

# CONSTITUTION OF THE ELEMENTARY SCHOOL ADMINISTRATORS BOARD

## ARTICLE I-NAME

The name of this organization shall be Elementary School Administrators Division of the Arizona School Administrators, Inc.

## ARTICLE II-PURPOSE

It shall be the purpose of the Elementary School Administrators Division to promote the educational welfare within the state, with particular emphasis on elementary school education, and to foster a higher professional spirit among its members.

## ARTICLE III-MEMBERSHIP

- Section 1: Certified persons having administrative and/or supervisory duties at least one-half of their working day shall be eligible for active membership.
- Section 2: Persons in higher education actively engaged in administrative duties, teaching course in administration or who have maintained continuous membership in the division are eligible for active or associate membership.
- Section 3: Persons serving in administrative positions who are not eligible for state certification shall be eligible for associate membership. Associate members shall be entitled to all privileges of the division except the right to hold office, legal assistance and AD&D insurance benefits.
- Section 4: Graduate student membership shall be limited to regular students enrolled in a program of studies leading toward the awarding of an Arizona school administrative credential of any type. Graduate student memberships shall carry the same rights and privileges as those that are carried by associate memberships.
- Section 5: Retired members may retain their membership upon payments of the Retiree Membership Fee and may attend the annual meeting without payment of a registration fee. Retired memberships shall carry the same rights and privileges as those that are carried by the associate membership.

## ARTICLE IV-EXECUTIVE BOARD

- Section 1: The officers of the Elementary School Administrators division shall be a President, a President-Elect, a Secretary and a Treasurer.

Section 2: The Executive Board shall consist of the following:

IMMEDIATE PAST PRESIDENT  
PRESIDENT  
PRESIDENT-ELECT  
SECRETARY  
TREASURER  
STATE REPRESENTATIVE OF THE NAESP  
TEN MEMBERS, ONE ELECTED FROM EACH REGION  
(UP TO TWO UNDER-REPRESENTED AT LARGE)  
EXECUTIVE DIRECTOR OF A.S.A. INC/  
(EX-OFFICIO, NON-VOTING)

Section: It shall be the function of the Executive board to formulate the program of the division, to call meetings of the division at which official business may be transacted, and to promote the professional activity and growth of the division.

#### ARTICLE V- DUTIES OF OFFICERS

Section 1: The president shall (A) preside at all meetings of the division and serve as a chair of the Executive Board, and with the approval of the Executive Board (B) appoint all committees necessary to carry out the program. (C) The President shall conduct meetings of the Executive Board and perform such other duties as the Executive Board may direct. (D) The President shall have authority to remove a member of the Executive Board or a committee member for a non-attendance or for bringing discredit to himself/herself or his/her profession after consultation with the Division Board and approval of the A.S.A. Executive Board.

President:

The President shall be elected for two years. He/she may not succeed himself/herself.

Presides over all official meetings

Chair of Elementary executive board

Appoints all committees

\*Nominating committee

\*Membership committee

\*Budget committee

\*Conference committee

Attends NAESP Convention- expenses paid

Attends Zone IX Conference-expenses paid

Attends Leadership Conference- expenses paid

Chairs planning-Fall Pre-conference for New Principals (Pre-Conference hotel night expenses covered.)

Attends ASA Legislative Update Meetings

Attends Advisory Council to the State Supt.

Section 2: The President-Elect shall hold office as preparation for assuming the position of president, performing such duties as the President and/or the Executive 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.

President-Elect:

The President-elect shall be elected for two years. Shall. The president-elect shall automatically assume the presidency after a term as president-elect.

Elementary Executive Board Officer

Presides in absence of president at official meetings

Chairperson of the membership committee

Attends Zone IX conference-Expenses paid at the discretion of the Division Board.

Chairs Planning committee for Aspiring Principal's drive-in conference.

Attends NAESP Leadership Conference-expenses paid at the Discretion of the Division Board.

Attends ASA Legislative Update Meetings.

Attends Advisory Council to the State Supt.

Section 3: The secretary shall keep a record of the proceedings of the regular meeting of the division and of the Executive Board. The Secretary shall also keep a record of all memberships.

Secretary:

One-Year Term and may succeed themselves for one additional term.

Elementary Executive Board Officer

Keeps records of all meetings

Keeps records of membership

Attends NAESP-expenses paid at discretion of Division Board.

Section 4: The 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.

Treasurer: (Up for amendment in Constitution)

One-year term and may succeed themselves for one additional term.

Elementary Executive Board Officer

Attends NAESP-expenses paid at the discretion of the Division Board.

Keeps reports of financial transactions

Section 5: Regional Representatives elected from each region represent the membership of the various regions of the state on the Divisional Executive Board.

Regional Representatives:

Two-year term-may succeed themselves for one additional term or may be extended at the discretion of the Division Board.

Represents members of regional area

Assists in planning of fall conference and drive-in conference

Supports effort to increase membership

Supports effort to communicate with regional area

Attends division meetings

Section 6: The NAESP 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.

NAESP Representatives

Three year term-may succeed him/herself for one additional term if re-elected.

Provides liaison between elementary division and national association

Attends NAESP-expenses paid by NAESP

Attends Zone IX Meeting-expenses paid by NAESP/  
ASA (Elementary Division)

Attends NAESP Leadership Conference-expenses paid by NAESP

Handles the procedure for the selection of the National Distinguished Principal.

Responsible for the State Booth at the National Convention

Responsible for information on State/National membership and benefits for all members.

## ARTICLE VI-ELECTION OF OFFICERS

Section 1: Officers and members-at-large shall be elected by individual ballots unless the position is uncontested.

Section 2: The president shall appoint a nominating committee of three members at least (90) days prior to the election.

Section 3: One or more names shall be submitted by the nominating committee for each office to be filled, giving consideration to qualifications and geographical representation. Prior permission of the nominee must be secured.

- Section 4: These names shall be made known to the members at least two (2) weeks prior to the balloting.
- Section 5: It shall be the further duty of the nominating committee to oversee the preparation of suitable ballots for the election. Provisions shall be made for write-in candidates for each position on the ballot. The candidate with the highest number of votes will assume office. All officers and members of the executive board shall assume office on July 1 following their election.
- Section 6: The President, and President-Elect shall hold office for two years taking office in July. All over offices are July 1 to June 30 for the length of term stipulated in Article 5.
- Section 7: The President-Elect shall succeed to the office of President. The President-Elect shall have had at least two (2) years experience as an Elementary Division Regional Representative or an Elementary Division Officer (amended 4/2001). In the event of a vacancy, the President, with the approval of the Executive Board shall fill all vacancies occurring during the fiscal year. All vacancies appointed to serve the remainder of the term with consideration to serve successive terms.

#### ARTICLE VII-AMENDMENTS

- Section 1: An amendment to this constitution or to the By-laws may be proposed by the Division Board or by petition signed by five members of the division to be submitted in writing to the Executive Board.
- Section 2: Passage of proposed amendment shall require a majority vote of members voting by ballot.

Adopted: November 1968  
Revised: 1986  
Revised: Spring 1987  
Revised: November 1990  
Revised: April 2001  
Revised: July 2003  
Revised: July 2007

BY LAWS OF THE ELEMENTARY SCHOOL ADMINISTRATORS DIVISION

ARTICLE I-FISCAL YEAR

Section 1: The fiscal year of the division shall be the same as that of the Arizona School Administrators.

ARTICLE II-DUES

Section 1: Dues required for membership shall be the annual dues of the Arizona School Administrators, Inc.

ARTICLE III- STANDING COMMITTEE

Section 1: The following shall be designated as standing committees and shall be appointed by President and approved by the Executive Board. The Executive Board will specify the duties and responsibilities of each committee:

Nominating Committee  
Membership Committee  
Budget Committee  
Conference Committee

Section 2: The nominating committee shall function as designated under the constitution.

Section 2: The membership committee shall consist of three people, who shall be the President-Elect, Secretary, and Treasurer. The President-Elect shall be chairperson of this committee, which shall be responsible for maintaining a current list of members and securing new memberships.

Section 4: The budget committee shall consist of the President-Elect, and Treasurer of the Divisional Executive Board. In conjunction with the Executive Director, this committee shall prepare and submit a proposed budget to the Executive Board prior to April 1 of each year.

Section 5: The conference committee shall consist of four members appointed annually by the President with approval of the Executive Board.

ARTICLE IV-EXPENSE ALLOWANCES

Section 1: Travel, Food and housing expenses may be paid for the President and State Representative to attend the National Association of Elementary School Principals convention. The Annual NAESP Leadership Conference may be attended by the President, President-Elect and the State

Representative, with the division to pay any expenses not covered by  
NAESP.

#### ARTICLE V-QUORUM

Section 1: A quorum for the conduct of business at any regular or special meeting of  
the division shall be 10% of the active membership.

Section 2: A quorum for any meeting of the executive board shall be four (4)  
members of the board.

Adopted: November 1968

Revised: April 1986

Revised: Spring 1987

Revised: July 2003

Revised: July 2007