

THE CONSTITUTION AND BY-LAWS  
Of the  
MIDDLE LEVEL ADMINISTRATORS DIVISION  
Of  
ARIZONA SCHOOL ADMINISTRATORS, INC.  
JUNE 17, 2002

ARTICLE I NAME

The name of the organization shall be Middle Level Administrators Division, a Division of Arizona School Administrators, Inc.

ARTICLE II PURPOSE

SECTION 1

- To promote unity among the administrators of the junior high and middle schools of Arizona and to promote methods by which they may professionally assist each other.
- To provide input to the executive board of ASA, Inc., on all matters, but especially on concerns of middle level education.
- To provide programs and/or workshops as needed.
- To encourage and promote high professional standards among the members.

ARTICLE III MEMBERSHIP

SECTION 1

Any member of ASA, Inc. shall be eligible for membership in the Middle Level Administrators Division, although administrators in the middle level schools (grade 5-9) are especially encouraged to belong.

SECTION 2

Members of the division who have retired are eligible to become retiree members by the payment of the retiree dues established by the ASA executive board for all retiree members.

ARTICLE IV OFFICERS AND EXECUTIVE BOARD

SECTION 1

The officers of this division shall be president, a president-elect, a secretary, and a past president. The president will serve a term of two (2) years. The president-elect shall

succeed to the presidency after two (2) years as president-elect. If the president or president-elect cannot serve their complete term, the executive board will vote to fill the vacant position for the remainder of the current term.

The membership in the division will be divided among three (3) regional areas:

NORTHERN REGION: Apache, Coconino, LaPaz, Mohave, Navajo Counties

CENTRAL REGION: Gila, Maricopa, Pinal, Yavapai Counties

SOUTHERN REGION: Cochise, Graham, Greenlee, Pima, Santa Cruz and Yuma Counties

One regional representative who is a division member serving in each region shall also be elected by the members in that region to serve with the officers and executive board of the division. The Associate State Director of the North Central Association, the NASSP State Coordinator Junior High, and the member serving as liaison with the advisory committee of the Arizona Association of Junior High Student Councils will serve as ex-officio members of the executive board. The ASA executive director shall also serve as the executive director of this division and may attend all executive board and division meetings but shall have no vote. Any member of the Middle School Division of ASA, who serves on the national board of NASSP/NAESP, shall be voting members of the Middle Level Executive Board.

## SECTION 2

The officers and the members of the executive board shall be elected prior to July 1 of each fiscal year.

## SECTION 3

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

## SECTION 4

In the absence of the president, the president-elect shall preside. In the event of vacancy in the office of 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. In case of vacancy in the office of president-elect, the position shall be filled at the next regular election and the most recent past president shall serve as an interim member of the executive board.

## SECTION 5

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

## SECTION 6

A quorum for the executive board shall require four (4) voting members of the board to be present and voting.

## ARTICLE V MEMBERS

### SECTION 1

The division shall have at least one (1) annual meeting. The executive board shall determine the date, time and place.

### SECTION 2

The division may hold special meetings as determined by the president or executive board and shall hold a special meeting upon petition of ten per cent (10%) of the voting members of the division.

### SECTION 3

Annual and special meetings of the division shall be advertised to all members of the division by written notice at least two (2) weeks in advance of the meeting.

## ARTICLE VI-AMENDMENTS

### SECTION 1

The constitution may be amended by a two thirds (2/3) vote of those casting a ballot by mail. The executive board shall set a time during the school year when proposed amendments shall be mailed to each member at least two (2) weeks prior to the deadline for returning ballots.

### SECTION 2

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

Adopted: Spring 1976

Revised: May 1986

Revise: April 1988

Revised: June 2002

BY-LAWS  
MIDDLE LEVEL DIVISION

PROPOSED REVISION TO  
ARTICLE II  
SECTION I  
SECTION II  
SECTION III

SECTION I

A nominating committee shall be appointed by the President with the approval of the Executive Board not later than March 1.

At least one member in good standing in the division shall be nominated for each vacancy among the officers and other positions on the executive board. The nominating committee shall report the nominees, each of whom has given prior permission to have his/her name presented at the division business meeting held annually at the spring conference.

SECTION 2

A mail ballot with the nominee (s) listed for each position, which is vacant, and a space for a write-in candidate shall be mailed to all active division members in good standing one week after the spring conference. The ballots are to be returned 3 weeks following mailing.

SECTION 3

After the ballots are tallied, all candidates shall be notified of the results.

BY-LAWS  
Of the  
MIDDLE LEVEL ADMINISTRATORS DIVISION

ARTICLE I OFFICERS

All officers and other members of the executive board shall assume office on July 1 following their election. The president will serve a term of two (2) years. The president-elect shall succeed to the presidency after two (2) years as the president-elect. The secretary and treasurer will serve a one (1) year term. The NASSP State Coordinator Junior High School shall serve a four (4) year term.

ARTICLE II NOMINATIONS AND ELECTIONS

SECTION 1

A nominating committee consisting of not less than three (3) past presidents of the division, to be chaired by the most recent past-president, shall be appointed by the president, with the approval of the executive board, but not later than February 1. At least one member in good standing in the division shall be nominated for each vacancy among the officers and other positions on the executive board. The nominating committee shall report the nominees, each of whom has given prior permission to have his/her name presented, to the president no later than March 15 of each year.

SECTION 2

A mail ballot, with the nominee(s) listed for each position which is vacant and a space for a write-in candidate shall be mailed to all active division, members in good standing no later than April 1. The ballots are to be returned to the ASA office no later than April 15 of each year.

SECTION 3

After the ballots are tallied, all candidates shall be notified of the results, and the results will be announced at the annual meeting of ASA each spring.

SECTION 4

Division members will not be eligible to vote unless their dues to ASA, Inc. are paid.

ARTICLE III BUSINESS

SECTION 1

The executive board shall be responsible for, and shall direct the management of, the business of the division. It shall approve the annual budget for the division.

## SECTION 2

The executive board shall report to the membership annually, at a regular or special session of the division, with a full and complete financial accounting, a report on the activities of the division, for the current year, and the plans for the program of the division of the ensuing year.

## SECTION 3

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

## SECTION 4

The executive board may request the members of the division, by mail ballot, to approve dues for the division members, in addition to the ASA dues, or a special assessment to increase the funds of the division. This balloting will be conducted under the same provisions as amendments to the division constitution.

## SECTION 5

Regular meetings of the executive board shall be held as specified at the beginning of each fiscal year by the executive board.

## SECTION 6

The president or a majority of the executive board members may call a special meeting of the executive board, if necessary.

## SECTION 7

The Middle Level Division executive board shall have the power to enter into or dissolve affiliation agreements with other related professional educational organizations.

## ARTICLE IV COMMITTEES

### SECTION 1

The executive board shall appoint and discharge from the membership all committees and shall define their purpose.

## SECTION 2

The president shall be an ex-officio member of all committees.

## ARTICLE V – FISCAL YEAR

### SECTION 1

The fiscal year of the division shall be from July 1 to June 30.

## ARTICLE VI-PARLIAMENTARY PROCEDURE

### SECTION 1

The rule of parliamentary procedure included in Roberts Rules of Order shall govern the proceedings of this division, unless otherwise provided for in the division constitution and by-laws.

Adopted: May 1986

Revised: April 1988

Revised: June 2002