

Association of Adult Literacy Professional Developers (AALPD) Bylaws

Article I: Name

The name of the organization is Association of Adult Literacy Professional Developers (AALPD).

Article II: Affiliation

AALPD proposes to be a Group Member of the Commission on Adult Basic Education (COABE) and, as such, participates in the COABE annual conference.

Article III: Governing Authority

AALPD shall be governed by these bylaws.

Article IV: Purpose

Section 1 – General Purpose. The purpose of AALPD is to link adult education professional developers across the country in a formal association with three main areas of focus:

1. To assure that the voice of the field is included in shaping professional development policy initiatives,
2. To provide professional development for professional developers based on their needs and interests,
3. To disseminate information to members about subjects of interest to professional developers, including national initiatives.

Article V: Membership

Section 1 -- Open. Membership in AALPD shall be open to any individual who is interested in the purpose of the organization and who joins as a Member.

Section 2 – Voting Rights. All members who are in good standing shall be entitled to vote for officers of AALPD. Voting will be by email or other means determined by the Executive Committee.

Article VI: Officers

Section 1 – Election. Officers of AALPD (Chair, Vice-Chair and Secretary/Treasurer) shall be elected by majority vote of the members by June 30 of each year.

Each year prior to the annual business meeting (held at COABE), the Chair, in consultation with the Executive Committee, shall appoint a nominating committee of no fewer than three members. This committee shall present a slate of nominees for Chair, Vice-Chair and Secretary to the attending members of AALPD at the annual business meeting at COABE. Alternative slates of candidates can be nominated from the floor. Voting will take place by email or other means determined by the Executive Committee. The officers, with the Executive Committee of AALPD, shall conduct all business of AALPD in the interim between the annual business meetings.

Section 2 – Qualifications. All members in good standing of AALPD shall be eligible for election as officers.

Section 3 – Term. The term of office shall be one year. No person may serve in any office for more than three consecutive terms. The outgoing chair will serve on the Executive Committee as an ex-officio member for one year.

Section 4 – Offices. The following offices shall form the Executive Committee of AALPD:

1. Chair
2. Vice-Chair
3. Secretary/Treasurer
4. Others nominated by the Chair and voted on by the Executive Committee
5. Committee chairs

Section 6 -- Vacated Offices. In the event that an office shall be vacated before the end of the term, the Chair shall appoint a successor to that office. If the office is that of the Chair, the remaining members of the Executive Committee shall appoint an interim Chair to hold office until the next annual meeting.

Section 7 – Compensation. No member of the Executive Committee shall receive a salary or other compensation for services as an officer of the ALLPD but the Executive Committee may, at its discretion, reimburse members for expenses they have incurred in support of AALPD.

Article VII: Duties of Officers

Section 1 – Chair. The Chair shall be responsible for the general administration of AALPD. S/he shall preside at all meetings of the Executive Committee and at the annual business meeting. The Chair shall appoint ad hoc committees as needed.

Section 2 – Secretary/Treasurer. The Secretary/Treasurer shall be responsible for the safekeeping of all documents and official correspondence of AALPD, the minutes of the annual

business meeting, and records of financial transactions. The responsibility for the membership list and the actual financial transactions may be delegated to an executive secretary.

Section 2 – Committee Chairs. Chairs of the Committees are appointed by the Chair and are members of the Executive Committee.

Article VIII: Meetings

Section 1 – Annual Meeting. There shall be an AALPD business meeting held each year in conjunction with the COABE annual conference. Arrangements for the time and place of this meeting are the responsibility of the Program Chair.

Section 2 – Executive Committee. There shall be at least one meeting of the Executive Committee of AALPD each year sometime between an annual meeting and the following annual meeting. This meeting shall be called by the Chair.

Section 3 --- Governing Procedures. Issues of procedure not covered by these bylaws shall be governed by *Roberts Rules of Order* (Revised).

Article IX: Ratification and Amendments

Section 1 – Ratification. These bylaws of AALPD shall take effect upon ratification by a two-thirds vote of the Founding Board.

Section 2 – Amendments. These bylaws may be amended by a two-thirds vote of the members voting at the annual business meeting or by a two-thirds vote of the entire membership by an email ballot, as decided by the Executive Committee. All proposed amendments must be in writing and be available for review by the Executive Committee at least seven days prior to the business meeting. The Executive Committee shall review the proposed amendment and present it to the membership with its recommendation for approval or disapproval.

Article X: Discontinuation

In the event that interest in AALPD shall be diminished, its purpose sufficiently fulfilled by another organization, the organization may be discontinued. The decision to discontinue shall be made by a two-thirds vote of the members voting at a duly called business meeting or by a two-thirds vote of the entire membership by an email ballot.

Should AALPD discontinue, its assets shall be used to pay all outstanding bills, debts, and obligations incurred in its operation. Any remaining funds shall be donated to another organization registered under Section 501C3 of the Internal Revenue Code.