

Summary of Proposed Revisions to the ASTDN By-Laws and Policies & Procedures
Dated: May 7, 2010

ASTDN By-Laws Committee members: John Hankins (Chairman), Glynnis LaRosa,
Clair Millet, Joy Reed

By-Laws Revisions

Article I, Name, Page 1

- Added: “incorporated as a not-for-profit 501.c.6 membership organization”.

Article III, Membership, Page 2

- #2 added: voting rights to the Contributing member category and the right to hold office. Better defined this category to make it clearer.
- #6 added: “Retired Alumni” category which will have a lower dues rate (suggested \$50.00 fee)

Article IV, Dues, Page 3

- fourth line, added: “or emailed”
- last line, added: “Dues must be paid annually to ASTDN in order to maintain membership in good standing (see Policy and Procedure Manual)”

Article V, Officers and Duties, Page 3

- Section 3, President-Elect added: “then shall serve as the Immediate Past President for a one-year term.
- Section 4, Secretary added: “shall keep the original incorporation 501.c.6 documents, and shall serve on the History Committee”

Article XI, Meetings, Page 5

- Section 1, removed meetings will be held the third Friday of each month and changed it to “held monthly or as deemed necessary by the President”

Article XII, Amendments and Revisions, Page 6

- Section 1, changed 90 days to 60 days for any amendment or repeal to be submitted to the Executive Committee prior to the Annual Meeting
- Section 3, changed “regular” meeting to “Annual” Meeting

ASTDN Policy & Procedure Manual Revisions

Table of Contents, Page 2

- Changed regional “leader” to regional “representative”
- Executive Director role description added

ASTDN Description, Page 3

- Added: “is incorporated as a not-for-profit 501.c.6 membership organization”

ASTDN Policy & Procedure Manual Revisions (continued)

Duties of the President, Page 6

- Deleted: “Following the Post-Annual meeting, the President sends letters to all appointees requesting their agreement to serve in the assigned committee and to all persons assigned as liaisons”
- Added: “or other President’s designee”

Budget (pg. 6)

- Added: “The ASTDN fiscal year runs from July 1st through June 30th”

Membership (pg. 7)

- Added: territory
- Added: “committee”
- Deleted: “Orientation packets for new members should include at least the following documents: ASTDN By-Laws and Policy and Procedure Manual, Quad Council membership list and Operating Guidelines, ASTDN membership directory, the ASTDN Strategic Plan, and any other current pertinent materials required for full participation in Association activities”.

Duties of the President-Elect (pg. 7)

- Second sentence, Deleted: “the closing of ”

Duties of the Treasurer (pg. 7)

- Paragraph 3: added: “financial”
- Paragraph 4 added: “in collaboration with the ASTDN Admin. Assistant.”

Duties of the Treasurer (pg. 8)

- #2 deleted: “The Association does not charge the Quad Council or federal representatives a registration fee for participation in Partner Day or non-member cont. educ. speakers a registration fee for CE Day; neither group is charged for the costs for breaks and lunch on that free day”.
- #7 added: “in collaboration with ASTDN Admin. Assistant”

Duties of the Secretary (pg. 9)

- First paragraph, added: “shall keep the original incorporation 501.c.6 documents”
- Second paragraph, added: Serves on the History Committee

Regional representative (pg. 10)

- #1 added: “ or in person”

Annual Meeting (pg. 11)

- First paragraph, added “summer”

Finance (pg. 13)

- Added: “The ASTDN fiscal years runs from July 1st through June 30th”

History (pg. 13)

- Added “ one member is current ASTDN Secretary”

ASTDN Policy & Procedure Manual Revisions (continued)

Membership Committee (pg. 15)

- Second paragraph, added when the Bylaws and Membership categories and dues were changed. Added a new “Retired alumni” category. Further defined “Contributing member” dues fee. Inserted a Table with the membership categories and the due fees.
- Third paragraph, 4th line, Added: “in good standing”
- 9th line, Added: “and be Members-At-Large” and are accorded voting privileges”
- 9-13th lines, Added: “Membership dues invoices will be sent out in July of each year. In order for members to maintain their ASTDN membership dues need to be paid to ASTDN no later than September 30th of each year. Failure to submit dues timely will result in the member’s name being removed from both the ASTDN website and ASTDN list serve”.

Nominations (pg. 16)

- First paragraph, added: ballot slate “be distributed electronically and shall”
- Last paragraph, deleted: “at which time the President will appoint three tellers to count the votes”

Program (pg. 17)

- Added: #7 “Ensure that a joint meeting is scheduled and held with ACHNE every three years”

Special Committees (pg. 18)

- Deleted: “ Audit Committee and its description”

Role and Function of the Association Liaison (pg. 18)

- Added: “or may designate the ASTDN Executive Director”

Appendices (page 19)

- Added Appendices TOC with page #s
- Re-ordered **Appendix I Meeting** Agendas as follows:
 - Executive Committee Conference Call Agenda (Added: “Monthly” to title)
 - Mid Year meeting Agenda
 - Pre-Annual Exec. Com. Meeting Agenda
 - ASTDN Annual Meeting Agenda
 - Post Annual Exec. Com. Meeting Agenda

Pre-annual Meeting Agenda (pg. 22)

- Deleted: Appoint tellers to count ballots
- Deleted: Appoint Audit Chairperson

Day Three of the Annual Meeting (pg. 24)

- Deleted: “ Audit Report and Recommendations”

Appendix II. Award Nomination Forms

- Award Nomination Forms (pgs 26 & 27) Added: submitter’s email address at the bottom

Appendix III. ASTHO Relationships (pgs 28-31)

- Removed old ASTHO Relationship document and replaced it with the new Affiliation with ASTHO document.