

# Procedural Checklist

## Make sure the application is complete.

If you do not complete all applicable parts or do not provide all required attachments, we may return the incomplete application to your organization for resubmission with the missing information or attachments. This will delay the processing of the application and may delay the effective date of your organization's exempt status. The organization may also incur additional user fees.

### Have you . . .

- \_\_\_\_\_ Attached **Form 8718** (User Fee for Exempt Organization Determination Letter Request) and the appropriate fee?
- \_\_\_\_\_ Prepared the application for mailing? (See **Where To File** addresses on Form 8718.) Do **not** file the application with your local Internal Revenue Service Center.
- \_\_\_\_\_ Completed Parts I through IV and any other schedules that apply to the organization?
- \_\_\_\_\_ Shown the organization's **Employer Identification Number (EIN)**?
  - a. If your organization has an EIN, write it in the space provided.
  - b. If this is a newly formed organization and does not have an Employer Identification Number, obtain an EIN by telephone. (See Specific Instructions, Part I, Line 2, on page 3.)
- \_\_\_\_\_ Described your organization's **specific activities** as directed in Part II, line 1, of the application?
- \_\_\_\_\_ Included a **conformed copy** of the complete organizing instrument? (See Specific Instructions, Part I, Line 10, on page 3.)
- \_\_\_\_\_ Had the application signed by one of the following?
  - a. An officer or trustee who is authorized to sign (e.g., president, treasurer); **or**
  - b. A person authorized by a power of attorney (Submit Form 2848, or other power of attorney.)
- \_\_\_\_\_ Enclosed **financial statements** (Part IV)?
  - a. Current year (must include period up to within 60 days of the date the application is filed) and 3 preceding years.
  - b. Detailed breakdown of revenue and expenses (no lump sums).
  - c. If the organization has been in existence less than 1 year, you must also submit proposed budgets for 2 years showing the amounts and types of receipts and expenditures anticipated.

**Note:** *During the technical review of a completed application, it may be necessary to contact the organization for more specific or additional information.*

**Do not send this checklist with the application.**

## Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code

*Note: If exempt status is approved, this application will be open for public inspection.*

Read the instructions for each Part carefully.

**A User Fee must be attached to this application.**

If the required information and appropriate documents are not submitted along with Form 8718 (with payment of the appropriate user fee), the application may be returned to you.

**Complete the Procedural Checklist on page 8 of the instructions.**

**Part I Identification of Applicant**

<b>1a</b> Full name of organization (as shown in organizing document)	<b>2</b> Employer identification number (EIN) (If none, see page 3 of the <b>Specific Instructions</b> .)  : :
<b>1b</b> c/o Name (if applicable)	<b>3</b> Name and telephone number of person to be contacted if additional information is needed  (       )
<b>1c</b> Address (number and street)	Room/Suite
<b>1d</b> City, town, or post office, state, and ZIP + 4. If you have a foreign address, see <b>Specific Instructions</b> for Part I, page 3.	<b>4</b> Month the annual accounting period ends  <b>5</b> Date incorporated or formed
<b>1e</b> Web site address	<b>6</b> Check here if applying under section: a <input type="checkbox"/> 501(e) b <input type="checkbox"/> 501(f) c <input type="checkbox"/> 501(k) d <input type="checkbox"/> 501(n)
<b>7</b> Did the organization previously apply for recognition of exemption under this Code section or under any other section of the Code? . . . . . <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If "Yes," attach an explanation.	
<b>8</b> Is the organization required to file Form 990 (or Form 990-EZ)? . . . . . <input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If "No," attach an explanation (see page 3 of the <b>Specific Instructions</b> ).	
<b>9</b> Has the organization filed Federal income tax returns or exempt organization information returns? . . . <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If "Yes," state the form numbers, years filed, and Internal Revenue office where filed.	

**10** Check the box for the type of organization. ATTACH A CONFORMED COPY OF THE CORRESPONDING ORGANIZING DOCUMENTS TO THE APPLICATION BEFORE MAILING. (See **Specific Instructions** for Part I, Line 10, on page 3.) See also Pub. 557 for examples of organizational documents.)

**See Attachments #1. & 2**

a  Corporation—Attach a copy of the Articles of Incorporation (including amendments and restatements) showing approval by the appropriate state official; also include a copy of the bylaws.

b  Trust— Attach a copy of the Trust Indenture or Agreement, including all appropriate signatures and dates.

c  Association— Attach a copy of the Articles of Association, Constitution, or other creating document, with a declaration (see instructions) or other evidence the organization was formed by adoption of the document by more than one person; also include a copy of the bylaws.

If the organization is a corporation or an unincorporated association that has not yet adopted bylaws, check here

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

**Please Sign Here** \_\_\_\_\_  
(Signature) (Type or print name and title or authority of signer) (Date)



**Part II** Activities and Operational Information (Continued)

4 Give the following information about the organization's governing body:

a Names, addresses, and titles of officers, directors, trustees, etc.

b Annual compensation

c Do any of the above persons serve as members of the governing body by reason of being public officials or being appointed by public officials?  Yes  No  
If "Yes," name those persons and explain the basis of their selection or appointment.

d Are any members of the organization's governing body "disqualified persons" with respect to the organization (other than by reason of being a member of the governing body) or do any of the members have either a business or family relationship with "disqualified persons"? (See **Specific Instructions** for Part II, Line 4d, on page 3.)  Yes  No  
If "Yes," explain.

5 Does the organization control or is it controlled by any other organization?  Yes  No  
Is the organization the outgrowth of (or successor to) another organization, or does it have a special relationship with another organization by reason of interlocking directorates or other factors?  Yes  No  
If either of these questions is answered "Yes," explain.

6 Does or will the organization directly or indirectly engage in any of the following transactions with any political organization or other exempt organization (other than a 501(c)(3) organization): (a) grants; (b) purchases or sales of assets; (c) rental of facilities or equipment; (d) loans or loan guarantees; (e) reimbursement arrangements; (f) performance of services, membership, or fundraising solicitations; or (g) sharing of facilities, equipment, mailing lists or other assets, or paid employees?  Yes  No  
If "Yes," explain fully and identify the other organizations involved.

7 Is the organization financially accountable to any other organization?  Yes  No  
If "Yes," explain and identify the other organization. Include details concerning accountability or attach copies of reports if any have been submitted.

**Part II** Activities and Operational Information (Continued)

8 What assets does the organization have that are used in the performance of its exempt function? (Do not include property producing investment income.) If any assets are not fully operational, explain their status, what additional steps remain to be completed, and when such final steps will be taken. If none, indicate "N/A."

9 Will the organization be the beneficiary of tax-exempt bond financing within the next 2 years? . . . .  Yes  No

10a Will any of the organization's facilities or operations be managed by another organization or individual under a contractual agreement? . . . . .  Yes  No

b Is the organization a party to any leases? . . . . .  Yes  No

If either of these questions is answered "Yes," attach a copy of the contracts and explain the relationship between the applicant and the other parties.

11 Is the organization a membership organization? . . . . .  Yes  No  
If "Yes," complete the following:

a Describe the organization's membership requirements and attach a schedule of membership fees and dues.

b Describe the organization's present and proposed efforts to attract members and attach a copy of any descriptive literature or promotional material used for this purpose.

c What benefits do (or will) the members receive in exchange for their payment of dues?

12a If the organization provides benefits, services, or products, are the recipients required, or will they be required, to pay for them? . . . . .  N/A  Yes  No  
If "Yes," explain how the charges are determined and attach a copy of the current fee schedule.

b Does or will the organization limit its benefits, services, or products to specific individuals or classes of individuals? . . . . .  N/A  Yes  No  
If "Yes," explain how the recipients or beneficiaries are or will be selected.

13 Does or will the organization attempt to influence legislation? . . . . .  Yes  No  
If "Yes," explain. Also, give an estimate of the percentage of the organization's time and funds that it devotes or plans to devote to this activity.

14 Does or will the organization intervene in any way in political campaigns, including the publication or distribution of statements? . . . . .  Yes  No  
If "Yes," explain fully.

**Part III** Technical Requirements

1 Are you filing Form 1023 within 15 months from the end of the month in which your organization was created or formed? . . . . .  Yes  No  
If you answer "Yes," do not answer questions on lines 2 through 6 below.

2 If one of the exceptions to the 15-month filing requirement shown below applies, check the appropriate box and proceed to question 7.

**Exceptions**—You are not required to file an exemption application within 15 months if the organization:

- a Is a church, interchurch organization of local units of a church, a convention or association of churches, or an integrated auxiliary of a church. See **Specific Instructions**, Line 2a, on page 4;
- b Is not a private foundation and normally has gross receipts of not more than \$5,000 in each tax year; or
- c Is a subordinate organization covered by a group exemption letter, but only if the parent or supervisory organization timely submitted a notice covering the subordinate.

3 If the organization does not meet any of the exceptions on line 2 above, are you filing Form 1023 within 27 months from the end of the month in which the organization was created or formed? . . . . .  Yes  No

If "Yes," your organization qualifies under Regulation section 301.9100-2, for an automatic 12-month extension of the 15-month filing requirement. Do not answer questions 4 through 6.

If "No," answer question 4.

4 If you answer "No" to question 3, does the organization wish to request an extension of time to apply under the "reasonable action and good faith" and the "no prejudice to the interest of the government" requirements of Regulations section 301.9100-3? . . . . .  Yes  No

If "Yes," give the reasons for not filing this application within the 27-month period described in question 3. See **Specific Instructions**, Part III, Line 4, before completing this item. Do not answer questions 5 and 6.

If "No," answer questions 5 and 6.

5 If you answer "No" to question 4, your organization's qualification as a section 501(c)(3) organization can be recognized only from the date this application is filed. Therefore, do you want us to consider the application as a request for recognition of exemption as a section 501(c)(3) organization from the date the application is received and not retroactively to the date the organization was created or formed? . . .  Yes  No

6 If you answer "Yes" to question 5 above and wish to request recognition of section 501(c)(4) status for the period beginning with the date the organization was formed and ending with the date the Form 1023 application was received (the effective date of the organization's section 501(c)(3) status), check here  and attach a completed page 1 of Form 1024 to this application.

**Part III** Technical Requirements (Continued)

**7** Is the organization a private foundation?

- Yes** (Answer question 8.)  
 **No** (Answer question 9 and proceed as instructed.)

**8** If you answer "Yes" to question 7, does the organization claim to be a private operating foundation?

- Yes** (Complete Schedule E.)  
 **No**

After answering question 8 on this line, go to line 14 on page 7.

**9** If you answer "No" to question 7, indicate the public charity classification the organization is requesting by checking the box below that most appropriately applies:

**THE ORGANIZATION IS NOT A PRIVATE FOUNDATION BECAUSE IT QUALIFIES:**

- |          |  |  |
|----------|--|--|
| <b>a</b> | <input type="checkbox"/> As a church or a convention or association of churches<br>(CHURCHES MUST COMPLETE SCHEDULE A.)  | Sections 509(a)(1)<br>and 170(b)(1)(A)(i)                          |
| <b>b</b> | <input type="checkbox"/> As a school (MUST COMPLETE SCHEDULE B.)   | Sections 509(a)(1)<br>and 170(b)(1)(A)(ii)                         |
| <b>c</b> | <input type="checkbox"/> As a hospital or a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital (These organizations, except for hospital service organizations, MUST COMPLETE SCHEDULE C.)                                      | Sections 509(a)(1)<br>and 170(b)(1)(A)(iii)                        |
| <b>d</b> | <input type="checkbox"/> As a governmental unit described in section 170(c)(1).  | Sections 509(a)(1)<br>and 170(b)(1)(A)(v)                          |
| <b>e</b> | <input type="checkbox"/> As being operated solely for the benefit of, or in connection with, one or more of the organizations described in <b>a</b> through <b>d</b> , <b>g</b> , <b>h</b> , or <b>i</b> (MUST COMPLETE SCHEDULE D.)   | Section 509(a)(3)  |
| <b>f</b> | <input type="checkbox"/> As being organized and operated exclusively for testing for public safety.  | Section 509(a)(4)  |
| <b>g</b> | <input type="checkbox"/> As being operated for the benefit of a college or university that is owned or operated by a governmental unit.  | Sections 509(a)(1)<br>and 170(b)(1)(A)(iv)                         |
| <b>h</b> | <input type="checkbox"/> As receiving a substantial part of its support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public.  | Sections 509(a)(1)<br>and 170(b)(1)(A)(vi)                         |
| <b>i</b> | <input type="checkbox"/> As normally receiving not more than one-third of its support from gross investment income and more than one-third of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). | Section 509(a)(2)  |
| <b>j</b> | <input type="checkbox"/> The organization is a publicly supported organization but is not sure whether it meets the public support test of <b>h</b> or <b>i</b> . The organization would like the IRS to decide the proper classification.   | Sections 509(a)(1)<br>and 170(b)(1)(A)(vi)<br>or Section 509(a)(2) |

**If you checked one of the boxes a through f in question 9, go to question 14. If you checked box g in question 9, go to questions 11 and 12. If you checked box h, i, or j, in question 9, go to question 10.**

**Part III** Technical Requirements (Continued)

- 10** If you checked box **h, i, or j** in question 9, has the organization completed a tax year of at least 8 months?  
 **Yes**—Indicate whether you are requesting:  
 A definitive ruling. (Answer questions 11 through 14.)  
 An advance ruling. (Answer questions 11 and 14 and attach two Forms 872-C completed and signed.)  
 **No**—You must request an advance ruling by completing and signing two Forms 872-C and attaching them to the Form 1023.

- 11** If the organization received any unusual grants during any of the tax years shown in Part IV-A, **Statement of Revenue and Expenses**, attach a list for each year showing the name of the contributor; the date and the amount of the grant; and a brief description of the nature of the grant.

- 12** If you are requesting a definitive ruling under section 170(b)(1)(A)(iv) or (vi), check here  and:  
**a** Enter 2% of line 8, column (e), Total, of Part IV-A . . . . . \_\_\_\_\_  
**b** Attach a list showing the name and amount contributed by each person (other than a governmental unit or “publicly supported” organization) whose total gifts, grants, contributions, etc., were more than the amount entered on line **12a** above.

- 13** If you are requesting a definitive ruling under section 509(a)(2), check here  and:  
**a** For each of the years included on lines 1, 2, and 9 of Part IV-A, attach a list showing the name of and amount received from each “disqualified person.” (For a definition of “disqualified person,” see **Specific Instructions**, Part II, Line 4d, on page 3.)  
**b** For each of the years included on line 9 of Part IV-A, attach a list showing the name of and amount received from each payer (other than a “disqualified person”) whose payments to the organization were more than \$5,000. For this purpose, “payer” includes, but is not limited to, any organization described in sections 170(b)(1)(A)(i) through (vi) and any governmental agency or bureau.

<b>14</b> Indicate if your organization is one of the following. If so, complete the required schedule. (Submit only those schedules that apply to your organization. <b>Do not submit blank schedules.</b> )	Yes	No	If “Yes,” complete Schedule:
Is the organization a church? . . . . .			A
Is the organization, or any part of it, a school? . . . . .			B
Is the organization, or any part of it, a hospital or medical research organization? . . . . .			C
Is the organization a section 509(a)(3) supporting organization? . . . . .			D
Is the organization a private operating foundation? . . . . .			E
Is the organization, or any part of it, a home for the aged or handicapped? . . . . .			F
Is the organization, or any part of it, a child care organization? . . . . .			G
Does the organization provide or administer any scholarship benefits, student aid, etc.? . . . .			H
Has the organization taken over, or will it take over, the facilities of a “for profit” institution? . . . .			I

**Part IV Financial Data**

Complete the financial statements for the current year and for each of the 3 years immediately before it. If in existence less than 4 years, complete the statements for each year in existence. If in existence less than 1 year, also provide proposed budgets for the 2 years following the current year.

**A. Statement of Revenue and Expenses**

		Current tax year	3 prior tax years or proposed budget for 2 years			
		(a) From ..... to	(b) .....	(c) .....	(d) .....	(e) TOTAL
<b>Revenue</b>	<b>1</b> Gifts, grants, and contributions received (not including unusual grants—see page 6 of the instructions) . . . . .					
	<b>2</b> Membership fees received . . . . .					
	<b>3</b> Gross investment income (see instructions for definition) . . . . .					
	<b>4</b> Net income from organization's unrelated business activities not included on line 3 . . . . .					
	<b>5</b> Tax revenues levied for and either paid to or spent on behalf of the organization . . . . .					
	<b>6</b> Value of services or facilities furnished by a governmental unit to the organization without charge (not including the value of services or facilities generally furnished the public without charge) . . . . .					
	<b>7</b> Other income (not including gain or loss from sale of capital assets) (attach schedule) . . . . .					
	<b>8 Total</b> (add lines 1 through 7) . . . . .					
	<b>9</b> Gross receipts from admissions, sales of merchandise or services, or furnishing of facilities in any activity that is not an unrelated business within the meaning of section 513. Include related cost of sales on line 22 . . . . .					
	<b>10 Total</b> (add lines 8 and 9) . . . . .					
	<b>11</b> Gain or loss from sale of capital assets (attach schedule) . . . . .					
	<b>12</b> Unusual grants . . . . .					
	<b>13 Total</b> revenue (add lines 10 through 12) . . . . .					
<b>Expenses</b>	<b>14</b> Fundraising expenses . . . . .					
	<b>15</b> Contributions, gifts, grants, and similar amounts paid (attach schedule) . . . . .					
	<b>16</b> Disbursements to or for benefit of members (attach schedule) . . . . .					
	<b>17</b> Compensation of officers, directors, and trustees (attach schedule) . . . . .					
	<b>18</b> Other salaries and wages . . . . .					
	<b>19</b> Interest . . . . .					
	<b>20</b> Occupancy (rent, utilities, etc.) . . . . .					
	<b>21</b> Depreciation and depletion . . . . .					
	<b>22</b> Other (attach schedule) <i>See Attachment #6</i> . . . . .					
	<b>23 Total</b> expenses (add lines 14 through 22) . . . . .					
	<b>24</b> Excess of revenue over expenses (line 13 minus line 23) . . . . .					

**Part IV** Financial Data (Continued)

B. Balance Sheet (at the end of the period shown)		Current tax year Date .....
<b>Assets</b>		
1	Cash . . . . .	1
2	Accounts receivable, net . . . . .	2
3	Inventories . . . . .	3
4	Bonds and notes receivable (attach schedule) . . . . .	4
5	Corporate stocks (attach schedule) . . . . .	5
6	Mortgage loans (attach schedule) . . . . .	6
7	Other investments (attach schedule) . . . . .	7
8	Depreciable and depletable assets (attach schedule) . . . . .	8
9	Land . . . . .	9
10	Other assets (attach schedule) . . . . .	10
11	<b>Total assets</b> (add lines 1 through 10) . . . . .	11
<b>Liabilities</b>		
12	Accounts payable . . . . .	12
13	Contributions, gifts, grants, etc., payable . . . . .	13
14	Mortgages and notes payable (attach schedule) . . . . .	14
15	Other liabilities (attach schedule) . . . . .	15
16	<b>Total liabilities</b> (add lines 12 through 15) . . . . .	16
<b>Fund Balances or Net Assets</b>		
17	Total fund balances or net assets . . . . .	17
18	<b>Total liabilities and fund balances or net assets</b> (add line 16 and line 17) . . . . .	18

If there has been any substantial change in any aspect of the organization's financial activities since the end of the period shown above, check the box and attach a detailed explanation . . . . .

**Consent Fixing Period of Limitation Upon  
Assessment of Tax Under Section 4940 of the  
Internal Revenue Code**

(Rev. September 1998)

Department of the Treasury  
Internal Revenue Service

(See instructions on reverse side.)

**To be used with  
Form 1023. Submit  
in duplicate.**

Under section 6501(c)(4) of the Internal Revenue Code, and as part of a request filed with Form 1023 that the organization named below be treated as a publicly supported organization under section 170(b)(1)(A)(vi) or section 509(a)(2) during an advance ruling period,

..... (Exact legal name of organization as shown in organizing document)	}	and the	District Director of Internal Revenue, or Assistant Commissioner (Employee Plans and Exempt Organizations)
..... (Number, street, city or town, state, and ZIP code)			

consent and agree that the period for assessing tax (imposed under section 4940 of the Code) for any of the 5 tax years in the advance ruling period will extend 8 years, 4 months, and 15 days beyond the end of the first tax year.

However, if a notice of deficiency in tax for any of these years is sent to the organization before the period expires, the time for making an assessment will be further extended by the number of days the assessment is prohibited, plus 60 days.

Ending date of first tax year .....  
 (Month, day, and year)

Name of organization (as shown in organizing document)	Date
Officer or trustee having authority to sign	Type or print name and title
Signature ►	

**For IRS use only**

District Director or Assistant Commissioner (Employee Plans and Exempt Organizations)	Date
---	------

By ►

**Schedule H. Organizations Providing Scholarship Benefits, Student Aid, etc., to Individuals**

**1a** Describe the nature and the amount of the scholarship benefit, student aid, etc., including the terms and conditions governing its use, whether a gift or a loan, and how the availability of the scholarship is publicized. If the organization has established or will establish several categories of scholarship benefits, identify each kind of benefit and explain how the organization determines the recipients for each category. Attach a sample copy of any application the organization requires individuals to complete to be considered for scholarship grants, loans, or similar benefits. (Private foundations that make grants for travel, study, or other similar purposes are required to obtain advance approval of scholarship procedures. See Regulations sections 53.4945-4(c) and (d).)

**b** If you want this application considered as a request for approval of grant procedures in the event we determine that the organization is a private foundation, check here . . . . .

**c** If you checked the box in **1b** above, check the box(es) for which you wish the organization to be considered.

4945(g)(1)

4945(g)(2)

4945(g)(3)

**2** What limitations or restrictions are there on the class of individuals who are eligible recipients? Specifically explain whether there are, or will be, any restrictions or limitations in the selection procedures based upon race or the employment status of the prospective recipient or any relative of the prospective recipient. Also indicate the approximate number of eligible individuals.

**3** Indicate the number of grants the organization anticipates making annually . . . . .

**4** If the organization bases its selections in any way on the employment status of the applicant or any relative of the applicant, indicate whether there is or has been any direct or indirect relationship between the members of the selection committee and the employer. Also indicate whether relatives of the members of the selection committee are possible recipients or have been recipients.

**5** Describe any procedures the organization has for supervising grants (such as obtaining reports or transcripts) that it awards and any procedures it has for taking action if the terms of the grant are violated.

# **Association of Leadership Educators, Inc. Constitution**

## **Article I. Name**

**Section 1.** The name of this organization shall be the Association of Leadership Educators, Inc.

## **Article II. Purpose**

**Section 1.** The purposes of this association are:

- a. To strengthen the leadership skills and competencies of the professional educators who work to develop the leadership capabilities of others, and;
- b. To strengthen and broaden the knowledge base which supports research, teaching and outreach, student services, consulting, and other programs in leadership.

**Section 2.** The Association of Leadership Educators, Inc., is organized exclusively for educational and scientific purposes, that qualify as exempt as defined under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

## **Article III. Membership and Dues**

**Section 1.** Membership shall be open to any individual whose interest is leadership education.

**Section 2.** The membership year shall run from July 1 through June 30.

**Section 3.** The Association of Leadership Educators, Inc., prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

**Section 4.** Dues may be established by vote of the membership at any annual meeting. A simple majority of those present shall be all that is necessary to establish or change the dues.

## **Article IV. Activities and Earnings**

**Section 1.** The Association of Leadership Educators, Inc., will sponsor an annual conference, publish a proceeding of the conference, and conduct other educational activities to fulfill its purpose.

**Section 2.** No part of the net earnings of the Association of Leadership Educators, Inc., shall inure to the benefit, or be distributable to its members, trustees, officers, or other private persons, except that the Association of Leadership Educators, Inc., shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Association of Leadership Educators, Inc., shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association of Leadership Educators, Inc., shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

## **Article V. Amendments to Constitution.**

This constitution may be amended by two-thirds vote of the members present at any annual meeting provided that the membership at large has been notified twice at least 60 days and 30 days in advance of any proposed amendments or changes.

## **Article VI. Dissolution.**

Upon dissolution of the Association of Leadership Educators, Inc., assets shall be distributed for one or more purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Any such assets not so disposed of shall be disposed of by the district court of the county in which the principal office (current president) of the corporation is then located, exclusively for such purposes or to such organizations, as said court shall determine which are organized and operated exclusively for such purposes.

# BYLAWS

## I. Officers and Responsibilities

**Section 1.** The officers of the Association of Leadership Educators, Inc., shall consist of a President, Vice-President, Past President, Secretary, Treasurer, Newsletter Editor and three Directors; Membership and Marketing, Awards and Recognition and Resource Development. These officers shall be known as the Board of Directors and shall be responsible for conducting association business. The Editor of the Journal of Leadership Education (JOLE) shall be an ex-officio member of the Association of Leadership Educators, Inc. Board of Directors.

**Section 2.** Term of the office of President, Vice-President, and Past President shall be one year. The Vice-President shall become the President at the end of the one-term; the President shall move to the office of Past President and a new Vice-President shall be elected each year.

**Section 3.** The terms of the Secretary, and Treasurer shall be two years. The office of Secretary shall be elected in even numbered years. The office of Treasurer shall be elected in odd numbered years

**Section 4.** The terms of the office of the three Directors shall be two years. Membership and Marketing and Awards and Recognition shall be elected in even numbered years. Resource Development and shall be elected in odd numbered years.

**Section 5.** The term of office of the Newsletter Editor shall be two years.

**Section 6.** Terms of office for all individuals shall begin in each case upon installation at the annual meeting following the election in which they were elected or succeeded to that office.

**Section 7.** All officers shall serve one term in the office to which they were elected. Individuals will be eligible for re-election to the same office after being absent from the Board of Directors for a period of one year.

**Section 8.** Any officer missing two consecutive board meetings without a valid reason or otherwise failing to fulfill responsibilities designated in the bylaws may be replaced. The President is empowered to choose a successor with the advice and counsel of the Board of Directors.

**Section 9.** The duties of the Board of Directors shall be:

- a. promote and foster the goals and objectives of the Association of Leadership Educators
- b. develop and implement an annual plan of work
- c. appoint committees
- d. establish and implement operational policies in accord with the Constitution and Bylaws

**Section 10.** The duties of the President shall be to:

- a. preside at Association meetings
- b. call special meetings
- c. appoint committee members
- d. serve as an ex-officio member of Association Committees

**Section 11.** The duties of the Past President shall be to:

- a. give advice and counsel to the Board of Directors
- b. chair the Nominating Committee
- c. serve as Historian for the Association

**Section 12.** The duties of the Vice-President shall be to:

- a. preside in the absence of the President
- b. chair the Conference Committee
- c. prepare to become President at the end of the term

**Section 13.** The duties of the Secretary shall be to:

- a. take and circulate minutes of Board of Directors and Annual Association meetings
- b. initiate and respond to Association correspondence

**Section 14.** The duties of the Treasurer shall be to:

- a. receive dues and other income and make payments
- b. maintain financial accounts and records
- c. maintain membership information
- d. serve on the Membership Committee
- e. maintain the membership directory

**Section 15.** The duties of the Directors shall be to:

- a. give advice and counsel to the Board of Directors
- b. one director shall chair the Membership and Marketing Committee
- c. one director shall chair the Resource Development Committee
- d. one director shall chair the Awards and Recognition Committee

**Section 16.** The duties of the Newsletter Editor shall be to:

- a. collect items of interest
- b. prepare and distribute a newsletter

## **II. Standing Committees**

The following committees shall be appointed by the President, with the advice and counsel of the Board of Directors in a manner assuring representation of the geographic region, areas of interest, and professional affiliation of the active members of the organization.

**Section 1.** Nominating Committee; which shall be chaired by the Past President. The function of the Nominating committee shall be to prepare a slate of nominees for each vacant office.

**Section 2.** Membership and Marketing Committee, which shall be chaired by the Director for Membership and Marketing. The function of the Membership and Marketing Committee shall be to recruit and retain members and to enhance the visibility of ALE.

**Section 3.** Resource Development Committee, which shall be chaired by the Director for Resource Development. The function of the committee shall be to study and recommend plans for resource acquisition including planning the location of annual meetings.

**Section 4.** Conference Committee, which shall be chaired by the Vice-President. The function of this committee shall be to plan the Annual Conference.

**Section 5.** Awards and Recognition Committee, which shall be chaired by the Director for Awards and Recognition. The function of Awards and Recognition Committee is to recognize outstanding education programs and service of ALE members.

### **III. Ad Hoc Committees**

**Section 1.** Ad Hoc Committees may be appointed as necessary.

### **IV. Meetings**

**Section 1.** There shall be an annual meeting of the Association of Leadership Educators, Inc., held in conjunction with the annual conference.

**Section 2.** For purposes of conducting business, a quorum shall consist of the members present at the annual meeting.

**Section 3.** The Board of Directors shall convene at least once a year to conduct Association business at the call of the President or by a written request of the majority of the Board of Directors. Such meetings may be held by teleconference.

### **V. Elections**

**Section 1.** Election of officers and directors shall be conducted by e-mail ballot. The proposed slate of officers shall be sent to members of record. All members shall be eligible to vote for one individual for each office. Ballots will be prepared and emailed to the membership in sufficient time to provide at least three weeks from the date of emailing to the final date for acceptance of completed ballots, and to provide for results to be announced at the annual meeting.

**Section 2.** The President may appoint person(s) to fill any vacant position.

## **VI. Journal of Leadership Education**

The Board of Directors shall establish a Journal of Leadership Education (JOLE) to be published electronically and distributed universally. The purpose of the Journal of Leadership Education shall be to further the research and scholarly pursuit of leadership education theory through a forum for development of the knowledge base and practice of Leadership Education. The Journal of Leadership Education shall promote a dialogue that engages both academics and practitioners. The Journal of Leadership Education shall be published a minimum of two times per year.

Section 1. The Editor of the Journal of Leadership Education shall be appointed by the Board of Directors and serve for a minimum of three years. The Editor will serve as an Ex-officio member of the Board of Directors.

## **VII. Amendments to Bylaws**

The Bylaws may be amended by a majority vote of the members present at the annual meeting provided that the membership has been notified at least 30 days in advance of any proposed amendment changes.

**Part IV Financial Data - Line 22**

	<u>7/1/04 - 12/31/04</u>	<u>7/1/03 - 6/30/04</u>	<u>7/1/02 - 6/30/03</u>	<u>7/1/01 - 6/30/02</u>
<b>Business Expenses</b>				
Awards & Recognition	\$ 684.13		\$ 3,808.25	\$ 500.00
Journal (JOLE)		\$ 210.00	\$ 385.39	\$ 1,000.00
Membership Committee			\$ 519.53	\$ 432.80
<b>Miscellaneous</b>				
501(c)3 & Incorporation	\$ 125.00			
Officer Expenses	\$ 13.45		\$ 23.27	\$ 79.45
Other	\$ 7.00	\$ 19.15		
<b>Non-Personnel Expenses</b>				
Internet / Web site		\$ 139.65		
Supplies		\$ 332.97		
<b>Travel &amp; Meeting Expenses</b>				
Board Meeting	\$ 1,864.43	\$ 3,726.04	\$ 4,351.32	\$ 2,476.21
Conference	\$ 17,598.97	\$ 9,854.80	\$ 1,015.35	\$ 84.00
<b>Total</b>	<b>\$ 20,292.98</b>	<b>\$ 14,282.61</b>	<b>\$ 10,103.11</b>	<b>\$ 4,572.46</b>