

CONSTITUTION AND BY-LAWS FOR APECS NATIONAL USERS ASSOCIATION

Article I – Name

The name of this association shall be: APECS National Users Association (ANUA)

Article II – Purpose

- 2.1 To provide a national users association for people interested and engaged in the uses of the “APECS” student, payroll, finance, personnel, purchasing/warehouse, or college information processing systems, the Discovery student system, the APECS.Net software, or the Discovery.NET software.
- 2.2 To facilitate sharing and exchanging of the goals, priorities, attitudes and techniques which are the implements of successful educational information and computing systems.
- 2.3 To achieve recognition for the vital role of information and computing systems in modern education.
- 2.4 To foster efficient and effective uses of information and computer systems through the development of standards for implementation and operation of the APECS/APECS.Net or Discovery/Discovery.NET software.
- 2.5 To continually foster communication between the users of computing systems, services and educators to define the specialized needs of education.
- 2.6 To promote and assist in research related to the use of information and computing systems developed by ESD or other members of the association.
- 2.7 To provide assistance to various users in promoting effective uses of the information and computing systems in education.
- 2.8 To encourage membership in the APECS National Users Association to provide a unified organization to assist in further developing the APECS/APECS.Net and Discovery/Discovery.NET software and our own vested interests.

Article III – Membership

- 3.1 Membership of this association shall be institutions, organizations, and agencies engaged in, or directly using the APECS/APECS.Net or the Discovery/Discovery.NET software.
- 3.2 Eligibility for membership is automatic once the institution has purchased or agreed to purchase the APECS/APECS.Net or the Discovery/Discovery.NET software and has paid the institutional dues to the association.
- 3.3 Membership in the association entitles the institution to receive the association bulletins, association member enhancements, unlimited attendance by individuals from the

institution at the annual conference, and access to individuals within the association who will assist institutions who have problems with the APECS/APECS.Net or the Discovery/Discovery.NET software.

- 3.4 The dues will be stipulated by the Board of Directors and set forth as a Standing Rule with this Constitution. This fee will be paid by each institution as of Oct. 1st of each fiscal year.
- 3.5 Membership year will be October 1st through September 30th of the following year.

Article IV – Board of Directors

- 4.1 The Board of Directors shall consist of four elected members. The Board of Directors will elect a President and a Secretary/Treasurer. These officers shall serve a term of two years.
- 4.2 Eligibility for election to the Board of Directors shall be based on membership in good standing in the association.
 - 4.2.1 No member institution may nominate and seat more than one elected position from their institution on the Board of Directors at any given time.
 - 4.2.2 Good Standing is defined as having no outstanding balance due of any kind due to the association.
- 4.3 The Board of Directors shall determine operational policy and set forth Standing Rules within the limits of this Constitution to enable the association to fulfill its purposes.
- 4.4 Term, Election, and vacancies of the elected members of the Board of Directors:
 - 4.4.1 Members shall be elected to hold offices for a period of three consecutive years.
 - 4.4.2 Board members shall be elected each year to provide for staggered terms of service.
 - 4.4.3 Voting shall be by ballot sent to each institution in good standing within sixty days after the annual conference meeting.
 - 4.4.3.1 A nominating committee shall be appointed by the President.
 - 4.4.3.2 Nominations shall be made by the Nominating Committee from petitions submitted in writing by eligible institutions. Notice of the Nominating Committee accepting nominations shall be announced at the annual conference meeting.
 - 4.4.4 Election shall be by plurality of ballots returned to the nominating committee chairman as set on the ballot but no later than October 10th, each member institution having one vote.
 - 4.4.4.1 In the event of a tie, the nominating committee chairperson with at least one other committee member will choose lots to break the

tie.

4.4.4.2 The nominating committee chairperson will prepare a rank order list of the balloting.

4.4.4.3 If a nominee for an office shall be unopposed, the President shall declare such an individual elected.

4.4.5 Any vacancy occurring after the annual elections shall be filled for the unexpired term by an appointee of the President with approval of the Board of Directors.

4.4.5.1 If less than one year remains on the term of a vacated seat, the Board of Directors at its discretion, may choose to leave the seat vacant until the next election.

4.4.6 Once elected, a director must maintain a full-time position at a member institution in good standing. If at any time the director is no longer a full-time employee at a member institution in good standing, that director seat will be considered vacated. The vacated seat will be filled according to Article and Section 4.4.5 of this Constitution.

4.5 The newly elected Board members shall take office at a Board meeting held prior to November 30th of each year.

4.6 Duties of the Board of Directors:

4.6.1 The Board of Directors shall prepare and adopt policies necessary to the functions of the Executive Officers in order to achieve the purpose of the chapter as set forth in Article II. Such policies will be set forth in an addendum to the Constitution as Standing Rules.

4.6.2 The Board of Directors shall review the Standing Rules once each year and at other times as necessary and make amendments or additions as they shall deem in the best interest of the association. Amendments or additions to Standing Rules shall be by simple majority vote of Board members present at the meeting.

4.6.3 The Board of Directors shall call for a semi-annual statement of revenue and expenditures with supporting evidence which shall include a reconciled bank statement prepared by the association Treasurer.

4.6.4 The Board of Directors shall require an annual review of the financial records of the association. The reviewer(s) may be made up of Board Members.

Article V – Executive Officers

5.1 The Executive Officers of the association shall be elected by the Board of Directors. These offices shall consist of President and Secretary/Treasurer.

5.2 Term, election, and vacancies of Executive Officers:

- 5.2.1 Term of office for each Executive Officer shall be for two years, with these officers taking office at the Fall Board Meeting.
- 5.2.2 Any vacancy occurring after the fall business meeting, for whatever cause, may be filled for the unexpired term by a majority vote of the remaining members of the Board of Directors.

5.3 Duties of Executive Officers – General:

It shall be the general duty of the Executive Officers to carry out the association functions, to implement the policy of the Board of Directors, and to complete specific duties contained in the Constitution and Standing Rules:

5.4 Duties of the President:

- 5.4.1 The President shall preside over all meetings of the Board of Directors and the association.
- 5.4.2 The President shall appoint chairpersons and members of committees.
- 5.4.3 The President shall represent the association in all matters of importance for the association.

5.5 Duties of the Secretary/Treasurer:

- 5.5.1 The Secretary/Treasurer shall receive and answer routine correspondence of the association.
- 5.5.2 The Secretary/Treasurer shall keep a record of the minutes of the Board of Directors and carry out the actions of the association requiring communications with members and other individuals or groups.
- 5.5.3 The Secretary/Treasurer shall receive and deposit all funds of the association.
- 5.5.4 The Secretary/Treasurer shall pay the authorized debts of the association.
- 5.5.5 The Secretary/Treasurer shall submit invoices for all amounts in excess of \$2,000 to the president for authorization to pay, and shall promptly render payment.
- 5.5.6 The Secretary/Treasurer shall maintain records of all transactions and prepare a semi-annual statement of financial positions for review by the Board of Directors.
- 5.5.7 The Secretary/Treasurer shall prepare a statement of revenue and expenditures and report on the financial position of the association at all business meetings.

- 5.5.8 The Secretary/Treasurer shall make the financial records available at such time as the Board of Directors shall request.

Article VI – Meetings

- 6.1 There shall be an annual business meeting of the association, official notice of which shall be sent to all member institutions at least 60 days prior to the meeting.
- 6.2 The Board of Directors shall meet twice annually, other than the annual conference, and at such other times as deemed necessary by the President. Expenses for each board member will be paid by the association.
- 6.3 Other meetings of the association may be called by the Board of Directors or President as shall be deemed necessary.

Article VII – Parliamentary Authority

Rules contained in Robert's Rules of Order shall govern the association in all cases to which they are applicable and in which they are not inconsistent with the By-laws or the Standing Rules of this association.

Article VIII – Amending the Constitution and By-Laws

- 8.1 Individual members may submit proposed amendments in writing to the Board of Directors.
- 8.2 The Board of Directors shall submit proposed amendments in writing to all members.
- 8.3 The proposed amendments shall be approved by an affirmative vote of two-thirds of the active membership with each institution getting one vote.

Article IX – Standing Rules

- 9.1 Standing Rules shall be adopted by the Board of Directors as provided in various Articles of this Constitution.
- 9.2 The Standing Rules shall serve as officially adopted policy to govern the activities of the Board of Directors and Executive Officers as they fulfill their respective responsibilities.
- 9.3 Standing Rules shall support and never supplant the responsibilities, authority, and articles of this Constitution.
- 9.4 Standing Rules shall be modified or expanded as deemed necessary by the Board of Directors by a motion and affirmative vote on the motion by a simple majority of Board members attending a duly constituted meeting.

Article X – Dissolution

- 10.1 Dissolution of this association shall be by simple majority vote of the membership either through a ballot or at the annual general meeting.

10.2 In case of dissolution, the assets of ANUA are to be used as follows:

- a. To pay all indebtedness of ANUA
- b. To pay all expenses of liquidation
- c. The remainder to be divided equally among the member institutions in good standing as of the date of dissolution.

Respectfully submitted: Daniel J. Henris
March 10, 2000

Revisions respectfully submitted: Gary Tendick
September 9, 2005

A N U A

STANDING RULES

MEMBERSHIP

Association dues shall be set at \$250 for each participating school district. This fee to be paid as of the beginning of the association's fiscal year (Oct. 1st) or as soon thereafter as possible.

TRAINING PROGRAM FEES

All members of school districts in good standing will be \$495.

Non-member fees will be \$595 each.

Corporate rate for vendors attending will be \$1000 which includes the cost of attendance for one person. Additional personnel with a vendor will be at a rate of \$395/person.

ESD personnel attending will be \$225.

Meal tickets for non-attendee will be at approximate cost.

Mileage will be at rate of current IRS rates.

An additional \$100 fee shall be applied to any attendee (vendors not included) attending the annual training and development program but not staying at the designated hotel in contract with the ANUA.

CONSULTANT

The Board may, at its discretion, contract with a person to act as a consultant. Duties and responsibilities are to be set by the Board. Fees are to be set annually by the Board.