

***CONSTITUTION OF THE
GEORGIA ASSESSMENT DIRECTORS' ASSOCIATION
FOR EDUCATOR PREPARATION PROGRAMS***

Article I. Mission Statement

The mission of the Georgia Assessment Directors' Association for Educator Preparation Programs (heretofore referred to as the Association) is to provide a collaborative forum for assessment ideas and practices that are most effective in the educator preparation programs in the state of Georgia.

Article II. Name and Formation

The name of the organization shall be the Georgia Assessment Directors' Association for Educator Preparation Programs. The formation of the Association shall be by the adoption of the Association's Constitution and Bylaws by the voting members (as defined in Article VIII) of the Association.

Article III. Purpose

The purpose of the Association shall be:

- A. To provide a forum for mentoring, collaboration, and sharing information about best practices of assessment.
- B. To improve assessment practices through the dissemination of evidence-based findings.
- C. To provide guidance/leadership to educator preparation stakeholders on issues concerning assessment and accreditation.

Article IV. Membership

- A. **Types.** There are three types of memberships – Individual voting membership Agency/Institutional voting membership and affiliate non-voting membership.
 - a. Individual membership is one person who is involved in the assessment of educator preparation programs.
 - b. Agency/Institutional membership will include representation by two individuals who are involved in the assessment of educator preparation programs.
 - c. Non-voting affiliate membership is for those interested in the assessment of educator preparation programs but are not associated with a GaPSC approved agency or institution.
 - d. The collective body of the association will consist of all three types of memberships and will be heretofore referred to as the Membership. Each person representing one of the three types of membership shall be heretofore referred to as a Member.
- B. **Eligibility of voting memberships.** Individuals and representatives from agencies/institutions who are involved in the assessment of educator preparation programs that have been approved by the Georgia Professional Standards Commission (GaPSC) are eligible for voting membership.
- D. **Voting Members.** Each person, whether individual members or the two agency/institutional representatives, shall have one vote each. Affiliate members are non-voting and do not have a vote. **Equal Opportunity.** The opportunity to participate as members, officers, and committee members shall be provided equally regardless of race, color, creed, or sex.

Article V. Liaison Relationships

Liaison relationships may be established with associations and agencies with an interest in educator preparation.

Article VI. Officers

The officers of the Association shall be President, President-Elect, Secretary, Treasurer, Editor, Parliamentarian, and Immediate Past-President. Officers are to be elected in accordance with the Association's Bylaws.

Article VII. Executive Board

- A. **Members.** The Association Officers plus the chairs of the standing committees shall constitute the executive board (heretofore referred to as the Board) for the Association.
- B. **Management.** The management of this Association shall be vested in the Board which has the authority to set policy, establish strategic direction, and approve budgets.
- C. **Quorum.** A simple majority of the Board shall constitute a quorum.
- D. **Voting.** A quorum is needed to approve all matters of Association business.

Article VIII. Meetings and Voting

- A. **General meetings.** The Association shall have two general meetings per year, one in the Fall and one in the Spring.
- B. **Annual Meeting.** The election of Board officers and the transaction of business that may properly come before the membership shall occur at the spring general meeting.
- C. **Special Meetings.** Special meetings may be called at any time by a 2/3 vote of the Board at such time and place as the Board directs.
- D. **Meeting Notice.** Notice of any meeting shall be sent to all members at their last known email address at least fifteen days prior to the date of the meeting.
- E. **Quorum.** A quorum shall consist of 50% of the membership. In the event a quorum is not present at any meeting, no business that requires voting will occur.
- F. **Voting.** Each member is entitled to one vote, with voting governed by parliamentary procedure according to Robert's Rules of Order. Members may vote by email ballot sent to the Secretary on amendments to these By-Laws, on assessments, and on any other balloting of the membership.

Article IX. Rules of Order

The rules of parliamentary procedure contained in *Robert's Rules of Order Revised* (latest edition) shall govern the deliberations of the Board and the Association meeting.

Article X. Non-Profit Status

The Association is not organized for profit, and no part of its funds shall be inure to the benefit of any member or individual. The Association shall be authorized and empowered to pay reasonable compensation of services rendered and to make payment and distributions in furtherance of the purpose set forth in Article III of this Constitution. No substantial part of the activities funded by the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The Association shall not directly or indirectly participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Article XI. Amendments

Proposed amendments to the Association's constitution shall be submitted in writing to the Executive Board by Association Members. The Board must approve the proposed amendments by a majority vote. After approval by the Board, such proposed amendments must be mailed (electronic format is acceptable) to all Members at least two weeks before the General Meeting at which the amendments are to be voted upon, or if the vote is to be taken by mail, at least two weeks before the voting deadline. Proposed amendments will not become part of the constitution until such proposed amendments are approved by the Board and 50% of the Association's membership.

Article XII. Bylaws

Bylaws may be adopted or amended by the Board subject to a vote of 50% of the association membership at a regular or special association meeting.

***BYLAWS OF THE
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Article I. Mission Statement and Purpose

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- B. Purpose.**
 - 1. To provide a forum for mentoring, collaboration, and sharing information about best practices of assessment.
 - 2. To improve assessment practices through the dissemination of evidence- based findings.
 - 3. To provide guidance/leadership to educator preparation stakeholders on issues concerning assessment and accreditation.

Article II. Membership

- A. Eligibility.** Individuals and agencies/institutions involved in the assessment of educator preparation programs that have been approved by the Georgia Professional Standards Commission (GaPSC) are eligible for membership.
- B. Voting Members.** Each person, whether individual members or the two agency/institutional representatives, shall have one vote each.
- C. Equal Opportunity.** The opportunity to participate as members, officers, and committee members shall be provided regardless of race, color, creed, or sex.
- D. Membership Dues and Fees.** The membership dues shall be \$50.00 per individual member, \$50 per affiliate member, and \$100 per agency/institutional member; said dues are for one fiscal year, July 1 to June 30. A renewal notice will be sent to the Members by May 15 each year and shall be payable by July 1st. Dues shall be determined by the Board and approved at the Spring General meeting. Changes in dues and any special fees shall require a vote by 50% of the Members. Membership expires June 30 each year.

Article III. Officers

- A. Officers.** The officers of the Association shall be President, President-Elect, Secretary, Treasurer, Editor, Parliamentarian, and Immediate Past-President. All officers will be elected from the Membership. Officers will be elected at the Spring General meeting to take office the following July 1. In the event of a vacancy in position of the officers, at the next meeting, the membership will elect the appropriate replacement to complete the term. Whenever possible, the nominations for President-Elect shall alternate annually between representatives from public and independent institutions or agencies approved by the GaPSC to offer educator preparation programs.
- B. Term of Office.** The term of office will begin July 1. President and the President-Elect will serve a one-year term. The Secretary, Treasurer, Editor, and Parliamentarian will each serve a two-year term, with terms being staggered to ensure continuity on the Board. The Immediate Past-President will serve for a one-year term. Secretary, Treasurer, and Editor have the opportunity for re-election.

C. Powers and Duties.

The officers shall develop policy; determine member dues and fees; approve the budget; approve the plan for the general meetings; approve the selection of the annual external auditor; execute contracts for services. Whenever possible, the nominations for President-Elect shall alternate annually between representatives from public and independent institutions or agencies offering GaPSC approved educator preparation programs.

The duties of the officers shall be:

1. President

- a. overall leadership of the Association, including the administration of policy and budget;
- b. preside at bi-annual planning meetings and general meetings in Spring and Fall;
- c. arrange bi-annual planning meetings of officers;
- d. collaborate with the Vice-President/President-Elect for general meeting plans;
- e. in the event of a vacancy of the Secretary or Treasurer, make an interim appointment until an election of the membership is possible;
- f. approve all communications, which include the Association's website;
- g. have second signatory rights to checking account;
- h. appoint ad hoc committees, as needed.
- i. The President, at his or her, discretion can award a GADA member the President's Service Award.

2. President-Elect

- a. preside at meetings in the absence of the President;
- b. plan general meetings for Spring and Fall;
- c. collaborate with President for general meeting plans;
- d. attend bi-annual officer planning meetings;
- e. send general meeting invitations and track RSVP;
- f. The President-Elect, at his or her discretion, should award the reigning President a GADA Leadership Award.

3. Secretary

- a. Distributes membership notices each year no later than May 15 with follow up reminders by June 15.
- b. Prepare name tags and sign in sheets for general meetings
- c. maintains updated communication list of GaPSC approved providers;
- d. take minutes at Board planning and general meetings;
- e. maintain records in compendium form for historical purposes;
- f. send general meeting minutes to members;
- g. prepare official correspondence for Association;
- h. attend bi-annual Board planning meetings.

4. Treasurer

- a. work with the secretary to identify renewal membership notices
- b. verify eligibility for membership
- c. maintain a list of past and current membership;

- d. provide the secretary with a list of registrants for the general meetings
- e. secure Bonding and supervise all monies paid into and out of the Association's General Fund;
- f. receive and write checks on behalf of Association;
- g. collaborate with the President on establishing the annual budget;
- h. manage the bank account for the General Fund;
- i. schedule an annual audit of General Fund account;
- j. file required tax forms in compliance with tax-exempt status;
- k. prepare a financial report for presentation at each general meeting;
- l. attend bi-annual Board planning meetings.

5. Editor

- a. maintain an updated list of the membership on the association's website;
- b. collaborate with the Public Relations Standing Committee to obtain content (resources, updates, helpful tips, etc.) between bi-annual Board planning meetings;
- c. distribute email announcements alerting Members of new website content between bi-annual meetings;
- d. maintain and oversee the Association's website;
- e. attend bi-annual Board planning meetings.

6. Immediate Past-President

- a. serve, in the event of a vacancy, as President;
- b. serve as chair of the Nominating and Elections Committee;
- c. attend bi-annual Board planning meetings.

7. Parliamentarian

The duties of a Parliamentarian include:

- a. interpretation of bylaws
- b. interpretation of Robert's Rules of Order
- c. advises when a motion is needed
- d. effective meeting management
- e. advises the president and president-elect during the meeting as needed

Article IV. Standing Committees

Standing committee chair shall be elected annually by the Membership in July; it is the responsibility of the committee chair to maintain a composition of committees that consist of representatives from both public and independent institutions or agencies.

- A. Public Relations Committee.** The committee shall be responsible for providing current state and national resources related to accreditation and assessment to inform Members and maintain communication. The Chair of this committee must attend the Board's bi-annual planning meetings.
- B. Assessment and Accreditation Issues Committee.** The members of this committee shall be responsible for 1) establishing liaison relationships with state policy agencies in order to share information and keep the Association members apprised of current assessment and accreditation issues, 2) identifying and researching special topics related to educator preparation assessment for the Association's general meetings; and 3) disseminating current researched topics in the Association's newsletter and website. The Chair of this committee must attend the Board's bi-annual planning meetings.

- C. Nominating and Elections Committee.** A Nominating and Elections Committee shall be composed of the Immediate Past-President who serves as chair, plus three voting members appointed by the Board. This committee shall present at the Spring planning meeting a list of nominations for elected officers based on recommendations submitted by association members. The Chair of this committee must attend the Board's bi-annual planning meetings.

A call for nominations for the Dr. Beverly Mitchell Award will be made at the spring conference and can be submitted via the GADA website. A letter of nomination must describe how the nominee/nominees fulfills/fulfill the selection criteria. A copy of the nominee's/nominees' curriculum vitae/curricula vitae must also be included with the nomination. The Dr. Beverly Mitchell Award is given to a person or persons who have made exceptional contributions to GADA or to a state organization involved in educator preparation. The Dr. Beverly Mitchell Award is presented annually at the Fall Meeting by the Past-President and Chair, of the Nominating Committee, but the Executive Board may defer the award in any given year; however, it may not be deferred for more than a single year.

Article V. Meetings of the Association

A. Planning Meetings

1. Two planning meetings shall be held each year.
2. The purpose of planning meetings is to plan for the general meetings.
3. Board members shall attend these meetings.
4. Special called meetings will be held at the discretion of the Board.

B. General Meetings

1. Two general meetings shall be held each year; one in Fall and one in Spring at a time and place to be determined by the Board.
2. The Board shall meet prior to the general meeting to conduct Association business (including officer and committee reports). The program/agenda for the general meeting shall be reviewed and finalized.
3. Special meetings of the Association may be called as necessary on dates to be established by the Board.
4. *Roberts Rules of Order* shall govern the deliberation of the Association.

C. Annual Meeting.

1. The spring general meeting shall be the annual meeting of the Association.
2. The election of Board officers and the transaction of business that may properly come before the membership shall occur at the annual meeting

Article VI. Association's Finances

- A. Fiscal Year.** The fiscal year of the Association shall be from July 1 through June 30.
- B. Accounting Method.** The accounting method used will be the cash method. Under the cash method, the organization shall report income in the tax year received and expenses deducted in the year paid.
- C. General Fund.** The General Fund of the Association shall consist of the income from the receipt of the dues from members and any other income which may accrue to the Association.
- D. Budget.** An annual budget must be approved by the Board.
- E. Disbursement of Funds.** All monies paid to the General Fund of the Association shall be supervised by the Treasurer. Monies shall be disbursed according to the approved annual budget. All non-budgeted expenditures must be approved by the Board.
- F. Financial Report.** A current financial report of the General Fund, including income and expenditures, shall be prepared by the Treasurer for presentation at bi-annual meetings.
- G. Audit.** An external audit of the finances for the Association is required annually, to be selected by the Board.
- H. Internal Revenue Service.** The purpose for which the Association is organized is exclusively educational as defined in the Internal Revenue Code. Notwithstanding any other provisions of those articles, the organization shall not carry on any other articles not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501C of Internal Revenue Code (1954) or the corresponding provisions of any future United States Internal Revenue law.
- I. Assets on Liquidation.** In the event of dissolution or liquidation, the assets of the Association, after payment of debts and obligations, shall be transferred to an organization with federal tax exemption for charitable and educational uses and purposes similar to those of this Association, which exempt organization shall be designated by the final Board of the Association.

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The Association is not organized for profit, and no part of its funds shall be inure to the benefit of any member or individual. The Association shall be authorized and empowered to pay reasonable compensation of services rendered and to make payment and distributions in furtherance of the purpose set forth in Article I of these Bylaws. No substantial part of the activities funded by the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The Association shall not directly or indirectly participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

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Article IX. Amendments

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