


Association of Educational
Service Agencies
(AESAs)

Handbook



Mission Statement
Bylaws
Operating Principles
Procedures
2005



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Mission Statement

The mission of the Association of Educational Service Agencies is to support and strengthen regional educational service agencies by:

- Serving as a national voice for educational service agencies.
- Providing professional growth opportunities, technical assistance, advocacy and research.
- Helping member agencies promote, distribute, and leverage their knowledge, products, and services.
- Assisting in the establishment of educational service agencies.



Bylaws of the Association of Educational Service Agencies Incorporated

Amended November 30, 2001

Article I. Statement of Purpose and Organization

The Association of Educational Service Agencies Inc. (AESA) is hereby constituted for the purpose of creating, developing, and amplifying understanding and support for the regional system of education. In order to establish the important role of educational service agencies (ESAs), such understanding and support shall be accomplished by providing programs and services designed to improve and extend the capability of ESAs to better assure quality education and an equal opportunity for all learners in the nation. Such a commonality of objectives among the many educational ESAs can best be accommodated through a united effort in a national organization.

The organization shall be divided into four geographical areas, as follows:

1. Central Region
2. Eastern Region
3. Southern Region
4. Western Region

The AESA Executive Council shall annually review the regional distribution of membership to ensure that representation between voting regions is as equal as possible. The council may adjust the boundaries of the four voting regions as it deems appropriate, and shall adjust boundaries when any voting region exceeds forty (40) percent of the total regular membership.

Article II. Membership

Section 1. Regular Membership (Voting)

ESAs created primarily for the purpose of providing educational services to multiple local education agencies are eligible to participate.

Regular membership is open to multipurpose and single purpose ESAs for services including:

- a. Dissemination of information regarding organizational structure, supportive legislation and regulations, and exemplary regional programs and services.
- b. Communication to local and state school boards, governmental bodies and agencies, and the education profession, the need for ESA service and programs
- c. Facilitation of research to generate and expand knowledge of the functions of the ESAs, as well as the effective and efficient development and management of services and programs.

- d. Facilitation and provision of staff development Programs for ESA Chief Executive Officers (CEOs), staff and board members.
- e. Technical assistance to localities and states interested in establishing ESAs.
- f. Advocacy for the needs of ESAs directly with Congress and other agencies.

Section 2. Associate Membership (Nonvoting)

Any Individual not associated with an ESA.

Section 3. Institutional Membership (Nonvoting)

- a. State Education Agency (SEA) personnel.
- b. Any other organization not qualifying as a voting member under Article II, Section 1 above and which furnishes educational support services to public elementary and secondary schools may be granted membership upon council approval.

Section 4. Retired Membership (Nonvoting)

Any retired person formerly with an ESA or other agency qualifying for membership.

Article III. Governing Board

Section 1. Governance

The governance of AESA shall be under the authority of its membership and council.

Section 2. Representation

The CEO shall represent each member agency.

Section 3. Council of the Association of Educational Services Agencies

- a. The council shall be composed of twelve voting members (three members from each of the geographical areas of the association as described in Article 1) with the immediate past president serving as either the twelfth or thirteen voting member of the council depending on the year of presidency.
- b. In order to maintain twelve council members and have four year terms of office, each region will

elect council members three out of four years. The election sequence will be determined by the council with each region having a bye every four years.

- c. State Representation – No state shall be Represented by an elected member on the council for more than four consecutive years.

Section 4. **Selection of Council Members**

- a. To be eligible, a candidate must be a CEO of a member organization with regular membership as of July 1 of the year in which the election is held.
- b. Nomination shall be made by any CEO of a regular voting member organization. This nomination shall be made on a form provided by AESA to the membership by August 30 of the year in which the election is to be held. The nomination shall be for the expiring term(s) in each region. Forms are to be returned to AESA by October 15.
- c. If there are more than two nominees for a council position in a region, there shall be a primary election in that region. The votes for the regional primary election shall be received in the AESA office by December 1. The top two vote receivers from different states shall become the nominees for that region on the national ballot. The national ballot shall be issued in December with the election completed by January 31.
- d. A state shall have only one voting member on the council at a given time.
- e. Each regular member agency shall have one vote.
- g. All council member nominations and elections shall be by mail ballot.

Section 5. **Certification of Election**

The AESA Executive Director and two other staff shall count ballots and certify the election results.

Section 6. **Term of Office of the Council Members**

The members of the council shall serve a four-year term commencing at the first regular council meeting after the election. Elected council members shall not serve for more than four years in succession.

Section 7. **Vacancy in the Office of Council Member**

If a council seat is vacant by reason of retirement,

resignation, death, lack of candidate for a seat on the council, or any other acceptable reason, the council at its next meeting may appoint a member to serve in that seat for the remaining portion of that seat's term. The appointed member shall be from the same geographical region as that which was vacated.

Section 8. **Change in Status of Council Member**

If the status of a council member changes so that member is no longer a chief executive officer of an educational service agency, the member must resign at the time status changes.

Section 9. **Officers of the Council**

At the first regular council meeting after the AESA election, the council shall install the new president and choose from its number a president-elect/vice president, whose term of office shall commence upon election and the president-elect shall become president the following year.

- a. The president shall be vested with the authority to preside at all meetings of the council and to carry out actions taken by the body.
- b. The vice president shall serve in the absence of the president with the same powers and duties as the president.

Section 10. **Succession of Council Officers**

If the president leaves office before the end of his/her term, the vice president shall assume responsibility as acting president for the remainder of that term. A new vice president will be elected.

Section 11. **Meetings**

- a. The council shall have at least three regularly scheduled meetings each year, one of which shall be designated as the annual meeting of AESA. Special meetings may be called as necessary by the president.
- b. The annual meeting of the membership of AESA shall be held on a date set by the council. At this meeting, the Executive Director shall make an annual report.

Section 12. **Functions of the Council**

- a. The council shall approve AESA contracts.
- b. The council shall make final determination regarding the appointment of the Executive Director of AESA.
- c. The council shall approve the revenue and expenditure budgets for AESA by July 1 of each year.

- d. The council shall act upon program recommendations of the Executive Director of AESA.
- e. The council shall make the final determination of the eligibility of agencies for membership in AESA. Any exceptions to eligibility rules will be made by the council upon recommendation of the Executive Director.
- f. The council shall maintain a close working relationship with the Executive Director and other national and state organizations in promoting the regional system of education.
- g. The council shall set annual membership fees and through its Executive Director shall be responsible for the collection of the service fees.
- h. The council shall conduct an annual performance review of the Executive Director.

Section 13. Transaction of Business

A majority (Seven) of the voting council members shall constitute a quorum to conduct business. A majority of those present is necessary for approval of resolutions.

Section 14. Travel Expenses

Normal travel expenses incurred to attend the regular and special meetings of the council shall be reimbursed. This reimbursement will be consistent with AESA guidelines.

Section 15. Committees/Task Forces

The council may create committees and/or task forces in order to meet the need of the organization.

Article IV. Responsibilities of the Executive Director of the Association of Educational Service Agencies to the Council.

The responsibilities shall include:

- a. Providing professional leadership for all ESAs.
- b. Recommending goals and priorities for AESA.
- c. Serving as liaison for AESA with other appropriate agencies.
- d. Serving as secretary and treasurer and nonvoting ex-officio member of the council.
- e. Planning and recommending programs of operation to the council.
- f. Developing and submitting the annual budget.
- g. Providing analyses of revenue and expenditures.
- h. Recommending staff as needed consistent with goals and objectives.
- i. Administering contracts.
- J. Providing for an audit that shall be consistent with generally acceptable accounting principles.

Article V. Amendments to the Bylaws of the Association of Educational Service Agencies

Proposed bylaw changes shall be considered at the regular meeting of the council. Bylaws approved by the council will be submitted to the membership by mail with voting to take place at the annual meeting with a majority vote of those members present required for adoption of the bylaws change.

Amended: November 30, 2001



Operating Principles

1. Equity, efficiency, and quality in the education of children is the foundation upon which AESA and its member ESAs deliver our work.
2. Our work and our decisions must be based on the concern for and needs of all students.
3. We believe that setting high standards achieves higher quality results.
4. We believe that diversity of people, organizations, and ideas strengthens our culture and way of life.
5. Our membership is the educational service agency and its entire range of staff and board members.
6. Our members are our primary customers – their satisfaction is our highest priority.
7. We believe that good organizations develop and maintain highly effective two-way communication processes.
8. We believe that high quality and ethical business practices are critical to the success of our organization (i.e. quick, agile, proactive, responsive, flexible, credible, dependable, relevant, etc.)
9. We believe that continuous learning and quality improvement are essential to our success.
10. We believe that improvement cannot occur without assessment – the best decisions are data driven.
11. Our relevance depends on the extent to which we become valued players in the political and educational arenas.

Adopted: February 25, 1988
Revised: May 2005



Operating Procedures

The operating procedures are established to carry out the mission, bylaws, and operating principles of AESA. AESA is a non-profit 501(c)(6) corporation formed under the laws of the State of Virginia in 1993.

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Membership

When an agency joins AESA the membership includes the administration, staff, board members, and the CEO, who is the voting member for the agency. CEOs are eligible for election to council seats.

How does an entity join?

Regular Membership. Specifically for the educational service agencies (ESAs), regular membership includes all professional development, governmental relations, publications, technical assistance, and reduced registration costs. AESA offers two types of regular membership:

- *Statewide membership.* When all of the ESAs in a state join, each agency enjoys a substantial reduction in membership fees. If the ESA system is operated by the state, each office in the state is treated as a separate entity for membership.
- *Individual membership.* Agencies may join individually even when all ESAs in the state are not members.

Business Membership. For businesses interested in working with regional service agencies. Benefits include newsletters, conference participation and sponsorships, and the printed directory of ESA membership.

Institutional Membership. For organizations which are not ESAs, but have an interest in supporting regional education programs. Institutional memberships include newsletters, journal, conference participation, and the printed directory of ESA membership.

Associate Membership. For an individual who has retired from an ESA and who has a continued interest in supporting educational service agencies. Benefits include newsletters, journal, conference participation, and the printed directory of ESA membership.



Executive Council

AESA is governed by a twelve-thirteen member body including twelve council members and the immediate past president. The past president, depending on whether he/she was elected in the third or fourth year of his/her term, will either be the twelfth or thirteenth member. In order to maintain twelve council members and have four-year terms of office, each region will elect council members 3 out of 4 years. The election sequence will be determined by the council with each region having a bye every four years.

The council members and the immediate past president are responsible for setting association policy.

- Each state may have only one voting representative on the council at a given time. Therefore, states with current council members are ineligible to offer nominations.
- No state shall be represented by an elected member on the council for more than four consecutive years except in the case of the past president where the past presidency may occur in his/her fifth year, depending on the year he/she was elected president.
- Council members may not serve consecutive terms of office. The state whose council member serves as past president is ineligible during the year of the past presidency.

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Council Election Information

National Elections

Council candidates are nominated by region, but elected by national vote. AESA bylaws state that only the chief executive officer of an AESA member agency is eligible to nominate, be nominated, and vote.

Regional Primary

If there are more than two nominees from a given region, a regional primary election will be held to determine the two finalists to be placed on the national ballot.

Limitations

Each state may have only one voting representative on the council at a given time. Therefore, states with current council members are ineligible to offer nominations. No state shall be represented by an elected member on the council for more than four consecutive years. Council members may not serve consecutive terms of office. The only exception is where an individual serves as past president in their fifth year.

Regional Composition

Eastern: Connecticut, Indiana, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont.

Central: Illinois, Iowa, Michigan, Minnesota, Nebraska, South Dakota, Wisconsin.

Southern: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, Missouri, North Carolina, South Carolina, Texas, Virginia, West Virginia.

Western: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, New Mexico, Oregon, Utah, Washington, Wyoming.

Procedures

Following the above delineated limitations, nominations for specific regional council positions must be submitted by filling out the nomination form and returning it to AESA by the established date and accompanied by a biographical statement of 150 words or less. Biographical statements over 150 words will be declared ineligible.

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Campaign Guidelines

General

1. Each candidate must have a completed nomination form and have signed a candidate pledge letter. The candidate pledge letter ensures that all candidates are treated equally and that the candidate will follow the letter and spirit of the election guidelines.
2. To assist the membership in making their decision the 150 word or less biographical statement submitted with the nomination form will be included with the ballot. Candidate information will be reproduced as unedited copy as received from the individual candidates. Biographical statements over 150 words will be declared ineligible.
3. Candidates are allowed a onetime postal mailing per election. Candidates will be provided a current set of labels by AESA for each race (regional or national).
4. Candidates are allowed two electronic mailings per election (regional and national) for the national election. One can be sent prior to the annual conference and one after the annual conference.
5. AESA will place the candidate pictures and the biographical statement in the *AESA News*.
6. Members of the AESA Executive Council and all AESA staff and/or contractors are prohibited from endorsing candidates.

Campaigning at the AESA Annual Conference

1. Buttons, hats or similar items are prohibited.
2. Candidates will be provided with a table at the annual conference where literature can be distributed. Only the candidate or one representative may work the table at any one time.
3. A candidate ribbon will be provided for attachment to the conference name badge.
4. Candidates will be given an opportunity to participate in a candidates' forum.
5. Candidate receptions are prohibited

Penalties

Penalty for violation of the above rules may cause removal from the ballot. Removal to be determined by the president and Executive Director or their designee.

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Election Timelines

August	Nomination information and forms distributed.
September	Nominations and biographical statements due at the AESA office.
October	Nominations set or, if necessary, regional election ballots mailed to involved region(s).
November	Regional primary election ballots due at AESA office.
December	National ballots mailed to membership.
January	National ballots due in AESA office.

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Filling a Vacancy on the Council

The AESA bylaws in Section 7. **Vacancy in the Office of Council Members** state that:

“If a council seat is vacant by reason of retirement, resignation, death, lack of candidate for a seat on the council, or any other acceptable reason, the council at its next meeting may appoint a member to serve in that seat for the remaining portion of that seat’s term. The appointed member shall be from the same geographical region as that which was vacated.”

The council by practice has asked the state with the vacancy to submit the name of a superintendent/CEO from that state’s ESAs to be considered by the council. This name is to be submitted in writing by the chair and/or Executive Director of that state’s ESAs.

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Officers of the Council

The Bylaws of the Association of Educational Service Agencies incorporated in Section 9. **Officers of the Council**, state:

“At the spring council planning session, the council shall install the new president and president-elect/vice president. The president-elect shall become president the following year.

1. The president shall be vested with the authority to preside at all meetings of the council and to carry out actions taken by the body.
2. The vice president shall serve in the absence of the president with the same powers and duties as the president.”

The following operational procedures governing council elections for the president-elect/vice president:

1. The president calls for self nomination and nominations(s) from the floor at the fall council meeting.
2. The nominee(s) must come from the three council members who are in the second year of their four year term.
3. If there are no candidates willing to accept the nomination from this group, then the nomination process is open to those council members in the first year of their four year term.
4. If more than one candidate is nominated for president elect, the following procedures apply:
 - a. Have an election with all candidates. If someone gets a majority (seven out of 12-13 votes) then that person is the president-elect
 - b. If no candidate gets a majority of the votes, then the two candidates with the most votes would participate in a run-off election.
 - c. If a tie occurs in the run-off, a second run-off would be held.
 - d. If after two successive ballots candidates are still tied, the final decision will be decided by a flip of a coin.

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Council Orientation

Newly elected council members attend the spring council meeting which is normally held in April or May. Prior to the start of the regular council meeting, the executive committee (made up of the president, president-elect, and past president) along with the committee chairs and Executive Director hold an orientation session. The purpose of the orientation is to familiarize new council members with the mission, bylaws, and operating procedures of the council and answer any questions new council members might have.

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AESA Strategic Thinking, Planning & Implementation Guidelines

AESA recognizes that the only constant in our world today is change. That constant applies to our member educational service agencies. These changes are affecting what they do and how they do it to serve their constituencies. These changes increase unpredictability, instability and uncertainty about the future as they chart new courses in order to maintain the vitality, strength and viability of their agencies.

Our organization's mission is to "support and strengthen regional educational service agencies by serving as a national voice for educational service agencies: providing professional growth opportunities, technical assistance, advocacy and research; helping member agencies promote, distribute, and leverage their knowledge, products and services and assisting in the establishment of educational service agencies." In order to accomplish its mission AESA must constantly monitor trends and change (environmental scanning) and provide for a stream of continuous two-way communication with its members on what we do and propose to do in order to maintain this organization's value to its members (member market research). The primary responsibility for maintaining value rests with the Executive Council. It shall lay out a clear vision, one that encompasses appreciation and understanding of the values, expectations, and needs of its members. It shall set a clear strategic direction which reflects optimism about the future of ESAs, their critical role in American education and the role AESA will play realizing this future. To this end, the council will annually monitor and revalidate AESA's strategic direction, monitor the implementation of its initiatives, and provide several opportunities annually to solicit input into the strategic direction and the initiatives AESA is undertaking. Following are the annual guidelines to accomplish this:

- At its spring council meeting, ample time shall be set aside to conduct an annual strategic thinking and planning session to include the following steps:
 1. Conduct an environmental scan by carrying out a strategic thinking activity and reviewing feedback from the general membership on the current strategic direction/initiatives and input regarding needs and ideas from the general membership.
 2. Review and update the status of current initiatives and their action plans to be carried out by standing, sub and ad hoc committees.
 3. Select initiatives for consideration and draft action plans for each initiative, including activities, timelines and who would be responsible for carrying out each activity in order to identify needed human resources for each initiative and activities in their action plans (including its assignment to a committee, commitment of staff, council members and volunteers) and needed fiscal resources, in order to ascertain what's required to accomplish the initiative.



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4. Any initiative suggested during the year that is within the purpose of a committee will be referred to that committee for review as part of its annual planning and recommending of priorities
 5. Any initiative suggested during the year that is outside the purpose of a committee must be referred to the council for consideration as part of the annual planning process.
 6. Assess the importance (value added to AESA and its members) of the initiatives, current and under consideration, in light of the capacity needs and set direction by tentatively adopting a set of initiatives and assigning them to a committee. The set of initiatives becomes the revalidated strategic direction.
- Participants at the CEO summer conference provide input and feedback on strategic direction.
 - Executive Council gives final approval at the July council meeting of strategic direction in the form of a set of initiatives and their completed action plans by standing, subcommittees and ad hoc committees.
 - Members at large are recruited to serve on standing committees, subcommittees or ad hoc committees between the spring planning session and July council meeting.
 - Membership of each committee, subcommittee, and ad hoc committee is announced at the July council meeting.
 - At each subsequent council meeting each committee's initiatives/action plans will be included in the council agenda packet with a written status report.
 - Council will promote its initiatives in the *AESA News*, on AESA's Web site and at the organization's conferences as value-added services to the membership; reports will be presented at a general session by the president and executive director at the national conference (The State of AESA).
 - National conference is used as an opportunity to engage participants in discussions about strategic direction/current initiatives and emerging needs (egs. Regional breakfasts and state leaders' meeting).
 - Standing committees, subcommittees, and ad hoc committees meet during the national and CEO conferences and by conference call at other times.
 - President-elect appoints chair and vice-chair of each standing committee from the members of the Executive Council prior to the spring planning session.

Adopted: February 19, 2004
Reviewed: May 2005



Timelines

AESA Strategic Thinking, Planning & Implementation Guidelines

- March/April** Prior to the spring planning session the president-elect appoints committee Chairs and vice-chairs.
- April/May** Spring Planning Session
- Conduct environmental scan and strategic thinking.
 - Review and update initiatives and their action plans.
 - Select initiatives for consideration and draft action plans including tasks, timelines, responsibility, human resources and fiscal resources.
 - Revalidate strategic direction by recommending initiatives for consideration.
- May/June** Council posts strategic directions on AESA Web site for member agency input.
- May/July** Standing committee and subcommittee membership is determined and action plans are finalized for council review and approval.
- July/August** CEO Summer Conference
- Provide opportunity for member agency feedback regarding strategic direction
 - Council gives final approval of strategic direction in the form of a set of initiatives and action plans for standing committees, subcommittees and ad hoc committees.
 - Council approves standing committee membership.
- July/September/December/May** Each committee's initiatives and action plans will be included in the council agenda with a written status report.
- July/December** Standing committees, subcommittees and ad hoc committees may meet at the national conference, CEO conference, and by conference call as needed.
- December** National conference will be used to engage participants in discussions about direction, initiatives and emerging needs (egs. regional breakfasts and state leaders meeting). Report on "The State of AESA" will be presented by the president and Executive Director at the national conference.
- Yearly** Throughout the year the council will promote its initiatives in the *AESA News* and on the Web site.

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Policy on Committees

In order to effectively meet the diverse needs of our members and build capacity through membership involvement, the Executive Council may establish standing committees and ad hoc committees; and standing committees may, with council approval, establish subcommittees. These committees are established to carry out the council's strategic direction/set of initiatives. The following policy assists the council, and its committees to keep the highest needs and priorities of AESA in order.

Standing Committees

- Standing committees are established by the Executive Council.
- Standing committees are assigned a staff liaison by the Executive Director.
- Chairs and vice-chairs of standing committees are appointed from the council on a yearly basis by the incoming president prior to the beginning of his/her term.
- Members of standing committees are appointed by the committee chair with the approval of the council. The committee shall include at least one member from each AESA region.
- Executive Council pre-approves each standing committee's initiatives/action plans. Proposals to change or add new ones are approved by the council.
- Each standing committee will have pre-approved operating guidelines that include but are not limited to its purpose(s) in general, ongoing committee responsibilities, staff responsibilities, meetings, membership composition, and evaluation criteria.
- Each committee shall recommend an action plan for each initiative assigned to the committee by the Executive Council. The action plan identifies how the committee intends to carry out the initiative, including a set of sequential activities, timelines for carrying them out and who is responsible for each activity, including the role of the chair, vice-chair, other committee members and staff.

Subcommittees

- Subcommittees are recommended by the standing committee and must be approved by the council.
- Subcommittees are established to carry out specific committee initiative(s), in whole or in part, which have been approved by the Executive Council and operate under the direction and guidance of the standing committee that created it.
- Each subcommittee has a chair appointed by the standing committee chair that formed the committee. Members are recommended by the standing committee chair and approved by the council.
- AESA staff can not serve as chair or vice chair of any subcommittee.
- Subcommittees operate under the standing committee's operating procedures and may have ongoing responsibilities or be assigned time certain task(s).

Subcommittees make recommendations to the standing committees under which they operate. Standing committees recommend to the council the subcommittees' action plans, which will at least include activities, responsibilities, timelines, staffing requirements, and evaluation criteria as specified above under "Standing Committees". These recommendations become a part of the standing committee's set of initiatives approved by the council before the subcommittee's become operational. If the tasks change then they must be approved by the standing committee.



Ad hoc Committees

- The council may from time to time establish ad hoc committees.
- They exist only until their charge(s) are completed
- They may consist of both council and non council members. Council shall decide whether a council member or volunteer chairs the ad hoc committee. The president shall appoint a chair and, when appropriate, a vice chair. Members of the committee are recommended by the chair and approved by the council.
- Ad hoc committees serve at the pleasure of the council and do not work under standing committees.
- Ad hoc committees operate under the council's direction and may have ongoing responsibilities or be assigned time certain task(s).
- They may be required to establish action plans as determined and approved by the council.

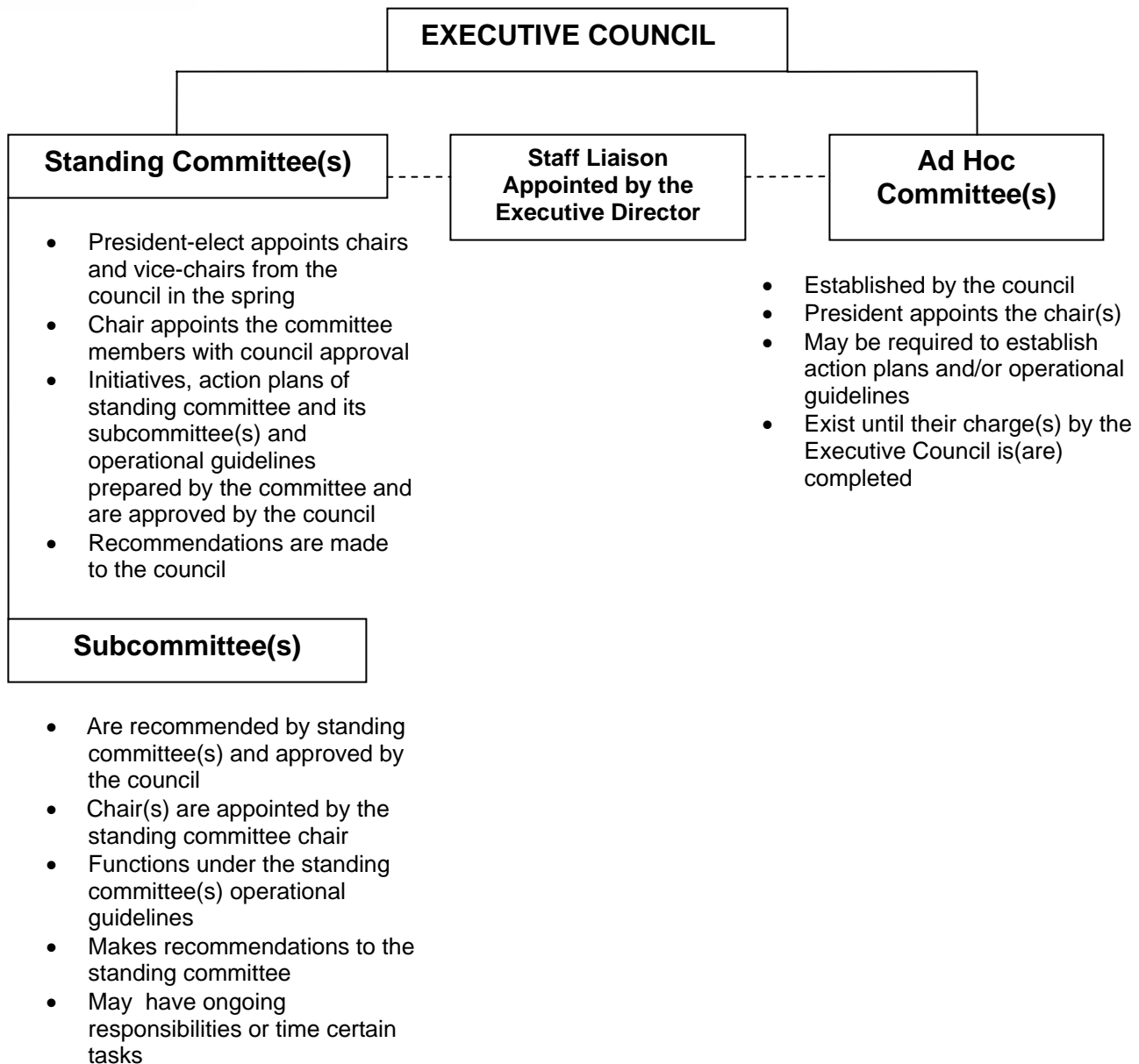
Responsibility of Chairs/Vice-Chairs

- The chair of each committee is responsible for notifying and convening the committee by using time set aside at the national and CEO conferences. The chair may also convene meetings by conference call and carry out its affairs over e-mail on an as needed basis.
- The chair or vice chair shall plan for and preside at all meetings and will be supported by the staff liaison and shall monitor the progress of its initiatives in keeping with the action plan for each.
- The vice-chair assists in planning for the meetings and presides at meetings and carries out other duties in the chairs absence.

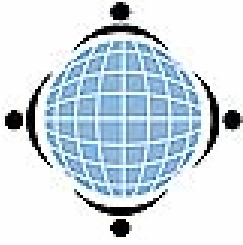
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Revised: May 2005



Policy on Committees Chart



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Executive Director Contract

Executive Director Contract

The AESA retains the services of its Executive Director through a contract that runs from July 1 to June 30 of the following calendar year. The terms and conditions of the contract, including the compensation to be paid for the services rendered by the Executive Director, are established on or before the May Executive Council meeting.

The Executive Director serves as the chief executive officer of the AESA Executive Council. Under the bylaws and policies of the AESA, the Executive Director is required to undertake those duties, responsibilities and functions that are delegated to him or her by the Executive Council. The specific duties, responsibilities and discretionary authority delegated to him or her are set forth in the contract with AESA. Generally, the Executive Director is tasked with advising the Executive Council on policies and plans that the Executive Council may take under consideration. The Executive Director (or his or her designee) is required to attend meetings of the Executive Council and participate in all Executive Council deliberations except when matters relating to his or her performance or relationship with AESA are under consideration

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Executive Director Evaluation

Each year the council evaluates the Executive Director at its winter council meeting. Each council member fills out the evaluation instrument and the president makes a composite report, which is shared with the council. Once the composite evaluation has been discussed by the council, it is shared with the Executive Director.

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Reviewed: May 2005



Foundation for the Future

In 1999, AESA inaugurated a formal five-year, multimillion dollar initiative named the “Foundation for the Future” campaign. It will create a constant source of funding for sustaining AESA’s highest priorities and expanding programs and services.

The AESA Foundation will be used to enhance the ability of educational service agencies across the country by promoting:

- Professional development including conferences, workshops and seminars to support leadership training and innovative educational programs.
- Legislative advocacy to help in educating federal legislators and their staffs.
- Research and publication that identify and report important information.
- Networking that fosters sharing of programs, ideas, and successes among agencies.
- Technical assistance directed toward regional, state, and federal education initiatives.
- Business partnership to evaluate products and services developed for school districts.
- Serving as the link for regional technology efforts.

The endowment campaign has two parts:

- **The AESA Endowment Fund.** All donors public or private, individuals or businesses, are invited to participate in financially supporting the fund with or without contingency or restriction of use.
- **The AESA Partnership Program.** AESA will team with other organizations in mutually agreed upon partnerships that further the mission of the association.

AESA Investment Opportunities:

(All donations are fully tax deductible as permitted by law.)

- **A Pledge of Cash.** Cash pledges may be budgeted over five years in a variety of ways.
- **A Gift of Resources Other Than Cash.** Stocks, bonds, real estate, or other assets may also be pledged.

The AESA Foundation was incorporated in 2000 as a 501(C)(3) nonprofit corporation under the laws of the State of Virginia.

Published: May 2002
Reviewed: May 2005



Association of Educational Service Agencies Foundation Bylaws

ARTICLE I. NAME AND PURPOSE

Section 1. Name and Definition: The name of this 501(C)(3) corporation will be the Association of Educational Service Agencies (AESAF) Foundation. It may be called in its abbreviated form, The AESAF Foundation.

Section 2. Purpose: The purpose of the AESAF Foundation is to provide ongoing support for the mission of the Association of Educational Service Agencies, and to enhance the capacity of education service agencies.

ARTICLE II. GOVERNANCE

A. BOARD OF TRUSTEES

Section 1. Functions: The Board of Trustees will:

- a.) govern the AESAF Foundation
- b.) approve all donor agreements
- c.) approve revenue and expenditure budgets for the Foundation by October 1 each year
- d.) establish strategic directions and priorities in conjunction with AESAF
- e.) maintain a close working relationship with the AESAF Executive Director and the AESAF Executive Council
- f.) provide a Foundation Annual Report to the AESAF Executive Council.

Section 2. Composition: There will be continuous representation of the AESAF Executive Council on the Foundation Board of Trustees. No less than 2/3 of the AESAF Foundation Board of Trustees will be from the AESAF Executive Council and/or the AESAF membership. There will be no fewer than seven members on the Foundation Board of Trustees.

Section 3. Membership: The Foundation Board of Trustees will consist of the following members:

- AESAF President
- AESAF President-Elect
- AESAF Immediate Past President
- Individuals-at-large, as elected by the Board of Trustees

The AESAF Executive Director and other personnel the Executive Director designates will serve as staff to the Foundation.

Section 4. Selection of Board of Trustee Members:

New candidates and those members eligible for reappointment to the Foundation Board of Trustees will be appointed by a majority vote of the Foundation Board of Trustees, excluding those who are candidates for reappointment, following the guidelines set forth under Article II, Section 2.

Section 5. Term of Office: Each member of the Board of Trustees will serve a term of (3) years commencing at the beginning of the new fiscal year (July 1) following appointment. A member who is appointed prior to the beginning of the fiscal year shall have full membership and voting privileges up to and through the full three-year term of office. After serving an initial three-year term of office, a member will be eligible for reappointment to the Board of Trustees for one additional three-year term. After serving a second three-year term of office, a member cannot be reconsidered for further membership until one year has passed.

Section 6. Quorum: A quorum will be required to conduct the business of the foundation. A majority of the Board of Trustees will constitute a quorum.

Section 7. Voting: All members of the Board of Trustees will have voting privileges. When the Board needs a specific action between the times of regularly scheduled meetings, the Chair may call for a vote via telephone conference call using a roll-call vote, or via ballot. Ballots may be emailed, faxed, or sent by U.S. mail. A majority of the quorum is necessary to pass an issue



Association of Educational Service Agencies Foundation Bylaws

Section 8. Resignation, Removal,

Vacancies: Any Trustee may resign by sending written notice to the Chair. The resignation will take effect upon acceptance by the Board of Trustees.

Any Trustee may be removed from office by a majority vote of the Trustees at any regular or special meeting of the Board at which a quorum is present for violation of the Bylaws or engaging in conduct that is prejudicial toward the best interests of AESA and the Foundation. Written notice of the charges, an opportunity for a written response, and an opportunity to appear before the Board must be provided.

The Board of Trustees using the guidelines established in Article II, Sections 2,3 and 4 may fill vacancies.

Section 9. Officers of the Board: Officers of the Board of Trustees will be elected annually. Elections will be held at the first meeting of each fiscal year. The Officers of the Board will consist of a Chair, a Vice Chair, and a Secretary/Treasurer. The Chair will preside at all meetings and carry out all actions of the Board. The Vice Chair will serve in the absence of the Chair with the same powers and authority as the Chair. If the Chair leaves office before the end of his or her term, the Vice Chair will complete the term. A new Vice Chair will be elected at the next regularly scheduled meeting. The Secretary/Treasurer will record the minutes of Board of Trustees meetings, actions, and votes. The Secretary/Treasurer will maintain an accounting of the budget of the Foundation and provide updates at least quarterly.

ARTICLE III: MEETINGS

The AESA Foundation Board of Trustees will hold at least one annual meeting and

additional meetings at times and places that are deemed to be in the best interest of the Foundation. The Chair, in consultation with the Board, will fix the times and locations of the meetings.

ARTICLE IV: COMMITTEES

The AESA Foundation Board of Trustees will have authority to establish and disband committees at its discretion. Committees may be given authority to perform functions and directives from the Board. Committee members may or may not be members of the Board of Trustees.

ARTICLE V: COMPENSATION

The AESA Foundation Board of Trustees will serve without compensation other than reimbursement for actual expenses incurred on behalf of the Foundation. Such expenses will be authorized by the Chair and will be required to be documented as per customary accounting practices. Expenses incurred for travel on behalf of the Foundation will be reimbursed according to the same AESA guidelines for Executive Council members.

ARTICLE VI: AMENDMENTS TO THE BYLAWS

The AESA Foundation Bylaws may be amended after a quorum has been established and a majority of the Board of Trustees agree; provided the proposed amendment was communicated to all Trustees in writing at least 30 days prior to voting on the amendment.

ARTICLE VII: LIABILITY FOR CORPORATE DEBTS

The AESA Foundation Board of Trustees and Foundation staff will not be liable for the debts, liabilities, or obligations of the Foundation.



Membership Services

AESA creates learning and growth opportunities for educational service agency executives, board members, and staff. AESA provides leadership and support to enhance collaborative educational programs and systems. AESA does this through its Web site, governmental relations committee, business relations committee, membership services committee, research and publications, conferences, national awards programs, and state leaders.

Published: May 2002
Reviewed: May 2005



Federal Relations Program

Purpose, Functions, and Operational Procedures

“We will strengthen our ability to affect education policy through appropriate and effective governmental relations activities.”

A. Governmental Relations Committee

The governmental relations committee is a standing committee of the Association of Educational Service Agencies. The chair, vice chair and one member from each incoming class of council members are appointed from the council by the AESA president-elect prior to the spring planning session. Each state with an organized group of ESAs designates a representative to the governmental relations committee which meets, reviews, and recommends to the Executive Council a set of beliefs, with respect to sound public policies on ESAs and students, and annual legislative positions consistent with those beliefs. In non-organized states, association members choose from among themselves a person to serve on the committee. Each state is asked to carefully choose from among its AESA members a person who has a keen interest in serving as a member, can fulfill the obligations of members contained in this document, has a good relationship with their Congressional representatives, and understands the legislative/political process. Each state’s representative serves for a three-year term, but may be reappointed by the state’s group to successive terms. Operational guidelines for the committee (purpose, role, responsibilities, resource needs, and expectations of its members) provide direction to it.

Members within a state are encouraged to meet in advance of the governmental relations committee meeting in January to discuss Federal issues, so that its governmental relations committee representative is prepared to offer suggestions for the development of the platform. Thus, the really important concerns of each state can be voiced at the table. AESA’s positions will contain issues that really matter, and AESA’s base of support will be broadened. This process allows for each state to be vested in Federal relations.

Each year the governmental relations committee meets during the annual AESA conference in December and in January when the committee formulates its annual position paper. Meetings of the committee also allow for sharing between the states, reporting policy happenings in each state, and developing a database. Each state’s representative is responsible for arranging meetings with the state’s Congressional delegation during the September Educators’ Call to Action: Federal Advocacy meeting. An electronic network enhances communication between committee meetings, calls to action, and feedback to the national office.

Members of the committee and other key association members are asked from time to time to travel to Washington D.C. and assist in Federal relations activities. Those ESAs that have a person, other than the CEO, responsible for governmental relations are asked to identify those individuals annually and volunteer the services of those individuals on an as-needed basis when the positions on an issue of the particular ESA and AESA are compatible.

B. Electronic Governmental Relations Network

The purpose of the AESA governmental relations electronic network is to provide prompt communication to policy-makers and between members of the governmental relations committee, other association members, and the national office for input, feedback, and sharing on public policy issues of importance to the association, member states, and association members. The electronic network supports the work of the governmental relations committee, provides cost-effective communication between its members, and enhances effectiveness.



C. Network Action

Network action is initiated by the Executive Director or governmental relations specialist, after clearance by the Executive Director, consistent with the organization's legislative agenda. If an issue relates to the organization's "Beliefs That Guide the Association's Governmental Relations Activities" but there is no legislative position on the issue, the Executive Director is empowered to act on behalf of the association and consult with the AESA president, AESA governmental relations chair(s), Executive Council, and/or governmental relations committee, as appropriate. If an issue does not relate to the "Beliefs That Guide the Association's Governmental Relations Activities" the Executive Director shall obtain approval from the Executive Council.

D. Other Key Association Members

Under special circumstances where time is of the essence and where it is not practical or necessary to activate the entire network, the Executive Director or designee may contact individual association members directly. These direct contacts will be limited to instances where particular members of Congress need to be contacted on short notice on a particular legislative issue of importance to AESA, and on those issues where the association's position on the issue is reflected in the AESA beliefs and policies document and/or legislative program.

E. Governmental Relations Specialist

A firm or person will be hired to focus on governmental relations at the Federal level for AESA. With multiple responsibilities that are assigned to the Executive Director, the organization is committed to devoting the resources necessary to support a separate Federal relations position. This person should be a recognized Federal relations specialist who is based in the Washington D.C. area. This individual may have other clients so long as the interests of those clients are not likely to be at odds with those of AESA.

F. Set of Beliefs with Respect to Public Policies Affecting ESAs

The governmental relations committee recommends to the Executive Council a set of beliefs that guide the development of AESA's annual position paper. These beliefs will include, but are not limited to the following:

- Promoting ESAs' leadership role in helping all students reach high standards, the supports (financial and other) needed to reach them through early intervention, curriculum and instruction, technology, special education, technical and career education, and professional development.
- Supporting regionalization of services.
- Advocating ESAs as eligible recipients of funds and as essential entities in building partnerships for children.
- Promoting ESAs' role in providing access to their programs and services and equity for all students.
- Supporting other AESA strategic initiatives.



G. Criteria to Develop and Judge the Governmental Relations Program's Effectiveness

The criteria for judging the effectiveness of the governmental relations program includes, but is not limited to the following:

- Is politically effective.
- Improves connections to state leaders.
- Engages the membership in the process.
- Develops rich data sources.
- Develops good two-way communication.
- Is effective at state and national levels.
- Develops coalitions. Establishes relationships with entities where common legislative ground can be found.

H. Ongoing Activities

- Conducts each year a January legislative meeting whereby the AESA governmental relations committee reviews and establishes the current year's AESA legislative agenda.
- Updates State/Federal relations contact list.
- Plans and coordinates the AESA Federal relations conference in September.
- Coordinates the governmental relations session for the general membership at the AESA annual conference.
- Maintains the AESA Federal relations electronic network.
- Keeps the membership informed about Federal legislative issues through the AESA News, AESA electronic network, and other ongoing means of communication.

Approved: September 20, 2002
Reviewed: May 2005



Governmental Relations Committee

Position Description

Purpose

To affect educational policy through appropriate and effective activities. The committee creates, for AESA council approval, the annual AESA Legislative Agenda.

Process of Selection

Each state is asked to carefully choose from among its AESA members a person who has a keen interest in serving as a member, has a good relationship with their congressional representatives, and understands the legislative/political process.

Duties

Committee members are expected to:

- Convene the ESAs within their state and discuss Federal legislative issues and share this information with the AESA governmental relations committee.
- Attend the governmental relations committee meeting held in January.
- Attend the Educators' Call to Action (ECA) conference in September.
- Arrange for meetings with their state's congressional delegation during the ECA conference.
- Attend the governmental relations committee meeting at the AESA annual conference and exposition in December.
- Respond to requests from AESA to contact their state's congressional delegation as to issues of importance to ESAs, and if warranted, share with the other ESAs within their state.
- Travel, as necessary, to Washington D.C. to help AESA representative in carrying out governmental relations activities.

Length of Term

Each state's representative serves for a three-year term, but may be reappointed by the state's group to successive terms.

Meetings

AESA provides two opportunities for the governmental relations committee to meet. The first is in January when the committee meets to formulate the AESA Legislative Agenda. The second opportunity comes at the December annual conference. In addition, members are expected to attend the Educators' Call to Action conference in September. Members are expected to pay for their own travel to and accommodations at these meetings.

Beliefs/Special Skills

Governmental relations committee members should have a strong interest in the legislative process, as well as a commitment to the power of regionalization and cooperation. They should be comfortable in conveying AESA positions to members of Congress, their staff members, and staff from various Federal departments.

Adopted: August 18, 2004

Reviewed: May 2005



Business Relationship Opportunities

Purpose

AESA recognizes it has a responsibility to its members and the thousands of school districts they serve. One of the most critical responsibilities is to ensure that ESAs and school districts have access to the best educational products and services available. Therefore, the Association of Educational Service Agencies (AESA) offers Business Memberships and Business Partnerships to companies wishing to join AESA and its members. AESA also offers, separately or in conjunction with the business member/partnership program, opportunities to sponsor AESA's national conferences or to work with the AESA Foundation.

Members of AESA, which includes the superintendent, all staff members and the board, are in face-to-face contact with nearly every superintendent and staff of local school districts on a monthly basis. As a result, ESA staffs are acutely aware of the needs and problems faced by local public school districts, as well as private and parochial schools in their area.

Types of Opportunities

AESA offers businesses with an interest in working with educational service agencies the following four opportunities: Business Memberships, Business Partnerships, Sponsorships, and working with the AESA Foundation.

Initiating a Business Relationship with AESA

Businesses interested in a relationship with AESA can directly initiate inquiries with AESA. However, businesses are most often referred to AESA by member service agencies. Before a business can join AESA, an interview is conducted to ensure a mutually beneficial relationship. During this informal telephone interview, staff explains the various opportunities for a relationship with AESA. In addition, staff determines if the business has services and products of the quality that would warrant consideration by AESA members. In addition, staff evaluates the ability of the company to adequately deliver its services or products to comply with the standard expectations of AESA for a business member. This relationship must be win-win for all parties to be successful and we strive to ensure that goal.

Based on the telephone interview and other background information reviewed by AESA, staff will offer suggestions to the business. Such as: join AESA as a business member, assist with conference sponsorship opportunities or exhibit at a conference, consider a due diligence review for a potential business partner relationship with AESA, or work with the AESA Foundation.

AESA Business Membership

A business can join AESA as a business member for an annual fee of \$750. The Executive Council reviews and adjusts the annual membership fee as appropriate. A membership form can be found at <http://www.aesa.us/MembershipBro04.pdf>

An AESA Business Member receives the following benefits: newsletters (paper and online); *Perspectives*, AESA's annual research journal; conference materials; and a printed directory of the AESA membership roster.

AESA will list the company's name, one contact person's name, mailing address, phone, fax, email and web site in the membership directory. The company name and a hyperlink to the company's web site will be posted on AESA's website. An excel file of the mailing addresses only of ESAs is available to Business Members for an additional fee of \$300 per year. AESA's membership year is from July 1, to June 30, but new memberships are welcome anytime.



AESA Business Partnership

Business Members interested in expanding their relationship with AESA and its members should consider a Business Partnership. AESA has instituted a due diligence process for businesses seeking a Partnership relationship (see below for further information about this process). Upon successful completion of the due diligence process, the Executive Director along with legal counsel will negotiate terms for the formal contractual agreement.

Benefits of this partnership could include, but are not limited to the following: all benefits of the AESA Business Members; direct access to the AESA national marketing channel; sponsorship of annual association publications; occasional news item sent through AESA's Online Newsletter; at least one article in AESA News newsletter outlining the partnership; opportunity to participate in market research; opportunity to network with AESA affiliate groups; sponsorship/activities of annual event(s), such as the AESA Annual conference, summer CEO Leadership Conference, and/or governmental relations conference. All benefits of the agreement are negotiable.

Due Diligence Process

Upon agreement between the AESA and the Business Member, the company will be reviewed by AESA's legal counsel, Patton Boggs, to determine the viability of the company to qualify as a Business Partner. The due diligence process will consist of a product/service quality review and financial review. The company will pay for this review. This review will help both the potential Business Partner and AESA determine whether the relationship will be mutually beneficial. Upon a positive review, AESA will enter into a contractual agreement with the company. Depending upon the needs of the Business Partner, proceeds of the contractual agreement may be paid to either AESA or the AESA Foundation. The AESA Executive Council reviews business partnerships on a regular basis and has granted the Executive Director authority to enter into partnership agreements on behalf of the association.

AESA Sponsorship Opportunities

AESA actively works to develop relationships that promote its vision and agenda, particularly within the business and education sector. Therefore, in addition to the Business Membership and Partnership relationships, AESA also provides opportunities for sponsorship of AESA services, conferences/meetings, and professional development activities. To obtain information regarding the fees for each activity or to develop customized alternatives, interested sponsors should contact the AESA office at 703-875-0739.

Sponsorship Activities

Below is a list of activities for which AESA regularly seeks sponsorships, but we are always interested in hearing of new ideas! Note: Prior year sponsors are given the right of first refusal for future sponsorship activities. An expanded list of specific sponsorship activities is available for interested parties. Please call 703-875-0739 to inquire.

- AESA's Executive Council and/or Committee events, such as dinner/events.
- AESA White Papers on topics of interest to ESAs and their school districts.
- AESA sponsored research, data collection, web site enhancements, etc.
- Regional/national professional development opportunities.
- Various opportunities at AESA/AESA Foundation sponsored conferences:
 - Keynote Speakers/Presentations
 - Meals/breaks/receptions
 - Bags/portfolios/lanyards/badge holders
 - Internet Café/technology
 - Special events, such as student entertainment



Benefits to Sponsors

Below is list of some of the benefits that a sponsor would receive, based on the level of activity.

- Access and visibility with ESAs superintendents/CEOs, boards and staff throughout the nation.
- Acknowledgments/signage at sponsored event/inclusion in the program.
- Company logo on signs/program/screen.
- Placement of marketing collateral in conference registration materials.
- Complimentary conference registrations/exhibit booth/workshops.
- Pre & post conference attendees' lists.
- Other benefits as negotiated.

AESA Foundation

The AESA Foundation has inaugurated a multimillion dollar initiative, the "Foundation for the Future" Campaign. It will create a constant source of funding for sustaining AESA's highest priorities and expanding programs and services. The endowment campaign has two parts.

The AESA Foundation Endowment Fund

All donors public or private, individuals or businesses, are invited to participate in financially supporting the Fund with or without contingency or restriction of use.

The AESA Foundation Partnership Program

AESA Foundation will team with other organizations in mutually agreed upon partnerships that further the mission of the Foundation.

All donations to the AESA Foundation are fully tax deductible as permitted by law.

Approved: February 20, 2003

Reviewed: May 2005



Business Relations Committee

Operational Guidelines

A. Committee Structure

The business relations committee is a standing committee of the Association of Educational Service Agencies. Each of the four regions—West, Central, South, and East—shall be represented on the committee by at least one AESA member. A state may be represented on the committee by no more than one member.

The chair and vice-chair of the business relations committee shall be current members of the Executive Council and shall be appointed in the spring for one year by the president-elect of AESA. The chair and vice-chair may be reappointed for a second consecutive term of one year.

A third member will be selected from the incoming class of council members in the spring of each year by the president-elect of AESA.

The Executive Director of AESA and/or his designee shall be ex-officio members of the committee.

Active AESA members who are recommended by the business relations committee chair and approved by the council shall fill vacancies created by resignation or expiration of a three year term. Should recommendations exceed vacancies, the sitting members of the committee may make the recommendations as to who should be chosen. The AESA Executive Council will act to name individuals to fill the vacancies.

B. Subcommittees

The business relations committee is authorized to request that active AESA members who are not current members of the committee share their expertise, research skills, and/or counsel in completing a specific assignment related to the committee's scope of responsibilities. Current members of the committee may volunteer to serve on a subcommittee while serving as an active committee member. Any proposal or recommendation developed by a subcommittee shall be reviewed and acted upon by the Business Relations Committee prior to being submitted to the Executive Council for approval, modification, or disapproval. The decision of the Executive Council shall be final.

Adopted: February 19, 2004
Reviewed: May 2005



Membership Services Standing Committee

Statement of Principles, Functions, and Operational Procedures

I. Authorization

“Our members are our primary customers — their satisfaction is our highest priority.” AESA
Operating Principle #3 – Adopted 1988, Reconfirmed 1999

Article II, Bylaws of Association of Educational Service Agencies, Inc., identifies member ESAs as stated in Article I, Bylaws of Association of Educational Service Agencies, and calls for the association to provide “programs and services designed to improve and extend the capabilities of ESAs to better assure quality education and equal opportunity...”

Article II further identifies membership services to include:

- Dissemination of ESA organizational structures, legislation, regulations, exemplary programs and services.
- Communications about ESAs and their services.
- Research to support effective program and practice development.
- Staff development.
- Technical assistance for ESA establishment.

II. Membership Services Committee

In December 2003, the council approved the formation of a “standing” membership services committee to more fully realize the established mission which calls for:

- Providing for professional growth opportunities, technical assistance, advocacy, and research.
- Helping members promote, distribute, and leverage knowledge, products, and services.
- Assisting in the establishment of educational service agencies.

III. Membership

There will be up to 12 members on the membership services committee. The chair and vice chair and one member from each incoming class of Council members will be appointed from the council by the AESA president-elect prior to the spring strategic planning session. All other committee members are recommended by the committee chair and must be approved by the council.

- Two members will be from each of the four identified geographic regions of AESA.
- Three members will be considered at-large and may come from any region.
- At least three council members will be on this committee irregardless of their region.

During initial formation, duration of appointments may vary to concur with the council term and to assure there will always be experienced members serving on the committee and that the committee members have staggered terms.



IV. Charge to Committee

The membership services committee is empowered to develop and implement initiatives to assure AESA's ability to support its members. The committee will refer to the AESA mission, bylaws, and strategic plan to guide its own initiative development. All plans must be reviewed by staff and then submitted to the council for approval and implementation scheduling. Plans should be developed for three-year cycles when possible.

Scheduling of committee meetings will be coordinated through the staff liaison. It is anticipated meetings will be electronic with the exception of one face-to-face committee meeting held at the AESA annual conference. The committee will report to the general membership at the annual business meeting held at the annual conference.

V. Additional Charge to the Membership Services Committee: Research & Development Subcommittee

The membership services committee will serve as facilitator for the council for a special subcommittee for research and development activities. The membership services committee chair will recommend the Research & Development Subcommittee chair to the council for approval. Committee members will be recommended to the council for approval by the membership services committee chair after conferring with the Research & Development Subcommittee chair.

Efforts will be made to balance membership by region if possible. However, due to the technical nature of the subcommittee, the criteria for membership must indicate knowledge of a technical skill in research methodologies. The Executive Director will provide a staff liaison to the research and development subcommittee. The purpose of the research and development subcommittee will be to initiate, design, or collaborate with others in research and development efforts on behalf of ESAs, as well as provide technical assistance to the membership.

Revised: June 22, 2004

Reviewed: May 2005



Research and Development Subcommittee

Operational Guidelines

Purpose

The research and development subcommittee is a part of the AESA membership services committee. The subcommittee has been established to initiate, design or collaborate with others in research and development efforts on behalf of AESA.

Appointing Authority

The chair of the subcommittee shall be appointed by the chair of the membership services committee. The chair of the subcommittee may recommend committee members to the chair of the membership services committee. The chair of the membership services committee recommends all subcommittee members to the council for final approval.

Committee Members

Members of the subcommittee, in addition to the chair, shall include:

Regional Representation: (total of eight)	Two (from each AESA geographic region)
Associate/Retired Member Representative:	One
Institutional Member Representative:	One
AESA Foundation Representative:	One
Research Consultants:	Two
Additional:	The chair and/or vice-chair of the membership services committee
(ex-officio)	The Executive Director will appoint a staff liaison.

Role of Members

Members of the subcommittee are selected primarily based on their knowledge and skills necessary for planning and conducting research and development activities that further the purpose of AESA.

Terms of Service for Members

The standard term for subcommittee members shall be two (2) years with a maximum of service being two (2) terms, except a research consultant may be reappointed for an unlimited number of terms. In order to establish a staggered system of member turnover, the following terms shall apply for the initial subcommittee group.

Regional Representatives: By lottery, each AESA region shall have two members: one person shall serve a three (3) year term and the other person shall serve a two (2) year term.

Associate/Retired Member and AESA Foundation Representative: Each member shall serve a three (3) year term.

Institutional Representative: Each member shall serve a two (2) year term.

Research Consultants: By lottery, one consultant member shall serve a three (3) year term and the other a two (2) year term.

Vacancies

Any vacancy in subcommittee membership shall be recommended by the chair of the membership services committee following the process prescribed in the appointing authority section of these guidelines.

Operating Procedures

The subcommittee shall operate under the procedures existing for the membership services committee. The subcommittee makes recommendations to the membership services committee, which shall recommend to the AESA Executive Council action plans of the research and development subcommittee for approval.

Adopted: April 23, 2004
Reviewed: May 2005



Research and Publications

AESA publishes information in support of ESAs. The following publications are available:

Perspectives

A journal of research and opinion about educational service agencies is published yearly.

AESA News

A bimonthly publication in print or electronic format that reports on national issues and membership activities.

AESA Membership Information

A brochure that includes a membership form, a description of membership services, types of membership and dues, and general information about AESA.

Questions Asked About.... Educational Service Agencies

A brochure used by AESA to explain what ESAs are about, how they are governed, types of programs offered, financing, and other general information. This brochure is used as an informational piece by ESAs when speaking to groups who are not familiar with their functions.

All current publications and brochures are placed on the AESA Web site at www.aesa.us . Additionally, requests for publications and brochures can be made by mailing or calling the AESA office at:

Association of Educational Service Agencies
801 N. Quincy Street, Suite 750
Arlington, VA 22203-1730
(703) 875-0739
FAX (703) 807-1839
E-mail: info@aesaus

Published: May 2002
Reviewed: May 2005



Conferences

AESA sponsors national conferences to support innovative educational programs.
Each year AESA offers:

- The Educators' Call to Action: Federal Advocacy Conference in September
- The annual AESA conference in late November and/or early December
- Periodically, international conferences may be held with other countries with ESAs
- The AESA Foundation offers a summer CEO conference in July.

Published: May 2002
Reviewed : May 2005



Web Site

AESA maintains a Web site at www.aesa.us The site is designed to provide current information and linkages to information critical to ESAs. The site includes, but is not limited to the following sections:

- Conferences
- What's new
- Legislative alerts and updates
- Members area
- Business members
- AESA Foundation
- Links to state ESAs
- Links to international ESAs
- Links to other educational resources
- AESA publications
- Employment opportunities
- AESA Solutions Marketplace

Other sections will be added to the site to meet membership needs.

The Central Susquehanna Intermediate Unit #16 in Lewisburg, Pennsylvania hosts and maintains the AESA Web site.

Published: May 2002
Reviewed: May 2005



National Awards

AESA sponsors four national awards to recognize individuals for outstanding contributions to regional education service agency programs. Individuals currently serving on the AESA council are not eligible for nomination.

Justus A. Prentice Award

To an individual who has served or is serving in an educational service agency and has made contributions through executive leadership in the advancement of regional education service agency programs. Nominees have included past or present educational service agency executives and staff.

Criteria for this award:

1. Advancement of the goals and philosophies of regional education.
2. Outstanding accomplishments and innovative practices.
3. Exercise of leadership.
4. Service to the regional educational community.

Walter G. Turner Award

To an individual citizen who has made outstanding contributions in the advancement of regional education programs at the regional, state, and/or national levels. Nominees could include board members, state/national legislators, and local/state/national educators, and professional association staff.

Criteria for this award:

1. Advancement of goals and philosophies of regional education.
2. Outstanding accomplishments and innovative practices.
3. Exercise of leadership.
4. Service to the regional educational community.

E. Robert Stephens Award

To an individual for research, writing, and/or publishing of information that advances an understanding and/or the promotion of regional education programs. The work(s) may include, but is(are) not limited to, articles, monographs, dissertations, a book chapter, or a book. Nominees could include any individual whose work(s) meet(s) the intent of this award.

Criteria for this award:

1. Advancement of the goals and philosophies of regional education.
2. Scholarly nature of the work(s).
3. Impact of the research, writing(s) and/or publication(s) on regional education.

Special Meritorious Award

Granted by the AESA Council to an individual for or group who has made significant contributions to educational service agencies. This award is periodically given at the discretion of the council.

Criteria for this award:

1. Advancement of goals and philosophies of regional education.
2. Unique contributions to regional education.
3. Service to the regional educational community.



Nomination Information

1. Nominations must be signed and submitted only by an Executive Director or board president of member agency.
2. Agencies are welcome to submit nominations for each award, however, only one nomination per award will be accepted.
3. Nominations for each award should address the candidates' contributions to regional education based on the criteria for that particular award. Because the competition for the award will be keen, it is suggested that the nomination address each criteria and include specific examples or documentation for each award criteria.
4. Nominations must include and not exceed:
 - a. The nomination cover sheet.
 - b. Two pages total for addressing all criteria of the award for which the person is nominated.
 - c. Optional: Two additional pages for any correspondence of relevance including letters of support.

Award Selection Process

1. The AESA president appoints an awards committee that has representation from each region.
2. The awards committee reviews all nominations and recommends their selection to the AESA council.
3. If a member of the review committee has an award nominee from his or her state, then that committee member will abstain from discussions regarding that particular nominee.
4. The council will review the award committee's recommendations and make the final determination of who will receive the national awards.



State Leaders

AESA has developed a roster of state leaders, officers and other key players in each state. AESA communicates regularly with this group regarding the activities of AESA. AESA believes that by working closely with state leaders, the network between states and the relationship between AESA and its members will be strengthened. AESA will encourage state leaders to share information with the service agency administrators in their states.

The AESA Executive Director and council members will meet with the state leaders at the annual conference. The state leaders also will have access to the AESA state leaders list serve and be included in the AESA Membership Directory.



AESA State Leader Position Description

Purpose

To enhance communication between AESA and its members. As our membership grows, it is important to AESA that we have good links to our members and that our members have a variety of channels available to get information to us. The State Leader position is a key part of the communication link.

Process of Selection

These individuals are usually chosen by the ESAs in the state. In some states, this position is filled by a paid staff member of the State Association. Other states utilize the Chair of their group to fill this role while others seek a volunteer who is interested in AESA. When a state does not have a formal state association, AESA will ask a participating ESA Superintendent/CEO to serve in this capacity.

Duties

The State Leader will:

- Update AESA as to new ESA CEOs as well as resignations and retirements
- Receive the AESA state membership invoice and arrange for payment
- Convey information about AESA activities
- Provide feedback to AESA as to services needed by the ESAs in their state
- Respond to requests from AESA for information about ESAs in their state
- Assist AESA with its strategic plan and committee activities
- Provide AESA with state meeting(s) schedule

Length of Term

Determined by the State's ESAs

Meetings

AESA provides an opportunity for State Leaders to meet at the AESA Annual Conference. At these sessions, State Leaders get the opportunity to network, share information and develop relationships that provide for the strengthening of AESA and the individual state organizations.

Communications

Communication among State Leaders is encouraged. To assist with this, AESA will send periodic requests for assistance and will operate online newsletters, list serves and other forms of communication.

Beliefs/Special Skills

State Leaders should have a strong commitment to the power of regionalization and cooperation. They should display a track record of leadership within their state and strong support of AESA.

Adopted: July, 2004
Reviewed: May 2005



Expense Reimbursement

AESA reimburses its council members, staff, contractual employees, and individuals who have the approval of the Executive Director to travel on behalf of AESA. To receive reimbursement, the individual must submit an AESA Travel and Expense Voucher. Vouchers are available upon request from the AESA office.

Expense Reimbursement

AESA reimburses its council members for essential travel. The rationale which distinguishes “essential” from “expected” travel is that AESA assumes an individual would already be attending the various organization events as an active member of the association. This rationale was designed to keep travel expenses to a minimum and thus keep member dues as low as possible. AESA tries to schedule meetings around other educational events to minimize travel costs.

Meetings eligible for reimbursement include:

- Spring council meeting
- Summer council meeting
- September council meetings
- December council meeting
- Special meetings called by the president and/or Executive Director

Reimbursable expenses include:

- Airfare – when not attending a conference
- Hotel room – for the day before and during scheduled council meetings
- Meals – for the day before and during scheduled council meetings
- Incidentals – such as baggage handling, taxi fare, parking etc.
- Car rental (when necessary)

Summary of Travel and Expenses

<u>Meeting</u>	<u>Attendance Guidelines</u>	<u>Reimbursement</u>
Spring Council Meeting	essential	yes
Summer CEO Conference	expected	no
Summer Council Meeting	essential	yes
September Council Meeting	essential	yes
Educators’ Call to Action	expected	no
December Council Meeting	essential	yes
Annual Conference	expected	no
Legislative Committee	expected	no

Travel Arrangements

Council members make their own travel arrangements because they generally want to use their own travel agent and can usually secure the most favorable fares. Individuals may then submit an expense voucher to AESA for reimbursement. AESA staff will make room reservations for all council meetings. For reimbursable trips, we ask that you make arrangements to coincide with a Saturday overnight stay to receive the lowest airfare, unless, of course, circumstances and common sense dictate otherwise.

Published: May 2002
Reviewed: May 2005



Event Cancellation Policy

All cancellations must be received in writing by fax, e-mail or postal system prior to the cancellation date announced in the registration materials. Refunds will be processed following the meeting. A processing fee will be assessed. AESA cannot accept telephone cancellations. No refunds or exchanges will be issued for ticketed events, pre-conference workshops, tours or entertainment. No refunds for "no-shows," however substitutions may be made with appropriate documentation. The only exception to this policy is that upon proof of death in the immediate family within one week prior to the conference, AESA will refund registration fees minus the processing fee as published in the registration materials.

Published: May 2002
Reviewed: May 2005



Conference Room Reservations and Cancellation Policy

Agencies are responsible for reserving only the number of rooms needed for any event. Agencies are responsible for making, and if necessary, canceling their own hotel room(s). Even if room(s) are cancelled within the hotel's stated policy, AESA is required to pay for any rooms that are not resold, because those rooms are part of the AESA guaranteed room block. Therefore, AESA will bill any agency/individual who has reserved a room in the block and cancels after the AESA-specified cancellation date for that event, unless the room can be resold.

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