

## **AAEA Section Operating Policies**

### **Membership**

Any member of AAEA may elect to become a member of a Section provided that the member meets the necessary membership qualifications specified by the Section. Continued membership in a Section is contingent upon an AAEA member continuing to meet the specified qualifications. Sections are organized to facilitate communication between and activities for AAEA members who share common professional interests.

An AAEA member who meets the qualification for Section membership can become a member of a Section by completing the appropriate section of the AAEA membership application or renewal and electing to pay the respective Section(s) dues, if any, on the membership form. In the event that a current AAEA member wishes to become a member of a Section prior to the annual renewal of his/her AAEA membership, he/she may do so by informing the AAEA Business Office and paying any dues required by the Section.

Membership in a section is considered to occur on an annually renewed basis. In Sections that require dues, membership will continue if AAEA membership and Section dues are current and the member continues to meet the Section's qualifications for membership. In Sections for which there are no dues assessed, membership will be considered to be automatically renewed on an annual basis so long as AAEA membership is current, the member continues to meet the Section's qualifications for membership, and the Section member has not notified the AAEA Office of his/her desire to withdraw from the Section.

### **Section Formation**

Any group of forty or more AAEA members can work collaboratively to submit a petition to form an AAEA Section. Sections are formed according to the AAEA operating policies. Information on how to form a Section is contained in the section of that document entitled "Sections", which can be accessed at:

<http://www.aaea.org/about-aaea>

### **Section Dissolution**

The AAEA Executive Director is responsible for monitoring the performance of sections over time to ensure that the minimum membership of 40 is maintained and that it operates in a manner consistent with the Association Constitution and operating policies. When a section fails to do so for two consecutive years, the Executive Director will inform the section officers and the AAEA Executive Board. After consultation with the Section leadership and due consideration of remedies, the AAEA Executive Board may elect to decommission the section, and will necessarily do so if issues persist through the third year of consideration.

## **Governance**

Sections will be governed by the Section Executive Committee consisting of the Section officers: Chair, Chair-Elect, Secretary/Treasurer, and the Immediate Past-Chair. Sections will have yearly elections for the Chair-Elect position. The Chair-Elect position will be for a one year term. Upon completion of their term, the Chair-Elect will then serve a one year term as Chair and the Chair will then serve a one year term as Immediate Past-Chair. The Secretary/Treasurer position will be elected for a three year term.

### **Officer Responsibilities**

#### Duties of the Chair

- Serve as the sole Section liaison with the AAEA Business Office
- Execute the decisions and recommendations of the Section executive committee
- Facilitate Section conference calls
- Oversee all Section operations
- Assist the Secretary/Treasurer in the development of annual budgets
- Create business meeting agenda
- Facilitate and preside over business meetings
- Oversee special events held during the AAEA Annual Meeting
- Oversee other special non-AAEA meeting events (e.g., workshops)
- Facilitate communication on the Section listserv and/or online forum
- Verify accuracy of materials displayed on the Section website

#### Duties of the Chair-Elect

- Organize Track Sessions for the Annual Meeting
- Ensure all policies and procedures are followed relating to annual elections
- Draft AAEA Foundation proposals on behalf of the Section
- Assist Chair in planning AAEA Annual Meeting special events
- Facilitate communication on the Section listserv and/or online forum
- Participate in conference calls and other Section activities

#### Duties of the Secretary/Treasurer

- Take Section Minutes at all official Section Meetings using the standard meeting minutes template supplied by the AAEA Business Office
- Lead the development of the annual budget
- Maintain Section website, or oversee website maintenance performed by an individual designated by the Secretary/Treasurer
- Facilitate communication on the Section listserv and/or online forum
- Participate in conference calls and other Section activities

#### Duties of the Immediate Past-Chair

- Chair the nominating committee and coordinate Section elections
- Participate in conference calls and other Section activities

Any vacancies that occur on the Section executive committee between elections shall be filled by appointment of the Section executive committee. Any individual so appointed shall serve for the remainder of the replaced officer's term on the executive committee.

### Section Boards

Depending on Section needs, a Section may choose to augment the Section Executive Committee by expanding that Committee to include a Section Board. Each Section that chooses to augment their Executive committee with a Section Board will define the number of Board members that will be utilized by the Section as well as the terms of office that apply to each of the Board members. The Section will collaborate with the AAEA Office to define an ongoing rotation of Board members for the purposes of electing members to the Board. The AAEA Business office will implement that Section Board election process thereafter.

From the perspective of the AAEA, it will be the four section officers consisting of the Chair-Elect, Chair, Immediate Past-Chair, and Secretary/Treasurer that together will be considered as the sole governing body of any Section. The Section Board will have operational status only within the Section itself to address designated needs of the Section.

### Section Executive Committee Consolidation

In the event that a Section is of such a size and function that it is in the interest of the Section to consolidate the Executive Committee by not having a free-standing Secretary/Treasurer position, the Section may choose to merge any of the applicable duties of the Secretary/Treasurer position, as delineated above, into the Chair-Elect position, in which case the Executive Committee will consist of the Chair-Elect, Chair, and Immediate Past-Chair. For the purposes of interacting with the AAEA Executive Board and AAEA Business Office, the person filling the Chair-Elect position will also be listed and viewed as serving in the capacity of Secretary/Treasurer.

### Elections

All Sections will hold a yearly election for officers of the Section. An election for Chair-Elect will be held each year for each Section. Sections that implement Section Boards will elect Section Board members in accordance with the rotation of Section Board members designated by the Section and communicated to the AAEA Business Office. An election for the Secretary-Treasurer position will occur every three years for each Section unless the Section has chosen to consolidate its Executive Committee, as described above, in which case an election for this officer position will not be held.

The election process will open on or before April 15 and end May 15 or the next business day. Election information including candidates' names, institutions, and bios are due to the AAEA Business Office no later than March 15. All candidates for Section Officers must be current members of that Section and the AAEA before the March 15 deadline. Any Section wishing to conduct their election at the AAEA Annual Meeting will be responsible for notifying the AAEA Business Office of this event no later than March 15, and will notify the AAEA Business Office of the result of the election immediately following the conclusion of the Annual Meeting.

Nomination of candidates will be made by a nominating committee, chaired by the Immediate Past-Chair. The Section Chair will appoint two additional members to serve on the nominating committee. The members of the Section shall be notified of the positions to be filled and shall be solicited for suggestions for nominees for Section

offices. The nominating committee shall normally nominate two (2) or more candidates for each elective position. No nominee's name is to be placed on the ballot unless the nominee has confirmed a willingness to serve if elected. Only current Section members who have paid their Section dues as of April 15 are eligible to vote in the election.

In the event that a Section is of such a size and function that only one candidate has been both nominated and has been confirmed as willing to serve if elected for a given Section Officer position, the election will proceed as uncontested, and the candidate will be considered as having been elected to the office if he/she receives the majority of the votes cast by Section members in an election that allows for a choice between the nominee and a "vote withheld" category.

Elections will be held electronically and administered by the AAEA Business Office. Paper ballots will not be distributed by the AAEA Business Office.

### **Officer Terms**

Officers are elected by May 15. All terms of office begin at the end of the AAEA Annual Meeting. Terms for the Chair-Elect, Chair, and Immediate Past Chair end upon completion of the AAEA Annual Meeting. At that time, the Chair-Elect will become the Chair of the Section, the Chair will become the Immediate Past-Chair, and the newly elected Chair-Elect will assume office. A newly elected Secretary-Treasurer assumes office at the completion of the AAEA annual meeting in the year of election, and the term of office ends three years hence, following the completion of the annual meetings. The term of a Section Board member will end after three years of service, following the completion of the annual meetings, at which point the newly elected Section Board member will begin his/her three year term and fill the vacated Board position.

### **Section Activities**

- **Web site.** Maintained by the Section Secretary/Treasurer, or a person that has been designated by the Secretary/Treasurer. AAEA will provide Sections with hosting services. Sections may host their Web site on a different server; however, the Section will then be responsible for covering the costs of using that server. The AAEA Business Office will assist the Section Secretary with web site format and posting updates to Section sites housed on the AAEA server.
- **Listservs and/or online forum.** AAEA will maintain a listserv and/or online forum for each Section. Membership to the listserv will include all Section members and will be updated quarterly. If a Section wishes to allow non-members of AAEA to participate in their listserv, the Section Chair will provide the AAEA Business Office with the names and affiliations of non-members who are to be granted access, and access will be granted subject to AAEA Board approval. The list of non-members granted listserv access will be reviewed at least annually by the Section Chair, and any recommended changes to this list as a result of the review will be provided to the AAEA Business Office by September 15 of each year. The Section Chair is responsible for facilitating conversations and writing communications. The AAEA Business Office will assist the Chair in disseminating information through the listserv and/or online forum and provide any necessary administrative support.

- **Track Sessions.** Submission format and timeline is determined by the AAEA Board. Instructions and timelines will be distributed each year by the AAEA Business Office. The AAEA President will allocate the number of Track Sessions the Section is allotted based on the number of members and on comparisons of several years' average attendances at the Section's Track Sessions.
- **Pre – and Post – conference Workshops.** Sections may propose Pre- and/or Post- conference Workshops to take place before or after the Annual Meeting. The Section is responsible for writing and submitting the proposal; however, the AAEA Business Office will provide logistical and budgetary guidance if necessary. Instructions for submitting the proposal will be distributed each year by the AAEA Business Office.
- **Speaker Series Events.** Sections may propose Speaker Series events as part of their Annual Meeting Track. The Chair (or designated organizer) is responsible for all communication with invited speakers including, but not limited to, writing and mailing the initial invitation, confirming reimbursement parameters, logistical requirements (AV), and gathering presentation information (bio, head shot, and title of the presentation). The Chair (or designated organizer) is also responsible for providing onsite contact information for the invited speaker.
- **Annual Business Meetings.** Each Section is encouraged to hold an annual business meeting. These meetings generally take place during the AAEA Annual Meeting. Scheduling of the business meetings will be accomplished via submission of a meeting request form that will be distributed annually by the AAEA Business Office to the Chair of the Section.
- **Misc. workshops and/or projects.** Sections may sponsor workshops or other projects outside of the annual meeting. These may include workshops, webinars, speaker events, or joint events with other organizations. In each instance, the Section may not enter into any formal agreement or contract with any outside individual or organization using the name of AAEA without the express written permission of the AAEA President. The AAEA Business Office will assist with any contract negotiations. Workshops and projects must be included in the annual budget provided to AAEA Board (see "Financials").
- **Section Award Guidelines.** AAEA recognizes the opportunity of individual Sections of AAEA to grant awards recognizing outstanding contributions relevant to the mission of the Section. Individual awards will be established by the awarding Section's leadership and membership. The Section awards will be explicitly designated as Section-specific and not intended to be representative of the AAEA membership in general or promoted as AAEA-wide awards. Section awards will not be presented during the annual AAEA Awards Program, with the exception of the EXT/GSS Student Case Study awards, the SS-AAEA Academic Bowl awards, Outstanding Paper Competition awards, Outstanding Chapter awards and Creative Club awards, which are exceptions to general Sections Awards policy made in support of the AAEA student membership. Institution of Section awards is the purview of Sections, but they will be reviewed by the AAEA Executive Board, prior to their first implementation, to ensure that there are no inadvertent conflicts with AAEA Section award guidelines. The AAEA Business Office will assist the Section Chair in ordering plaques or certificates, but the

Chair is responsible for submitting the order for plaques or certificates on or before the stated deadline. The Chair (or designated representative) is also responsible for presenting the award.

- **Projects assigned by the AAEA Board.**

### **Financials**

The AAEA Board is the sole fiduciary for all AAEA funds. Each fall, the AAEA Business Office will calculate how much net revenue was produced by each Section in the prior year, accounting for Section dues received, Section expenditures, and any income generating activities that were performed by the Section. The AAEA Business Office will provide this budget information to the Section Chair and Secretary/Treasurer by October 1 and ask them to develop a budget for the following year. This budget will delineate planned expenditures in support of Section activities as well as planned income generating activities in the coming year. The AAEA Business Office will assist the Chair and Secretary/Treasurer in the preparation of the budget; however, the primary responsibility belongs to the Section. The budget proposal is due in the AAEA office by the first week of December. The budget proposal will be given to the AAEA Board at the January Board Meeting for formal approval. If a budget is not provided to the Board, or if the budget is not approved, it will be understood that the Section will not spend any funds in that fiscal year.

### **Dues**

Each Section sets its own dues structure, subject to AAEA Board approval. Each Section must notify the AAEA Business Office of their proposed dues for an upcoming fiscal year as soon as possible following the Annual Meeting. It is not necessary that a Section charge dues, in which case the Section will notify the AAEA Business Office that the dues level will be \$0 for the Section.

### **Services provided by the AAEA Business Office**

The AAEA Business Office is available to assist Sections. The services provided by the AAEA Business Office include, but are not limited to:

- Section organization and development
- Assistance with budget information
- Dues collection
- Management and disbursement of Section funds
- Membership tracking
- Meeting planning
- Contract negotiation
- Conference calling
- Listserv and/or online forum maintenance
- Conducting elections
- Ordering awards

### **Section Operating Policy Addenda and Bylaws**

The AAEA Section Operating Policies presented in this document are to be considered the main principles and policies by which all Sections operate. For some sections this document will be the sole set of principles and policies that guide the operation of a Section. However, when it fosters the achievement of a Section's mission, a Section may elect to addend operating procedures or policies to the core AAEA Section Operating Policies so long as they do not alter or substitute for the policies delineated in this document. Such Addenda will be reviewed and are subject to approval by the AAEA Executive Board. From the standpoint of any Section's interactions with the AAEA Executive Board and the AAEA Business Office, it is only the policies in the current AAEA Section Operating Policies document that will be formally recognized as governing the operation of a Section, and any policy addenda by Sections will be viewed as strictly internal to the operation of the Sections and about which the AAEA Executive Board and AAEA Business Office need not be aware.

The AAEA Section Operating Policies, together with any Section-specific policy addenda appended to the AAEA Section Operating Policies, will constitute the full set of operating principals governing the operation of a Section. Sections will not maintain, nor have any need for a separate By Laws document.

### **Section Operating Policy Amendments**

Suggested amendments to the AAEA Section Operating Policies can be initiated by the leadership of any Section by communicating suggestions to the AAEA President. All suggestions will be accorded due consideration by the AAEA Executive Board, and a decision to amend the Operating Policies will depend on the AAEA Executive Board's assessment of the collective benefit of the amendment to all Sections of the AAEA.

The AAEA Executive Board can initiate consideration of amendments to the Operating Policies based on its perception of benefit to the Sections of the AAEA. A decision to amend or not will be made by the Board only after Section leadership has been fully consulted regarding the impacts that any policy change would have on the operation of Sections, and only after the advice of the Section leadership has been given due consideration.