

# The Chicago Principals and Administrators Association

## Constitution and By-Laws

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# CHICAGO PRINCIPALS AND ADMINISTRATORS ASSOCIATION CONSTITUTION

## ARTICLE I NAME AND AFFILIATION

This organization shall be known as the CHICAGO PRINCIPALS AND ADMINISTRATORS ASSOCIATION, LOCAL 2, AMERICAN FEDERATION OF SCHOOL ADMINISTRATORS, AFL-CIO. It is the official professional organization for principals and other educational administrators in the Chicago Public Schools system.

## ARTICLE II PURPOSE

The CHICAGO PRINCIPALS AND ADMINISTRATORS ASSOCIATION has for its major purpose the improvement of educational and administrative leadership in the Chicago Public Schools and the elevation of the status and morale of its members.

The function of this ASSOCIATION shall be to provide professional aid to its membership; advance their professional status; unify thought and resolve differences; develop and maintain effective communication with the General Superintendent, the Board of Education, and other elements of the Chicago Public Schools system and governmental bodies; secure involvement of its members in the development and decision-making of school policies and promote public awareness of evolving educational issues from both theoretical and practical viewpoints.

## ARTICLE III MEMBERSHIP

### Section 1. Policy

Except as provided in the By-Laws, membership in this ASSOCIATION shall be continuous.

### Section 2. Classes of Membership

A. There shall be three classes of membership as provided in the By-Laws:

- (1). Regular members
- (2). Associate members
- (3). Retired/Resigned members.

B. Membership in all three classes shall be contingent upon:

- (1). Approval of application by the Governing Board.
- (2). The payment of dues and assessments as provided in the By-Laws.

**ARTICLE IV POWERS****Section 1.**

The ASSOCIATION shall have the powers specified in the statutes of the State of Illinois pertaining to bodies incorporated not-for-profit.

**Section 2.**

The ASSOCIATION shall have all powers not prohibited in the Charter of Rules and Regulations of the American Federation of School Administrators, AFL-CIO, as may be adopted by convention, and as lawfully and properly amended thereafter.

**ARTICLE V ORGANIZATION****Section 1. Executive Board**

There shall be an Executive Board consisting of the general officers of the ASSOCIATION.

**Section 2. Governing Board**

There shall be a Governing Board consisting of the general officers of the ASSOCIATION and the Presidents and Vice-Presidents of the Elementary, High School, and Administrator's Auxiliaries, the President and Vice President of the Retired/Resigned Auxiliary, and the President of the other active Associate Auxiliaries.

**Section 3. Auxiliaries****A. School Based Auxiliaries**

- (1). Elementary schools and high schools auxiliaries shall be grouped as delineated in Article V, Section 3 of the By-Laws.
- (2). A member shall belong to the auxiliary in which the member's work site is located, unless transferred to a site in another auxiliary, at which time the member may elect to remain in the original auxiliary until the end of the administrative year. A member who is assigned to two or more work sites, may elect to be a member of either auxiliary.
- (3). These are voting auxiliaries composed of Regular members.

**B. Administrators' Auxiliaries**

- (1). Administrators' Auxiliaries shall be grouped into that number of Auxiliaries which each contain approximately the same number of members as in the School Based Auxiliaries. When more than one auxiliary is necessary, the auxiliaries shall be grouped by job title and/or geographically.
- (2). These are voting auxiliaries composed of Regular members.

**C. Associate Auxiliaries**

- (1). One auxiliary may be composed of Associate members who are persons holding an Illinois State Administrative Certificate and are employed by the Chicago Public Schools. This auxiliary has one seat and one vote on the Governing Board. When the number of members in this auxiliary with the same job title approximates the same number of members as in the School Based Auxiliaries, the Governing Board may establish a separate Associate Auxiliary.
- (2). One auxiliary may be composed of Retired/Resigned members.

**ARTICLE VI ELECTIVE OFFICES****Section 1. General Officers**

The general officers of the ASSOCIATION shall be a President, Vice-Presidents as delineated in Article IV of the By-Laws, Secretary, and Treasurer, all of whom shall have been Regular members in good standing continuously for at least three years immediately prior to the date of the convening of the Nominating Committee; provided that for the purpose of eligibility to be nominated by the Nominating committee for the office of President, filing a petition for candidacy as President and election to that office only, pursuant to Article III of the Bylaws, a regular member in good standing continuously for at least three years prior to retirement who has retired from their CPS position less than three years prior to February first of the triennial election year shall be eligible for election as President of the ASSOCIATION but no other general or auxiliary office of this Article, provided that any such retired person to be so eligible must have paid retired dues during that period of retirement and if elected as president shall pay regular dues during their term of office. They shall be elected by the Regular members provided in the By-Laws.

**Section 2. Auxiliary Officers**

The officers of each auxiliary shall be a President, a Vice-President, and a Secretary-Treasurer, all of whom shall have been members of the ASSOCIATION in good standing continuously for at least one year immediately prior to the date of election in that class of auxiliary; they shall be elected by the members of that auxiliary as provided in the By-Laws.

**Section 3. Terms of Office**

All elected officers shall be elected for a term of three years, as provided in the By-Laws; they may succeed themselves.

**Section 4. 1998 Election of General Officers**

For the 1998 election of general officers, Section 1 of this article is modified so that the required minimum period of continuous Regular membership in good standing for all members shall be membership of at least one year as of February 2, 1998. This section becomes null and void on July 31, 1998.

**ARTICLE VII MEETINGS**

**Section 1. Executive Board**

Meetings of the Executive Board shall be held as provided in the By-Laws. A majority of the members of this Board shall constitute a quorum for any meeting of this body.

**Section 2. Governing Board**

Meetings of the Governing Board shall be held as provided in the By-Laws. A majority of the members of this Board, including a majority of the officers, shall constitute a quorum for any meeting of this body.

**Section 3. Auxiliaries**

Meetings of the auxiliaries shall be held as provided in the By-Laws. Eight Regular members shall constitute a quorum for any meeting of any auxiliary.

**Section 4. General Membership Meetings**

Meetings of the membership shall be held as provided in the By-Laws. Seventy-five Regular members, including two officers, shall constitute a quorum for any meeting of this body.

**ARTICLE VIII FINANCIAL**

**Section 1.**

The fiscal and administrative years shall begin on the first day of July and terminate on the last day of June of the succeeding year.

**Section 2.**

The annual dues for all classes of members shall be as specified in the By-Laws.

**Section 3.**

There shall be an annual audit of the financial records of the ASSOCIATION by independent auditors as specified in the By-Laws.

**ARTICLE IX SAFEGUARDS AND OBLIGATIONS**

**Section 1.**

This ASSOCIATION shall not make distinctions among its members because of race, color, ethnicity, sex, political, social, religious, or economic views.

**Section 2.**

This ASSOCIATION shall not permit itself to be used to promote any advantage for any member or particular group of its members, unless the Governing Board shall decide by a two-thirds majority of those voting that such is in the interest of the ASSOCIATION as a whole.

**Section 3.**

This ASSOCIATION shall not initiate any action affecting a particular group of its members without the advice, counsel, and consent of that group.

**Section 4.**

The members of this ASSOCIATION hereby declare their faith in each other and their consequent insistence upon the maintenance of the democratic process and of the representative form of government by which the ASSOCIATION functions in all relations between the ASSOCIATION and its members.

**ARTICLE X AMENDMENTS**

**Section 1.**

This constitution can be amended by referendum ordered by the Governing Board, by a two-thirds majority of the votes cast by Regular members in good standing provided that the proposed amendment has been submitted in writing at a general membership meeting and provided that the members receive a copy of the proposed amendment at least two weeks prior to the date of the voting.

**Section 2.**

The Governing Board may submit a proposed amendment for a vote when a majority of the Governing Board approves the proposed amendment and if the Governing Board members have received a copy of the proposed amendment at least two weeks prior to the date of the voting.

**ARTICLE XI PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (Latest Edition) shall govern all situations not covered by the Constitution or by the subsequent By-Laws or standing rules.

**ADOPTION OF REVISED CONSTITUTION**

This revised Constitution shall become effective upon its approval by two-thirds of the votes cast by members in good standing of the ASSOCIATION.

## **CHICAGO PRINCIPALS AND ADMINISTRATORS ASSOCIATION BY-LAWS**

### **ARTICLE I NAME AND AFFILIATION**

#### **Section 1.**

The CHICAGO PRINCIPALS AND ADMINISTRATORS ASSOCIATION shall be affiliated with the American Federation of School Administrators, American Federation of Labor-Congress of Industrial Organizations; the Illinois State Federation of Labor and Congress of Industrial Organizations; and the Chicago Federation of Labor and Industrial Union Council.

#### **Section 2.**

Delegates to organizations with which the ASSOCIATION is affiliated shall be selected from the membership in accordance with the By-Laws as hereinafter stated in Article VI, Section 5, and shall represent the ASSOCIATION at all meetings and significant activities of the respective affiliates.

### **ARTICLE II PURPOSE**

#### **Section 1.**

- A. The ASSOCIATION is committed to furnishing professional and collegial assistance to all members by providing forums for in-service training, leadership development, general and specific advice, trading of experience, and the sharing of ideas of all types.
- B. The ASSOCIATION is committed to the support of educational programs which serve all the children of the City of Chicago to the greatest extent possible.
- C. The ASSOCIATION shall maintain, to the greatest extent possible, its Memorandum of Understanding with the Board of Education, and work toward its full implementation and expansion.
- D. The ASSOCIATION shall, as the sole collective bargaining agent for all members, seek to elevate the morale of the membership by helping to establish and maintain a realistic and explicit system of financial and professional compensation.

#### **Section 2.**

The President, the other officers, and members selected by the President, shall meet regularly with the General Superintendent of Schools, or officer in a similar position, to discuss an agenda prepared with the assistance of the Executive Board. In addition, the President shall make known to the Superintendent the attitudes of the membership on issues of serious or immediate importance.

**ARTICLE III MEMBERSHIP****Section 1. Policy**

New membership in the ASSOCIATION shall be contingent upon the applicant's possession of an administrator's certificate issued by the State of Illinois, upon approval of the Governing Board, and in accordance with other provisions contained within these By-Laws.

**Section 2. Eligibility for Regular Membership**

- A. All persons who are administrators appointed on a State of Illinois Administrative Certificate and employed by the Chicago Public Schools system are eligible for Regular membership provided that they do not serve as General Superintendent or any other similar position; and additionally for purposes of eligibility for and serving as President of the ASSOCIATION only, in accord with Article VI of the Constitution, such persons who retired from Chicago Public Schools less than three years prior to February first of the triennial election year provided they pay retired dues for that period during that period of their retirement and, if elected, regular dues during the time they serve as President of the ASSOCIATION.
- B. All persons identified as eligible in "A" who are on approved official leave from the Chicago Public Schools are eligible.
- C. All persons who are elected AFSA, AFL-CIO national officers or who are employed by the national office are eligible for Regular membership. When the term of employment by the national office is completed, if the member is resigned or retired, although eligible for national office, he/she may not hold any elected local office.

**Section 3. Eligibility for Associate Membership**

- A. All persons whose contracts have not been renewed and who continue to be employed by the Chicago Public Schools in non-administrative positions are eligible for Associate membership.
- B. All teachers who hold a State of Illinois Administrative Certificate are eligible for Associate membership.

**Section 4. Eligibility for Retired/Resigned Membership**

All persons eligible for membership as provided in Sections 2 and 3 of this Article, who have retired or resigned from their position in the Chicago Public Schools, are eligible for Retired/Resigned membership.

**Section 5. Forfeiture of Membership**

Membership in any class is forfeited by

- A. Four (4) months arrears in annual dues.
- B. Expulsion from the ASSOCIATION in accordance with the procedures hereinafter provided in the By-Laws, Article IX.

**Section 6. Reinstatement**

Any former member may be reinstated to membership by the procedures hereinafter provided in the By-Laws, including Article IX, Section 4.



**ARTICLE IV POWERS AND DUTIES OF OFFICERS****Section 1. President**

The President shall preside over all meetings of the general membership, the Governing Board, and the Executive Board. The President shall provide leadership in implementing the purposes of the ASSOCIATION and shall be an ex-officio member of every ASSOCIATION committee and represent the ASSOCIATION to all affiliates and related organizations.

**Section 2. Elementary Principal Vice-President**

The Elementary Principal Vice-President shall

- A. Preside over meetings in the absence of the President.
- B. Perform other duties as directed by the President.

**Section 3. High School Principal Vice-President**

The High School Principal Vice-President shall

- A. Preside over meetings in the absence of both the President and the Elementary Principal Vice-President.
- B. Perform other duties as directed by the President.

**Section 4. Elementary Assistant Principal Vice-President**

The Elementary Assistant Principal Vice-President shall

- A. Preside over meetings in the absence of the President, Elementary Principal Vice-President, and the High School Principal Vice-President.
- B. Perform other duties as directed by the President.

**Section 5. High School Assistant Principal Vice-President**

The High School Assistant Principal Vice-President shall perform duties as directed by the President.

**Section 6. Administrator Vice-President**

The Administrator Vice-President shall perform duties as directed by the President.

**Section 7. Secretary**

The Secretary shall

- A. Keep a complete and accurate record of the Executive Board meetings, the Governing Board meetings, and the general membership meetings.
- B. Keep a current list of all members of the ASSOCIATION in good standing.
- C. Certify with the Treasurer membership lists for election purposes.
- D. Perform other appropriate duties as directed by the President.

**Section 8. Treasurer**

The Treasurer shall

- A. Collect dues and administer finances.
- B. Submit an annual report of receipts and expenditures and the disposition of invested funds at the August meeting of the Governing Board.
- C. Provide a copy of the Treasurer's Report to every Governing Board member present at the Governing Board meeting at which the report is considered.
- D. Arrange for the annual audit and submit the results thereof to the Governing Board.
- E. Prepare the annual budget.
- F. Certify with the Secretary membership lists for election purposes.
- G. Perform other appropriate duties as directed by the President.

**ARTICLE V ORGANIZATION**

**Section 1. Executive Board**

- A. Implement the directives of the Governing Board and general membership.
- B. Discuss current problems and make recommendations for action to the Governing Board and general membership.
- C. Review the President's suggested agenda for the meeting with the General Superintendent.
- D. Discuss with and recommend committee appointments (including chairmanships) to the President.
- E. Review and pass on grievances sent to the ASSOCIATION and recommend use of the attorney including as stipulated by the Legal Assistance Plan.

**Section 2. Governing Board**

- A. Conduct the ASSOCIATION'S business and administrative affairs in accordance with the general policies and actions of the ASSOCIATION.
- B. Determine ASSOCIATION policy with regard to motions approved and submitted by one or more auxiliaries to the Governing Board at least one business day prior to the meeting of the Governing Board.
- C. Initiate and change policy in line with current needs, and take action in the absence of a general policy or clearly discernible prior stand or action, whenever an emergency occurs and the shortage of time precludes a general meeting.
- D. Approve all the financial affairs of the ASSOCIATION.
- E. Select, appoint, and set salaries for such employees as they shall deem necessary to employ (except the selection and appointment of elected employees).

- F. Approve the applications of those eligible persons who apply for membership.

### **Section 3. Auxiliaries**

- A. Elementary schools shall be grouped geographically into ten auxiliaries of approximately the same size (the 10 Chicago Public Schools Districts as of June 1995). High schools shall be grouped geographically into three auxiliaries of approximately the same size (the Chicago Public Schools regions 1 & 2, 3 & 4, 5 & 6 as of June 1997).
- B. The School Based and Administrator Auxiliaries shall perform the following duties:
  - (1). Meet monthly, September through June, and July and August as necessary.
  - (2). Send motions approved by the auxiliary membership to the Governing Board for action by said Board.
  - (3). Assess their members, if approved by two-thirds vote of all members, fees for meetings and projects.
- C. The Associate Auxiliaries may perform the following duties:
  - (1). Meet monthly, September through June, and July and August as necessary.
  - (2). Send motions approved by the auxiliary membership to the Governing Board for action by said Board.
  - (3). Assess their members, if approved by two-thirds vote of all members, fees for meetings and projects.

## **ARTICLE VI ELECTION OF OFFICERS AND DELEGATES**

The ASSOCIATION shall nominate candidates for its elective offices and for the Delegates to the American Federation of School Administrators, AFL-CIO, and the Illinois State Federation of Labor and Congress of Industrial Organizations conventions, and the Chicago Federation of Labor and Industrial Union Council, AFL-CIO, as hereinafter provided:

### **Section 1. Nominating and Election Procedure for Electing the General Officers**

- A. In triennial years beginning in 1998, the President shall appoint a nominating committee at the February meeting of the Governing Board. This committee shall be composed of the Presidents of the voting auxiliaries, a majority of whom shall constitute a quorum at any meeting called by the chairperson. The chairperson shall be appointed by the President from among the members of the committee.
- B. The Nominating Committee shall:
  - (1). Publish and distribute to the membership a list of the Regular members in good standing and eligible to hold office.
    - a. As a general officer of the ASSOCIATION (President, Vice-President, Secretary, or Treasurer)
    - b. As an Auxiliary President, Vice-President, or Secretary.

- (2). Nominate one candidate for each general office, notify each of the nominees and receive acceptance in writing, and report this slate at the March general membership meeting. No person may receive a nomination for more than one general office.
  - (3). Invite and receive official petition forms nominating candidates for each of the general offices of the ASSOCIATION. Petitions must contain at least 50 valid signatures of Regular members of the ASSOCIATION, in good standing. No member may sign more than one petition for each office. Duplicate signatures for candidates for the same office will be deleted. The petitions must be filed with the chairperson of the Nominating Committee one week prior to the April meeting of the Governing Board.
    - a. All nominating petitions shall be made on forms prescribed by the Executive Board. Any Regular member, in good standing, may obtain one or more blank petitions by calling in person and signing a receipt for them. Forms are available in the ASSOCIATION office.
    - b. Any such nominating petitions may contain the name of one nominee or the names of nominees for a slate of candidates.
  - (4). Invite and receive official petition forms nominating candidates for each of the Auxiliary offices of each Auxiliary. Petitions must contain at least 15 valid signatures of Regular members, in good standing, of the auxiliary. No member may sign more than one petition for each office. Duplicate signatures for candidates for the same office will be deleted. The petitions must be filed with the chairperson of the Nominating Committee one week prior to the April meeting of the Governing Board.
    - a. All nominating petitions shall be made on forms prescribed by the Executive Board. Any Regular member, in good standing, of the Auxiliary may obtain one or more blank petitions by calling in person and signing a receipt for them. Forms are available in the ASSOCIATION office.
    - b. Any such nominating petitions may contain the name of one nominee or the nominees for a slate of candidates.
  - (5). Certify to the Governing Board at its regular April meeting the list of candidates for each general and Auxiliary office. No member may be a candidate for more than one office.
- C. In triennial years beginning in 1998, at the April meeting of the Governing Board, the President shall appoint a Committee on Elections, one of whom shall be appointed chairperson, composed of five Regular members, in good standing, none of whom shall be Presidents of auxiliaries or candidates certified by the Nominating Committee. Three of these members shall constitute a quorum at any regular meeting called by the chairperson. This committee shall conduct the triennial election for general officers including vice-presidents and auxiliary officers as prescribed in the following sections of this Article.
- (1). On May 2, or within four days thereafter, the Committee on Elections shall prepare and distribute by mail, to each Regular member in good standing, the following ballots (which may be on a single page):
    - a. A ballot on which are printed the names of the candidates for each general office. The members of each title (Elementary Principal, High School Principal, Elementary Assistant Principal, High School Assistant Principal or Administrator) shall be sent a ballot containing the names of the candidates for the offices of President, Secretary, Treasurer, and the Vice-President commensurate with the member's position (Elementary Principal, High School Principal, Elementary Assistant Principal, High School Assistant Principal or Administrator).

- b. A ballot containing the names of the candidates for President or Vice-President of the Auxiliary and Secretary of the Auxiliary.

Each Regular member, on receipt of the ballot, shall mark the name of one candidate for each general office and Auxiliary office and return it on or before May 16 as directed by the committee.

- (2). On May 16, or within four days thereafter, the Committee on Elections shall canvass the vote. Candidates receiving a majority of all votes cast for each general office shall be declared elected to such office and so notified. The person who receives the highest number of votes for Secretary of each Auxiliary shall be declared elected and so notified. The person who receives the highest number of votes for President or Vice-President of each Auxiliary shall be declared elected President of the Auxiliary and so notified. In the school-based auxiliaries the candidate of the other job title, principal or assistant principal, who receives the largest number of votes, shall be declared the Auxiliary Vice-President and so notified. In the Administrator Auxiliary(ies) the person with the second highest number of votes shall be the Vice-President and so notified. The results shall be published not later than May 23.
- (3). In no person receives a majority of all votes cast for a general office, a run-off election for that office shall be held between the two candidates receiving the largest number of votes. On May 23, or within three days thereafter, the Committee on Elections shall mail to each ASSOCIATION Regular member in good standing who is effected by the title/position of the officer a ballot listing the names of the run-off candidates for each general office. Each member shall mark and return the ballot to the committee on or before June 5. The candidate receiving the majority of votes cast for an office shall be declared elected.
- (4). On June 6, or within four days thereafter, the Committee on Elections shall canvass the vote and publish the results.

## **Section 2. Vacancies**

- A. In the event of a vacancy in the office of President of the Association, the Executive Board shall determine which of them shall act as the President until such time as the vacancy is filled. In the event that there is not agreement by the Executive Board, then the determination shall be made by the Governing Board at an emergency/special meeting called by the Executive Board.
- B. The vacancy shall be filled as described:
  - (1). The Acting President shall convene the Nominating Committee and also publish a list of Regular members in good standing and eligible to hold office within two weeks after the vacancy occurs.
  - (2). The Nominating Committee shall be composed of the Presidents of the voting auxiliaries as provided in Article VI, Section 1, Paragraph A of the By-Laws.
  - (3). The Nominating Committee shall
    - a. Report back to a special meeting of the Governing Board in not less than four weeks nor more than five weeks with the name of its candidate and names of petition candidates who have been certified.

- b. Petitions shall be filed with the Nominating Committee not later than five working days prior to the meeting of the Governing Board.
  - (4). At that same meeting the Acting President shall appoint a Committee on Elections as constituted in Article VI, Section 1, Paragraph C of the By-Laws.
  - (5). Within ten days after the Governing Board meeting, the Committee on Elections shall prepare and distribute by mail, to each Regular member in good standing, a ballot on which are printed the names of the candidates for the presidency.
  - (6). Within ten days after the mailing of the ballots, the ballots shall be returned for a canvas of the vote.
  - (7). Within one week thereafter, the Committee on Elections shall canvas and publish the results.
  - (8). The President shall assume office immediately and apply for leave from the Board of Education unless the President does not serve on a full-time basis.
- C. In the event of a vacancy occurring in General offices of the ASSOCIATION, other than that of President, the Governing Board shall elect one from its own membership who is eligible to fill the unexpired term.
- D. When an officer of an auxiliary is transferred to a position in a different auxiliary or the office becomes vacant for other reasons, a special election of the auxiliary shall be held to fill the vacancy.

### **Section 3. Terms of Office**

- A. All elective officers shall take office July 1 of the year in which the election is held.
- B. Installation of all elective officers shall be prior to or on July 1 of the year in which the election was held.
- C. Elective officers filling vacancies shall be installed at the meeting at which the results of the election are announced.

### **Section 4. Nominating Procedures for Electing AFSA and ISFL-CIO Convention Delegates and CFL-IUC Delegates**

Nominations for delegates to the conventions of AFSA and the ISFL-CIO, shall be by petition, except that if the ASSOCIATION'S quota is eight or fewer delegates, the general officers shall be delegates if they so choose in the following order: President, Elementary Principal Vice-President, High School Principal Vice-President, Elementary Assistant Principal Vice-President, High School Assistant Principal Vice-President, Administrator Vice-President, Secretary, Treasurer. If a general officer(s) does (do) not choose to be a delegate, the officer will be replaced by member(s) serving as officers in AFSA or its successor. If additional delegates are needed, procedures hereinafter provided are to be followed.

- A. Nominations for delegates as noted above shall be by petition.
- B. Any ASSOCIATION Regular member in good standing may become a candidate for delegate or alternate by filing a petition signed by at least fifty (50) Regular members in good standing at the time of signing.

- C. All nominating petitions shall be made on forms prescribed by the Executive Board. Any Regular member may obtain one or more blank petitions by calling in person and signing a receipt for them. Forms are available in the ASSOCIATION office.
- D. Any such nominating petitions may contain the name of one nominee or the names of nominees for a slate of candidates.
- E. All nominating petitions must be filed with the ASSOCIATION office at a date and time to be specified by the Executive Board.
- F. Alternate delegates shall be elected only to replace elected or ex-officio delegates who are unable to attend. If alternates are needed, they shall be chosen in the order of their vote totals with the alternate having the highest total chosen first and so on in the order of number of votes received.

## **ARTICLE VII MEETINGS**

### **Section 1. Executive Board**

- A. The Executive Board shall meet at least once per month at the call of the President.
- B. A special meeting of the Executive Board may be held at the call of either the President of the ASSOCIATION or by a majority of the general officers.
- C. In either of the above, at least forty-eight hours notice must be given.

### **Section 2. Governing Board**

- A. The Governing Board shall meet on the first or second Monday of each month.
- B. A special meeting of the Governing Board may be held at the call of either the President of the ASSOCIATION or upon written request of ten members of the Governing Board. The items to be discussed shall be included in the call. Four days notice must be given.
- C. Governing Board meetings shall be open only to members in good standing.

### **Section 3. Auxiliaries**

The Auxiliaries, except Associate Auxiliaries, shall meet monthly, September through June. In the event that an Auxiliary does not meet for two consecutive months, the President of the ASSOCIATION shall, upon receipt of a petition signed by ten auxiliary members, declare the office of Auxiliary President vacant and call for a new election.

### **Section 4. General Membership**

- A. General membership meetings shall be held bimonthly on or within seven days of the third Saturday of September, November, January, March, and May. In cases of conflict of dates or emergencies, the President of the ASSOCIATION is given authority to set the meeting dates so they will occur within two weeks of the above stated dates.
- B. Special meetings of the ASSOCIATION may be held at the call of either the Governing Board, the President, or upon written request of 50 Regular members. A call for any special meeting shall include an Agenda of the business to be considered at the meeting, and no other business may be transacted. Six days notice must be given.

- C. General and special meetings of the ASSOCIATION shall be open to members and to guests sponsored by members to whom the President has issued guest cards. Guests shall be resource persons or eligible prospective members. The President shall appoint a doorkeeper for each meeting to enforce this rule.

## **ARTICLE VIII FINANCIAL**

### **Section 1. Dues Schedule**

The annual dues for each class of membership shall be based on the principals' salary schedule in effect on September 1. The Governing Board shall determine the grade and step to be utilized as a basis for the dues, and these dues shall take effect on the following January 1.

- A. Regular members - One and twenty-five-hundredths percent (1.25%).
- B. Associate members - One-third (33-1/3%) of the dues paid by a Regular member.
- C. Retired/resigned members-
  - (1). \$5.00 for those members inactive prior to July 1, 1968.
  - (2). \$30.00 for those members who became inactive after July 1, 1968.
  - (3). \$50.00 for those members who retired/resigned after July 1993.

### **Section 2. Payments**

Annual dues shall be paid by monthly payroll deductions or payment-in-full for the remainder of the budget year.

### **Section 3. Proration of Dues**

- A. Persons who are eligible for membership at the beginning of the fiscal year shall not have the dues prorated.
- B. Dues for Regular and Associate members who wish to join the ASSOCIATION during the school year shall be prorated on a monthly basis beginning with the next possible payroll deduction payment.
- C. Dues for Regular members who retire or resign during the school year shall be prorated on a monthly basis with payment being required only for each full month of active service preceding termination of service.

### **Section 4. Expenditures**

No expense shall be charged to the ASSOCIATION by any officer, member, or by any committee of the ASSOCIATION unless an estimate or expenses shall have been previously approved by the Governing Board or unless the committee shall have been given power to act by the ASSOCIATION or unless appropriations shall have been made to the committee.

### **Section 5. Audit**

Independent certified public accountants shall be employed by the Governing Board to make an annual audit of all financial affairs of the ASSOCIATION.



**Section 6. Bonding and Insurance**

Fidelity bonds for employees and property and liability insurance shall be purchased and maintained by the Governing Board in the name of the ASSOCIATION.

**Section 7. Assessments**

No special assessments shall be levied unless the following steps are taken:

- A. Approval by the Governing Board,
- B. Notice of impending action to all members, and
- C. Approval by the general membership through a referendum of the entire eligible membership at least one month later than step "B."
- D. Approval must be by a majority of those voting.

**ARTICLE IX SAFEGUARDS AND OBLIGATIONS****Section 1.**

No member shall act in such manner as to bring the ASSOCIATION or the profession of educational administrator into disrepute, or to cause damage to either of these.

**Section 2.**

Charges of such unworthy conduct against a member may be brought before the Governing Board. The general officers and Presidents of the Auxiliaries shall sit as a Trial Board, according to a Code adopted by the Governing Board and on file in the office of the ASSOCIATION. The member who is charged shall be given all rights inherent in the American system of justice.

Judgment of the Trial Board shall be final.

**Section 3.**

A member may be dropped from membership for

- A. Non-payment of dues and/or assessments.
- B. Verdict of the Trial Board.

**Section 4.**

A member may be reinstated

- A. Upon repayment of dues and assessments in arrears and payment of a reinstatement fee, and
- B. Application to and affirmative action of the Governing Board.

**Section 5.**

All members are considered to be in good standing provided that their dues and assessments are paid up-to-date.

**ARTICLE X AMENDMENTS**

These By-Laws can be amended by a majority of the Regular members in good standing voting in a referendum ordered by the Governing Board. The proposed amendment shall have been ordered by the Governing Board or shall have been requested in a petition signed by at least 50 Regular members. The proposed amendment must have been submitted in writing at a general membership meeting and copies of the proposed amendment must have been mailed to each member of the ASSOCIATION in good standing at least two weeks prior to the date of voting.

**ARTICLE XI PARLIAMENTARY AUTHORITY**

Parliamentary authority is as indicated in Article XI of the Constitution of the ASSOCIATION.

**ARTICLE XII COMMITTEES AND APPOINTIVE OFFICES****Section 1.**

The standing committees of the ASSOCIATION shall consist of the following:

- A. Administrative Policies
- B. Education In-Service and Leadership Development
- C. House Social Affairs and Welfare
- D. Legislation/PAC and Pension
- E. Personnel and Intergroup Relations (Grievance)
- F. Publications
- G. Public Relations
- H. Salary and Finance
- I. Memorandum of Understanding
- J. Constitution

**Section 2.**

The President shall appoint all committee chairpersons.

**Section 3.**

Standing committees shall formulate plans of actions initiated by themselves or upon matters referred to them by the President or the Governing Board. These plans shall be submitted to the Governing Board for approval.

**Section 4.**

The committee on Publications shall be responsible for all periodicals published by the ASSOCIATION, and with the addition of the President of the ASSOCIATION shall constitute the Editorial Board.

**Section 5.**

Committees shall observe the following rules:

- A. All committee reports shall be submitted in writing to the Governing Board for approval before being distributed to the membership.
- B. In the case of failure of a committee to function, a reorganization may be effected by the President subject to approval by the Governing Board.

C. The President shall have the power to convert a subcommittee of a standing committee into a special committee in order to make a specific report to the Governing Board.

D. Subcommittees shall not have the power to come before the Governing Board of the ASSOCIATION before reporting to the whole committee.

**Section 6.**

A parliamentarian and a historian shall be appointed by each President to serve during the President's term of office.

**Section 7.**

Personnel of all committees shall serve until discharged by the President and/or Governing Board.