

SECTION II: BY-LAWS

Article I PURPOSE AND DEFINITION OF THE AAEC MEETINGS

SECTION 1. Regular meetings of the AAEC will be scheduled by the Chair. Special called meetings may be scheduled by the Executive Committee. Changes to the regular meeting schedule shall be approved by the majority Executive Committee.

SECTION 2. Notice of regular meetings will be sent by email to the members at least five (5) days prior to a meeting. Notice of called meetings will be sent no less than two (2) business days prior to the meeting.

SECTION 3. Agenda items may be submitted electronically through to the AAEC official email account. Agenda items must be submitted at least three (3) business days prior to an AAEC general meeting.

SECTION 4. A meeting of the AAEC shall follow the latest edition of Robert's Rules of Order.

Article II QUORUM REQUIREMENTS

Quorum shall consist of fifty percent (50%) of the filled elected membership present.

SECTION 1. A quorum is required for election of officers. Quorum is defined as 50% of the voting staff senators present. Approval is based upon 50% plus one vote of the quorum established above.

SECTION 2. A majority is required for all other voting issues.

SECTION 3. No voting by proxy is allowed during regularly scheduled AAEC meetings. Electronic votes may be used in circumstances deemed necessary by the Executive Committee.

ARTICLE III ATTENDANCE

SECTION 1. The AAEC reserves the right to go into executive session by a majority vote of members present or to be called into executive session by the AAEC Executive Committee.

SECTION 2. Any member of the AAEC Executive Committee must notify the Administrator if the Executive Committee Member is unable to attend a regular or Executive Committee meeting.

Article IV ELECTED OFFICERS DUTIES AND RESPONSIBILITIES

Section 1. The elected officers are the voting members on the Executive Committee.

A. The elected officers consist of the following:

1. Chair
2. Vice-Chair
3. Administrator
4. Treasurer
5. Parliamentarian

B. Elected officers shall have only one vote on the Executive Committee. In the event of a tie, the Chair shall cast the tie-breaking vote.

C. Elected officers shall hold only one elected office at a time.

D. Elected officers shall chair no more than one Standing Committee at a time.

Section 2. Chair Duties and Responsibilities

A. The Chair of the AAEC shall be the presiding officer of the AAEC.

Which includes, but is not limited to, presiding over all meetings of the AAEC, initiate projects as deemed necessary for the welfare of the organization, accounts to the AAEC for the expenditure of funds, acts as the liaison between the AAEC and campus community.

B. Is one of the two authorized users listed on AAEC checking account and signer(s) of checks.

C. Approves authorized AAEC expenditures.

D.. If the Chair resigns or leaves Austin Peay State University, the Vice-Chair will assume the duties of the Chair for the remainder of the year.

Section 3. Vice-Chair Duties and Responsibilities

In the absence of the Chair President of the AAEC the Vice Chair shall be the presiding officer.

B. The Vice-Chair shall be elected from the general body of the AAEC.

C. In the case of the resignation of the Vice-Chair or the Vice-Chair assuming full-time responsibilities of the Vice-Chair, a new Vice-Chair shall be elected.

Section 4. Administrator

- A. The Administrator (Secretary) shall be responsible for recording and distributing the minutes of regular AAEC meetings to representatives and other appropriate University individuals.
- B. Other duties as agreed upon by the Executive Committee may be assigned to the Administrator.

Section 5. Treasurer

- A. Maintain current, accurate records of all fiscal matters related to AAEC.
- B. Maintain itemized, financial records of all allocated funds used to support various committees, programs and events.
 - C. Is one (1) of the two (2) authorized users listed on the AAEC bank account and signer(s) of checks.
 - D. Receives and deposits all AAEC monies into the account within three (3) days of receiving funds (including but not limited to transferring funds from external accounts such as paypal or Cashapp.
- E. Report on the financial status of AAEC at Executive Committee meetings or as requested, at general body meetings.
- F. Present an “Annual Financial Report” at the Annual Business Meeting.
- G. Perform other duties and exercise such other powers as may be assigned occasionally by the Chair or designee.

Section 6. Parliamentarian

- A.) Ensure that general body and special meetings are conducted in an orderly fashion and in accordance with Robert’s Rules of Order.
- B.) Ensure that general body and special meetings are conducted orderly.
and according to parliamentary procedure in the latest edition of Robert’s Rules of Order.
- C.) Decide all questions of order at said meetings.
- D.) Ensure that the Constitution and By-Laws are properly executed at said meetings.

Article V ELECTIONS OF OFFICERS

SECTION 1. Election of officers shall be held in March of every year. Special elections to fill vacancies which occur shall be held as necessary.

SECTION 2. Volunteers for elected offices shall not be considered without formal nomination by another council member.

SECTION 3. Officers (excluding who Chair who automatically assumes office) shall be elected from members of the AAEC at the last regular meeting in the academic year. Verbal nominations for all other officer positions may be made by any member of the AAEC while the floor is open for nominations. The nominee must agree to the nomination. A nominee must receive a majority of votes to be elected as an officer.

SECTION 4. The nominee(s) on each ballot receiving the majority of votes shall be elected. In case of a tie, a run-off election will be held. Should the run-off election result in a tie, the Executive Committee shall, by majority vote select the representative.