

The Constitution and By-Laws
Of The
Arizona School Administrators - Division of Higher Education

ARTICLE I – Name

The name of the Association shall be the Arizona School Administrators – Division of Higher Education.

The ASA Division of Higher Education is affiliated with the National Council of Professors of Educational Administration.

ARTICLE II – Purpose

The purpose of the Division is to collaborate with other divisions to further the cause of education through the improvement of educational practices generally and of educational administration and supervision programs of preparation specifically. This purpose includes improvement of those programs preparing leaders for roles at the post-secondary level as well as leadership roles in district, elementary, and secondary positions.

ARTICLE III – Membership

Section 1

Persons in higher education actively engaged in administrative duties, engaged in teaching courses in administration, or who are engaged in work that necessitates close working relationships with educational administration in the field shall be eligible for active membership.

Section 2

Persons not meeting the criteria set forth in Article III, Section 1, but who are in other work in higher education, shall be eligible for associate membership. Associate members shall be entitled to all privileges of the Division except the right to hold office. Dues for associate membership are established by the ASA Executive Board.

Section 3

Members of the Division who have retired are eligible to become retiree members by the payment of retiree dues established by the ASA Executive Board for retiree members.

Section 4

Graduate student membership shall be limited to students admitted to a degree or certification program in the area of school administration in an institution of higher education in Arizona. Graduate student membership shall carry the same rights and

privileges as those that are carried by associate memberships. Fees for graduate student membership are set by the Executive Board of ASA.

ARTICLE IV – Officers and Executive Committee

Section 1

The administration of the Division shall be vested in an Executive committee composed of a President, President-Elect, Past-President, Secretary-Treasurer and three to five University Representatives or designees. The immediate Past President shall serve as an ex officio non-voting member of the Committee.

President

Attend ASA and Higher Education Board Meetings
Submit article for Higher Education section in ASA newsletter
Appoint representative to ASA Legislative Committee
Serve on committees according to bylaws
Serve as Representative for Higher Education Division

President-Elect

Attend Higher Education Board meetings
Serve as Acting-President in President's absence
Serve on committees according to bylaws

Past President

Attend Higher Education Board meetings
Serve on committees according to bylaws

Secretary-Treasurer

Attend and record minutes of all Higher Education Board Meetings
Maintain records of finances for Higher Education Division
Serve on committees according to bylaws

University Representatives (3-5)

Attend Higher Education Board meetings
Serve on committees according to bylaws
Serve as liaison between ASA and the universities.

NCPEA State Coordinator

The NCPEA State Coordinator shall be the ASA Higher Education Division Outgoing President until 2008. At that time, the NCPEA State Coordinator shall be elected by the membership and shall serve for a three year term. He/she shall be the liaison officer between this organization and NCPEA.

Section 2

All officers, i.e., President, President-Elect, Secretary-Treasurer, and three University Representative shall be elected annually from among the nominees provided by the membership/nominating committee with provision for write-in candidates for each of these positions on the ballot. A minimum of two nominees is preferred for each position. Election shall be determined by majority vote of all members voting.

Section 3

The terms of officers and members of the Executive Committee shall coincide with the fiscal year of the Division, which is the same as the fiscal year of the Arizona School Administrators (July 1 to June 30)

Section 4

In the event the office of President shall become vacant, the President-Elect shall assume that office for the balance of the unexpired term and then will serve a regular one-year term as President. The Executive Committee shall fill any other vacancy from among the membership of the Executive Committee. If the office of University Representative becomes vacant, the Executive committee shall select another member to fill the unexpired term on the Executive Committee.

Section 5

All members of the Executive Committee shall be active members of the Division.

ARTICLE V – Committees

Section 1

There shall be three standing committees in the Division:

- Membership / Nominations,
- Awards,
- Graduate Student Services.

The Division will also be represented on five ASA committees:

- Fall Superintendents / Higher Education Conference Planning Committee
- ASA Annual Summer Conference Planning Committee
- ASA Principals Institute Planning Committee
- Fall Principals/NCA Division Planning Committee
- ASA Legislative Committee

Service and purpose of committees are set forth in the Bylaws – Section 3.

Section 2

Other committees and representatives to committees or organizations may be appointed by the President and approved by the Executive Committee. Members of the Division, serving as representatives to other organizations, shall be appointed for one year and shall report to the membership.

ARTICLE VI – Deans Advisory Council

Deans of Education Departments in Arizona universities may join the Deans Advisory Council. Admittance to the council must be approved by the Executive Director of ASA. The council will serve to advise the Higher Education Board and ASA on matters of relevance and importance to educational leadership.

ARTICLE VII – Finances

In accordance with the constitution of the Arizona School Administrators, the Division shall receive an annual allotment from the ASA fund. Additional income may be derived from grants, conferences, workshops, consulting services and other efforts as approved by the Executive Committee except that no special assessment of membership beyond regular dues shall be made without the general approval of two-thirds of the membership of the Division. Disbursements from Division funds shall be made by direction of the Executive Committee of the Higher Education Division.

ARTICLE VIII – Amendments

Section 1

Proposed amendments to the constitution must be presented in writing with recommendations of the Executive committee to the Division membership at least three weeks before a regular or special meeting of the Division.

Section 2

The constitution may be amended by a two-thirds vote of the membership in attendance at a regular or special meeting, provided, those in attendance constitute a quorum (see Article VIII, section 3)

ARTICLE IX – Meetings

Section 1

The Executive Committee shall meet at such times as the President may consider necessary or on petition of at least five active members of the Division.

Section 2

A quorum consisting of at least three members of the Executive Committee shall be present in order to conduct official business.

Section 3

The Division may hold special meetings to conduct official business as determined by the President upon petition of at least three members of the Executive Committee.

BY-LAWS
OF THE DIVISION OF HIGHER EDUCATION/APEA

ARTICLE I – Fiscal Year

The fiscal year of the Division shall be the same as that of the Arizona School Administrators (July 1 – June 30).

ARTICLE II – Dues

ASA membership for The Division of Higher Education is an institutional membership.

The fee structure is as follows:

- 3-5 members - \$750
- 6-10 members - \$1500

ARTICLE III – Committee Description and Service

Section 1

The following Division committees and service to ASA committees shall be appointed by the President and approved by the Executive Committee:

- Membership/ Nominations Committee
- Awards Committee
- Graduate Student Services Committee
- Fall Superintendents' / Higher Education Conference Planning Committee
- ASA Annual Summer Conference Planning Committee
- ASA Principals Institute Planning Committees
- Fall Principals/NCA Division Planning Committees
- ASA Legislative Committee
- ASA/APEA Spring Conference Planning Committee

Section 2

The Membership / Nominations Committee shall consist of three members, one of whom shall be the Secretary - Treasurer who shall serve as chairperson. Responsibilities include:

- Recruiting new memberships and
- Maintaining a current list of Division members
- Following the nominating procedure as designated under the constitution

Section 3

The Awards Committee will consist of three members one of whom shall be the Past President who will serve as chairperson. Responsibilities include:

- Selection for the Service to Education Award for a person 1) who currently serves

in, or just retired from Higher Education; 2) who have supported public education; 3) who have had a job role that affected K-12 public educators; 4) who have served at least 10 years or more; and 5) who have made a difference in the lives of K-12 public educators

- Selection of persons for any other awards given by the Division or ASA
- Section 4

The Graduate Student Services Committee will consist of three members one of whom shall be one of the University Representatives will serve as Chair. Responsibilities include:

- Seeking meaningful avenues for recruitment of graduate students in ASA membership
- Providing service to graduate students through attendance and scholarships to ASA conferences / workshops
- Making recommendations to the Division for additional services to graduate students.

Section 5

The President will serve on the Fall Superintendents / Higher Education Conference Planning Committee. Responsibilities include:

- Attending all planning sessions,
- Attending and presiding at the conference,
- Soliciting “Best or New Practices” proposals from each of the Arizona universities to be presented during the conference,
- Recommending proposals for approval to the Executive Committee.

Registration and room fees may be provided by the Division of Higher Education

Section 6

The President-Elect will serve on the ASA Annual Summer Conference Planning Committee. Responsibilities include:

- Attending all planning sessions,
- Attending and presiding at the conference,
- Soliciting relevant proposals from Higher Education members,
- Recommending proposals to the Planning Committee.

Registration and room fees may be provided by the Division of Higher Education

Section 7

One of the University Representatives will serve on the ASA Principals Institute Planning Committee. Responsibilities include:

- Attending all planning sessions,
- Attending and presiding at the conference,
- Soliciting relevant proposals from Higher Education members,

- Recommending proposals to the Planning Committee.

Registration and room fees may be provided by the Division of Higher Education

Section 8

One of the University Representatives will serve on the ASA Fall Principals / NCA Division Planning Committee. Responsibilities include:

- Attending all planning sessions,
- Attending and presiding at the conference,
- Soliciting relevant proposals from Higher Education members,
- Recommending proposals to the Planning Committee.

Registration and room fees may be provided by the Division of Higher Education

Section 9

One of the University Representatives will serve on the ASA Legislative Committee. Responsibilities include:

- Serve as liaison between ASA Legislative Committee and the Division of Higher Education

Section 10

One of the University Representatives will serve as an alternate for any other Executive Board Member that is unable to serve as a committee member according to the bylaws.

Section 11

ASA/APEA Spring Conference will be held each Spring at a site to be chosen by the APEA Planning Committee. The focus of the conference will be to provide an outlet for doctoral / graduate student/and faculty research. A theme for each conference will also be chosen by the APEA Planning Committee. Conference proceedings will be placed on the ASA/APEA web site. Those who wish to join only APEA membership is \$25.00.

Section 12

All committees shall report to the Executive Committee when requested. Changes to committee assignments for a period of no more than one fiscal year may be approved by the Executive Committee.

ARTICLE IV - Expense Allowances

Section 1

In addition to the registration and room fees provided by the Division of Higher Education in Article III, Section 5, the Executive Committee may approve travel, food, and housing expenses for the President to attend one regional or national meeting that is directly related to the purposes of the Division.

Section 2

Expenses for ASA conferences may be paid in accordance with Article III, sections 5, 6, 7, and 8.

ARTICLE V – Parliamentary Procedure

The rule of parliamentary procedure included in the Rules of Order shall govern the proceedings of this Division.