

# INTERNATIONAL SOCIETY FOR EDUCATIONAL BIOGRAPHY

## CONSTITUTION

### Article I -- Name and Purposes

Section 1. The name of the organization shall be the International Society for Educational Biography. (Hereafter referred to as the Society).

Section 2. The purposes of the Society shall be:

a. to promote the scholarly study of the lives of educators and their contributions to pedagogical thought and practice. All analytical and interpretive approaches to biographies shall be encouraged in the membership;

b. to encourage the exchange of ideas between scholars of education and those from other disciplines who have an interest in the field of education through the common bond of the educational biography;

c. to promote the improvement of teaching in education by adding a biographical dimension to the study of pedagogy.

### Article II -- Membership

Section 1. Any person who has an interest in and the willingness to further the purposes of the Society shall be welcome to membership. Membership shall be open on a calendar year basis.

Section 2. There shall be two categories of membership:

a. Regular is the basic membership of the Society and shall be the status of all those who do not fit any other category.

b. Student members are those whose primary role is that of student in an institution of higher learning and who are not employed and do not receive a full-time salary.

Section 3. The Executive Committee may establish additional categories of membership.

Section 4. All members shall have full rights and privileges of the Society.

Section 5. Membership dues shall be determined by the Executive committee. A raise in dues shall not be retroactive and shall be effective at the beginning of a forthcoming membership year.

### Article III -- Officers

Section 1. General Requirements:

a. Nominees for office shall be members of the Society at the time of nomination and if elected shall maintain membership in the Society during the term of office.

b. Any officer who fails to maintain membership in the Society or who fails to perform the duties of office satisfactorily may be removed from office by a vote of two-thirds of the Executive Committee.

c. No person shall hold more than one elected or appointed office simultaneously.

Section 2. The chief executive officer of the Society shall be the President who shall succeed for a one-year to that position from the office of the President-elect. The President shall preside at meetings of the Society and the Executive Committee and shall appoint the Nominating committee.

Section 3. The President shall become the Immediate Past President and shall serve on the Executive Committee for a one-year term after serving as President.

Section 4. The following officers shall be elected by the membership:

a. The President-Elect shall be elected annually for a one-year term and shall become President the following year. The President-elect shall chair the Program Committee and shall appoint its members.

The President Elect shall preside at meetings of the Society and the Executive Committee in the absence of the President and shall assume the office of President whenever there is a vacancy in that position. Completion of another President's term shall not affect the President-elect's right to serve as President for a normal term. The duties of President-elect shall be performed by the Immediate Past President when there is a vacancy in that office, and at the next regular election the membership shall elect a person to succeed to the presidency for the term that would have been filled by the President-Elect.

b. Three members shall be elected as At-Large officers of the Executive Committee for three-year terms. One of these officers shall be elected each year. Mid-term at-large vacancies on the Committee shall remain unfilled until the next regular election, at which time they may be filled for the remainder of their term through the regular election procedure.

The following officers shall be elected by the membership:

c. The Secretary shall be elected and serve for three years. The Secretary shall keep the minutes and current records of the Society and the Executive Committee; shall prepare notices of meetings; shall prepare accounts of the Society's activities in the form of a newsletter; shall conduct elections; shall conduct membership campaigns; shall perform other duties at the direction of the Executive Committee, and shall, with the Treasurer, prepare financial statements and budget proposals and shall advise the President about the membership status of persons holding elective offices or committee membership.

d. The Treasurer shall be elected and serve for three years. The Treasurer shall keep the funds and the financial records and shall, by direction of the Executive committee, pay the bills of the Society; shall have the membership list maintained; shall advise the Nominating committee on the membership status of persons being considered for election to office; shall, with the Secretary, prepare financial statements and budget proposals and shall advise the President about the membership status of persons holding elective offices or committee memberships.

Section 5. The Society shall co-sponsor the publication of Vitae Scholasticae, a newsletter, and such other publications as may further the Society's goals and work.

Section 6. The Editor-in-Chief of Vitae Scholasticae shall:

- a. be a non-voting member of the Executive Committee;
- b. appoint Assistant or Associate Editors as the need rises to help carry out editorial functions;
- c. appoint a Managing Editor to carry out such duties as the Editor-in-Chief shall assign;
- d. appoint an Editorial Advisory Board to assist in manuscript acquisition and selection and to offer suggestions manuscript acquisition and selection and to offer suggestions and guidance in all matters appropriate to Vitae Scholasticae. Those members of the Editorial Advisory Board who are not able to participate in the Society's activities except for their association with Vitae Scholasticae may be offered membership in the Society without the assessment of annual dues.
- e. recommend subscription rates for members of the Society to the Executive Committee.

Section 7. Terms of office shall begin immediately following the close of the annual meeting.

#### **Article IV-- Executive Committee**

Section 1. The Executive Committee:

- a. Shall be the principal policy-making body of the Society and may adopt rules and regulations necessary for the conduct and maintenance of the Society;
- b. Shall be comprised of the elected officers of the Society (the President, President-Elect, Immediate Past President, At-Large Officers, the Secretary, and Treasurer). Only Committee members may vote in Committee proceedings; members of the Society may participate in Committee meetings when their advice is required, but shall not vote;
- c. Shall appoint committee, commission, and board members where authorized;
- d. Shall have control and management of the funds of the Society and shall determine the annual dues, the convention registration fees, and other assessments.

Section 2. A majority of the voting members of the Executive Committee shall constitute a quorum. Decisions of the Committee shall be by a majority of those present and voting, except when removing an elected officer which requires a two-thirds vote of the Committee (Art. III Sec. 1.b.).

Section 3. Policy decisions of the Executive Committee shall be presented to the membership for ratification at the annual business meeting whenever one-third of the Committee members present and voting request to do so.

#### **Article V -- Committees, Commissions, Boards**

Section 1. General requirements:

a. Appointees to committees, commissions, and boards shall be members of the Society at the time of their appointment and shall maintain their memberships throughout their appointments.

b. Failure to maintain membership or to perform committee, commission, or board duties satisfactorily shall be reason for removal from office upon a two-thirds vote of the Executive Committee present and voting.

Section 2. There shall be a Nominating Committee appointed each year by the President, which shall perform the duties outlined in Article VI, Elections.

Section 3. There shall be a Program Committee appointed each year by the President Elect, to be responsible for planning and conducting the annual meeting and other membership sessions held during the year.

Sections 4. The Executive Committee may establish other committees, commissions, and boards to carry on the work of the Society.

#### **Article VI -- Elections**

Section 1. Elections shall be held annually.

Section 2. Procedure:

a. The President shall appoint each year from among the voting members of the Society a Nominating Committee of not less than three persons. The President shall designate the chairperson of the committee.

b. The names of the members of the Nominating Committee shall be announced to the membership of the Society, who shall be invited to suggest nominees for office.

c. The Nominating Committee shall prepare a slate of nominees for office. Nominees must be paid up members of the Society at the time of their nomination and shall have indicated their consent and commitment to serve as officers.

d. The Nominating Committee's slate shall be presented at the annual meeting of the Society. If there are additional nominations from the floor, voting shall be by secret ballot at the meeting.

#### **Article VII -- Meetings**

Section 1. The Executive Committee shall set the time and place of the meetings of the Society.

Section 2. There shall be at least one general membership meeting of the Society yearly.

Section 3. There shall be at least one meeting of the Executive Committee held during the annual membership meeting.

Section 4. Robert's Rules of Order, current edition, shall be used to conduct meetings.

#### **Article VIII -- Finances**

Section 1. Revenue of the Society shall be disbursed only by direction of the Executive Committee.

Section 2. Revenue accruing to the Society shall be used entirely for the work of the Society. No part of the income of the Society shall be paid to any member as wages or salary, but officers and others performing duties for the Society may be reimbursed for expenses related to their duties .

Section 3. The Society's financial accounts shall be audited periodically according to procedures established by the Executive Committee.

Section 4. In the event the Society is dissolved, the officers, after paying or making provisions to pay the liabilities of the Society, shall give the assets of the Society to organization(s) that are operated exclusively for charitable, educational, religious, or scientific purposes and which qualify as exempt organization(s) under section 501(c) (3) of the Internal Revenue Code of the United States of America. In making this determination, the officers may use a court of competent jurisdiction of the place in which the President of the society resides.

#### **Article IX -- Amendments**

Section 1. Amendments to this constitution may be initiated by the Executive Committee or by three percent of the paid-up members who may submit to the Executive Committee amendments in writing.

Section 2. Proposed amendments shall be distributed by mail to the membership, together with an explanation of the amendments. Ratification shall be by a mail ballot returned to the Secretary. At least thirty days shall elapse between mailing the amendments and close of the vote. Amendments shall be adopted by two-thirds of the members voting.

Section 3. The effective date of amendments to this Constitution shall be immediately upon notification to the President by the Secretary of the result of the vote. The membership shall be notified of the adoption of the amendment within a reasonable time.