions as may tend to promote the welfare and increase the usefulness of the Alliance. He/she shall perform such other duties as are necessarily incident to the office of Chapter Chair or as may be prescribed by the Board of Directors. The Local Chapter Chair shall report Local Chapter activities to the Board of Directors.

Section 13: Shared Chapter Governance

To ease the responsibilities on an individual, the Chapter may choose to appoint Co-Chairs who shall share all responsibilities. In the event that the Chapter chooses to appoint Co-Chairs, the Co-Chairs will share their voting membership on the Board of Directors. The Co-Chair should identify to the President who has voting responsibility at the beginning of each meeting.

Section 14: Vacancies

If the Local Chapter Chair is unable to fulfill the duties for their term, a new Chair shall be appointment by the Steering Committee.

Article XI. Special Interest Groups (SIG)

Section 1. Formation

At the discretion of the Board of Directors or upon petition by 25 Regular members, the Board of Directors may consider the formation or dissolution of a Special Interest Group (SIG). The creation or dissolution of a SIG requires a two-thirds vote of the Board of Directors.

Section 2: Purpose

Special Interest Groups (SIGs) are created when members of like interest determine that they want to share information related to activities of interest to the Alliance.

Section 3: Participation

A member of the Alliance may participate in any SIG activities of choice. There will be no boundary or other limitations, other than interest, to determine when and where SIG activities occur.

Section 4. Qualifications for Membership

The Board of Directors shall determine qualifications for membership in the SIG, as well as the responsibilities and management of the SIG.

Section 5. Functions

Each SIG functions under the financial and structural umbrella of the Alliance that retains all rights and responsibilities for the SIG name, publications, assets and liabilities.

Section 6: Chapter Handbook

A complete copy of a SIG's Handbook shall be maintained by the Alliance and by the SIG facilitator.

Section 7: SIG Governance

Each SIG shall consist of a Chair or Co-Chairs, and a Steering Committee of at least five (5) members from the SIG. Each SIG shall appoint a representative (non voting) as a liaison to the Alliance Board of Directors.

Section 8. Qualifications for SIG Chair

Any Regular Member, who is a current or retired teacher, administrator, or other employee of an educational entity in the state of Arizona, shall be eligible for nomination and election as a SIG Chair.

Section 9: Appointment of the SIG Chair

The SIG Chair shall be appointed by a majority of the Steering Committee.

Section 10. SIG Chair Responsibilities

The SIG Chair shall preside at SIG meetings. The SIG Chair shall recruit and appoint members of a local Steering Committee from the general membership of that SIG to assist him/her in conducting the daily business of the SIG, consistent with current policies of the Alliance. The SIG may establish an officer structure comparable to the existing structure of the Alliance.

At local SIG meetings and at such other times as are deemed proper, the SIG Chair shall communicate to the members such matters and make such suggestions as may tend to promote the welfare and increase the usefulness of the Alliance. He/she shall perform such other duties as are necessarily incident to the office of SIG Chair or as may be prescribed by the Board of Directors. The SIG Chair or his/her delegate shall report Local SIG activities to the Board of Directors.

Section 12: Shared SIG Governance

To ease the responsibilities on an individual, the SIG may choose to appoint Co-Chairs who shall share all responsibilities. In the event that the SIG chooses to appoint Co-Chairs, the Co-Chairs will share their voting membership on the Board of Directors. The Co-Chair should identify to the Board President who has voting responsibility at the beginning of each meeting.

Section 13. Vacancies

If the SIG Chair is unable to fulfill the duties for their term, a new Chair shall be appointment by the Steering Committee.

Article XII. Parliamentary Authority

The latest edition of Robert's Rules of Order will govern the Alliance in all cases in which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of the Alliance.

Article XIII. Amendment Of Bylaws

These bylaws may be amended by a two-thirds majority of voting members attending a regular or specially called meeting of the AZTEA, provided that notice of the proposed changes has been sent to the membership not less than 30 days prior to the meeting or by vote of the members electronically as part of the regular elections held annually.

Acknowledgments:

The Bylaws of the Alliance is adapted from the original Bylaws of the alliance and from materials of the following organizations:

- Texas Computer Education Association
- Maryland Instructional Computer Coordinators Association
- CUE