

Adopted 1978; Amended 1979; 1980; 1983; 1987; 1993; 1995; 1997; 1999; 2001; 2003; 2005; 2006; 2007; 2008; July 7, 2009; May 25, 2010; July 20, 2011; July 2013; March 2014; March 2015; March 2016.

ARTICLE I

NAME AND SYMBOL

The name of this organization shall be the Appalachian Studies Association. The symbol shall be the mountain symbol as it appears on Appalachian Studies Association stationery and publications.



ARTICLE II

ARTICLES OF ORGANIZATION

This association is a not-for-profit corporation organized under the laws of the state of Kentucky. Its "articles of organization" shall include these bylaws and the articles of incorporation as submitted to the state of Kentucky.

ARTICLE III

PURPOSES

The purposes of this organization shall be:

- (1) To foster cooperation among Appalachian writers, artists, scholars, and members of Appalachian-oriented organizations, agencies, and communities;
 - (2) To further the exchange of information concerning Appalachian people and the Appalachian region including such items as knowledge of research projects, research data and findings, creative work, academic programs, and community-based programs through such means as conferences and newsletters;
 - (3) To further the goals of scholarship, teaching, and learning about Appalachian people and the Appalachian region;
 - (4) To stimulate new work of significance in the field of Appalachian studies by communicating research information as well as a concern about research activities which affect public policy regarding Appalachian people and the Appalachian region.
- This association shall encourage broad-based participation in all of its activities and diversity among participants.

MISSION STATEMENT

The mission of the Appalachian Studies Association is to promote and engage dialogue, research, scholarship, education, creative expression, and action among a diverse and inclusive group of scholars, educators, practitioners, grassroots activists, students, individuals, groups and institutions. Our mission is driven by our commitment to foster quality of life, democratic participation and appreciation of Appalachian experiences regionally, nationally and internationally.

ARTICLE IV

ARCHIVES AND HISTORY

Section 1. The archives of the association shall be located at Berea College, Berea, Kentucky.

Section 2. The history of the association shall be maintained by an association member (historian/archivist) re-appointed by the president.

ARTICLE V

PUBLICATIONS

Members shall receive all publications of the association whether or not they attend the annual conference.

Section 1. Newsletter.

Appalink, the official newsletter of the Appalachian Studies Association, shall be published two times annually and include membership ballots, election information and the president's message.

Section 2. Journal.

The *Journal of Appalachian Studies* [JAS] shall be edited and published by the Appalachian Studies Association [ASA]. Members of the Association will receive a subscription to the journal as part of their annual membership package. Financial support provided by the ASA for the publication of the journal shall be in accordance with the following guidelines:

1. The *JAS* will be multi-disciplinary in its selection of articles, general publishing orientation, and Editorial Board and Staff members. It will attempt to provide a disciplinary balance in its selection of manuscripts over the long term.
2. The *JAS* will be a peer-reviewed publication.
3. The *JAS* Editor will be appointed by the ASA President, based upon the

- recommendation of the *JAS* Editorial Board, for a four-year term. The term may be indefinitely renewed in four-year increments so long as the Editorial Board agrees that the current Editor should continue to hold the position.
4. The *JAS* Editor will be free to appoint Editorial Staff members, upon recommendation of the Editorial Board, to assist with the publication of the journal. The ASA Executive Director and Office Manager will operate as the Managing and Assistant Managing Editors, respectively.
 5. New members of the *JAS* Editorial Board will be appointed by the *JAS* Editor with approval of current *JAS* Editorial Board members.
 6. Inactive members of the *JAS* Editorial Board will be replaced if they become unresponsive to manuscript review requests, do not participate in e-votes or discussions pertinent to *JAS* business, or do not make contact with the *JAS* Editor or fellow board members to explain their absence. "Inactive" shall be defined as a period of no less than twelve months. A majority vote must be taken by active members of the *JAS* Editorial Board to remove an inactive member.
 7. Members of the *JAS* International Board of Advisors will be appointed by the *JAS* Editor upon recommendation of the ASA Steering Committee.
 8. The *JAS* Editor may opt to publish special issues of the journal, provided that the Editorial Board is in agreement and additional sources of funding can be secured.
 9. Calls for journal submissions will be regularly announced via the ASA Members LISTSERV and relevant media outlets.

The terms of this agreement are open to review and re-negotiation by the *JAS* Editorial Board and elected representatives of the Association.

ARTICLE VI

BASIC POLICY

The following are basic policies of this association:

- A. The association shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the association shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the association.
- C. The association shall not directly or indirectly participate or intervene in any way (including publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or

otherwise.

D. The association may cooperate with other organizations and agencies concerned with the welfare of the citizens of Appalachia, but persons representing the association in such matters shall make no commitments that bind the association.

E. The association intends to be a forum for divergent views, illuminating issues, providing information, and encouraging an awareness of the complexity of issues facing the people of Appalachia.

F. In the event of dissolution of the association, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 c (3) of the Internal Revenue Code of 1954 as from time to time amended.

ARTICLE VII

MEMBERSHIP AND DUES

Section 1. **Eligibility.** Membership in the Appalachian Studies Association shall be open to any individual with an interest in the Appalachian region and shall be available without regard to race, color, creed, sex, age, national origin, sexual orientation, or disability.

Section 2. **Categories.** There shall be two (2) categories of membership in the association. These are: Regular and Student.

Section 3. **Dues.** Membership and conference fees shall be reviewed annually by the steering committee.

ARTICLE VIII

MEETINGS

Section 1. **Annual Meeting.** There shall be one annual meeting of the Appalachian Studies Association called the Appalachian Studies Conference. This meeting shall be held in the spring of each year. The annual Business Meeting shall be held during this meeting.

Section 2. **Site Considerations.** The following criteria shall be used in selecting the site for the conference:

a. **Regional Rotation**

Conference sites shall be selected on the basis of a scheduled regional rotation system, starting with the Appalachian portions of the following states: (1) Georgia, Alabama, South Carolina, North Carolina, Tennessee, and Mississippi; (2) Virginia, Kentucky and West Virginia (except panhandles); and (3) West Virginia panhandles, Ohio, Pennsylvania, Maryland and New York and so in that order.

Deviations from this sub-regional rotation system must be approved by the Steering Committee.

b. Spatial Considerations

Sites should have both a sufficient number of meeting rooms and the necessary facilities to house special exhibits (presses, organizations, photographs, etc.), a banquet, business meeting, and entertainment. It is preferable for all participants to be housed in a central facility; however, a variety of housing options and prices can be sought.

c. Financial Sponsorship

Host organizations that will make a financial commitment to the conference should be sought. When possible, sites should be chosen where there is a willingness to underwrite costs of meeting space, registration, exhibit space, and audio-visual presentations. The Vice-President/President Elect and Program Vice-Chairperson/Program Chairperson Elect shall negotiate for conference support from future sponsors in an effort to defray conference costs.

d. Auxiliary Services

Host institutions should be sought where there is a willingness to contribute in-kind support for the work of the program chairperson and the local arrangements committee.

e. Type of Site

Both academic and non-academic sites shall be considered for the conference.

Section 3. **Mid-Term Meeting.** There shall be a conference follow-up meeting of the newly elected officers and steering committee following each conference. The agenda for this meeting shall be determined by the president. The program committee shall meet as necessary.

Section 4. In addition to the Annual Business meeting and Steering Committee meetings, business of the association may be conducted through teleconference and electronic means.

Section 5. Election of officers and other voting or balloting necessary for the organization may take place electronically, through teleconferencing or by written ballot.

ARTICLE IX

OFFICERS

Section 1. **Officers.** The officers of the Appalachian Studies Association form the Steering Committee and shall consist of

a. Elected Officers

- (1) President
- (2) Conference Chairperson (Immediate Past President)
- (3) Immediate Past Conference Chairperson
- (4) Vice-President (President Elect)
- (5) Secretary
- (6) Treasurer
- (7) Program Chairperson
- (8) Immediate Past Program Chairperson
- (9) Program Chairperson Elect #1
- (10) Program Chairperson Elect #2
- (11) At-large Steering Committee Members (up to eight)
- (12) Y'ALL Steering Committee Members (two)

b. Appointed Officers

- (1) Archivist/Historian
- (2) Journal Editor
- (3) Ex-officio Executive Director
- (4) Liaison Officer
- (5) Scholarship Chairperson
- (6) Finance Chairperson

- (7) Membership Chairperson
- (8) Communication Chairperson
- (9) Awards Chairperson
- (10) *Appalink* Editor
- (11) Silent Auction Coordinator
- (12) Education Chairperson
- (13) Diversity and Inclusion Chairperson
- (14) Ex-officio Office Manager

Section 2. **Eligibility.** All officers must be members of the association.

Section 3. **Term of Office.** The following shall be terms of office for each of the officers:

a. **Elected Officers**

- (1) Vice-President (President Elect)/President/Conference Chairperson
(Immediate Past President)/Past Conference Chair (four years)
- (2) Secretary (three years)
- (3) Treasurer (three years)
- (4) Program Chairperson Elect (two years)/Program Chairperson/Immediate
Past Program Chairperson (four years total)
- (7) At-large Steering Committee Member (up to eight) (four years)
- (8) Y'ALL Steering Committee Member (two) (two years, staggered)

b. **Appointed Officers**

All appointed Officers shall serve a term of four years renewable as voting members of the Steering Committee. Appointed officers are appointed by the President in consultation with the Nomination and Executive Committees.

- (1) Archivist/Historian

- (2) Journal Editor
- (3) Ex-officio Executive Director (one year, renewable)
- (4) Liaison Officer
- (5) Scholarship Chairperson
- (6) Finance Chairperson
- (7) Membership Chairperson
- (8) Communication Chairperson
- (9) Awards Chairperson
- (10) *Appalink* Editor
- (11) Silent Auction Coordinator
- (12) Education Chairperson
- (13) Diversity and Inclusion Chairperson
- (14) Ex-officio Office Manager (one year, renewable)

Section 4. **Nominations and Elections.** The nomination and election of candidates for office in the association shall occur in the following manner:

- a. A nominating committee chaired by the vice president shall be appointed by the president each year and will consist of the executive committee, as well as the chair of the Diversity and Inclusion Committee.
- b. A Call for Nominations shall be published in the fall issue of *Appalink*.
- c. A slate of officers and committee members shall be selected by the nominating committee. A ballot with that slate, together with biographical information on each nominee, shall be printed in the pre-conference issue of *Appalink*. Space shall be provided on the printed ballot for write-in candidates. Additionally, an electronic ballot will be sent to all current members via the association listserv. Ballots must be returned to the chairperson of the nominating committee for tabulation. Electronic and/or paper ballots will be counted by the Chairperson of the Nomination Committee. Election results will be reported by the chairperson of the nominating committee to the membership at the annual business meeting and published in *Appalink*. Tied elections will be voted upon by members

present at the annual business meeting.

Section 5. **Reelection.** No elected officer or member of the steering committee may serve in the same capacity for more than two full successive terms.

ARTICLE X

DUTIES OF OFFICERS

Section 1. President/Conference Chairperson (Immediate Past President)/Immediate Past Conference Chairperson.

The president shall preside at all meetings of the association and steering committee; shall perform other duties as may be prescribed by these bylaws or assigned to him or her by the association or by the steering committee; shall provide steering committee leadership, implement the long range plan, present nominations to the association, and coordinate the work of the officers and committees of the association in order that the objectives of the organization may be promoted. The president shall direct fundraising efforts and serve as spokesperson for the promotion of the association and its goals. Following his or her term of office, the president shall serve as the conference chair for the current year, mentor the incoming president, and raise money for the current year's conference. The past president/current conference chair will remain on the Steering Committee for an additional year, creating a four-year commitment.

Section 2. Vice-President/President Elect.

The vice-president shall act as aide to the president; shall perform the duties of the president in his or her absence. The vice-president becomes president in the year following his or her term as vice-president and succeeds to the office of president should the office become vacant before the term expires. The vice president/president elect will submit by-law changes to the association and present a conference budget for the conference two years hence to the steering committee. The Vice President/President Elect will serve as a member of the Finance and Development Committee.

Section 3. Secretary.

The secretary shall record the minutes of all meetings of the association and the steering committee, as well as post approved minutes to the electronic archive; and shall maintain a copy of the association bylaws, articles of incorporation, and *Robert's Rules of Order*.

Section 4. Treasurer.

The treasurer shall provide financial oversight of association funds, accounts, and policy through the administrative office. The administrative office shall have custody of all the funds of the association; shall keep full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the budget adopted by the steering committee, and shall make no disbursements not included on or exceeding the

line item in the relevant fiscal year's budget without the advice and consent of the treasurer. The administrative office shall provide the treasurer with an annual review and a full financial statement for association accounts at least annually. The treasurer shall present this statement and an assessment of the financial condition of the association at each annual meeting of the association and at other times when requested by the steering committee. The treasurer will examine the books and provide regular reports to the steering committee. The treasurer, working with the association's Executive Director and CPA, shall take particular care to file all forms required by the Internal Revenue Service in a timely and accurate fashion.

Section 5. Program Chairperson/Immediate Past Program Chairperson.

The program chairperson shall oversee the planning and efficient operation of all aspects of the annual conference; shall officiate at all meetings of the program committee; and shall appoint a local arrangements chairperson and local arrangements subcommittee members. The program chairperson may appoint up to four members to the program committee. The program chairperson shall then serve one year on the program committee as Immediate Past Program Chairperson. The Immediate Past Program Chairperson will assist with conference program continuity and serve in an advisory capacity.

Section 6. Program Chairperson Elect.

In the first year of office, the Program Chairperson Elect shall recruit and assemble program committee members and local arrangement committee members for his/her specific conference. In the second year of office the Program Chairperson Elect shall lead conference program organizing and shall assist the President with negotiations for conference support. In the third year the Program Chairperson Elect becomes Program Chairperson of the conference for which they were elected. In their fourth year, the Program Chairperson serves as Immediate Past Program Chairperson.

Section 7. At-large Steering Committee Member.

See Article XI, Section 1.

Section 8. Archivist/Historian.

The archivist/historian shall be responsible for maintaining the association's timeline and for collecting and preserving documents related to the activities of the Appalachian Studies Association in the association archives at Berea College, Berea, Kentucky.

Section 9. Journal Editor.

The journal editor shall be responsible for editing and publishing the *Journal of Appalachian Studies*.

Section 10. Executive Director.

The Executive Director shall be responsible for the day-to-day operation of the ASA administrative office.

Section 11. Liaison Officer.

The liaison officer shall be responsible for facilitating and communicating transactions between the ASA and its institutional base.

Section 12. Office Manager.

The office manager assists the executive director in the day-to-day operations of the administrative office.

Section 13. Scholarship Committee Chairperson.

The scholarship committee chairperson shall be responsible for maintaining the scholarship committee and leading it in decision-making about scholarship funding and allocations, and regularly communicating the results of the committee's work to the steering committee.

Section 14. Finance Committee Chairperson.

The finance committee chairperson, appointed by the president, shall be responsible for maintaining the finance committee, leading it in producing budget forecasts and fundraising strategies, and regularly communicating the results of the committee's work to the Steering Committee.

Section 15. Membership Committee Chairperson.

The membership committee chairperson shall be responsible for devising strategies to ensure that the membership base remains sustainable, engaged, and diverse.

Section 16. Communication Committee Chairperson.

The Communications Committee Chairperson, appointed by the ASA President, shall be responsible for ensuring that information for all association communication formats is submitted for publication and is completed in a timely manner.

Section 17. Awards Committee Chairperson.

The role of the Awards Chairperson is to coordinate the publicity, nomination, selection, and presentation process for the awards given by the ASA. The chair will serve as master of ceremonies each year at the Appalachian Studies Conference to ensure meaningful yet

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efficient presentation of the awards. The Award's Chair will also be certain of which recipients will be present.

Section 18. *Appalink* Editor.

The *Appalink* Editor shall be responsible for the publication of *Appalink*.

Section 19. Young Appalachian Leaders and Learners (Y'ALL) Steering Committee Members.

The Y'ALL Steering Committee members act as co-chairs of the Y'ALL committee and work collaboratively with the President in support of the conference.

Section 20. Education Committee Chair.

Appointed by the ASA President, the Education Committee Chair is responsible for communicating with and calling meetings of the Education Committee for the purpose of dispersing information, educating the membership about programs and projects in the region, planning panel conference sessions that focus on the topic of education, and managing the annual Award for Excellence in Teaching Appalachian Studies.

Section 21. Diversity and Inclusion Chair.

The diversity and inclusion chair shall be responsible for devising strategies to insure that the membership, leadership, conferences and publications of the organization represent the full spectrum of the populations of the Appalachian region.

ARTICLE XI

COMMITTEES

Section 1. Steering Committee.

Members of the steering committee shall include all officers (elected and appointed), with terms of office as outlined under Article IX, Section 3. In addition, up to eight at-large members, having four-year terms, shall be elected.

- a. **Election of at-large steering committee members.** At-large members shall serve for **four (4)** years, with **two** new members being elected each year. At-large members are expected to attend all steering committee meetings and shall be elected by written ballot as described in Article IX, Section 4.

- b. **Duties of steering committee.** The duties of the steering committee shall be:
- (1) To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
 - (2) To create standing and special committees;
 - (3) To oversee the work of the program committee;
 - (4) To approve an annual budget and request an official audit as needed.
- c.. **Quorum.** A simple majority of members of the steering committee shall constitute a quorum. All actions accepted by a quorum shall be deemed legal. Other voting procedures will follow *Robert's Rules of Order*.
- d. **Meetings.** The steering committee shall meet at least twice during the year. Other meetings may be called as deemed necessary by the president.

Section 2. **Program Committee.**

- a. **Membership.** The program committee shall consist of:
- (1) Program Chairperson (for the current year conference)
 - (2) Program Chairpersons Elect # 1 and #2 (elected as chairpersons for each of the next two conferences)
 - (3) Local Arrangements Chairperson (appointed by the Program Chairperson)
 - (4) Association President, ex-officio
 - (5) At-Large Members (up to four members)
 - (6) Additional members (up to four additional members may be appointed by the Program Chairperson)
 - (7) Immediate Past Program Chair
- b. **Election of Program Chairperson**
The Program Chairperson shall serve a four-year term in service of a specific future conference, and shall be elected concurrent with the Vice-President who will serve as Conference Chairperson for that conference. In the first and second years, this officer is designated "Program Chair Elect." In the year of this officer's conference program, she/he is designated "Program Chairperson." In the year following this officer's conference program, she/he is designated "Immediate past Program Chairperson." The Program Chairperson Elect shall be elected by written ballot as outlined in Article IX, Section 4.

c. Election of at-large program committee members.

At-large program committee members for a conference shall be elected in the year following the election of the Program Chair Elect. At-large program committee members shall serve a two-year term and shall be elected by written ballot as outlined in Article IX, Section 4.

d. Duties of program committee. The program committee shall be responsible for the visioning, planning, and execution of the program for the annual conference including performing or overseeing:

- (1) Preparation of the Call for Papers;
- (2) Review and selection of papers and presentations for the conference;
- (3) Provision of a preliminary program and pre-registration materials; and
- (4) Provision of the final printed program, to be distributed at the conference.

Section 3. Local Arrangements Subcommittee.

a. Membership. The local arrangements subcommittee shall consist of:

- (1) Program chairperson
- (2) Local arrangements subcommittee chairperson
- (3) Other members appointed by the program chairperson.

b. Duties.

The local arrangements committee shall be responsible for making all necessary site arrangements including selecting menus, selecting entertainment, selecting meeting and banquet rooms, and carrying out any other activities deemed necessary for a successful conference.

Section 4. Ad Hoc Committees. Special or ad hoc committees may be appointed by the president or by the steering committee as needed.

Section 5. Nominating Committee. The nominating committee, chaired by the vice president, shall be appointed by the president each year and will consist of the executive committee, as well as the chair of the Diversity and Inclusion Committee. This committee will nominate individuals to all vacant elected and appointed offices of the ASA. The nominating committee shall solicit nominations from the ASA membership by issuing a call for nominations in the fall edition of the ASA newsletter, Appalink. The committee shall report its slate of nominees to the steering committee at its fall meeting and to the ASA membership through a ballot in the spring edition of Appalink.

Section 6. Scholarship Committee.

a. Membership. The scholarship committee shall consist of the chairperson and from three to six regular members appointed by the

ASA president to rotating terms. The ASA Executive Director, Silent Auction Coordinator, and the vice president/president elect will also serve as *ex officio*, nonvoting members of the scholarship committee.

- b. **Duties.** The scholarship committee shall receive all suggestions from ASA members, assist with fund raising for scholarships, devise and implement a mechanism for allocating funds raised for scholarships, and cooperate with the Treasurer and Executive Director in accounting for all scholarship funds dispersed. Decisions of the Scholarship Committee shall be communicated to the steering committee for its approval.

Section 7. **Finance Committee.**

- a. **Membership.** The finance committee shall consist of the chairperson and from three to six regular members appointed by the ASA president to rotating terms. The ASA treasurer, scholarship committee chairperson, liaison officer, and Vice President/President Elect shall serve as members of the committee; the Executive Director shall serve as a nonvoting member.
- b. **Duties.** In conjunction with the treasurer and Executive Director, the finance committee shall develop three-year projected budgets for both the annual conference and the overall association, recommend and assist in the implementation of fundraising and development strategies, and respond to special requests from the Steering Committee. Recommendations of the finance committee shall be communicated to the steering Committee for its approval.

Section 8. **Membership Committee.**

- a. **Membership.** The Membership Committee shall consist of the chairperson and at least two regular members appointed by the ASA president to three-year rotating terms. The committee will include at least one scholar (with survey, statistical or research methods training) and at least one community/ activist representative. The ASA Executive Director and the Scholarship Committee chairperson shall serve as *ex officio* nonvoting members of the committee.
- b. **Duties.** The committee will collect information about ASA members and devise strategies to ensure that the membership base remains sustainable, engaged, and diverse. The Membership Committee will report information to the Steering Committee and will collaborate with the ASA Executive Director and office staff in the collection of information regarding ASA membership matters.

Section 9. **Communications Committee.**

- a. **Membership.** The Communications Committee shall consist of the Chairperson and committee members responsible for public relations. In addition, the Communications Committee chairperson may appoint three (3) additional ASA members to the committee who will serve as liaisons to all other standing committees, ensuring strong communication among committees and consistent reporting to the membership.
- b. **Duties.** The committee will request, collect, and report information for Appalink and the ASA website. The committee will coordinate with ASA President, Conference Program chair, and Local Arrangements Chair for release of conference news.

Section 10. **Education Committee.**

- a. **Membership.** The Education Committee shall consist of the Chairperson and at least five appointed ASA members who express interest in serving.
- b. **Duties.** The committee will explore educational opportunities for the association, both in the community and in the academy, including planning and executing an ASA conference session focusing on education. The committee will likewise manage the annual Award for Excellent in Teaching Appalachian Studies, including putting out a call for nomination each fall in Appalink.

Section 11. **Executive Committee.**

- a. **Membership.** The Executive Committee shall consist of the ASA President, past ASA President, Vice-President/President Elect, Secretary, Treasurer, the Chair of the Diversity and Inclusion Committee, and ASA Executive Director (ex-officio).
- b. **Duties.** The Executive Committee will serve and advise at the President on business and concerns that may come before the Steering Committee. The Executive Committee will consult the Steering Committee as needed.

Section 12. **Diversity and Inclusion Committee**

- a. **Membership.** The committee shall consist of the chairperson and a minimum of four members appointed by the ASA president in rotating terms. Other members are welcome to volunteer with the committee as well. The committee will work closely with the Membership Committee, the Nominating Committee, and the Program Committee.
- b. **Duties.** The Diversity and Inclusion Committee works to insure that the membership, leadership, conferences and publications of the

organization represent the full spectrum of the populations of the Appalachian region, in terms of race, class, gender, sexual orientation, age, and life work. To gain the maximum benefit from our diverse membership and leadership, the committee works to insure that every member feels welcomed, valued, respected and supported, so that each individual feels a part of a whole that is greater than the sum of its parts.

Section 13. Young Appalachian Leaders and Learners (Y'ALL) Committee.

- a. **Membership.** The committee shall consist of two co-chairpersons (elected as Y'ALL Steering Committee members) and a minimum of four members interested in upholding the mission of Y'ALL. Y'ALL members shall serve for two (2) years, with one new member being elected each year. Y'ALL members are expected to attend all steering committee meetings and shall be elected by written ballot as described in Article IX, Section 4.
- b. **Duties.** Y'ALL committee members shall work to facilitate connections and relationships between young people in Appalachia, provide opportunities for professional advancement and training, as well as encourage lifelong scholarship and activism in the region. The committee will strive to foster an inclusive environment that breaks down walls between institutions and encourages engagement, leadership, and collegiality.

ARTICLE XII

BUDGETS AND APPROPRIATIONS

Section 1. **Treasury.** The treasury shall consist of membership dues as collected and any additional funds as raised by the association.

Section 2. **Authority.** Checks for amounts over \$500 must be signed by both the treasurer and the president or his or her appointee. Such funds shall be spent in accordance with the approved budget. All contracts will be signed by the president. In his/her absence, the president will appoint a voting member of the steering committee to sign on his/her behalf and will document that appointment via email to the secretary. Any contract in an amount exceeding \$500 must be co-signed by the treasurer.

Section 3. **Scholarship Fund.** Scholarship funds have been established to support both youth and community participation in the annual conference. Such funds shall be allocated by the Scholarship Committee subject to approval by the Steering Committee.

ARTICLE XIII

RESIGNATIONS

Section 1. All resignations occurring during active terms of office shall be filled through appointments by the president, except that the vice-president/president elect shall assume the office of president should a vacancy occur.

Section 2. In the event a person must hold more than one voting position, he or she will only have one vote, reducing the quorum required for conducting business.

ARTICLE XIV

FISCAL YEAR

The fiscal year shall be from July 1 to June 30.

ARTICLE XV

PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XVI

AMENDING THE BYLAWS

Amendment to these bylaws may be made in the following manner:

- a. Any member may submit in writing a suggested change to the steering committee together with an explanation of the justification for the change.
- b. The proposed change will be read, discussed, and possibly revised by the steering committee.
- c. If approved by the steering committee, the proposed amendment will be printed in the next issue of *Appalink*, which must be mailed at least thirty (30) days prior to the annual conference. Discussion of the proposed amendment will take place at the annual business meeting of the conference. A written ballot will be distributed to the membership for vote either at the conference or by mail. Members not attending the conference may submit a proxy.
- d. Bylaws amendments require approval by two-thirds of the members voting.
- e. Ballots will be returned to the secretary who will maintain the official copy of the association bylaws.