

Autism Society of Alabama  
Junior Board Bylaws

Adopted January 13, 2009  
Revised April 12, 2010

## ARTICLE 1-PURPOSE

- 1.1 The Autism Society of Alabama Junior Board has been established to:
- 1) To bring community awareness to the issues faced by individuals with autism spectrum disorder.
  - 2) To act as community ambassadors for the Autism Society of Alabama.
  - 3) To assist the Autism Society of Alabama with all fundraising efforts and to execute fundraising activities that they develop.
  - 4) To develop future leaders for ASA who are well educated on all aspects of the diverse needs of the population served.
- 1.2 Ambassadorship: The Autism Society Junior Board will educate individuals in the community about the mission and goals of the Autism Society of Alabama. In addition, Junior Board members will support the marketing efforts of the Autism Society of Alabama.
- 1.3 Activities: The Junior Board will participate in activities sponsored by reputable autism service providers and act as positive role models for individual with autism in the community.

**Fundraising:** All Junior Board members will participate in ASA sponsored fundraisers. Members may elect to help with public relations, overall event planning, and/or solicitation of sponsors/donors/attendees for the Annual Walks for Autism and the Frog Affair.

Junior Board members will promote ASA and increase corporate support of the organization by a designated amount each year.

Annual Special Event:

The Junior Board will conduct at least one fundraiser per year that has been approved by the organization's Executive Director.

The Junior Board will be responsible for developing and adhering to a set budget for their annual fundraiser. An event Chairperson must be decided upon for the event. The Chairperson will be responsible for records related to the event development/execution. All Junior Board members will be responsible for promoting and ensuring the financial success of the event. **Education:** The Junior Board will allocate time on the agenda during each quarterly meeting for educational purposes. The Junior Board will also be updated on the organization's progress by the Executive Director or one of ASA's Board Members on a semi-annual basis.

Each Junior Board member is responsible for educating their personal community about the Autism Society of Alabama and the important role advocacy plays in creating a better service system for individuals with Autism Spectrum Disorders.

## ARTICLE II-MEMBERSHIP

- 2.1 Membership will be by invitation. Nominations should be given to the President and / or the Membership Chair. The Membership Chair will prepare a slate of potential candidates that will be presented to the Executive Committee for a vote. Once a candidate is approved by the executive committee, they will be presented to the full Junior Board where each member will have seven days to respond. If there are no negative responses, the candidate will be approved as a new member. Votes may occur at a regularly scheduled meeting or as needed, Junior Board members will be given notice that a vote will be occurring.
- 2.2 The Junior Board will consist of between 20 and 30 members. The junior board will be reflective of the community served by ASA and will include individuals of various ethnicities. ASA's Development Director will maintain a seat on the Junior Board.
- 2.3 Each new Junior Board member will be oriented to the Mission, Vision and Goals of the organization prior.

## ARTICLE III-ATTENDANCE

- 3.1 Attendance at Junior Board meetings is necessary and mandatory for each quarterly meeting. If a member needs to be excused from a meeting, he/she should notify the Junior Board President or Secretary/Treasurer. The Executive Committee will determine a minimum yearly attendance requirement. If a member fails to adhere to the attendance requirements, he or she may be asked to recommit to the organization or resign.

## ARTICLE IV-MEMBERSHIP

- 4.1 Each member will serve a 2 year term. A member may elect to extend his/her term on an annual basis thereafter.
- 4.2 Each member will be responsible for annual dues and become a member of the Autism Society of Alabama. The Executive Committee will determine the annual amount for dues. Dues are payable each year at the 2nd quarter meeting. Members must maintain good standing as a member of the Autism Society of Alabama.

## ARTICLE V-MEETINGS

- 5.1 Meetings will be held every the second Monday of each quarter unless an event or activity requires that additional meetings be called. Committee meetings will be determined by individual committees and their specific function.

- 5.2 The Executive Committee will meet two weeks prior to the mandatory quarterly meetings, as well as, once per year on July 15th for an annual budget meeting. The Junior Board budget must be approved and submitted to the Board of Directors by September 1st of each year. The date for the annual meeting is subject to change based on availability.

#### ARTICLE VI-OFFICERS

- 6.1 The officers of the Junior Board will be President, Vice President, Treasurer/Secretary, Membership Chair, Event Chair, Public Relations Chair and the Immediate Past President. Each officer will serve a 1 year term. All officers will keep written records of their work and make those available to their successors and the ASA Board of Directors, as needed.
- 6.2 President: The President will preside over all meetings of the board and will head the Executive Committee. He/she will act as a liaison between the Junior Board and the ASA Full Board. The President must have served on the Junior Board for a minimum of one year.
- 6.3 Vice President: The VP will assist the President and perform the actions of the President in his/her absence. In the event of the President's inability to perform, the VP will fill the unexpired term.
- 6.4 Secretary/Treasurer: The Secretary/Treasurer will keep accurate minutes of each meeting. He/she is responsible for distributing those minutes, as well as other communication, to all Junior Board members. The Secretary/Treasurer will also keep a record of attendance and follow up on absences that haven't been pre-arranged. He/she will also be responsible for maintaining financial records for Junior Board activities. He/she will also be responsible for collecting dues, ensuring each members standing as an Autism Society of Alabama member is current, and maintaining financial records and oversight of money at the Junior Board events.
- 6.5 Membership Chair: The Membership Chair will be responsible for recruiting and processing new applicants. He/she will also be responsible for maintaining all documentation for new members and ensuring the voting process is followed for each new recruit.
- 6.6 Event Chair: The Event Chair will be responsible for oversight of all ASA Junior Board events, in addition, to assisting with Board of Director events. He/she will work with the President to ensure increased funds and awareness for the organization. All events must be approved by the Executive Director, and prompt year events budget must be submitted at the Junior Board Executive Committee annual budget meeting. The Event Chair will also be responsible for records related to the event development and execution.

<sup>1</sup>Created 1/13/09, Revised 4/12/2010

- 6.7 Public Relations Chair: The Public Relations Chair is responsible for maintaining all communications outside the organization, including PR for the ASA Junior Board, PR for their events, and thank you letters.
- 6.8 Immediate Past President: The Immediate Past President will support the President and Executive Committee the year following their term as President.
- 6.9 Officer Elections: Executive Committee Offices will be voted on each year during the 3rd quarter meeting. Nominations should be sent to the President two weeks prior to meeting. The President will announce the nominations during the opening of the meeting and voting will occur at the close of the meeting.

#### ARTICLE VII-COMMITTEES

- 7.1 Executive Committee: The officers of the Junior Board will compose the Executive Committee. The committee will have general supervision of all board activities. The Executive Committee will be called together by the President.
- 7.2 Ad Hoc Committee: The President has the ability to appoint Ad Hoc Committees as needed, to fulfill Board obligations.
- 7.3 Supporting Committees: The Secretary/Treasurer, Membership Chair, Event Chair, and Public Relations Chair will be supported by a committee, and the Executive Committee member will be responsible for involving the committee members. Junior Board members must be a part of at least one committee; however, they are allowed to sign up for as many committees as they would like to commit.

#### ARTICLE VIII-LIABILITY AND AUTHORITY

- 8.1 Liability: No member of the Junior Board or any officer will be personally liable for any contractual obligation of the organization or for any claim based on act or omission of any officer, servant of the agency or employee of the agency.
- 8.2 Parliamentary Authority: Unless otherwise stated in these Bylaws, decisions of the Junior Board will be voted on and approved by a majority of those members present at a given meeting.
- 8.3 Bylaw Review:  
These Bylaws may be amended at any meeting of the Junior Board by a 2/3 affirmative vote of those present and voting when the proposed change has been submitted in writing to all members at least 2 weeks in advance of the vote.

The President will hold a formal review of these Bylaws every 2 years with the Executive Committee and submit proposed changes for the Junior Board's approval.