BOARD MANUAL OF THE ARIZONA TECHNOLOGY IN EDUCATION ASSOCIATION

Last Revised June 2026

This Manual of the Board of Directors of the Arizona Technology in Education Association (hereinafter, the "Manual") sets out the Policies and Procedures that will guide the daily business of the Arizona Technology in Education Association and its Board of Directors (hereinafter, "the Board"). The Arizona Technology in Education Association shall be referred to hereinafter as "the Association."

Mission Statement

The Association aligns its educational technology work with industry standards to cultivate collaborative educational communities, empowering all who impact student learning to prepare future-ready individuals.

Vision Statement

As a statewide organization, the Association is committed to supporting a seamless educational learning ecosystem that thoughtfully and effectively deploys technology, pedagogy, and instruction.

Value Statements

- We envision a world where all educators are empowered by educational technology options and implementation to effectively support educational standards.
- We invest in opportunities for all leaders to learn and grow together to increase learning outcomes.
- We drive a future where all students are safe, strategic, and visionary using technology in their daily lives.

Goals

Goals will be established annually by the Board.

Regions

The Association may be divided into regions across the state of Arizona as defined by the Board.

Code of Ethics

Each Board Member of the Association is responsible for maintaining professionalism when communicating with each other, partners, non-profit organizations, members of the Association, and the public. As a member of the Association Board, you can enhance or injure the Association's image with every written, verbal or electronic communication.

Those acting as Board Members of the Association commit to the following:

- Transparency in our operations
- Integrity in our actions
- Responsibility for our decisions

Personal behavior

It is expected that Board Members (when acting on behalf of the Association) will:

- Act ethically, with honesty and integrity, in the best interests of the Association at all times
- Not make improper use of their position as Board Members to gain advantage for themselves or for any other person
- Exercise due care, diligence and skill
- Take individual responsibility to contribute actively to all aspects of the Board's role according to the Board Member duty statement
- Make decisions fairly, impartially and promptly, considering all the available information, legislation, policies, and procedures
- Make reasonable inquiries to remain properly informed including to maintain knowledge necessary for active and informed voting at, and between, all meetings.
- Understand the financial, strategic and other implications of decisions
- Act in a financially responsible manner
- Understand financial reports and other financial material that comes before the Board
- Attend a minimum of 75% of Board meetings
- Be an active participant (contribute to 75% of meetings) on a minimum of one Association committee
- Attend at least three (3) Association-sponsored events, either virtually or in person.
- Treat colleagues with respect, courtesy, honesty, and fairness, and have proper regard for their interests, rights, safety, and welfare
- Not harass, bully, or discriminate against colleagues, members of the public, partners, non-profit organizations, and/or other members of the Association
- Contribute to a harmonious, safe, and productive Board environment/culture through professional relationships

Communication and official information

It is expected that Board Members (when acting on behalf of the Association) will:

- Not disclose official information or documents acquired through membership on the Board, other than as required by law or where agreed by decision of the Board
- Not make any unauthorized public statements regarding the business of the Association
- Support, adhere to, and not contradict the formal decisions of the Board made in its meetings
- Respect the confidentiality and privacy of all information as it pertains to individuals
- Ensure information gained as a Board Member is only applied to proper purposes

Conflicts of interest

It is expected that Board Members (when acting on behalf of the Association) will:

- Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest
- Not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of the Association
- Where conflicts of interest do arise, ensure they are managed in the public interest
- Ensure that Board Members decline gifts or favors that may cast doubt on their ability to apply independent judgment as a Board Member

In addition, Board Members (when acting on behalf of the Association) commit to:

- Taking responsibility for reporting improper conduct or misconduct which has been or may be occurring, reporting the details to another Board Member
- Taking responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of the Association
- Not engaging in communications that are distasteful, obscene, or defamatory
- Acting honestly, truthfully, and with integrity in all transactions and dealings
- Avoiding conflicts of interest
- Treating every individual with dignity and respect
- Being responsible, transparent, and accountable for all actions taken by the Board
- Improving the accountability, transparency, ethical conflict, and effectiveness of the nonprofit field

Membership

Membership Definition

Membership is open to anyone who shares a commitment to advancing technology in education and supporting equitable access to high-quality learning experiences for all students.

All memberships are annual, valid for one year from the date of purchase or renewal.

Classes of Members

The Association shall have five (5) classes of members: Regular, Student, Distinguished, Group, and Joint.

Individual Regular Membership

Regular membership status in the organization is available, without discrimination, to individuals who are involved in the use, or support of technology in education.

Individual Student Membership

Student membership shall be available to full-time graduate or undergraduate students.

Individual Distinguished Membership

Distinguished membership may be granted to any person who has made outstanding contributions to the advancement of technology and education. Past-presidents of the organization shall automatically be conferred this recognition for life at no cost with full rights and privileges.

Group Membership

Group membership in the organization is available for outside organizations and entities to purchase memberships for multiple persons, at rates determined in the appendix.

Joint Membership

CoSN Institutional

A person of an institution that pays annual dues to CoSN for a district membership is eligible for joint membership in CoSN and the Association. To process such joint memberships for individual members, each person must be registered in the national CoSN portal on behalf of their institution and is granted an annual individual membership in the Association.

ISTE/ASCD

At this time there is no joint membership for this organization. Individuals may purchase their own personal membership to ISTE/ASCD.

STEM AZ Education Collaborative

An individual may purchase a joint membership through the STEM Collaborative, which provides that individual a regular membership to the Association, ASTA, and AATM.

Membership Voting Rights

The Membership of the Association shall be eligible to vote at the Annual Meeting or Special Meetings called by the Board. The votes of these members may be registered through any means legally allowed by the State of Arizona. This section specifically allows the votes of Members to be registered through electronic means (e.g., electronic mail or online survey tool).

The Membership votes on the slate of the Board electronically. The Executive Director shall send out a voting ballot two times or more in the election cycle at least five days apart.

Dues

The Association has a variety of membership classes and associated dues. See Appendix B for the current dues structure.

Termination of Members

Membership shall terminate on the occurrence of any of the following events:

1. Resignation of the member, on reasonable notice to the Association;
2. Expiration of the period of membership unless the membership is renewed on the renewal terms fixed by the Board;
3. Failure of the member to pay dues, fees, or assessments as set by the Board within 90 days after they become due and payable;
4. Occurrence of any event that renders the member ineligible for membership, or failure to satisfy membership qualifications; or|
5. Expulsion of the member based upon the good faith determination by the Board, or a committee or person authorized by the Board to make such determination, that the member has failed in a material and serious degree to observe the rules of conduct of the organization, or has engaged in conduct materially and seriously prejudicial to the purposes and interests of the organization.

Records

The Association shall keep a membership record containing the name and email address of each member. The Association shall also keep complete books of account, minutes of the proceedings of the Board and committees having any authority of the Board, and a record with the names and addresses of Board Members. A Board Member, or Board Member's agent or attorney, may inspect all Association records for any proper purpose at any reasonable time.

The Association shall keep a record of Regions or Affiliates containing the names and email addresses of each group and its officers.

Regions/Affiliates

Regions/Affiliates: Regional groups of members may be formed and apply for Region/Affiliate status within the association. Affiliate status is not required for individual membership or within the state of Arizona.

Definitions and Qualifications

Region/Affiliate: Any group of members of the Association, from a geographic area of sufficient size and organizational strength to operate as a semi-autonomous group, which qualifies for tax-exempt status, and has an elected governing body, and recognition by the Board. A Region or Affiliate may not charge members additional dues. A Region or Affiliate shall conduct business through its own Board (a "Regional Board") as indicated in the Region or Affiliate Handbook, which such Region or Affiliate will develop and publish among its membership.

Dues and Fees

No group fees will be paid by a Region or Affiliate to the association. A portion, to be determined by the Association's Board, of the dues of members indicating membership in a recognized Region or Affiliate shall be returned to that Region or Affiliate to support their work.

Number

There is no limit to the number of Regions or Affiliates the Association may admit.

Non-Liability of Organizations

No Region or Affiliate of the Association, shall be liable for the debts, liabilities, or obligations of the Association. The Association shall not be held liable for the debts, liabilities, or obligations of Regions or Affiliates except as assumed by the Board.

Requests for Consideration

Requests for consideration of termination shall be delivered to the Board.

Notice of Consideration

Notice of consideration of such action shall be forwarded immediately to the organizers of such Region or Affiliate, and in a timely manner to all members of the Association.

Removal and Appointment of Region Officers or Affiliate Officers

In order to support the reinvigoration of inactive Regions, the Association's Board may, by a two-thirds vote, remove members of any Regional Board.

Annual Meetings

Annual meetings shall be held once per year at a time to be determined by the Board. The President shall schedule the annual meeting at a convenient time and place. Written notice of the time, place, and purpose of the Annual meeting of members must be given either personally or electronically to each member not less than 10 days, but no more than 50 days in advance of the meeting.

Special Meetings

Special meetings may be called by the Board President (as defined herein) or upon the written request of three (3) Board members. A special meeting may also be called by a written petition of 10 members of the Association. The meeting should be called no more than seven business days after the request has been made and will give members at least five business days' notice prior to the meeting.

Nomination and Election of Board of Directors

Composition

The Governance Committee shall consist of the Past-President or President-elect and three (3) additional individuals. The Governance Committee may use an electronic application process to prepare a slate of Board candidates. These committee members may or may not be members of the Board. The Governance Committee will recruit active members across constituency groups (e.g., Regions, Affiliates, and corporate sector), educational roles and perspectives and may use an application process. The Governance Committee will vet the applications.

Preparation of a Slate of Candidates

The Governance Committee shall establish a slate of candidates from nominations taken from the Membership. If no candidates are nominated, the Committee will identify individuals it believes can help govern the Association. Candidates must be members of the Association. The Governance Committee will recommend the slate to the Board for approval.

Elections

Elections shall take place every year under the direction of the President and Governance Committee at such a time and method determined by the Board. The elections shall be conducted in such a way that all general members may vote for candidates to fill the open positions. In the case of a tie, the Governance Committee will break the tie via random drawing.

Conflict of Interest and Disclosure of Certain Interests

This conflict of interest policy is designed to help Officers, as defined in the Association's Bylaws, Board members, and employees of the Association to identify situations that may present potential conflicts of interest. It is also designed to provide the Association with a procedure that, if observed, will validate a transaction as binding even though a conflict of interest might have existed with respect to the transaction.

Definitions

"Conflicts of interest" are defined as follows:

Outside Interests

i. A Contract or Transaction between the Association and a Responsible Person or Family Member.

ii. A Contract or Transaction between the Association and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, member, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

Outside Activities

i. A Responsible Person competing with the Association in the rendering of services or in any other Contract or Transaction with a third party.

ii. A Responsible Person having a Material Financial Interest in; or serving as a board member, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to; an entity or individual that competes with the Association in the provision of services or in any other Contract or Transaction with a third party.

Gifts, Gratuities and Entertainment

A Responsible Person accepting gifts, entertainment or other favors from any individual or entity that:

i. does or is seeking to do business with, or is a competitor of the Association; or has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from the Association;
ii. is a charitable organization operating in Arizona; under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the Association.

Responsible Person

Responsible Person is any person serving as an officer, employee or member of the Board of the Association.

Family Member

Family Member is a spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.

Material Financial Interest

Material Financial Interest in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.

Contract or Transaction

Contract or Transaction is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by the Association. The making of a gift to the Association is not a Contract or Transaction.

Procedures

1) Responsible Persons who are not members of the Board of the Association, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the President or the President's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect the Association's participation in such Contract or Transaction.

    a) In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the President or the President's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

2) Prior to Board or committee action on a Contract or Transaction involving a Conflict of Interest, a Board member or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.

3) A Board member or committee member who plans not to attend a meeting at which such member has reason to believe that the Board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

4) A person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

5) A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such a person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of

this paragraph, a member of the Board has a Conflict of Interest when he or she stands for election as an Officer or for re-election as a member of the Board.

Confidentiality

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of the Association. Furthermore, a Responsible Person shall not disclose or use information relating to the business of the Association for the personal profit or advantage of the Responsible Person or a Family Member.

Review of policy

1) Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.

2) Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions or circumstances might include service as a director of or consultant to a nonprofit organization, or ownership of a business that might provide goods or services to the Association. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the President and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

3) This policy shall be reviewed annually by each member of the Board. Any changes to the policy shall be communicated immediately to all Responsible Persons.

All Board members are required to complete the Conflict of Interest Form located in Appendix C annually.

Duties of Board Officers

President

The President shall be responsible for conducting, or delegating as appropriate, the daily business of the organization, consistent with current policies of the organization. The President of the organization will present the yearly calendar of regular Board meetings and other events upon assuming office. The President shall work closely with the Executive Director and shall mentor the President Elect.

At the Annual Business meeting and at such other times as are deemed proper, the President shall communicate to the members such matters and make such suggestions as may tend to promote the welfare and increase the usefulness of the association. He/she shall perform such other duties as are necessarily incidental to the office of the President or as may be prescribed by the Board.

The President of the Association may attend the national Affiliate/Chapter/Partner meetings. The President may also attend other meetings with approval of the Board. Travel reimbursements amounts are detailed in Appendix D. Reimbursements are made with approval from the Board and based upon the current budget.

The President shall preside at all regular and special meetings of the Board and the membership. The President shall serve as an ex-officio member of all committees and shall appoint all committee chairs with the exception of the Finance committee (Treasurer is the committee chair).

The President serves as the Chair of the Executive Committee and Board Liaison for the Professional Learning Committee.

President Elect

The President Elect shall perform the duties of the President in case of the President's inability to serve. When possible, the President Elect shall accompany the President to association events. The President Elect shall be responsible for reviewing official association documents, including financial reports and minutes of all meetings. The President Elect shall complete the term of office of the President should he/she resign and shall then serve the full term to which elected.

The President Elect is an Ex-Officio Member of all Standing Committees and serves as the Vice Chair of the Executive Committee and Board Liaison for the Governance Committee.

Past President

The Past President shall perform the duties of the President Elect in case the President is not able to serve. The Past President is an Ex-Officio Member of all Standing Committees and serves as Board Liaison for the Awards Committee.

Secretary

The Secretary shall record the minutes of the meeting of the Board; see that notices are given in accordance with the bylaws or as required by law; keep the corporate records; keep the register of addresses furnished to the Secretary by each member; track board memberships and assignments; and perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or by the Board.

The Secretary serves as the Board Liaison for the Marketing Committee.

Treasurer

The Treasurer shall be the principal accounting and financial officer of the Association and shall be responsible for the maintenance of adequate corporate books of account; have charge and custody of all corporate funds and securities, and be responsible for the receipt and disbursement thereof; and perform all the duties incident to the office of Treasurer and such other duties as may be assigned by the President or by the Board.

The Treasurer serves as the Chair and Board Liaison for the Finance Committee.

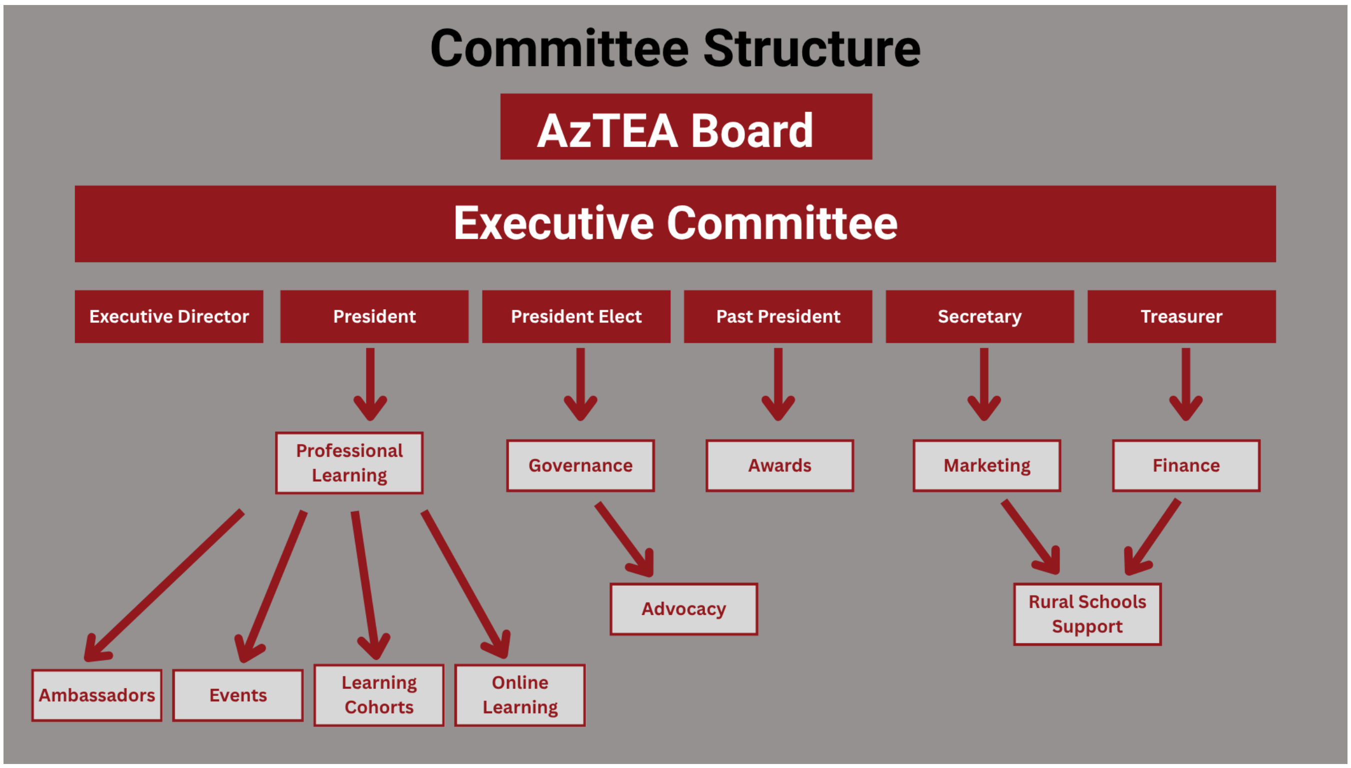
Duties of the Executive Director

Serving at the pleasure of and subject to approval by the Board, the Executive Director shall have general direction over the operation of the Association; shall implement all policies of the Board; shall submit to the Board or its committees such reports as the Board may require; shall assist in the preparation of an annual budget for presentation to and adoption by the Board; shall assist in the preparation of a personnel policy; provide staff support to the Board; and shall perform such other functions as the Board may direct. The Executive Director shall be responsible directly to the Board and shall attend all meetings of the Board and its committees without voting rights. Travel reimbursements amounts are detailed in Appendix D. Reimbursements are made with approval from the Board and based upon the current budget.

Committee Charges

This document guides the organization, responsibilities, and operation of the Association's Standing committees. Ad Hoc Committees will receive their charge from the Board and operate under Committee Operations and Term sections below.

The Committee chairs can recruit committee members from members of the organization. Chairpersons who are not otherwise Board members may attend Board meetings in a non-voting capacity.



Committee Operation

Each Committee will meet with such frequency as it may determine. The Chair of the Committee will preside over Committee meetings. A majority of Committee members will constitute a quorum.

Each Committee will report its activities to the Board on a regular basis and will keep minutes of its meetings.

Each Committee may invite any Board member, Officer, employee, outside advisor or other individual who is not a Committee member to attend Committee meetings or meet with Committee members.

Subcommittee Chairs may be elected from the committee members as needed and will coordinate activities with the Board Liaison.

Terms

Membership on any Standing Committee shall be for one-year and is renewable.

Committees

Executive

Purpose

The purpose of the Executive Committee is to provide monthly guidance and oversight of the organization by addressing pressing issues that might affect the organization.

Membership

President, Past President, President-elect, Secretary, Treasurer, and the Executive Director, in an ex-officio capacity, and any additional members deemed necessary by the Officers

Chair

The President shall serve as the committee chair. The President Elect shall serve as the committee vice chair.

Activities, Duties, and Responsibilities

The Executive Committee has the power to act on behalf of the full Board. The Executive Committee shall be responsible for the following:

- Acting with full authority of the Board between Board meetings
- Taking the lead on policy and strategy development
- Planning Board meetings and distilling issues for Board consideration
- Acting as the agent of the Board Members between Board meetings, providing advice and counsel to the Executive Director and the President as needed
- Addressing matters referred by the Board Members, as needed
- Communicating any decisions or key issues to the rest of the Board Members in a timely manner, specifically within 30 days
- Developing performance evaluation tools/metrics for the Executive Director and provides ongoing guidance and feedback

- Evaluating the Executive Director’s performance
- Hiring the Executive Director in collaboration with the Board, as needed

Awards

Purpose

The purpose of the Awards Committee is to recognize outstanding educators or community members who have made a significant contribution to the field of education and technology.

Chair

The committee chair will be selected by the President.

Board Liaison

The Past-President, as applicable, shall serve as the Board Liaison

Membership

The committee will have up to five (5) members from the general membership.

Activities, Duties, and Responsibilities

The Awards Committee shall be responsible for the following activities:

- Coordinating and awarding (annually) the Making IT Happen (MIH) award
- Coordinating and awarding (annually), the Association’s Innovation Awards
- Developing, awarding, and coordinating Grant Awards
- Developing, awarding, and coordinating other means of acknowledging contributions to the field

Finance

Purpose

The role of the Finance Committee is primarily to provide financial oversight for the organization. Typical task areas include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.

Chair

The Treasurer shall serve as Finance Committee Chair and the committee’s Board Liaison.

Membership

The members of the committee shall be the President, Executive Director, Treasurer, and up to five (5) members from the general membership.

Activities, Duties, and Responsibilities

The Finance Committee shall be responsible for the following:

- The Association's budget
- The Association's annual financial report and any other financial reports mandated by the Bylaws
- Vet, approve and seek opportunities to increase Association revenue and/or partnerships (e.g., fundraising)
- Annually maintain and update Association dues structures prior to fiscal year
- Annually maintain and update Association sponsorship structures prior to fiscal year

Governance

Purpose

The Governance Committee ensures the Board operates with integrity and efficiency by overseeing Board recruitment, governance activities (including but not limited to elections) and policy adherence.

Chair

The committee chair will be selected by the President.

Board Liaison

The President Elect shall serve as the Board Liaison.

Membership

The committee will have up to five (5) members from the general membership.

Activities, Duties, and Responsibilities

The Governance Committee shall be responsible for the following:

- Identifying, vetting, and nominating qualified candidates for Board and Officer positions
- Overseeing Association elections

- Leading orientation and training for Board Members to ground them in fiduciary duties, meeting structures based on Robert's Rules of Order, and general governance responsibilities
- Maintaining and periodically updating the Association's governance documents to ensure they meet current operational standards and adhere to relevant statutes
- Managing the Conflict of Interest process in partnership with Business Manager
- Monitoring the effectiveness of Board and committee operations and recommending changes to structure as needed
- Leading advocacy efforts at the state and national level in collaboration with partner organizations
- Organize an Annual Meeting of membership

Marketing

Purpose

The Marketing Committee is responsible for developing and implementing all external communication with members and the community at large.

Chair

The committee chair will be selected by the President.

Board Liaison

The Secretary shall serve as the Board Liaison.

Membership

The committee will have up to five (5) members from the general membership.

Activities, Duties, and Responsibilities

The Marketing Committee shall be responsible for all print and online external communications from the organization including:

- Association Website
- Association Social Media channels
- Association Email Newsletters
- Membership recruitment
- Supporting Executive Director with sponsorship/partnership opportunities
- Developing marketing materials

- Association in general
- PL Subcommittees
- Awards Committee
- Communicating about and promoting advocacy opportunities
- Identifying and recruiting new members of all types
- Welcoming and orienting new members through online resources
- Representing the interests and concerns of all current members
- Maintaining the Member List
- Developing Marketing materials
- Identifying and communicating Member Benefits to the member
- Developing Sponsorship/partnership opportunities

Professional Learning

Purpose

The goal of the Professional Learning Committee is to guide the development and implementation of all professional development activities as well as conference planning.

Chair

The committee chair will be selected by the President.

Board Liaison

The President shall serve as the Board Liaison

Membership

The committee will have up to five (5) members from the general membership.

Activities, Duties, and Responsibilities

The Professional Learning committee shall be responsible for the following:

- Implementing regional events around a topic of interest
- Implementing or promoting Computer Science Events
- Implementing Meetups (Online and Face-to-Face)
- Implementing and supporting certifications with associated national and state partnerships (i.e. ASCD, CoSN, and ISTE)

- Implementing other professional development events of interest to the members in person and virtually
- Provide annual in-person conferences for various membership groups (i.e. CIO/CTO, Administrators, Cybersecurity/Network administrators, Curriculum, Instructional/Ed-Tech, Coaches, Teachers, etc).
- Coordinating the STEM Un-conference

Committee Chair Responsibilities

Each committee chair has the following responsibilities:

1. With the Association President and Executive Director, the Committee Chair develops a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year. He or she plans agendas for committee meetings to accomplish the committee's goals.
2. The Committee Chair is responsible for keeping leadership fully informed of committee activities. A written, quarterly report of goals and achievements should be provided to the Board at the Board meetings. A template will be provided for reports.
3. The Committee Chair reports to the committee on the decisions of the Board or other Association committees that may affect the committee's work or activities.
4. The Committee Chair, where appropriate, guides the committee in proposing services that will further the goals and objectives of the Association.
5. The Committee Chair evaluates the committee's efforts and communicates accomplishments to the committee and Association leadership.
6. In addition to the general committee charge, which outlines the committee's scope of activity, the Association Executive Director or President may charge the committee with specific work.
7. The Committee Chair is responsible for keeping the work of the committee focused on the charge and aligned with the Association's strategic plan.
8. At the conclusion of each year, the Chair is expected to make recommendations to the Executive Director and President regarding future work of the committee.
9. A committee may not commit to expenditure of funds and may not express opinions or represent positions in the name of the Association, unless specifically authorized by the Board. In proposing a program or activity that may involve expenditure of funds, committees must submit a program description and budget to the Executive Director for inclusion in the Association budget and approval by the Board.

10. The committee Chair is responsible for keeping committee members fully informed with timely reports of all committee meetings and committee work.

The following resources were used to develop these charges.

- https://nonprofitdocuments.law.stanford.edu/document/corporate-governance/board-committee-charters/
- https://www.boardeffect.com/blog/how-to-write-a-charter-for-a-committee/
- http://aom.org/About-AOM/Committee-Charges.aspx
- https://www.associated.org/file/_4-what-we-do/leadershipdevelopment/Governance-Committee-Description.pdf

Travel Policy

The Association's travel policy will address the chapter needs and priorities, with a focus on the Board Mission and Values. Top travel considerations will address the travel expense needs of the Executive Director and current Board President followed by other Board members serving/representing the organization at events. In the event that the Executive Director or Board President is unable to attend a primary affiliation's annual conference, or has already secured funding sources through other means, a Board Member may qualify to attend and be reimbursed in the Executive Director/President's absence.

The Association will reimburse reasonable costs for economy airfare, lodging (double occupancy of rooms is encouraged), and travel expenses while representing the Association. When the budget allows, however, additional expenses (i.e. maximum mileage, lodging, meal, parking and incidental expenses) may also be reimbursed at current Arizona State reimbursement rates. No reimbursement will be authorized if alcoholic beverages are included on the transaction.

All, or part, of the travel expenses may fall on the traveling representative and may not be reimbursable. Traveling representatives of the Association must be able to cover at least part of the cost of all expected travel expenses.

Reimbursement that follows the above guidelines for other events other than primary affiliation's annual conferences being attended by Board Members as representatives of the Association will be considered on a case-by-case basis and in accordance with alignment to the Association's Board Mission and Vision Statements. All requests for travel (and reimbursement) must be submitted to the Executive Director for Board Approval in a reasonable time. Reimbursement and request forms are available in Appendices D & E.

Whistleblower Protection Policy

The Association requires Board members, Officers, employees, consultants, and others to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Association, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable Board members, Officers, employees, consultants, and others to raise serious concerns internally so that the Association can address and correct inappropriate conduct and actions. It is the responsibility of all Board members, Officers, employees and volunteers to report concerns about violations of the Association's code of ethics or suspected violations of law or regulations that govern the Association's operations.

No Retaliation

It is contrary to the values of the Association for anyone to retaliate against any Board member, Officer, member, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Association. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

The Association has an open door policy and suggests that members share their questions, concerns, suggestions or complaints with the Association's Executive Director or President. Board members are required to report complaints or concerns about suspected ethical and legal violations in writing to the Association's Executive Director or the Association's President, who has the responsibility to investigate all reported complaints. Members with concerns or complaints may also submit their concerns in writing directly to the Executive Director or the Association's President.

Executive Director

The Association's Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Director or designee will advise the President of all complaints and their resolution and will report at least annually to the Executive Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Financial Oversight Matters

The Association's Executive Director or designee shall immediately notify the Finance Committee of any concerns or complaints regarding corporate accounting practices, internal controls or financial oversight and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Association's Executive Director or designee will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Appendix A: Articles of Incorporation

ARIZONA CORPORATION COMMISSION

ERNEST G. JOHNSON
Executive Director

JEFF GRANT
Director
Corporations Division

February 2, 2010

AZTEA ARIZONA TECHNOLOGY IN ED
1753 E BROADWAY
STE 101 PMB 292
TEMPE, AZ 85282

RE: ARIZONA TECHNOLOGY IN EDUCATION ASSOCIATION
File Number: 08418063

We are pleased to notify you that your Amendment to Articles of Incorporation for the above-referenced corporation HAS BEEN APPROVED.

You must publish a copy of the Amendment. The publication must be in a newspaper of general circulation in the county of the known place of business in Arizona for three consecutive publications. A list of acceptable newspapers in each county is enclosed and is also posted on the Commission website. Publication must be completed WITHIN 60 DAYS after February 2, 2010, which is the date the document was approved for filing by the Commission. The corporation may be subject to administrative dissolution if it fails to publish. You will receive an Affidavit of Publication from the newspaper, and you may file it with the Commission.

We strongly recommend that you periodically monitor your corporation's record with the Commission, which can be viewed at www.azcc.gov/divisions/corporations. If you have questions or need further information, please contact us at (602) 542-3026 in Phoenix, or Toll Free (Arizona residents only) at 1-800-345-5819.

Sincerely,
Yvonne McFarlin
Examiner, Corporations Division

CF:11
REV. 01/2009

1300 WEST WASHINGTON, PHOENIX, ARIZONA 85007-2929
www.azcc.gov - 602-542-3026

Jan 26 10 10:13a ASSET 602496

AZ Corp. Commission
03013913

AZ CORPORATION COMMISSION
FILED

NOV 1 9 2009
FILE NO. -0841806-3

NON-PROFIT CORPORATION
ARTICLES OF AMENDMENT
Pursuant to A.R.S. §10-11006

1. The name of the corporation is:
   Arizona Technology in Education Alliance Corporation
2. Attached hereto as Exhibit A is the text of each amendment adopted.
3. The amendment was adopted the 16th day of November, 2009
4. The amendment was duly adopted by act of (choose one):
   - ☐ the members
   - ■ the board of directors (without member action and either member action was not required or members are not entitled to vote).
5. ■ and with approval, in writing, by the person or persons so specified in the corporation's Articles of Incorporation or bylaws.

AZ CORPORATION COMMISSION
FILED
JAN 2 6 2010
FILE NO. 08418063

Dated as of this 16th day of November, 2009.

Signature:
(Pursuant to ARS §10-3120 (F)(G)) the Articles of Amendment must be executed by an officer of the corporation or the Chairman of the Board of Directors)

Title: President ~~Past-President and Affiliate Representative~~

Printed Name: Rick Baker ~~Christopher G. Johnson, Ph.D.~~

AZ CORPORATION COMMISSION
FILED
DEC 1 5 2009
FILE NO. 0841806-3

CF: 0038 w/CF:0039 Instructions
Rev: 10/2009

Page 2 of 3

Arizona Corporation Commission
Corporations Division

Jan 26 10 10:13a ASSET 6024968754 p.3

EXHIBIT A

The corporation is filing this amendment to change the name of the corporation to the **Arizona Technology in Education Association.**

CF: 0038 w/CF:0039 Instructions
Rev: 10/2009

Page 3 of 3

Arizona Corporation Commission
Corporations Division

Appendix B: Membership Levels

AzTEA Arizona Technology in Education Association

Memberships

ISTE Partner Group/District Memberships

Registered Members	Per Registrant Cost
1-49	$50
50-99	$45
100-299	$40
300-599	$35
600+	$30

As an ISTE Partner, AzTEA provides professional development, resources, and networking for educators, instructional coaches, and instructional leaders.

ISTE Partner District Memberships include a Fall Conference registration or a free AzTEA Course per registered member.

Additional AzTEA Memberships
Individual: $30
Full-Time College Student: $10
Joint - STEM Collaborative: $55

CoSN Chapter District Memberships

District Size	CoSN & State Dues
Small or Single Site (<2,499)	$340
Medium (2,500-9,999)	$965
Large (10,000-49,999)	$1,300
Mega (50,000+)	$1,950

As a CoSN Chapter, AzTEA provides professional development, resources, and networking for technology professionals in educational environments.

CoSN District Memberships include AzTEA Membership for each registered CoSN member.

**AzTEA Reserves the right to change Membership fees without advanced notice.*

Membership Benefits for All AzTEA Members:
Free or discounted Professional Learning
Discounted Conference Registration
Bi-Monthly E-News
Networking and Support

Appendix C: Conflict of Interest Form

Arizona Technology in Education Association (AzTEA)
Conflict of Interest Information Form for FY Ending ___________

Board Member Information

Name: ______________________________ Email: ______________________________

Personal Address of Board Member (for the AzTEA Annual Report):

____

____

Employer: ______________________________ Position: ______________________________

Please check below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a possible Conflict of Interest for any issue you may be asked to vote on as a Board Member, as defined in the attached Policy on Conflicts of Interest for AzTEA (hereby referred to as "The Association").

Outside Interest

______ A Contract or Transaction between the Association and myself or Family Member.

______ A Contract or Transaction between the Association and an entity in which I have or a Family Member has a Material Financial Interest or of which such person is a director, member, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

Outside Activities

______ Competing with the Association in the rendering of services or in any other Contract or Transaction with a third party.

______ Having a Material Financial Interest in; or serving as a board member, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to; an entity or individual that competes with the Association in the provision of services or in any other Contract or Transaction with a third party.

Gifts, Gratuities, and Entertainment

______ Accepting gifts, entertainment or other favors from any individual or entity that:

- does or is seeking to do business with, or is a competitor of the Association; or
- has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from the Association;
- is a charitable organization operating in Arizona; under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the Association.

Definitions

- *Responsible Person* is any person serving as an officer, employee or member of the Board of the Association.
- *Family Member* is a spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
- *Material Financial Interest* in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.
- *Contract or Transaction* is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by the Association. The making of a gift to the Association is not a Contract or Transaction.

Description of Conflict (please write a description of your conflict below):

____

____

____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of AzTEA that is currently in effect. AzTEA reserves the right to change these policies and adopt additional policies from time to time.

Signature: ____ Date: ____________________

Appendix D: Travel & Expense Request Form

AzTEA Travel and Expense Request Form

Instructions

Complete the required fields below and submit this form to the AzTEA Executive Director in a reasonable amount of time to request pre-approval of travel and anticipated expense reimbursement amount.

Email completed form to: executivedirector@aztea.org

Person Requesting Travel Reimbursement

Name: ______________________________

Email: ______________________ Phone: ______________________

Mailing Address: ______________________________

Travel Details

Date(s) of Travel: ______________________________

Reason for Travel (Event/Meeting): ______________________________

Please make sure to include a thorough explanation of the purpose for your travel and how it supports the AzTEA Mission and Goals.

Starting Location: ______________________ Destination: ______________________

Anticipated Expense Details

Travel

Estimated Mileage: ____________
(enclose Google Maps)

Flight: ____________

Parking/Taxi/Rideshare: ____________

Conference Registration

Fees: ____________

Lodging Expenses

Amount: ____________

Location: ____________

Food

Is food provided at the event? ______

Anticipated food expenses: ______

Notes

- Arizona State reimbursement rates can be found by Googling this topic.
- Anything not reflected on the Anticipated Travel Expense Form may not be reimbursed.

Appendix E: Travel & Expense Reimbursement Form

AzTEA Travel and Expense Reimbursement Form

Instructions

Complete the required fields below and submit this form along with scanned or digital receipts to finance@aztea.org

Reimbursement Information

Payee Name: ______________________________ Phone: ____________________

Preferred Payment Method (EFT or Check): __________ Email: ____________________

Mailing Address (if requesting a check): ____

Travel Information

Travel Date(s): ________________________ Destination: ____________________

Purpose of Travel (Event Name or Meeting): ______________________________________

Reimbursable Expenses

Attach information & receipts for all requested reimbursements

Travel

Mileage: $__________________
(enclose Google Maps)

Flight: $__________________

Parking/Taxi/Rideshare: $__________

Lodging Expenses

Total amount: $______________

Food

(note: no alcoholic beverages may be included in the receipt)

Total amount: $ ______________

Other Approved Expenses

Total Amount: $ ______________

Description: ________________

Total Requested Reimbursement: $________________

Notes:

- Arizona State reimbursement rates
- All forms and receipts must be submitted within 30 days of travel.
- Ensure accurate details to avoid reimbursement delays.