

**Arizona School Personnel Administrators Association**  
**CONSTITUTION**

**Article I: Name and Organization**

- Section 1. The name of this organization shall be the Arizona School Personnel Administrators Association (ASPAA).
- Section 2. This Association is statewide in scope. Regional sections may be organized as to maintain a working relationship with the state organization.

**Article II: Purpose**

- Section 1. It shall be a general purpose of this Association to promote and advance public education in Arizona through the cooperative efforts of public school administrators within the state who have a primary professional responsibility administering personnel programs involving school employees.
- Section 2. The Association will promote the discussion of common ideas among the members and the interchange of ideas, data and information regarding operational practices in order to effect improvement in the administration of school personnel.
- Section 3. The Association will acquaint applicants in particular, and alert citizens in general to the needs, opportunities, and procedures for securing and retaining school employment.
- Section 4. It shall be a purpose of this Association to recommend to other appropriate professional groups specific action programs, the enactment of which will promote a stronger system of public education through the adoption of sound personnel practices and policies.

**Article III: Membership**

- Section 1. There shall be three classes of members in this Association: Active, Associate, and Lifetime.
- Section 2. Active membership: Any person shall be eligible for Active membership who serves in a personnel position in a public or private school system, regional or state education agency, college or university, or who teaches persons preparing for personnel work in these institutions. Such classification of membership shall be the only members to hold office or to vote.
- Section 3. Associate membership: Any person, organization or business actively interested in, engaged in, or associated with any phase of educational work and who is not

currently working in the field of school personnel administration may become a non-voting Associate member.

- Section 4. Life membership shall be afforded any person active in the Association at the time of retirement.
- Section 5. The amount of membership dues shall be established by the Executive Board (see Exhibit A).

#### **Article IV: Executive Board**

- Section 1. The Officers shall consist of the following positions and terms: A President, serving a one year term; a President-Elect, serving a one year term; a Vice President, serving a one year term; a Vice President-Elect, serving a one year term; a Secretary, serving a two year term; and a Treasurer, serving a two year term.
- The Executive Board shall consist of the Officers, the immediate Past-President, and a Regional Representative for each regional section of the Association, serving a two-year term. Officers and Regional Representatives shall be elected from the active membership at the regular annual meeting. For elected positions other than President, President-Elect, Vice President, and Vice President Elect, individuals may be re-elected to serve more than one term.
- Section 2. The duties and responsibilities of the Executive Board Officers shall be described in the Bylaws of the Constitution.
- Section 3. Any committee deemed necessary shall be appointed by the President, subject to the approval of the Executive Board (see Exhibit B).
- Section 4. The President may appoint ex-officio Board members as deemed necessary with the approval of the Executive Board (see Exhibit B).
- Section 5. The President, with the approval of the Executive Board, may contract with or appoint individuals or organizations to provide the Association with needed support services (see Exhibit B).
- Section 6. The Executive Board may create, modify, or delete exhibits as necessary to record information relating to the articles of the Constitution and Bylaws.

#### **Article V: Meeting**

- Section 1. An annual meeting of this Association shall be held at an appropriate time and place as recommended and approved by the Executive Board.

Section 2. The President, with the approval of the Executive Board, may schedule other meetings of the membership to present information relating to professional issues.

Section 3. The time, place, and agenda of each annual meeting shall be reported to all members at least three weeks in advance of the meeting. Special meetings may be called on shorter notice as deemed necessary by the Executive Board.

#### **Article VI: Amendments**

Section 1. This Constitution may be amended or repealed in whole or in part at the annual meeting of this Association or at a special meeting specifically called in writing for such purpose. Such changes in the Constitution shall be accomplished by a majority vote of the eligible members present at said meeting. Proposals to amend the Constitution may be made by any active member.

Said proposals shall be delivered by the proposer to the Secretary no later than three months preceding the annual meeting or a special meeting for that purpose. Each member shall have access to the proposed amendment(s) prior to the annual meeting through a mailing and/or through a posting on the Association website.

Section 2. In all matters of parliamentary procedure not covered by this Constitution and Bylaws, the Association shall be governed by the provisions of *Roberts Rules of Order*.

#### **Article VII: Bylaws**

Section 1. This Association shall adopt Bylaws consistent with the Constitution.

Section 2. The Bylaws shall be reviewed, along with the Constitution, by the Executive Board at least every two years.

# Arizona School Personnel Administrators Association

## BYLAWS

### Article I: Membership

- Section 1. Admission to membership: Application for Active, Associate (vendor) or Student membership shall be made to the organization accompanied by the established membership fee. This fee will be credited for membership should the application be accepted. A record of qualified membership shall be kept in accordance with Article III of the Constitution.
- Section 2. Termination of membership: A member terminates his or her membership by failure to meet the conditions as provided in Article III of the Constitution or by withdrawal from the Association.
- Section 3. Removal from membership: Any member may be removed from membership for cause upon recommendation and approval of the Executive Board.

### Article II: Executive Board

- Section 1. Duties of the President: The President shall preside at all meetings and conferences. He/she shall appoint and supervise all committees, perform such other duties as pertain to his/her office, and assist the President-Elect with the Fall Conference.
- Section 2. Duties of President-Elect: The President-Elect shall preside in the absence of the President. The President-Elect will assume the duties and responsibilities of the President should the office become vacant, until the next regular meeting. The President-Elect shall be responsible for planning and implementation of the organization's development activities, to include the annual Fall Conference.
- Section 3. Duties of the Vice President: The Vice President shall preside in the absence of the President and President-Elect. He/she shall assume responsibility for communication between the Executive Board and the membership and shall assist the President-Elect in the execution of his/her duties, to include the planning and implementation of the annual Spring Conference.
- Section 4. Duties of the Vice President-Elect: : The Vice President-Elect shall preside in the absence of the President, President-Elect, and Vice President. He/she shall assume responsibility for communication between the Executive Board and the membership and shall assist the Vice President in the execution of his/her duties, to include assisting with the planning and implementation of the annual Spring Conference.

- Section 5. Duties of the Secretary: The secretary shall document the minutes of each Executive Board meeting and annual meeting, distribute copies of minutes to the Executive Board membership, and maintain copies of all Association correspondence, meeting minutes and a current copy of the Constitution and Bylaws.
- Section 6. Duties of the Treasurer: The Treasurer shall keep the accounts, cause all funds of the Association to be received and deposited, pay all expenses authorized by the Executive Board, and make a report to the membership at each conference. The Treasurer shall maintain a listing of current organization membership. The Treasurer will also arrange for an external audit of the Association's financial records at least once every two years.
- Section 7. In the event an Executive Board member is unable to finish his/her term, the Executive Board is empowered to appoint an interim candidate to complete the term. The interim Executive Board member shall serve until the next regularly scheduled election, at which time he or she may be placed on the ballot for consideration as a candidate.

### **Article III: Regular Conferences and Special Meetings**

- Section 1. The program and agenda for all regular and special meetings shall be determined by the Executive Board. The agenda for the annual meeting will be sent to members in advance.

### **Article IV: Nominations and Elections**

- Section 1. Nominations: Nominations for elected Executive Board members shall be made by the Past President and presented to the active, voting membership at the regular annual conference. Nominations for write-in candidates may be made from the floor by any member present at the regular annual conference at the time the ballot for election is presented.
- Section 2. Elections: Election of Executive Board members shall be held at the regular annual conference. Election shall be written secret ballot whenever more than one nomination has been made for an Association office. A majority vote of the members present is required for election.
- The Past President will make a good faith effort to recruit two or more candidates for each open office and will create a ballot for use at the annual Association meeting.
- At the end of a one year term, the office of President shall automatically be filled by the current President-Elect, the office of President-Elect shall automatically be filled by the current Vice President, and the office of Vice President shall automatically be filled by the current Vice President-Elect.

Section 3. In the event that the President-Elect, Vice President, or Vice President-Elect is unable to assume the next position in the succession at the end of his/her term, the Executive Board may, by unanimous affirmative vote, authorize a second term for the person/position that would have been filled by succession. As an alternative, new candidates may be put on the ballot to fill the open position(s).

#### **Article V: Amendments**

Section 1. These Bylaws may be amended only at a regular annual meeting by an affirmative majority vote of the eligible members present and voting at the time such amendments are submitted to the members.

Proposals to amend these Bylaws may be made by any active member. Proposals to amend the Bylaws shall be delivered by the proposer to the Secretary no later than three months preceding the annual meeting. Each member shall have access to the proposed amendment(s) prior to the annual meeting.