

CONSTITUTION OF THE SECONDARY DIVISION OF ARIZONA SCHOOL ADMINISTRATORS

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Revised: February 1975
Revised: May 1986
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Revised: May 1995
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PREAMBLE

In order to provide a means through which the interests of the secondary school students of Arizona may be more adequately served through the organized efforts of those charged with the professional direction of the secondary schools of the State, we hereby adopt the following Constitution:

ARTICLE I-NAME

The name of this association shall be the Secondary Division of Arizona School Administrators, Inc.

ARTICLE II-PURPOSE

The purpose of this association shall be to promote excellence in leadership in secondary education in the state of Arizona. This is a continuous process and can be achieved by:

- a) working cooperatively with other educational organizations, associations, agencies, (and lay groups in improving secondary education)
- b) promoting the study, compilation, and dissemination of information pertaining to the responsibilities of secondary school administrators
- c) promoting high professional standards, and encouraging professional growth among members
- d) providing services which will help the individual member accomplish the purpose of the organization.

ARTICLE III-MEMBERSHIP

SECTION 1-ACTIVE MEMBERS

Any secondary administrator actively engaged in the direction and supervision of secondary schools in Arizona may become an active member of this association.

SECTION 2- OTHER MEMBERS

The other membership categories permitted by ASA, Inc.- associate, retired, and graduate students- are also provided by this association.

SECTION 3- HONORARY MEMBERS

Education leaders of Arizona may be elected honorary members by vote of association upon recommendation of the executive board.

SECTION 4- QUALIFICATIONS

The executive board shall have the power to pass upon the qualifications of all applicants for membership.

SECTION 5- MEMBERSHIP YEAR

The membership year of the association shall be July 1 through June 30.

ARTICLE IV-MEMBERSHIP DUES AND VOTING RIGHTS SECTION 1-DUES

Voting rights shall be the same as those established for members of ASA, Inc.

ARTICLE V- OFFICERS, TERMS OF OFFICE, AND DUTIES

SECTION 1-PRESIDENT

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

- a) shall be the presiding officer of the association
- b) shall be an ex-officio member of all committees
- c) shall have the power, with the approval of the Executive Board, to fill all vacancies occurring during the fiscal year
- d) shall be empowered to call such meetings of the standing committees as he/she deems necessary
- e) shall direct that the financial records of this association shall be audited annually in conjunction with the annual audit of the ASA, Inc. financial records
- f) shall have authority to remove a member of a committee for inaction or for bringing discredit to himself/herself or his/her profession, with the approval of the Executive Board.

SECTION 2- PRESIDENT ELECT

The president-elect shall be elected for two years. In the absence of the president, he/she shall assume the duties of that office. The president/elect shall automatically assume the presidency after a term as president-elect.

The president-elect will be responsible for organizing a committee to select the Distinguished Administrator of the Year, The Principal of the Year, and the Assistant Principal of the Year.

SECTION 3- SECRETARY/TREASURER

The secretary/treasurer shall be elected for two years. The secretary/treasurer shall record, prepare and issue copies of the minutes of all meetings of the association and all meetings of the executive board. Further, the secretary/treasurer will secure the financial report of the division and report it to the membership as appropriate.

SECTION 4- N.A.S.S.P. STATE COORDINATOR

The N.A.S.S.P. state coordinator shall be elected by the membership and shall serve a four year term. He/she shall be a liaison officer between this association and the National Association of Secondary School Principals.

SECTION 5-REGIONAL REPRESENTATIVES

Regional representatives are elected for two years. They must attend at least four meetings annually. They are encouraged to hold at least one regional meeting annually. Regional reps are responsible for submitting nominees for Distinguished Administrator, Principal of the Year, and Assistant Principal of the Year awards. They will recommend a replacement if they cannot fulfill their full term of office or at the completion of their term of office.

SECTION 6-HONARY REPRESENTATIVES

On the occasion when members are elected or appointed to national boards such as N.A.S.S.P., they may sit as a representative on the ASA Secondary Board.

SECTION 7- ASSUMPTION OF OFFICE

All officers and members of the executive board shall assume office on July 1, following their election.

SECTION 8-RESIGNATIONS

All resignations from office shall be submitted in writing to the executive board.

SECTION 9-VACANCIES

In the even of a vacancy in the office of president, the president-elect shall succeed at once to the office of president, and shall serve for the remainder of that term and continue for his/her term as president the following years.

In case of vacancy in the office of president-elect, the position will be filled at the next regular election.

All other vacancies in office shall be filled by the executive board for the remainder of the fiscal year.

SECTION 10-RECOGNITION

Once representatives and officers have completed their years of service in their particular roles there will be recognition from the secondary division.

ARTICLE VI-EXECUTIVE BOARD

SECTION 1-COMPOSITION

The secondary executive board of the secondary division of the ASA shall consist of the president, president-elect, secretary/treasurer, immediate past president, the N.A.S.S.P. state coordinator and the regional representatives.

SECTION 2-POWERS AND DUTIES

The executive board under the authority and supervision of the members of the association shall:

- a) advise the president
- b) represent the membership on policy
- c) approve appointments of the president
- d) adopt a procedure for the payment of all necessary expenses of the association
- e) meet at least four times annually and at the call of the president
- f) attend all meetings except when excused by the president
- g) assist the president in appointing members to standing committees and ad-hoc committees
- h) carry out any other duties assigned to it and, between the regular meetings of the association, exercise all the powers and prerogatives of the association
- i) outline the responsibilities of the executive director of ASA, Inc., as they apply to the secondary division of ASA

ARTICLE VII-COMMITTEES

SECTION 1-FORMATION

Committees will be appointed by the president, with the approval by the executive board.

SECTION 2-KINDS OF COMMITTEES

Committees will be of two kinds:

- a) Standing. Standing committees will be appointed for a membership year (July 1-June 30) Members may be carried over through another year.
- b) Ad-hoc. Ad-hoc committees will be appointed to accomplish specific objectives. They are to be dissolved when their work has been finished.

SECTION 3-DUTIES

Duties of committees shall be stated at the time of their creation and they may be granted such powers as the executive board may deem desirable and necessary.

ARTICLE VIII-MEETINGS

SECTION 1-REGULAR

Two regular meetings shall be held each school year for the membership of the association. One will be held in the fall and one in the summer.

SECTION 2-SPECIAL

Special meetings of the association may be called at any time by the executive board upon five days notice by mail, setting forth the time, place and purpose of the meeting.

SECTION 3- EXECUTIVE BOARD

The executive board shall meet no less than four times during the school year. Special meetings may be called at the request of the president, or at the request of your members of the executive board.

SECTION 4-RULES OF ORDER

All meetings of this association shall be conducted under Robert's Rules of Order.

ARTICLE IX-NOMINATING COMMITTEE

SECTION 1- NOMINATING COMMITTEE

The committee shall consist of three members. The nominating committee shall be appointed by the president and approved by the executive board. The membership shall be informed of the nominees at least two weeks prior to the election.

SECTION 2-VOTING PROCEDURE

A ballot shall be prepared with at least one name for each office. Voting will be by a mail ballot. The candidate receiving the highest number of votes will assume the office.

Active members who have their dues paid are eligible to vote.

ARTICLE X-QUORUM

SECTION 1-ASSOCIATION MEETINGS

For general and special meetings, a quorum shall consist of those members present.

SECTION 2-EXECUTIVE BOARD MEETINGS

For executive board meetings, a quorum shall consist of those present.

ARTICLE XI-AMENDMENTS

SECTION 1- WHO MAY PROPOSE

Amendments to the Constitution may be proposed by the executive board or by a petition signed by five (5) members of the association submitted in writing to the executive board.

SECTION 2- APPROVAL

Passage of proposed amendments will require a majority vote of association members voting by a mail ballot.

SECTION 3-EFFECTIVE DATE

The effective date of approved amendments to this constitution shall be July 1, following adoption, unless another date is specified at the time of adoption.

ARTICLE XII-AFFILIATIONS

SECTION 1-FUTURE AFFILIATION OR DISAFFILIATION

Any future affiliation or discontinuance of affiliation by this association with any other association or organization will require a 2/3 vote of the membership of the association.

SECTION 2-NASSP AFFILIATION

The secondary division of ASA is affiliated with the National Association of Secondary School Principals.

ARTICLE XIII-ENDORSEMENTS

SECTION 1-FUTURE ENDORSEMENTS

All product or program endorsements must be approved by the executive board.