

# ARIZONA SCHOOL ADMINISTRATORS, INC. BY-LAWS

## ARTICLE I-USE OF FUNDS

**Section 1** - The funds of the association, from whatever source derived, shall be used to defray the proper expenses incurred by the association with the approval of the executive board. All accounts payable by the association shall be submitted upon proper voucher forms and shall be approved by the executive director in such a manner as the board shall determine, before payment is made.

**Section 2** - The association books shall be audited annually. The audit report summary shall be presented at the first board meeting each year.

## ARTICLE II-DUES

**Section 1** - The association dues based on a differentiated salary schedule for membership shall be determined by the executive board.

**Section 2** - The executive director shall be responsible for collecting all dues according to practices approved by the executive board.

## ARTICLE III-OFFICERS

**Section 1** - The term of the officers of the executive board (president, president-elect, secretary/treasurer, past president) shall be July 1 thru June 30, and they shall serve for one year.

## ARTICLE IV-EXECUTIVE DIRECTOR

**Section 1** - The executive board may employ an executive director and such staff as may be deemed necessary, establish salaries, and define duties. The executive director shall be responsible for procuring and directing the professional and non-professional staff of the association, subject to confirmation of the executive board.

**Section 2** - There shall be an annual evaluation of the executive director by the executive board.

## ARTICLE V-ELECTIONS

**Section 1** - Nominations for the election of officers shall be presented at the annual meeting from the floor. The member being nominated must grant prior permission for nomination.

**Section 2** - The election of officers shall be conducted by mail ballot and shall be completed within 30 calendar days after the annual meeting. A majority of the votes cast shall be necessary to elect.

**Section 3** - A list of current members eligible to vote will be available at the annual meeting and may be used as a poll list.

**Section 4** - Each division of the association shall be responsible for determining the method of selection of its members on the division board. The executive director of the association shall be notified of the results by the end of the fiscal year.

## ARTICLE VI-RESPONSIBILITIES OF THE EXECUTIVE BOARD

**Section 1** - The executive board shall be responsible for and shall direct the operation and activities of the association.

**Section 2** - The executive board shall report to the membership annually, at a regular or special session of the association or through the ASA update giving a full and complete financial accounting, a report on the activities of the association for the current year, and present plans for the program of the association for the ensuing year.

**Section 3** - Regular meetings of the executive board shall be held as determined by the executive board or special meetings as called by the president.



# BY-LAWS

## ARTICLE VII-HONORARY MEMBERSHIP AND SPECIAL AWARDS

**Section 1** - Any member or staff of the association who has retired after having served with distinction may, at the discretion of the executive board, be awarded an honorary life membership in the Arizona School Administrators, Inc.

**Section 2** - Honorary members shall be exempt from the payment of dues and shall be entitled to all the privileges of the association provided for retired lifetime members.

**Section 3** - A special award for distinguished service is authorized for presentation to certain outstanding lay persons or businesses who have made a significant contribution to the cause of public education in the State of Arizona.

**Section 4** – The Dr. Raymond Sterling Kellis Leadership Award will be presented to a person who most exemplifies the leadership style of the late Dr. Kellis. This award may be given at the discretion of the ASA Executive Board at the annual conference on the occasion when a nominee is deemed to have met the following criteria.

- Demonstrates a vision of a better life for children through education
- Exhibits ethical conduct of the highest order
- Participates actively as a civic leader
- Mentors aspiring, new and veteran administrators
- Values and sees the best in others
- Nominated by others(s) and not self
- Member of ASA

**Section 6** - At the annual meeting a distinguished administrator from each division and associate organization may be recognized pending selection by procedures established by the executive board. Retiring administrators shall be recognized at the annual meeting, and a retired administrator may also receive distinguished administrator recognition.

## ARTICLE VIII-COMMITTEES

**Section 1** - The executive board shall appoint and discharge the membership of all committees and define duties.

**Section 2** - The president shall be a member ex-officio of all committees.

**Section 3** - The executive board may establish committees as necessary.

**Section 4** - The executive board may appoint task forces or ad hoc committees to address single and unique issues. The duration of such groups will be determined by the time required for accomplishing clearly defined purposes.

## ARTICLE IX-POLICIES

**Section 1** - The association shall develop and officially adopt policies which form the foundation for action of elected officers and staff on behalf of the association.

**Section 2** - The executive board, all committees, and staff shall take action and espouse positions for the membership of ASA Inc., consistent with the letter and intent of the policies adopted by the general membership of the association except in case of emergency when such emergency shall be declared by the executive board upon approval of two-thirds of the membership of the Board.

## ARTICLE X-TERMINATION OF ASA MEMBERSHIP AND DISCIPLINARY ACTION

**Section 1** - Membership in the association shall terminate upon death or resignation of the members.

**Section 2** - Membership may also be terminated upon non-payment of the annual dues.

**Section 3** - Membership may be terminated or other appropriate disciplinary action taken by the executive board to reprimand or suspend a member after due and proper investigation in compliance with the adopted rules of the Commission on Professional Ethics and Assistance and upon recommendation of that commission.

**Section 4** - The executive board shall have the authority to lift a reprimand or to reinstate an expelled or suspended member.

## ARTICLE XI-FISCAL YEAR

The fiscal and membership year shall be from July 1 to June 30.

## ARTICLE XII-PARLIAMENTARY PROCEDURE

The rules of parliamentary practice included in Robert's Rules of Order shall govern the proceedings of this association.

## ARTICLE XIII-AMENDMENTS

The by-laws may be amended in the same manner as the constitution.