

EDUCATIONAL SERVICE ADMINISTRATION DIVISION  
ARIZONA SCHOOL ADMINISTRATORS, INC.

CONSTITUTION AND BY-LAWS

ARTICLE I-NAME

The name of the organization shall be Educational Service Administrators, a division of Arizona School Administrators, Inc., hereafter referred to as the Division.

ARTICLE II-PURPOSES

The purpose of the Division shall be:

- A. To promote collaboration and unity among the administrators of the division.
- B. To provide input to the executive board of ASA, Inc. on all matters.
- C. To provide programs and/or conferences as appropriate to meet the needs of the membership.

ARTICLE III-MEMBERSHIP

Any member of ASA, Inc. shall be eligible for membership in Educational Service Administration Division.

ARTICLE IV-OFFICERS

All officers and Board of Directors shall assume office on July 1, following their election, and shall serve for two year terms.

SECTION 2

The officers of this Division shall be a president, a president-elect, a secretary, and delegates-at-large. These officers and the immediate past-president shall constitute the Board of Directors.

SECTION 3

The election of officers shall be held prior to the business session of the Annual Meeting of the Division. The number of delegates-at-large shall be determined by the Division executive board prior to the election each year. The election of officers shall be mail/e-mail ballot as necessary. A majority of the votes cast shall be necessary to elect.

Nominations for the election of officers shall be presented by a Committee on Nominations as appointed by the Division Board of Directors.

#### SECTION 4

No member shall be eligible to vote unless his dues in ASA, Inc. are paid.

#### SECTION 5

The officers of the Division shall be nominated at regularly scheduled Division board meeting.

#### SECTION 6

All resignations from office shall be in writing unless incapacitated.

#### SECTION 7

In the absence of the president, the president-elect shall preside. In the event of vacancy in the office of the president, the president-elect shall at once succeed to the office of president, and shall serve for the remainder of the term and continue for his/her term as president.

#### SECTION 8

In case of vacancy in the office of president-elect, the position shall be filled for the remainder of the fiscal year by appointment by the Division Board of Directors.

#### SECTION 9

All other vacancies in office shall be filled by appointment by the Division Board of Directors for the remainder of the fiscal year.

#### SECTION 10

The president shall preside at all meetings of the Division and serve as a chair of the Division Board, and with the approval of the Board appoint all committees necessary to carry out the program. The president shall have authority to remove a member of the Board or a committee member for non-attendance or for bringing discredit to himself/herself or his/her profession after consultation with the Division Board and approval of the ASA Executive Board.

The president attends National Convention and the State Leadership Conference with expenses paid.

#### SECTION 11

The president-elect shall hold office as preparation for assuming the position of president, performing such duties as the president and/or the Board shall assign. The president-elect

shall serve as presiding officer in the absence of the president, and succeed to the office of the president should that office become vacant.

The president-elect shall automatically assume the presidency after a term as president-elect, serve as chairperson of the membership committee and Planning Committee for drive-in conference. The president-elect attends Leadership Conference with expenses paid.

## SECTION 12

The secretary/treasurer shall keep a record of the proceedings of the regular meeting of the division and of the Executive Board. The secretary/treasurer shall also keep a record of all memberships. The secretary/treasurer will keep the financial records and report those at the regular meeting of the Division and of the Executive Board. The treasurer will serve on the annual budget committee to prepare the next year's proposed budget.

The Secretary/Treasurer keeps records of all meetings, keeps records of membership, and keeps reports of financial transactions.

## SECTION 13

Delegates at large shall attend meetings of the Division Board and represent their various functions or regions.

## SECTION 14

The ASCD Representative shall provide liaison between the Division and the National Association and may be an ex-officio member of all state committees which have a similar function at the national level, to provide for adequate exchange of information.

The ASCD Representative serves a three year term and may succeed him/herself for an additional term. The ASCD Representative provides liaison between Division and National association.

## ARTICLE V-MEETINGS

### SECTION 1

The Division shall have at least one Annual meeting at which business of the Division may be transacted. The date, time and place shall be determined by the Board of Directors.

### SECTION 2

The Division may hold special meetings as determined by the president or the Board of Directors and shall hold a special meeting at the petition of ten percent (10%) of the voting members.

### SECTION 3

Annual and special meetings shall be advertised to all members of the Division by written notice at least two weeks in advance of the meeting.

### SECTION 4

The funds of the Division, from whatever source derived, shall be used to defray the proper expenses incurred by the Division with the approval of the Board of Directors. All bills and accounts payable by the Division shall be approved by the Board of Directors in such a manner as the Board shall determine before payment is made.

### SECTION 5

Regular meetings of the Board of Directors shall be held in conjunction with ASA, Inc. Executive Board meetings, and/or at the call of the president or upon proper execution of a petition by the members.

## ARTICLE VI-BUSINESS

### SECTION 1

The Board of Directors shall be responsible for and shall direct the management of the business of the Division and shall prepare the annual budget.

### SECTION 2

Those present who are voting members of the Division shall constitute a quorum at any annual or special meeting.

### SECTION 3

The Board of Directors shall report to the membership annually, at a regular or special session of the Division, giving a full and complete financial accounting, a report on the activities of the Division for the current year, and present plans for the program of the division for the ensuing year.

## ARTICLE VII-AMENDMENTS

### SECTION 1

The Constitution and By-laws may be amended by a two-thirds vote of those casting a ballot by mail. The Board of Directors shall set a time during the school year when proposed amendments shall be submitted to the membership for vote. A copy of all proposed amendments shall be mailed to each member at least two weeks prior to the deadline for returning ballots.

## SECTION 2

Amendments to this Constitution shall become effective July 1, following adoption, or at such other time as may be specified at the time of adoption of the new amendments.

## SECTION 3

By-laws and standing rules may be adopted, amended or repealed by a two-thirds vote of those casting votes in a mail ballot or at a regular Division meeting.

Adopted: 1973

Revised: May 1980

Revised: May 1986

Revised: May 2005

Draft for Review: 10/23/08

Revised upon membership vote March 2009