

WEST VIRGINIA ADULT EDUCATION ASSOCIATION, INC. BYLAWS

ARTICLE I: NAME

The name of this organization shall be the West Virginia Adult Education Association, Inc. (WVAEA, Inc.).

ARTICLE II: PURPOSE

To give leadership to the development of life-long learning in West Virginia by:

1. unifying interested individuals and groups;
2. publicizing recent adult education findings, techniques and methodologies;
3. encouraging participation in local, state and national adult learning and education conferences;
4. taking an advocacy role in adult education issues; and
5. promoting and/or sponsoring conferences and workshops appropriate to the field.

ARTICLE III: MEMBERSHIP AND DUES

Section 1. MEMBERSHIP ELIGIBILITY

Membership is open to all individuals or groups who support the purpose of the **WVAEA, Inc.** without regard to race, sex, sexual orientation, color, religion, disability, age, or national origin.

Section 2. MEMBERSHIP CLASSIFICATION

Membership classifications shall include:

1. **Active**- persons presently or formerly employed in adult education; all volunteer literacy providers; members of organizations in fields related to adult education.
2. **Active student**- current or former customers of adult education services; undergraduate and/or graduate students with an interest in adult education.
3. **Associate**- individuals interested in adult education.
4. **Group**- institutions, schools, organizations, or businesses whose primary activities and/or clients are outside of the scope of Adult Education.

Section 3. MEMBERSHIP RIGHTS AND PRIVILEGES

1. **Active** members shall be entitled to all privileges of **WVAEA, Inc.** membership.
2. **Active Student, Associate, and Collective Group** members shall be entitled to all privileges of **WVAEA, Inc.** membership **EXCEPT** the right to vote or hold office.
3. **Individuals** within a **Collective Group** membership must join **WVAEA, Inc.** as an Active member to be entitled to all privileges of **WVAEA, Inc.**

Section 4. MEMBERSHIP DUES

1. Annual membership dues for active and associate members shall be set by the Board of Directors and shall be listed in the **WVAEA, Inc.** Standing Rules and shall run from November 1 – October 31 of the following year.
2. Dues are payable one year in advance and shall be payable by November 1. New members joining throughout the year shall pay the annual rate and their membership shall be effective from that date until October 31 of the following year. Former members with lapsed

membership shall not be eligible for new membership rate incentives. Alumni will be given the option to pay annual dues or a one-time payment for lifetime membership.

3. Under special circumstances, annual dues may be reduced or waived by the Board of Directors.

ARTICLE IV: OFFICERS

Section 1. DEFINITION OF OFFICERS

The elected Officers of the WVAEA, Inc. shall be the President, Vice-President, Secretary, Treasurer, and Past-President.

Section 2. QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS

President

1. Qualifications of President:
 - a. An Active member of WVAEA, Inc. in good standing for 3 years.
 - b. An understanding of the Association's mission and goals.
 - c. Ability to lead the Association meeting in adherence to Robert's Rules of Order.
 - d. Ability to carry out the responsibilities of the office in the best interests of Association.
2. Responsibilities of President:
 - a. Serve as the principal Officer of the Association and assist the Executive Director as its spokesperson and representative to the public.
 - b. Preside at all meetings of the general membership, the Board of Directors, and the Executive Committee.
 - c. Appoint a Chairperson for each standing committee.
 - d. May sign, with the Secretary, or other proper Officer authorized by the Board, documents that the Board has authorized to be executed.

Vice-President

1. Qualifications of Vice-President:
 - a. An Active member of WVAEA, Inc. in good standing for 3 years.
 - b. An understanding of the Association's mission and goals.
 - c. Ability to lead the Association meeting in adherence to Robert's Rules of Order.
 - d. Ability to carry out the responsibilities of the office in the best interests of Association.
2. Responsibilities of Vice-President:
 - a. Vested with the powers required to perform the duties of the President in the absence of the President.
 - b. Succeed to the office of President if it becomes vacant during the current term, or if the President is unable to act. If this occurs:
 - i. The office of Vice-President shall remain vacant until the next election.
 - ii. The Executive Director or an appointed Officer will preside at all meetings in the absence of the President.

Secretary

1. Qualifications of Secretary:
 - a. An Active member of WVAEA, Inc. in good standing for 3 years.
 - b. Strong writing and word processing skills.
 - c. Ability to effectively use technology, i.e., email, fax, scanner, copier required for carrying out Secretarial duties.
2. Responsibilities for Secretary:
 - a. Maintain the most current Bylaws.
 - b. Maintain a record of all meetings of the general membership, the Board of Directors, and the Executive Committee.
 - c. Complete the minutes of all meetings and send electronically to all Officers, Board of Directors, and Committee Chairs within two weeks of the meeting.
 - d. Submit minutes from all meetings to Public Relations/Webmaster for posting to www.wvaea.org.
 - e. Distribute copies of the minutes at the next meeting of the general membership, the Board of Directors, and/or the Executive Committee.
 - f. Prepare a report for the annual membership meeting..

Treasurer

1. Qualifications of Treasurer:
 - a. An Active member of WVAEA, Inc. in good standing for 3 years.
 - b. Understanding of the basics related to budget development and bookkeeping.
 - c. Comfortable handling money and working with numbers.
 - d. Ability to assist in developing the annual operating budget.
2. Responsibilities of Treasurer:
 - a. Serve as custodian of the funds, securities, and financial records of WVAEA, Inc.
 - b. Ensure the financial records and reports are properly kept and maintained in accordance with good accounting practices.
 - c. Make all deposits and pay all approved expenses.
 - d. Submit a completed *Disbursements/Approval Form* listing all receipts and disbursements at each meeting of the Board of Directors.
 - e. Serve as a member of the Finance Committee.

Immediate Past President

1. Responsibilities of Immediate Past President:
 - a. Shall act as the transition Officer from one administration to another.
 - b. Shall serve as ex-officio member acting as liaison to the President.
 - c. Be a member of the Executive Committee.

Section 3. ELECTION OF OFFICERS

The Officers shall be elected by the Active membership at the Annual Meeting of the Association with terms starting January 1 of the following year.

Section 4. TERM OF OFFICERS

The officers shall assume their duties at the start of the new fiscal year (January 1) and shall serve for three (3) years. No officer shall serve in the same position for more than two (2) consecutive terms.

Section 5. EXPECTATIONS OF OFFICERS

1. Each Officer is expected to attend all meetings of the Board of Directors, Annual Meetings, and any special membership meetings if their work schedules permit.
 - a. 'Attendance' at meetings can be in person or through electronic communication systems.
2. When an Officer is unable to attend said meetings, notification must be made to at least one member of the Executive Committee electronically, by phone, or in person prior to the meeting.
3. If any Officer misses two (2) consecutive meetings, he or she may be asked to step down by the Executive Director and/or President.
4. If an Officer has to step down from office for any reason, that office will remain vacant until the next election except in the case of President (See Article IV: OFFICERS, Section 2, Vice-President, 2.b., page 4). OR a replacement may be appointed by the Board of Directors to complete the term of that Officer.
5. If this Officer is not replaced, the duties of a vacant office (except President) will become the responsibility of the Executive Director.
6. If an Officer resigns prior to the end of the term of office, he or she shall:
 - a. Fulfill all outstanding commitments.
 - b. Return any property or material owned by the Association.
 - c. Write a letter of resignation that clearly states the reason for and the effective date of resignation.
 - d. Submit the letter (by USPS or electronic means) to the President or Vice-President.

ARTICLE V: EXECUTIVE COMMITTEE

Section 1. DEFINITION OF EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Executive Director, elected Officers, and the Immediate Past President of the Association.

Executive Director Qualifications and Responsibilities

1. Must be appointed by the Board of Directors.
 - a. Term of office is decided upon by the Board of Directors.
2. Reports to the Board of Directors.
3. Purpose of Executive Director
 - a. While the Board of Directors is essentially responsible for organizing and governing itself, it cannot effectively fulfill its job without information, direction, leadership, and support from the Executive Director. The Executive Director will oversee efforts to ensure the mission and integrity of the Association is maintained. He/she will promote the overall vision and growth of the Association while providing direction to its Board and membership.

4. Qualifications of Executive Director:
 - a. Five years' experience in the field of adult education/literacy.
 - b. Flexibility in schedule that will support carrying out the duties of the office.
 - c. A high level of knowledge in the area of adult education, adult literacy programs, and the Association goals and objectives.
 - d. Previous experience on the Board of Directors and as an Officer of WVAEA, Inc.
 - e. Excellent oral and written communication skills.
 - f. Access to administrative support, i.e., Secretary, aide, use of computer, printer, supplies.
5. Responsibilities of Executive Director:
 - a. Assist the Board in helping the Association achieve its purpose, as written in Article II of these Bylaws.
 - b. Assure that the Association Bylaws are consistently implemented.
 - c. Manage the fund development (grant writing) efforts of the organization.
 - d. Serve as liaison between the Association and partner agencies.
 - e. Act as the primary spokesperson for WVAEA, Inc.
 - f. Assist the Board to identify, evaluate, and access community needs and resources.
 - g. Must remain impartial and not influence the decisions made by the Board of Directors, so he or she does not have the right to vote.

Section 2. RESPONSIBILITIES OF EXECUTIVE COMMITTEE

The Executive Committee shall:

- a. Act in an advisory capacity to the President and decide matters of urgency between meetings of the Board of Directors; and
- b. Render a full report of its acts at the next meeting of the Board of Directors.

Section 3. QUORUM OF EXECUTIVE COMMITTEE

Three (3) members of the Executive Committee shall constitute a quorum.

ARTICLE VI: BOARD OF DIRECTORS

Section 1. DEFINITION OF BOARD OF DIRECTORS

1. The Board of Directors shall consist of the Executive Committee, nine (9) Directors elected at-large, the Chairman of the Board Development Committee, and not more than four (4) Ex-officio Board members elected at the discretion of the Board of Directors.
2. All members of the Board of Directors have the right to vote except for the Executive Director.

Section 2. QUALIFICATIONS AND RESPONSIBILITIES OF BOARD OF DIRECTORS

1. Qualifications for Board of Director:
 - a. An Active member of WVAEA, Inc.
 - b. Able to commit to attending quarterly scheduled meetings of the Board of Directors.
2. Responsibilities of Board of Directors:
 - a. Serve as the governing body between Annual Meetings of the total membership.
 - b. Manage the business of the Association.

- c. Implement the decisions of the membership.
- d. Fill vacancies for an unexpired term of an Officer on the Executive Committee except President. (See Article IV: OFFICERS, Section 2, Vice-President, 2.b., page 4)
- e. Recruit and appoint an Executive Director to handle the day to day operations of the Association.
- f. Attend all meetings of the Board of Directors, Annual Meetings, and any special membership meetings if their work schedules permit.

Section 3. EXPECTATIONS OF BOARD OF DIRECTORS

Each Board of Director shall:

1. Attend all meetings of the Board of Directors, Annual Meeting, and any special membership meetings if their work schedules permit.
 - a. 'Attendance' at meetings can be in person or through electronic communication systems.
2. When a Board Member is unable to attend said meetings, notification must be made to at least one member of the Executive Committee electronically, by phone, or in person prior to the meeting.
3. If any Board Member misses two (2) consecutive meetings, he or she may be asked to step down by the Executive Committee.
4. If a Board Member has to step down for any reason, that slot will remain vacant until the next election OR a replacement may be appointed by the Executive Committee to complete the term of that Board Member.
5. If a Board Member resigns prior to the end of the term of office, he or she shall:
 - a. Fulfill all outstanding commitments.
 - b. Return any property or material owned by the Association.
 - c. Write a letter of resignation that clearly states the reason for and the effective date of resignation.
 - d. Submit the letter (by USPS or electronic means) to the President or Vice-President.

Section 4. ELECTION AND TERM OF BOARD OF DIRECTORS

1. The terms of the nine (9) at-large Directors shall be three (3) years, or until a Board member's successor is appointed by the Executive Committee.
2. Three (3) members will be elected each year at the Annual Meeting.
3. The new Directors shall assume their duties January 1 of the following year.
4. No Director may be elected to serve more than two (2) successive terms.
5. The terms of the Ex-officio members shall be for one (1) year.
6. If an incumbent Board of Director is elected as an Officer, a replacement shall be appointed by the Executive Committee to fulfill his or her remaining term and duties.
7. If a board member is unable to perform his or her required duties, the Board of Directors may request the resignation of that member.
 - a. If this occurs, the President shall:
 - i. Document the violation of duties.
 - ii. Notify the Board member via USPS or electronic communication stating the violations.

- iii. Give the Board member an opportunity to respond to notification via USPS or electronic communication.
- iv. If an agreement is not met, the Board member will be notified via USPS or electronic communication that he or she has been relieved of responsibilities.

Section 5. MEETINGS OF BOARD OF DIRECTORS

1. Meetings of the Board of Directors shall be held quarterly and/or when called by the President or by a majority of the members of the Board.
2. Meetings of the Board of Directors shall be open to all current active members of the Association.

Section 6. QUORUM OF BOARD OF DIRECTORS

A majority of the members of the Board of Directors shall constitute a quorum for any meeting.

ARTICLE VII: BOARD DEVELOPMENT COMMITTEE

Section 1. DEFINITION/PURPOSE OF BOARD DEVELOPMENT COMMITTEE

1. The Board Development Committee shall consist of a Chair and two (2) at-large members.
2. The purpose of the Board Development Committee is to seek qualified nominees for the elected leadership of WVAEA, Inc.

Section 2. QUALIFICATIONS AND RESPONSIBILITIES OF BOARD DEVELOPMENT COMMITTEE

1. Qualifications of Board Development Committee members:
 - a. Knowledge of the mission of WVAEA, Inc.
 - b. Familiarity with ADULT EDUCATION/literacy personnel throughout WV to assure all regions of the state and all administrators, teachers, and clients are represented.
2. Responsibilities of Board Development Committee members:
 - a. Function throughout the year in order to identify potential candidates to represent the adult education community.
 - b. Solicit recommendations for candidates from the entire active membership.
 - i. The committee shall include both experienced leadership as well as newer Active membership.
 - ii. The committee shall include candidates from all region(s) of the state when possible.
 - c. Prepare a slate of candidates, all of whom have been current Active members of the Association for two (2) years and are in agreement with their nomination, to present at the Annual Meeting:
 - i. A minimum of one (1) candidate, who is presently or has previously served on the WVAEA, Inc. Board of Directors, for each **Officer**.
 - ii. A minimum of three (3) candidates for **Board of Director**, three (3) to be elected.
 - iii. A minimum of three (3) candidates for **Board Development Committee**, three (3) to be elected, with the candidate receiving the highest number of votes to serve as Chair.
 - iv. The Chair of the committee shall serve as a member of the WVAEA, Inc. **Board of Directors**.

- d. Provide to each potential candidate an explanation of the responsibilities and expectations of a member of the Board of Directors (including each Officer) prior to their agreement to have their name placed on the ballot.
 - e. Prepare ballots and serve as tellers at the election during the Annual Meeting.
 - i. If a Board Development Committee chair or member is nominated for any position, the Association President shall appoint an alternate teller.
 - f. Periodically evaluate the nominating process and alert the Board of Directors when revisions need to occur.
3. If the incumbent Board Development chair or an incumbent member of the Board Development Committee is elected as an Officer or Board of Director, a replacement shall be appointed by the Executive Committee to fulfill his or her remaining term and duties.

Section 3. ELECTION AND TERM OF BOARD DEVELOPMENT COMMITTEE

1. The Chair and two (2) at-large members of the Board Development Committee shall be elected at the Annual Meeting for a term of three (3) years.
2. The Chair and Board Development Committee members cannot be elected to serve more than two (2) consecutive terms.

ARTICLE VIII: STANDING AND SPECIAL COMMITTEES

Section 1. STATUS

The President of the Association shall serve as ex-officio member of all standing and special committees.

Section 2. STANDING COMMITTEES

1. The following shall be Standing Committees:
 - a. Awards
 - b. Conference
 - c. Finance
 - d. Legislative
 - e. Membership
 - f. Public Relations and Communications
 - g. Affiliate Organizations
 - h. Alumni
2. The President shall appoint the Chair of each committee with the concurrence of the Board of Directors.
3. Membership to each committee shall be appointed by the committee Chair in cooperation with the President.
4. The President shall provide each potential Member/Chair an explanation of the responsibilities involved with being part of a Standing Committee prior to agreeing to serve.

Section 3. SPECIAL COMMITTEES

The President, with the consent of the Board of Directors, may appoint ad hoc committees.

Section 4. RESPONSIBILITIES OF COMMITTEE CHAIRPERSONS

The responsibilities of each standing committee chairperson and committee member are as follows:

Awards Committee

1. The **Chairperson** shall:
 - a. Solicit nominations annually via the adult basic education, literacy providers, and SPOKES listservs.
 - b. Compile information received on each nominee and distribute to committee members.
 - c. Poll committee members for their top choice among the nominations, and assure that a consensus is reached on each winner.
 - i. If committee members cannot reach a consensus for a winner of any given category, no award will be presented in that category.
 - ii. If no nominations are made in any given category, no award will be presented in that category.
2. The **Committee (which includes the Chairperson)** shall:
 - a. Review each nomination objectively.
 - i. A committee member may decline to make a decision among choices in any given category if they choose.
 - b. Return choices to Chairperson by the given deadline date.
 - c. Decide the process for presentation of the awards.
 - d. Periodically evaluate the nominating process and alert the Board of Directors when revisions need to occur.

Conference Committee

1. The **Chairperson** shall:
 - a. Prepare the agenda for each meeting.
 - b. Preside over each meeting of the committee.
 - c. Be the main contact for negotiating with the chosen facility, setting the registration costs, and finalizing logistics with the facility.
 - d. A committee may be formed to assist the Chairperson with these duties.
2. The **Committee (which includes the Chairperson)** shall:
 - a. Be comprised of members from:
 - i. Collaborating agencies and groups
 - ii. Executive Board of WVAEA, Inc.
 - iii. Any person who is interested in serving on this committee.
 - iv. The Vice-President shall serve as Chairperson.
 - v. The Secretary of WVAEA, Inc. shall take minutes from each meeting and distribute to all committee members within two (2) weeks of the meeting.
 - b. Choose the location and dates for the annual conference.
 - c. Select the theme for each conference.
 - d. Develop a program that includes sessions applicable to all attendees.
 - e. Be divided into sub-committees as determined on a year-by-year basis.

- f. Include a Student Track if decided upon by consensus and determined on a year-by-year basis.

Finance Committee

1. The **Chairperson** shall:
 - a. Be in charge of finances, accounting, and investment activities of WVAEA, Inc.
 - b. Present an annual budget to the Board of Directors.
 - c. Manage line item expenditures.
 - d. Maintain required government documentation for IRS.
 - e. File tax return each year via CPA.
2. The **Committee (which includes the Chairperson)** shall:
 - a. Include the Treasurer of WVAEA, Inc.
 - b. Assist Chairperson in developing an annual budget.

Legislative Committee

1. The **Chairperson** shall:
 - a. Develop a working relationship with key members of the WV Legislature and other participants in the legislative process.
 - b. Alert members of bills that could be of interest/potentially affect adult education/literacy.
 - i. Obtain, analyze and inform the Board of Directors of how these bills might affect adult education/literacy in WV.
 - ii. Track these bills as they move through the system.
 - c. Prepare a written report for every Board meeting of current activity.
2. The **Committee (which includes the Chairperson)** shall:
 - a. Assist the chairperson as needed.

Membership Committee

1. **Chairperson** shall:
 - a. Send renewal reminders to existing members.
 - b. Update the Membership Brochure as needed.
 - c. Issue annual membership cards to new and existing members.
 - d. Issue membership pins to new members.
 - e. Provide an updated membership roster to the Public Outreach committee chair as needed for posting to the WVAEA, Inc. website.
 - f. Update the WVAEA, Inc. listserv as needed.
2. **Committee** members shall:
 - a. Solicit members via their county, region, workshops, conferences, and speaking presentations.

Public Relations/Webmaster

1. The **Chairperson** shall:
 - a. Serve as webmaster for www.wvaea.org.
 - b. Promote activities of WVAEA, Inc.
 - c. Submit articles for publication to statewide education newsletters.
 - d. Approve mini-grant applications; submit to Treasurer for payment.

- e. Post all minutes to the WVAEA, Inc. website within two weeks after receiving the minutes from the Secretary.
2. The **Committee (which includes the Chairperson)** shall:
 - a. Solicit articles from all regions of the state for publication in education newsletters and for posting to the WVAEA, Inc. website.

Student Speakers Bureau (BOLT) Affiliate Committee

1. The **Chairperson** shall:
 - a. Advocate for student recognition in activities of WVAEA, Inc.
 - b. Create opportunities to assist current and former students in:
 - i. Building leadership skills
 - ii. Becoming advocates for adult education/literacy
 - iii. Maintaining a voice in the activities of WVAEA, Inc.
2. The **Committee (which includes the Chairperson)** shall:
 - a. Promote student participation in BOLT (Building Opportunities for Learning Together).

Alumni Committee:

The **Chairperson** shall:

- Serve as the WVAEA liaison with alumni members
- Maintain regular communication with the alumni members regarding WVAEA news, updates, and activities
- Recruit alumni membership through communication with state and regional staff
- Promote membership of alumni by providing dues and membership materials
- Serve as a member of the WVAEA Board of Directors
- Attend regular meetings of the WVAEA Board of Directors and Conference Committee

The Committee (which includes the Chairperson) shall:

- Assist the chairperson as needed with special projects and activities
- Serve as advocates for adult education/literacy
- Participate in WVAEA activities

WVTESOL Affiliate Committee

1. The **Chairperson and Committee** shall:
 - a. Advocate for all ESL students within WV.
 - b. Create opportunities WVTESOL members to participate in activities of WVAEA, Inc.
 - c. Maintain a voice for ESL in the activities of WVAEA, Inc.

Section 5. EXPECTATIONS OF COMMITTEE CHAIRS

Each Committee Chair is expected to:

1. Attend all meetings of the Board of Directors, Annual Meetings, and any special member meetings if their work schedules permit.

2. When a Committee Chair is unable to attend said meetings, notification must be made to at least one member of the Executive Committee electronically, by phone, or in person prior to the meeting.
3. If any Committee Chair misses two (2) consecutive meetings, he or she may be asked to step down by the Executive Committee.
4. If a Committee Chair has to step down from his or her duties for any reason, a replacement may be appointed by the Executive Committee to fulfill the duties of that Committee Chair.

ARTICLE IX: MEETINGS

Section 1. ANNUAL MEETING

- a. There shall be an Annual Meeting of the Association for the purpose of conducting Association business and conducting elections.
- b. The Annual Meeting shall be at a time and place designated by the Board of Directors.
- c. There shall be an installation of the new leadership at the close of the Annual Meeting with terms to begin January 1 of the following year.

Section 2. OTHER ASSOCIATION MEETINGS

Additional meetings of the membership of the Association may be called by the Board of Directors, or by petition of at least ten (10) percent of the active membership.

Section 3. QUORUM

A majority of the active members from the current Association roster voting at any general meeting shall constitute a quorum.

ARTICLE X: ELECTIONS

Section 1. ANNUAL ELECTIONS

1. The election of the Officers, Board of Directors and Board Development Committee shall be held at the Annual Meeting.
2. The Board Development Committee will present the slate of nominees.
3. Officers and Board of Directors are elected by a majority vote. Only Active members present at the Annual Meeting of the Association are eligible to vote, providing the quorum as stated in the Bylaws has been met.
 - a. The Board Development Committee chairperson shall announce this prior to taking the vote.
 - b. The Executive Director does not have voting privileges. (See Article V. Section 1. Executive Director Qualifications and Responsibilities, 5. g. page 7).
4. Nominations shall be accepted from the floor.
5. There shall be no proxy votes.
6. The candidate receiving the most votes cast for each position shall be declared elected.
 - a. In case of a tie, there shall be a run-off election.

ARTICLE XI: ASSOCIATION AFFILIATES AND LOCAL CHAPTERS

Local chapters and affiliates of the **WVAEA, Inc.** may be formed with the approval of the Board of Directors. Descriptions of affiliates and local chapters may be included in the Standing Rules.

ARTICLE XII: RECORDS

Section 1. OFFICIAL RECORDS

- a. The **WVAEA, Inc.** Secretary shall maintain complete records of its minutes and activities.
- b. The **WVAEA, Inc.** Finance Committee, with the assistance of the Treasurer, shall maintain current and complete records of its financial accounts, and shall be subject to audit.
- a. The Membership Committee shall maintain an up-to-date roster of all active and associate members. This roster shall contain name, address, phone, and date of admission to Association.
- b. All records and accounts of the **WVAEA, Inc.** may be inspected by any current active committee.

ARTICLE XIII: STANDING RULES

A list of Standing Rules in addendum to the Association Bylaws may be attached so long as they are not in conflict with said Bylaws.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

The parliamentary authority for this organization shall be Roberts' Rules of Order, Newly Revised.

ARTICLE XV: AMENDMENTS

Section 1. BYLAWS

These Bylaws may be amended with a two-thirds majority vote of the members present and voting at any Annual Meeting or specially called meeting of the active membership, provided a copy of the proposed amendments and the rationale has been mailed to each member at least two (2) weeks prior to the meeting.

Section 2. STANDING RULES

The Standing Rules may be amended with a majority vote of the members present and voting at any Annual Meeting, any specially called meeting of the membership, or any meeting of the Board of Directors. No prior notification is necessary.

Section 3. MANAGEMENT

The administrative and fiscal year for operation is January 1 through December 31.

(Amended 1987)

(Amended 1990)

(Revised 1995)

(Amended 1998)

(Amended 2000)

(Amended 2004)

(Amended 2009)

(Amended 2013)

(Amended 2015)

WVAEA, Inc. STANDING RULES

1. Dues for membership in the Association shall be:
 - a. Active \$20.00
 - b. Active Student \$10.00
 - c. Associate \$15.00
 - d. Group \$25.00
 - e. Alumni \$10.00 or \$50 Lifetime
2. Dues are payable to the Membership Chair who will up-date the official roster and send payments to the Treasurer for deposit.
3. Following their appointment, Chairs of Standing and Special Committees shall provide at the next meeting of the Board of Directors a plan of work for their committee for the year. Committee chairs are expected to present a written or oral report of their activities at each board meeting. If reports are not submitted, the board will request the President to take action.
4. All expenses of the Association, not covered by the annual budget, shall be approved by the Executive Committee.
5. The President may appoint a parliamentarian.
6. Officers, Board of Directors, and Committee Chairs are expected to attend all scheduled board meetings. Those who travel to scheduled board meetings and do not have existing funds allocated for travel may be compensated at the rate of \$30.00 per meeting.
7. WVAEA, Inc. has two (2) affiliate organizations:
 - a. The WVAEA, Inc. student affiliate, BOLT (Building Opportunities for Learning Together), is a student organization specifically designed to serve the needs of adult students in adult education and literacy programs. All functions and activities of the student organization will be monitored by the WVAEA, Inc. Student Organization Committee with Board Approval.
 - b. WVTESOL (WV Teachers of English to Students of Other Languages) affiliate is comprised of ESL instructors from adult basic education, literacy programs, and preK-12 programs.

Revised 11/2/2000
Revised 2/16/2001
Revised 7/25/2002
Revised 1/1/2013
Revised 7/15/2015