

Association for Indiana Media Educators Bylaws

Article I: Name

Section 1: The name of this organization shall be the Association for Indiana Media Educators. (“AIME” or “Association”). The Association is a recognized affiliate of the Indiana Library Federation (“ILF” or “Federation”) and adheres to its bylaws, policies, and procedures.

Article II: Mission

Section 1: The mission of the Association for Indiana Media Educators is to promote school library media centers in Indiana and foster the professional growth of its members.

Article III: Affiliation

Section 1: This Association shall be a state affiliate of the American Association of School Librarians (“AASL”) and the International Society for Technology in Education (“ISTE”).

Section 2: The President and President-Elect of the Association shall be the official delegates to all affiliate functions. In the event either is unable to attend, the President shall designate another representative from the Executive Board.

Article IV: Membership

Section 1: Only voting members of the Federation may be members of the Association.

Section 2: All members of the Association shall be voting members.

Article V: Officers

Section 1: The Officers of the Association shall be a President, President-Elect, Secretary, Treasurer, and Immediate Past President. All Officers shall hold office for one (1) year, with the exception of the Secretary, and the Treasurer, whose terms shall be two (2) years or until their successors are elected and qualified.

Section 2: All Officers shall be members of the Association.

Section 3: All Officers shall perform their duties as prescribed by these Bylaws and as directed by the Executive Board.

Section 4: The terms of officers shall commence at the adjournment of the Federation’s Annual Business Meeting.

Section 5: A vacancy in any office shall be filled by a majority vote of the Executive Board.

Section 6: Treasurer and Secretary may serve a maximum of two (2) consecutive terms in a particular office. The District Representative, President, President-Elect, and Immediate Past President shall be limited to one consecutive (1) term of office.

Article VI: Duties of Officers

Section 1: The President shall be the chair of the Executive Board, shall preside at the Annual and Special Business meetings, call and preside at all Executive Committee and all Executive Board meetings. The President shall appoint the chairs of all committees, subject to the approval of the Executive Board.

Section 2: The President-Elect shall, in the temporary absence or incapacity of the President, assume the duties of that office. In the event of a vacancy in the office of the President-Elect, the Executive Board shall appoint a successor to complete the term. The President-Elect will also serve as a member of the Annual conference committee.

Section 3 The Secretary shall record and maintain a file of Association proceedings.

Section 4: The Treasurer shall be the financial advisor of the Association, be responsible for all financial matters of the Association, and shall also assure compliance with the financial guidelines of the Federation.

Section 5: The Past President by virtue of his/her experience shall be an advisor to the Executive Board and Executive Committee.

Article VII: Executive Board

Section 1: The voting members of the Executive Board shall consist of all the Officers, one Representative from each district, and Chairs of the Standing Committees.

Section 2: The Executive Board shall approve all appointments made by the President.

Section 3: The Executive Board shall annually request the appointment of a representative from the Indiana Department of Education to serve as liaison to the Board.

Section 4: A majority of the voting members of the Executive Board, including at least two (2) officers, shall constitute a quorum. A majority vote of those present shall be necessary to authorize any action.

Section 5: The Executive Board shall be responsible for administering the activities and business affairs of the Association.

Section 6: No member of the Executive Board may serve as an Officer and District Representative concurrently.

Section 7: The Executive Board shall meet at least quarterly at a time and place selected by the President.

Section 8: All members of the Executive Board shall be members of the Association.

Article VIII: Executive Committee

Section 1: The Executive Committee shall consist of all Officers plus one (1) District Representative elected to the Committee by the Executive Board. The elected District Representative will be District Representative Coordinator.

Section 2: This Committee shall serve in an advisory and planning capacity for the Association, shall act within the control and direction of the Executive Board, and shall bring its recommendations to the Executive Board for action.

Section 3: The Executive Committee shall meet at the call of the President.

Section 4: A quorum shall consist of a majority of the Committee.

Article IX: Districts

Section 1: The District boundaries shall be set by the Association's Executive Board with the approval of the Federation Executive Board.

Section 2: Association districts shall be consistent with the district boundaries of the Federation.

*Outline:***District 1 will include the following areas:**

Elkhart, Jasper, Kosciusko, Lake, LaPorte, Marshall, Newton, Porter, Pulaski, St. Joseph, and Starke counties.

District 2 will include the following areas:

Benton, Carroll, Cass, Clinton, Fountain, Fulton, Howard, Miami, Montgomery, Tippecanoe, Tipton, Wabash, Warren, and White counties.

District 3 will include the following areas:

Adams, Allen, DeKalb, Huntington, LaGrange, Noble, Steuben, Wells, and Whitley counties.

District 4 will include the following areas:

Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan, and Shelby counties.

District 5 will include the following areas:

Clay, Greene, Lawrence, Monroe, Owen, Parke, Putnam, Sullivan, Vermillion, and Vigo counties.

District 6 will include the following areas:

Bartholomew, Brown, Clark, Crawford, Dearborn, Decatur, Floyd, Harrison, Jackson, Jefferson, Jennings, Ohio, Owen, Ripley, Scott, and Switzerland counties.

District 7 will include the following areas:

Davies, Dubois, Gibson, Knox, Martin, Perry, Pike, Posey, Spencer, Vanderburgh, and Warrick counties.

District 8 will include the following areas:

Blackford, Delaware, Fayette, Franklin, Grant, Henry, Jay, Madison, Randolph, Rush, Union, and Wayne counties.

- Section 3:** Each District shall annually elect a District Representative-Elect who shall share responsibilities with the District Representative as a member of the Executive Board of the Association for the two (2) year period. Each District Representative will serve year one as District Representative-Elect and year two as District Representative.
- Section 4:** The District Representatives shall be responsible for representing the Association on the Federation's District Committee and other activities as deemed necessary or desirable by the Association's Executive Board. The term of office shall commence at the adjournment of the Federation's Annual Business Meeting. The District Representative and District Representative-Elect from each district will share one vote on the AIME Board and share in attendance.
- Section 5:** District elections shall be conducted by the District Representative.
- a) The District Representative shall conduct a meeting at the Association's annual conference for the purpose of electing a District Representative-Elect. Nominations will be made from the floor and a simple majority will constitute election. Notification of election should be made to the President and to the Federation office.
 - b) In the event a District fails to elect a District Representative within the time allowed, it will be the responsibility of the President to submit the name(s) of the candidate(s) to the Executive Board for appointment. A majority vote of the Executive Board is required to confirm the appointment.

Section 6: A District Representative may be elected for one (1) consecutive terms in the office.

Section 7: In the event of unexpected vacancies in the District Representative positions, it will be the responsibility of the President to submit the name(s) of candidate(s) to the Executive Board for appointment. Appointment shall be by a majority vote of the Executive Board.

Article X: Election of Officers

Section 1: The Nominating Committee shall consist of five (5) members who are approved by the Executive Board. The Past President shall Chair and shall select the other four members to geographically represent the state.

Section 2: The Nominating Committee shall prepare a slate for each office and report the names of the candidates to the Executive Board at least sixty (60) days prior to the Association Annual Conference.

Section 3: The report of the Nominating Committee shall be published at least thirty (30) days prior to the Association's Annual Conference.

Section 4: The election shall be held at the Association Annual Conference.

Section 5: Mail ballots may be used to vote on any question, when deemed necessary by the Executive Board, and to include the election of Officers and the amendment of the Bylaws. A majority of the ballots returned within thirty (30) days of the ballot mailing shall determine the result.

Article XI: Meetings

Section 1: There shall be an Annual Business Meeting of the Membership of the Association in conjunction with the Federation's Annual Conference or the Association's Annual Conference.

Section 2: Special Business Meetings may be called by a majority of the Executive Board, or shall be called upon a written request to the Executive Board signed by fifty (50) members of the Association. The purposes of the meeting shall be stated in the call, and, except in cases of emergency, at least thirty (30) days' notice to the membership shall be given.

Section 3: The assembled members at any regularly scheduled meeting shall constitute a quorum. A majority vote shall be necessary to authorize any action.

Article XII: Parliamentary Authority

Section 1: In all matters not covered by the Bylaws of the Association or the Federation, The Association shall be governed by the latest edition of *Robert's Rules of Order*.

Article XIII: Committees

Section 1: The Standing Committees of the Association shall be Blue Ribbon, Communications, Conference, Eliot Rosewater Indiana High School Book Award, Information Power 2, Media Fair, Membership, Nominating, Professional Development, Read Alouds Too Good To Miss, Ronald McDonald House Library, Scholarship, Survivor Workshop, Web Page, and Young Hoosier Book Awards. Such other Standing Committees as may be deemed necessary to carry on the work of this Association shall be established by the Executive Board. The purpose, membership, and duties of the Standing Committees shall be outlined in their standing rules. All Standing Committee Chairs will be voting members of the AIME Board.

- Section 2:* The President with the approval of the Executive Board shall appoint the Chair of any and all Standing and Special Committees. Membership of each committee shall be determined by the Chair.
- Section 3:* Standing Committee members shall be appointed for a two (2) year term which can be renewed.
- Section 4:* A Special Committee may be established at any time by the Executive Board.
- Section 5:* The Association President shall be an ex-officio member of all Committees except the Nominating Committee.
- Section 6:* All Committee members shall be members of the Association.
- Section 7:* The Association will provide members to the appropriate ILF committees.

Article XIV: Amendment of Bylaws

- Section 1:* These Bylaws may be amended by a majority vote of members in attendance at the annual business meeting of the Association provided that the amendment has been submitted in writing to the membership thirty (30) days prior to the vote.
- Section 2:* Proposals for amending these Bylaws may originate with the Executive Board or by a petition submitted to the President and signed by fifty (50) of the active members of the Association.
- Section 3:* All amendments and changes to these bylaws are subject to the approval of the ILF Executive Board.

Approved by AIME Board: 9/18/04
Approved by AIME Membership: 6/6/04
Recommended by COES: 7/21/04
Ratified by ILF Executive Board: 11/8/04