

**BY-LAWS**  
**ARKANSAS CHAPTER**  
**ASSOCIATION FOR EDUCATION AND REHABILITATION**  
**OF THE BLIND AND VISUALLY IMPAIRED (AER)**

**ARTICLE I. Membership**

*Section 1.* Classes of membership shall be the same as required by AER International except that all members must reside or work in the State of Arkansas. Membership fees shall be established as set forth by AER International.

**ARTICLE II. Meetings**

*Section 1.* The membership of the organization shall meet annually at such place and time as specified by the Board. Twenty-five percent of the members shall constitute a quorum for conducting business. Special meetings of the membership may be called by the President or by a majority of the members of the Board of Directors present at any regular or special meeting of the board.

*Section 2.* The Board of Directors shall meet at the call of the President or of three of its members. It shall hold at least two meetings per year.

*Section 3.* A schedule listing the date and times of all Board meetings will be posted on the website and published in the newsletter. Any changes to the posted schedule will be e-mailed to the members unless first class mail is requested by a specific member.

**ARTICLE III. Selection of Board of Directors**

*Section 1.* The Board of Directors shall consist of the officers of the chapter and ten directors. The directors shall serve for two-year terms with five new directors elected each year. A year of service will be defined as serving as an officer or board member from the close of one annual meeting to the close of the next annual meeting.

*Section 2.* Members elected to the Board of Directors shall not be re-elected until after a waiting period of one year.

*Section 3.* A majority of the Board shall constitute a quorum to conduct business.

*Section 4.* The President, or in the absence of the President (in this order), the President-Elect, or the Secretary, or the Treasurer, shall preside over meeting of the Board of Directors.

*Section 5.* In the event that any elected officer is unable to serve for any reason, the Board shall elect from its members or the members-at-large a person to fill out the unexpired term of such elected officer, except in the case of the President, whose office shall be filled by the President-Elect. In the event both the President and President-Elect are unable to serve, the Board of Directors shall elect one of its members to fill out the unexpired term of the President. It shall be the responsibility of the Secretary of the Board to call and chair a meeting for the purpose of this

election, said meeting to be held not later than two weeks after the positions of the President and President-Elect become vacant.

#### **ARTICLE IV. Duties of the Board**

*Section 1.* The Board of Directors shall serve as the governing and policy-making body of the Chapter between meetings of the membership.

*Section 2.* The business and property of the organization shall be managed by the Board of Directors.

*Section 3.* Vacancies on the Board of Directors may be filled for unexpired terms by majority vote of the remaining Directors at any regular or special meeting of the Board.

*Section 4.* The Board of Directors shall recommend to the Governor the names of the two representatives to the Division of Services for the Blind Board of Directors, as vacancies occur. These persons shall serve as ex officio members of the AER Board unless they already hold membership on the Board or unless they are elected to the Board after appointment to the Division of Services for the Blind Board of Directors.

#### **ARTICLE V. Officers**

*Section 1.* The officers of the Chapter shall consist of a President, President-Elect, Secretary, and Treasurer.

*Section 2.* The executive officers shall serve two years as President elect followed by two years as president and then two years as past president fulfilling a six year commitment. The Secretary and Treasurer shall serve for one-year terms. The Secretary and Treasurer may be reelected for a consecutive term. A year of service will be defined as serving as an officer or board member from the close of one annual meeting to the close of the next annual meeting.

*Section 3.* The President shall preside at all Chapter and Board meetings and shall have general supervision over the other offices and shall perform all other duties as are incidental to the office or as may be authorized by the Board of Directors. The President shall appoint all committees.

*Section 4.* The President-Elect shall preside in the absence of the President and perform all duties incidental to the office or which may be authorized by the President or Board.

*Section 5.* The Secretary shall issue notices of all meetings and shall keep the minutes of the same. The Secretary shall perform all other duties as are incidental to the office or as authorized by the Board.

*Section 6.* The Treasurer shall be the custodian of all monies and shall keep books of accounts and shall submit them, together with all vouchers, receipts, records, and other papers to the directors for their examination and approval as often as the Board may require. The Treasurer shall perform all other such duties as are incidental to the office or as may be authorized by the Board of Directors.

## **ARTICLE VI. Nominations and Elections**

*Section 1.* (Beginning in 1989) With the exception of the President and Past President, the officers and five Board Members shall be elected annually. The President-Elect shall succeed to the office of President without election.

*Section 2.* A nominations committee will be established as a standing committee. The committee chair shall report to the President and the Board.

*Section 3.* The Nominating Committee shall prepare an appropriate slate of Officers and Directors for the approval of the membership. In preparing a slate of Officers and Directors, the Nominating Committee shall provide the fullest possible representation from education and rehabilitation and shall seek to maintain on the Board and among the Officers an equitable representation from the various parts of the state.

*Section 4.* The Nominating Committee will prepare both print and braille ballots for the election which will be held at the annual conference. Upon written request to the President, received no later than two (2) weeks prior to the annual conference, members who do not plan to attend may receive an absentee ballot. These ballots must be in the hands of the President at the time of the selection and will be counted by the Nominating Committee along with those cast at the regular election.

## **ARTICLE VII. General Fiscal Provisions**

*Section 1.* The fiscal year of the organization shall commence on the first day of July each year.

*Section 2.* Funds of the organization shall be deposited in such bank or savings and loan as the Directors shall designate and shall be withdrawn only upon check or order of such office, officers, or persons as may be authorized by the Board of Directors.

*Section 3.* All books and accounts of the organization shall be audited by a committee appointed by the President at such times as may be directed by the Board.

## **ARTICLE VIII. Parliamentary Authority**

This Association, except as otherwise provided in its Constitution and By-Laws or in rules adopted by the Association, shall be governed in all its meetings by parliamentary law as contained in ROBERTS RULES OF ORDER.

## **ARTICLE X. Amendments**

Amendments to these by-laws may be made by a majority vote of the membership at any regular meeting, special meeting, or by mail.

As amended by a vote of the membership, October, 2013