

AKEN BY-LAWS
ALASKA EVALUATION NETWORK

I. NAME

The name of this organization is the Alaska Evaluation Network (AKEN). AKEN is a Local Affiliate Collaborative (LAC) of the national American Evaluation Association (AEA).

II. MISSION AND PURPOSE

Mission: AKEN's mission is to encourage effective evaluation; improve evaluation capacity; and support evaluation practices that are responsive to Alaska's uniqueness.

Purpose: AKEN's purpose is to improve the quality of evaluation in Alaska by creating forums for dialogue, relationship building, learning and collaboration.

III. MEMBERSHIP

1. Any individual interested in the purpose of the AKEN is eligible for membership.
2. All members who have paid annual dues have one vote.
3. Voting privileges will be used to:
 - a. Elect officers
 - b. Make amendments to the by-laws
 - c. Decide on other interests and issues relevant to AKEN, at the discretion of the Board of Managers (BoM).
4. Dues to be a full member of AKEN are \$40 per year; the dues for a student/affiliate member are \$10 per year with the exception of the first year of AKEN during which dues are \$10 for full/student/affiliate members. Students are those enrolled in coursework; affiliates are

those interested in learning more about evaluation and participating in the AKEN conversation without committing to full membership.

- a. The period of membership is one full year from the date that membership dues are paid.
- b. The membership dues will be periodically reassessed by the Board of Managers (BoM), to address organizational costs.

IV. MEETINGS

1. General meetings for all members will be held at least three times a year, with an AKEN Annual Business Meeting in December.
2. All meeting notices will be electronic, sent via the AKEN email list.
3. Each notice of a meeting will include:
 - a. Time and place of the meeting
 - b. Information on a toll-free telephone number to facilitate participation of members residing outside of the meeting location.
4. At general membership meetings a quorum is constituted by eight members of AKEN, including at least two members of the BoM.

V. BOARD OF MANAGERS

1. The affairs of the AKEN will be governed by an elected BoM consisting of a President, a Vice-President, a Secretary, a Treasurer, a Student Liaison, and the Chairs of the Membership, Program, Nominating, and Conference Committees. All members of the BoM must be current members of AKEN.
2. The BoM is responsible for:
 - a. Organizing general and annual business meetings of AKEN.
 - b. Carrying out any necessary business of AKEN between the general membership meetings.
 - c. Determining the scope of AKEN committees.

3. Each of the BoM roles is an elected position.
 - a. The President, Vice-President, Secretary, Treasurer and Student Liaison will be elected to serve a two year term; the others roles are one-year terms.
 - b. President and Secretary will be elected during even numbered years. Vice-President and Treasurer will be elected during odd years.
 - c. The term of office generally will be from January 1st to December 31st.
4. BoM members may serve no more than four consecutive years in the same position or more than six consecutive years on the BoM.
5. If any position of the BoM becomes vacant, the BoM will appoint a member of AKEN to serve until the next general election.
6. Members of the BoM may be removed for the following reasons:
 - a. Three (3) consecutive unexcused absences at regular prescheduled meetings.
 - b. Inability or unwillingness to perform duties or ceasing to meet the qualifications of office of AKEN.
 - c. Conduct violating AKEN's By-Laws or the laws of the State of Alaska.
7. A unanimous decision by the rest of the BoM is required to remove a member of the BoM. The BoM member thus removed may appeal to the general membership for a vote of confidence to be reinstated.
8. BoM members will not be paid for their services to AKEN but may be reimbursed for actual expenses incurred in the performance of BoM duties, as approved by a majority of the BoM.
9. At all meetings of the BoM, a simple majority of the BoM members will constitute a quorum for the transaction of business.

VI. OFFICERS

AKEN Offices (Members of the BoM) will be elected by the membership.

1. Nominating Committee will be appointed annually, to secure nominations for each expiring office of AKEN through consultation with members, then submit the slate of nominees to the membership for vote.
2. Balloting will be done electronically via a secure data collection website using individualized links so each member may only vote once for each office.
3. The Nominating Committee will be responsible for tallying votes and reporting the results to the AKEN Membership during the AKEN Annual Business Meeting.

Duties of Officers:

1. The President acts as the chief executive officer of AKEN and will preside at all business meetings, serve as Chair of the BoM, oversee all committees, and has general responsibility for the conduct of AKEN affairs. The President is an ex- officio member of all committees of the AKEN.
2. The Vice-President will assist the President in conducting the business of the AKEN and preside in the President's absence. The Vice President will also chair the Nominating Committee in years the President and Secretary will be elected.
3. The Secretary will keep minutes of meetings as requested by the President and distribute the minutes to the members via the AKEN Website or other Internet- based site. The Secretary will also keep a file of the proceedings at AKEN general meetings, annual business meetings, and BoM meetings as well as copies of the financial reports and official publications of the AKEN, and will supervise the issuance to the membership of all notifications pertaining to the official business of

the AKEN. The Secretary is also responsible for verifying the results of AKEN elections, unless the current Secretary is running for re-election, in which case the Vice President will verify elections. The Secretary will also chair the Nominating Committee in years the Vice President and Treasurer will be elected.

4. The Treasurer acts as the chief financial officer for AKEN and will hold the AKEN's funds, collect the annual dues from the members, prepare the yearly budget for consideration and approval by the BoM, account for the receipt and expenditure of all monies, and keep the other officers informed of the financial condition of AKEN upon their request. The CFO will make disbursements, provide for periodic examinations of financial reports by an auditing firm, a team of three-non signing members, or a Certified Public Accountant, and will prepare an annual financial statement to all members.
5. Student Liaison. The student liaison will act as a liaison from the BoM to undergraduate and graduate students who are interested in program evaluation. The student liaison will assist in recruiting student members and in soliciting student input regarding open events and policies.

VII. FISCAL MANAGEMENT

1. The fiscal year of the AKEN will begin on the first day of January of each year.
2. Books and Accounts of the AKEN will be kept under the direction of the Treasurer.
3. With prior authorization of the BoM, all notes and contracts will be executed on behalf of the AKEN by the President, and all checks will be executed on behalf of the AKEN by the Treasurer. All checks over \$250 will have two signatures.

4. If AKEN dissolves, all of the remaining assets of the AKEN will be distributed to the American Evaluation Association student travel award fund or the international travel award fund to support student and international participation in the American Evaluation Association national conference.

VIII. COMMITTEES

1. Membership on committees will be voluntary self-selection
2. Committees may include:
 - a. **Membership Committee:** responsible for recruiting members, encouraging member interaction, maintaining the AKEN website and membership data base, maintaining communications with/among members, writing and distributing newsletters or other publications, and coordinating other routine communications, such as job postings, research sharing, etc.
 - b. **Program Committee:** responsible for planning general meeting programs and speakers.
 - c. **Nominating Committee:** responsible for soliciting member names for consideration, developing an election slate each year, and coordinating electronic balloting.
 - d. Special Committees formed for fixed periods of time for specific purposes, as deemed necessary by the BoM.

IX. RATIFICATION AND AMENDMENT

1. These By-Laws will be ratified by an affirmative vote of two-thirds of the ballots cast.
2. These By-Laws may be amended or repealed by written affirmation of two-thirds of the members voting on the proposed change.
3. Amendments or repeals may be proposed by the BoM or by petition to the BoM by fifteen percent (15%) of the membership of the AKEN and

they will be submitted to the entire membership for vote no later than the next annual business meeting. Such amendment, if passed, will become effective the January 1st following affirmation.