



## **DRAFT ASET Operation Guidelines**

Draft revision as of September 18, 2006

### **Definitions:**

- 1 ASET stands for Association for Special Education Technology
  
2. Board of directors. "Board of Directors" shall mean as provided for by Article 4 of this Constitution and any Bylaws established there under;
  
3. Special education technology refers to any hardware, software or related equipment that can assist students with special needs, and the training of the use of such equipment, teaching with and through the equipment and programs.
  
4. Member shall refer to any educator, practicing or retired, who has paid annual dues if and when such dues are established, has reached the age of majority and who has an interest in special education technology. ASET has no commercial or vested interest in any product or supplier. While membership is open to all educators, any member having such an interest must declare same to avoid conflict of interest and maintain the integrity of ASET.
  
5. Associate members shall refer to any vendor or representative of a commercial enterprise that may have a vested interest in the sale and distribution of products related to special education technology. Such members shall not have the right to vote or sit on the board of directors.

### **Article 1: Name**

The organization shall be known as Association for Special Education Technology (ASET).

### **Article 2: Statement of Purpose**

The objectives of this organization shall be to:

- 2.1 Provide a forum for teachers and other educators (Educational Assistants, Child and Youth Workers, other support workers) to learn about special education technology
- 2.2 To share information on professional training research and other related activities
3. To address the needs and interests of special education students who benefit from technology.

### **Article 3: Fees**

- 3.1 The membership year shall be twelve months from September first to August thirty first.
- 3.2 The annual membership fee for this association shall be that as established by the Board of Directors following the Annual General Meeting.

#### **Article 4: Association Organization**

4.1 The Board of Directors of the Association shall consist of a maximum of 10 directors including: President, Vice-President, Immediate Past-president (a person in an advisory capacity until the first term of president has ended), Secretary, Treasurer, Web master, Membership/Communications coordinator, Professional Development Coordinator. The Board of Directors represent a cross section of the membership interests and geographic areas

4.2 The powers and duties of the Board of Directors shall be the following:

- a) to appoint candidates, to fill vacancy(ies) within the Board of Directors until the next Annual General Meeting
- b) to meet as requested by the Board of Directors, or the President of the Association, and a director shall:
- c) attend a minimum of 50% of meetings, and
- d) where a Director works or resides north of North Bay, be available by telephone at meeting times to comment and contribute to agenda issues.
- e) to execute the policies and the business of the Association in accordance with the Association Constitution, By-laws and instructions of the Annual meeting;
- f) to transact the business of the Association between meetings of the Directors;
- g) to conduct the Annual Meeting of the Association and/or directors meetings(s);
- h) to establish committees, appoint chairpersons and to delegate to the Directors areas of responsibility to meet the needs of the Association;
- i) to ensure that members representing the Association on committees, study groups, etc. represent the views of the association and report to the Board of Directors on a regular basis; and
- j) to appoint representative(s) to conferences and organizations with shared interests.

4.3. Fiscal Year

The fiscal year of this Association shall be from September 1 to August 31.

#### **Article 5 - Meetings**

5.1. Annual General Membership meeting

The powers and duties of the Annual Meeting of the Association shall be the following:

- a) to elect a Board of Directors of the Association as per Article 4 (1)(a);
- b) to instruct the Board of Directors to take action on decisions reached in the Annual meeting;

- c) to amend the Constitution and/or By-laws of the Association; and
- d) to appoint an accountant to perform a review of the financial statement.

#### 5.2. Other Membership Meetings

These will be held at the discretion of the Board of Directors.

#### 5.3. Meeting Procedures

- a) A quorum for meetings of the Board of Directors shall be not less than two-fifths (to the nearest whole number) of the total number of directors. A quorum for other meetings including the Annual General Meeting shall be a simple majority of those members present.
- b) . Robert's Rules of Order shall be the procedural guide in all other matters at every Membership Meeting.

### **ARTICLE 6 - NOMINATIONS AND ELECTIONS**

- 6.1. There will be a Nominations Committee chaired by the Immediate Past-President of the Association, or a person designated by the Board of Directors.
- 6.2. The Nominations Committee will present a slate of officers to the Annual Meeting.
- 6.3. Further nominations for all elective offices will be accepted at the Annual meeting with the proviso that the member to be nominated is either present or has submitted a statement showing a willingness to accept office if elected.
- 6.4. The election of officers for the ensuing year shall take place at the Annual General Meeting.
- 6.5. Where any elective office is contested, the vote for that office shall be by secret ballot upon the appointment of a returning officer by the presiding officer.
- 6.6. The term of each elective officer named in Article IV shall be for two years until a successor has been elected or appointed.

### **ARTICLE 7 - AMENDMENTS**

- 7.1. The Constitution may be amended at any meetings of the Association upon the affirmative vote of 2/3rds of the membership present provided that notice of motion to amend shall have been duly published to the members at least 10 days prior to the meeting.
- 7.2. No motion to amend this Constitution shall be entertained at any meeting of the Association unless notice of that motion, duly seconded, shall have been received by the Association Secretary at least one month prior to the meeting.

### **ARTICLE 8 - BYLAWS**

- 8.1. A meeting of the membership shall have the power to establish by a majority vote such Bylaws under and in accordance with the terms of this Constitution.
- 8.2. A meeting of the membership shall have the power to amend or repeal by majority vote any Bylaw previously established under the terms of this Constitution.

#### Bylaw I PRESIDENT

The President of the Association shall:

- 1. Preside at all meetings of the membership and of the Board of Directors;

2. Be an ex-officio member of all committees;
3. Call special meetings at the request of the majority of the Board of Directors;
4. Prepare an agenda with the Board of Directors for the Annual Meeting of the Association;
5. Prepare a budget with the Treasurer for the Annual Meeting of the Association;
6. Be a signing officer along with the treasurer for Association funds;
7. Keep a log of Association business performed for reporting purposes;
8. Consider with the Board of Directors the areas of emphasis and determine the priorities and thrusts of the business of the Association.

#### Bylaw II PAST PRESIDENT

The Past-President of the Association shall:

1. Liaise with the previous Past-President and with the current President.
2. Chair the nominations committee and present to the Annual General Meeting a slate of nominees to the next Board of Directors.
3. Maintain a Motion Book in which motions of a policy or procedural nature are collated.

#### Bylaw III VICE-PRESIDENT

The Vice President of the Association shall:

1. Be responsible for setting an agenda for Board of Directors meetings in conjunction with the President, Secretary and Treasurer;
2. Assume the duties and responsibilities of the President in the President's absence or at the President's request;

#### Bylaw IV SECRETARY

The Secretary of the Association shall:

1. Record the minutes of all meetings except those of the committee meetings;
2. Receive, answer, and file all correspondence;
3. Distribute minutes of a previous meeting to members of the Board of Directors prior to the next meeting
4. Submit documents from committee chairpersons to the Board of Directors of the Association.
5. Receive all committee annual reports for distribution at the annual meeting.

#### Bylaw V TREASURER

The Treasurer of the Association shall:

1. Keep account of all monies received and disbursed by the Association;
2. Deposit in the name of the Association all monies received by the Association into a recognized financial institution approved by the Association Board of Directors;

3. Present the annual financial statement for the preceding fiscal year required by the Board of Directors;
4. Close the financial books on August 31 and submit them to the accountant prior to September 30.
5. Prepare a budget with the president for the next fiscal year.
6. Sign with the President or designate all cheques issued by the Association.
7. Present an outline of the services provided for by the ASET membership fee.

#### Bylaw VI ORDER OF BUSINESS

The order of business at any meeting of the Association shall be at the discretion of the presiding officer.

#### Bylaw VII QUALIFICATIONS

To qualify as a candidate for President, nominees will have served at least one year as a member of the association's Board of Directors.

#### Bylaw VIII EXPENSES

The Association shall pay all authorized expenses incurred by any member who is authorized to perform duties on behalf of the Association, and upon receipt of any expense statement.