

**BYLAWS  
OF THE  
ALASKA ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS**

**PREAMBLE**

The Alaska Association of Elementary School Principals believes that the child is the focal point of the educational program and that education in our society must assist each child to realize his/her potential as a functioning and contributing member of that society. The Association believes that each child should have an equal opportunity to attain self-realization.

The Alaska Association of Elementary School Principals further believes that the elementary and middle school years lay the foundation of all educational efforts on behalf of the child. The primary responsibility for the development of an effective school program for these students is vested in the principal.

Therefore, the Alaska Association of Elementary School Principals dedicates itself to achieving the recognition of the principal as the authority in the supervision and administration of his/her school.

**ARTICLE I. NAME, PURPOSES AND GOVERNANCE**

Section 1. NAME

The name of this organization shall be the Alaska Association of Elementary School Principals (hereinafter referred to in the Bylaws as the "Association").

Section 2. PURPOSES

The purposes of the Association are:

- a) to facilitate positive educational leadership;
  - a. to serve as the spokesman for elementary and middle level principals;
  - b. to enhance the image of the elementary and middle level principal as an educational leader and to promote greater recognition of the professional skill and performance demanded by the position;
- d) to serve as an agency for the collection and dissemination of information pertinent to the elementary and middle level principalship;
- e) to provide services, such as, publication, conferences, research, individual counseling, and other services as authorized;

- f) to promote the principle of equal rights and the elimination of prejudice, bigotry and discrimination;
- g) to enhance the unique and harmonious relationships among elementary and middle level principals, teachers, other educators, and other associations; and,
  - a. to strengthen positive relationships among principals, schools, parents, and communities.

### Section 3. GOVERNANCE

The Association shall be governed by the Articles of the Incorporation, the Bylaws, and such actions as the governing bodies of the Association may take therewith. Nothing in the Bylaws shall be construed to prevent the Association from pursuing objectives that are consistent with its stated purposes.

## **ARTICLE II. MEMBERSHIP**

Section 1. Membership in the Alaska Association of Elementary School Principals shall be Active Membership and Honorary Membership.

Section 2. Active membership is restricted to those persons who pay the annual membership fee of the Alaska Association of Elementary School Principals and who are principals, assistant principals, administrative interns, head teachers (in schools where there is no full time principal), and other educational leaders who support the objectives, and who are employed in professional work related to the elementary and middle level principalship.

Section 3. Honorary Membership. Aspiring, Emeritus, Life, and Retired members of NAESP who serve or served in Alaska are extended honorary membership in the Association. Honorary membership also includes any person awarded such membership by the Board. Honorary members shall not be charged dues.

### Section 4. Rights and Benefits.

- a) Active members of the Association shall be entitled to all of the Association's member services and benefits, including the right to vote. Only active members who are on-line principals, assistant principals, or head teachers may hold office.
- b) Honorary members are entitled to receive the Association's publications, and to attend the Annual State Principal's Conference at the member rate.

Section 5. No Discrimination. The Association shall not deny membership on the basis of race, creed, national origin, religion, age, disability or gender.

Section 6. Membership Fee (Dues). The annual fee for active membership in the Alaska Association of Elementary School Principals shall be set annually at the business meeting for the succeeding year. National Association of Elementary School Principals dues, and dues paid to the Alaska Council of School Administrators shall be in addition to the State Association dues.

Section 7. Membership Year. The membership year for the Association will begin on October 1<sup>st</sup>, and end on September 30<sup>th</sup> of the following year. Membership dues must be paid on an annual basis.

### **ARTICLE III. OFFICERS**

Section 1. The officers of the Association shall be a president (who shall serve two years); a past president who shall serve for one year after completing a term as president; or a president-elect who shall be elected at the end of the serving president's first year and who shall become president following service as president-elect for one year; a vice president, a secretary, a treasurer, and a state representative. The vice-president and secretary shall be elected for a two year term, and the treasurer and state representative shall each be elected to three year terms. The State Representative may not serve more than two consecutive terms.

Section 2. Interim Vacancies.

- a) In the event that the President resigns or becomes otherwise unable to serve, the position of President shall be immediately assumed by the President-elect, if there is a President-elect. If there is no President-elect the Past President shall assume the office of President. In this case the Past President shall serve as President until the next Annual General Meeting at which time a new President shall be elected to a two year term.
- b. In the event the President-elect resigns or becomes otherwise unable to serve the incumbent President shall serve an additional year, and a new President elect will be chosen at the next Annual General Meeting.
- c. If any other officer resigns or becomes otherwise unable to serve the Board shall appoint a replacement to serve until the next Annual General Meeting at which time a replacement will be elected.

### **ARTICLE IV. DUTIES OF OFFICERS**

Section 1. The president shall preside at all meetings of the Association and of the Board of Directors (hereinafter referred to as the Board); appoint all committees not otherwise provided for; call meetings of the General Membership or the Board when deemed necessary, or upon a request of a majority of its members; and perform all other duties pertaining to his office. S/he shall be ex officio member of all committees, except the nominating committee. S/he shall also be a member of the ACSA Board of Directors; a delegate to the National Convention; and shall represent the Association at the annual State Leaders Conference. The President shall perform all other duties as described in these bylaws and by the parliamentary authority adopted by the Association.

Section 2. Past President. In years that there is a serving Past President, the Past President shall preside at meetings in the absence of the President. In case of the resignation of the President, s/he shall become the President of the Association. The Past President shall serve as a member of the ACSA Board of Directors and a delegate to the National Convention. The Past President shall perform all other duties as described in these bylaws and by the parliamentary authority adopted by the Association.

Section 3. President-elect. In years that there is a serving President-elect, the President-elect shall preside at meetings in the absence of the President. Upon completion of his term, or in case of the resignation of the President, he shall become the President of the Association. The President-elect shall serve as a member of the ACSA Board of Directors, a delegate to the National Convention, and represents the Association at the annual State Leaders Conference. The President-elect shall perform all other duties as described in these bylaws and by the parliamentary authority adopted by the Association.

Section 4. Vice President. The Vice President shall preside at meetings in the absence of the President and President-Elect or Past President. The Vice President shall be responsible for all aspects of the NDP process. The Vice President shall serve as a member of the ACSA Board of Directors. The Vice President shall perform all other duties as described in these bylaws and by the parliamentary authority adopted by the Association.

Section 5. Secretary. The secretary shall take and keep minutes of the Board and general meetings. General meeting minutes shall be distributed to the members. The secretary shall be responsible for all records of the organization. The Secretary shall perform all other duties as described in these bylaws and by the parliamentary authority adopted by the Association.

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Section 6. Treasurer. The Treasurer is responsible for the overall fiscal management of the organization. In this capacity the treasurer exercises oversight responsibility of the day to day financial management of the organization. The Treasurer ensures that a report on the financial status of the organization is presented at each meeting of the Board. During the General Membership meeting the Treasurer presents an annual report of the net worth of the organization and a summary of the fiscal activity of the previous year. The Treasurer is responsible to present a draft budget for the upcoming fiscal year to the Board annually, at a time to be determined by the Board. Once approved, the Treasurer is responsible for the implementation and execution of the budget. The Treasurer shall perform all other duties as described in these bylaws and by the parliamentary authority adopted by the Association.

Section 7. State Representative. The State Representative coordinates all matters pertaining to the National Conference, and to national programs. The State Representative coordinates membership activities with the Executive Director. The State Representative serves as a delegate to the National Convention and represents the Association at the annual State Leaders Conference. The State Representative performs all duties as described in Article VI, Section 5 of the NAESP bylaws. The State Representative shall perform all other duties as described in these bylaws and by the parliamentary authority adopted by the Association.

## **ARTICLE V. ELECTIONS**

Officers shall be elected by vote of individual members in the following manner.

Section 1. At least two names shall be submitted to the Board by the nominating committee by September 15 for each office to be filled. The Board shall publish the slate of nominees to the membership by October 1.

Section 2. The election shall be conducted in the following manner.

- a. The election shall be conducted by written ballot. Only active members shall be issued ballots. Members shall have the opportunity to vote by mail or in person at the Annual General Meeting.
- b) Ballots shall be mailed by October 1 to all members. Information concerning the candidates shall be included in the ballot. The envelopes will be numbered which will identify the member for purposes of determining who has voted by mail. Ballots returned by mail shall be sent to the election committee chairperson, who will certify membership from a list of members provided by the Executive Director. Ballots returned by mail must be received prior to the Annual General Meeting to be counted.

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- i. Ballots shall be available at the annual meeting. Completed ballots will be accepted only from members who have not voted by mail.
- c. Ballots received by mail or cast during the annual general meeting will be tabulated by the Election Committee and the results will be certified to the Board. A plurality shall constitute an election. In case of a tie vote, a run-off election will be held within 30 days of the Annual General Meeting. Ballots will be sent to active members as of the date of the Annual General Meeting.
- d. Newly elected officers shall be installed as a last item of business at the Annual General Meeting.

## **ARTICLE VI. BOARD OF DIRECTORS**

Section 1. The Board of Directors shall be the governing body of the Association. Meetings of the Board shall be held subject to the call of the president except as otherwise provided in the bylaws.

Section 2. The Board of Directors shall consist of the president, president-elect (on alternating years), vice-president, secretary, treasurer, state representative, immediate past president (for the year immediately following service as president), and up to two regional members at large.

Section 3. Following the election, the Board shall be authorized to appoint up to two additional members of the Association to serve on the Board as members-at-large, to insure regional representation. Such appointees shall serve for two years until the next annual meeting.

Section 4. Individuals holding an official office on the Board of AAESP must be active members that are employed as “on-line” principals, assistant principals, or head teachers.

## **ARTICLE VII. EXECUTIVE DIRECTOR**

Section 1. The Board may hire an Executive Director. The Executive Director is the chief operating officer of the Association, and is responsible for all facets of its day to day operations.

Section 2. The Executive Director serves under the supervision and at the pleasure of the Board.

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Section 3. The Executive Director serves as an *ex officio* member of the AAESP Board of Directors, and of the ACSA Board of Directors. The Executive Director serves as a delegate to the National Conference and represents the Association at the annual State Leaders Conference.

## **ARTICLE VIII. MEETINGS**

Section 1. The Association shall hold one Annual General Meeting each year. This meeting shall be held in conjunction with the Annual State Principal's Conference. The specific date, location, and time of this meeting shall be announced at least 15 days in advance to the members of the Association. It shall be the responsibility of members to have a current address on file with the office of the Alaska Association of Elementary School Principals.

Section 2. The quorum for all meetings of the general membership shall be 10% of the active, current membership of the Association.

Section 3. Business of this association may be conducted by mail at the discretion of and under the direction of the Board.

Section 4. The Board must meet either in person or by telephone at least three times annually. All meetings of the Board must be announced at least 24 hours in advance. In the event of an emergency this notification rule may be waived by the majority of the Board.

## **ARTICLE IX. RELATIONSHIP TO NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS**

The Alaska Association of School Principals shall be a state affiliate of the National Association of Elementary School Principals.

## **ARTICLE X. COMMITTEES**

Section 1. The Association shall have a least two *ad hoc* committees, the Nominating Committee and the Election Committee.

a. Nominating Committee. A nominating committee of three members (none of whom shall be a member of the Board) shall be appointed by the President prior to May 1. The names of the nominating committee shall be published within one month of their appointment.

b. Election Committee. The president shall appoint an election committee, consisting of three or more active members to prepare and distribute ballots and to count and certify the results, prior to the conclusion of the Annual General Meeting. The Election Committee shall also be responsible to conduct run-off elections and the balloting pertaining to amendments to the by-laws, and to certify the results of any such election to the Board.

Section 2. The Association, or the Board, may establish such other committees as may be desirable to attain the objectives of the Association.

#### **ARTICLE XI. BOOKS, RECORDS AND PROPERTY**

The records and accounts of the Association and its officers and committees shall be kept and shall be the property of the Association.

#### **ARTICLE XII. RULES OF ORDER**

Robert's Rules of Order, Revised, insofar as they are not inconsistent with these Bylaws, shall govern the meetings of the Association.

#### **ARTICLE XIII. RULES OF DEBATE**

The Association shall be governed by the ruling that in debate each speaker shall be limited to five minutes unless otherwise ordered.

#### **ARTICLE XIV. AMENDING THE BYLAWS**

Section 1. An amendment to the Bylaws may be proposed in writing to the Board by a member or members of the Association. Any such amendment shall be submitted to the active membership by the Board at the next Annual General Meeting.

Section 2. Authorization to submit the proposed amendment to the members of the Association for vote shall require a majority vote of the active members present and voting at the Annual General Meeting, in which the proposed amendment is submitted. Any amendment authorized for submission to Association members for vote shall be published at least 30 days prior to the voting date, and a copy of the proposed amendment shall be made available to all active members.



Section 3. Adoption of a proposed amendment to the Bylaws shall be by majority vote of the active members voting by ballot on the amendment submitted. The Election Committee shall certify the results to the Board, and the Board shall notify the members of the Association.

Section 4. When an amendment to the Bylaws is adopted, it shall go into effect immediately, upon certification to the Board, unless the motion authorizing the Board to submit the amendment to the membership for vote specifies a later date.

APPROVED BY THE GENERAL MEMBERSHIP OF THE ALASKA ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS ON NOVEMBER 15<sup>th</sup>, 2002.

CERTIFIED BY THE BOARD OF DIRECTORS ON February 8, 2003

EFFECTIVE ON February 8, 2003

