**SOUTH DAKOTA ASSOCIATION OF**

**ELEMENTARY SCHOOL PRINCIPALS CONSTITUTION**

Adopted December 2014

**ARTICLE I.**

**NAME**

The name of this organization shall be the SOUTH DAKOTA ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS. The organization is also referred to as SDAESP and the Association.

**ARTICLE II.**

**PURPOSES**

It shall be the purpose of this organization:

1. To advocate and promote child centered programs that enhance the self worth and self-concept of each child.
2. To work for continuous improvement of elementary education in South Dakota.
3. To enhance the image of the elementary school principal as an educational leader.
4. To provide assistance to elementary school principals through such services as publications, conferences, research, peer advising, and cooperation with local, state, and national associations.
5. To serve as the spokesperson for elementary school principals on issues affecting education.
6. To promote the goals of the SDAESP.

**ARTICLE III.**

**MEMBERSHIP**

**Section 1: Active Membership**

Active membership is open to those persons who support the purpose and pay the dues of SDAESP, and are (1) engaged in the administration and supervision of schools of elementary grades, or (2) employed in professional work related to the elementary school principalship.

**Section 2: Associate Membership**

Associate membership is reserved for those persons who are not eligible for active membership but those whose work is related to elementary education. Associate members will pay the regular membership dues and are entitled to all the privileges of the Association except the right to vote and hold office.

**Section 3: Honorary Membership**

Honorary membership is open to those retired persons who have held active membership or associate membership in SDAESP. Honorary members will not pay the regular membership dues or registration fee, other than the cost of their meals for the annual conference and are entitled to all privileges of the Association except the right to vote and hold office.

**ARTICLE IV.**

**OFFICERS**

**Section 1:** The officers of the Association shall be President, President-Elect, Vice-President, Secretary, Treasurer, Federal Relations Coordinator, State Representative. The Vice-President shall move through the office of the President-Elect and President in subsequent years.

**Section 2:** The Secretary and Treasurer shall serve for a three year term and may succeed himself/herself in the same office.

**Section 3:** The State Representative and Federal Relations Coordinator are appointed by the President and the Executive Board, shall serve for one or two, three-year terms, potentially serving a term of six years as designated by the National Association. At the end of the first three-year term either officer can choose to continue for a second term or stop at the end of their first term.  When a vacancy or term limit occurs in the State Representative and Federal Relations Coordinator positions, the current President will announce the vacancy on the website and interested persons will submit Appendix A to the President. After 30 days, and before May 1st, the Executive Board will appoint and announce the names of the new members. They will take their newly elected positions starting on July 1st of the same year.

The two SASD Board Members, the State Editor and the Conference Planner are Board appointed. Vacancies will be announced on the website and emailed to the membership. Interested persons may submit a written application (Appendix A) to the Association President within thirty (30) calendar days of website/email posting. The written applications will be reviewed by the Executive Board and voted upon by the Executive Board for the appointment. The SASD Board Members shall serve for a three year term and may succeed himself/herself, potentially serving a term of six years. The State Editor and Conference Planner positions have no term limits, the Executive Board will review the positions annually.

**Section 4:** When SDAESP is responsible for the President and Vice-President of SASD, the SDAESP Executive Board shall vote to determine the SASD President.

SDAESP members eligible for the SASD President position shall be the two currently appointed SDAESP members of the SASD Executive Board.

In the event that only one of the SDAESP members, currently serving as an SASD Executive Board member, is interested in serving as the SASD President and Past-President, that person shall serve as the SASD President.

**Section 5:** The Vice President, Secretary, and Treasurer shall be elected by electronic ballot in a general membership election. Vacancies will be announced on the website and emailed to the membership. Interested persons will submit a letter of interest to the Past President by April 1. The Past-President, President, and President-Elect will coordinate the election process. The Past-President shall publish the electronic ballot by April 15. The election process will be concluded by May 1. The newly elected officers will take office on July 1.

**Section 6:** In the case of a vacancy in the office of the President, the President-Elect shall become President and serve as President until the regular succession of the Vice-President. In the event of an officer vacancy, the Executive Board will appoint an active member until the next election cycle.

 **Section 7:** The Executive Board shall consist of the officers, the immediate Past- President, the Area Representatives, the two appointed SASD members and the State Editor/Webmaster. Members will also include those holding national positions.

**Section 8:** Delegates willfirst be members that are serving in the roles of Past-President, Present, President-Elect, Vice-President, State Representative, Federal Relations, State Editor, Area Representatives, and the three Legislative Committee Members. Other opportunities to participate in open vacancies will be announced by the President and determined by the Executive Committee including alternates. Delegates must also be members of SASD.

 **ARTICLE V.**

 **DUTIES OF OFFICERS**

 The Executive Board shall be the governing body of the Association. Meetings of the

 Executive Board shall be held subject to the call of the President or upon request of a

 majority of the Executive Board.

**Section 1: Past President Roles and Responsiblities (Appendix B)**

* Attend all Executive Board meetings and general membership meetings.
* Coordinate the election process as previously defined in Article IV Section 4.
* Serve as advisor to the President and Board.
* Plaques for…
* Update Appendix B which includes timelines and responsibilities prior to June 30th of each year and send to President.
* Member of Delegate Assembly

**Section 2: President Roles and Responsiblities (Appendix B)**

* Lead and prepare the agenda for all Executive Board and general membership meetings.
* Conduct a minimum of two Executive Board and two general membership meetings annually.
* Prepare the yearly calendar (Appendix C).
* Appoint delegates to the delegate assembly if vacancies occur.
* Complete Parent Group Information Data for SASD (Appendix D).
* Serve as a representative at the NAESP National Conference and NAESP National Leadership Conference.
* Update Appendix B which includes timelines and responsibilities prior to June 30th of each year and send to President.
* Member of Delegate Assembly

**Section 3: President-Elect Roles and Responsiblities (Appendix B)**

* Attend all Executive Board meetings and general membership meetings.
* Coordinate National Distinguished Principal Award and banquet.

The President-Elect can’t be nominated for the NDP award during this term. If they are nominated they may defer nomination to the following year only.

* Serve as a representative at NAESP National Leadership Conference.
* Possible representative at NAESP Conference. To be voted on each year.
* In the absence of the President, the President-Elect shall assume the duties of President.
* Update Appendix B which includes timelines and responsibilities prior to June 30th of each year and send to President.
* Member of Delegate Assembly

**Section 4: Vice President Roles and Responsiblities (Appendix B)**

* Attend all Executive Board meetings and general membership meetings.
* When the SDAESP member serves as the past President on SASD Executive Board, the current SDAESP Vice-President will serve a one year term on the SASD Executive Board.
* Coordinate Rookie of the Year, Instructional Leader Award, Innovative Leader Award and Community Leader Award at the annual SDAESP conference (Appendix E).
* Coordinate the Retiree luncheon at the annual SDAESP Conference.
* In the absence of the President-Elect the Vice President shall assume the duties of President-Elect.
* Update Appendix B which includes timelines and responsibilities prior to June 30th of each year and send to President.
* Member of Delegate Assembly

**Section 5: Secretary Roles and Responsiblities (Appendix B)**

* Attend all Executive Board meetings and general membership meetings.
* The Secretary shall record minutes of all meetings of the Association and of the Executive Board and ensure minutes are distributed and posted on the website.
* Develop and maintain a membership data base and provide to all Executive Board members.
* Develop and maintain a record of Board and committee members including terms of office.
* Coordinate and maintain a record of retirees.
* Update Appendix B which includes timelines and responsibilities prior to June 30th of each year and send to President.

**Section 6: Treasurer**

* Attend all Executive Board meetings and general membership meetings.
* The Treasurer shall collect and have custody of all funds of the Association in an institution approved by the Executive Board. The Treasurer shall keep the accounts of the Association and submit copies of a current itemized statement at each meeting of the Executive Board.
* An audit will be made at the end of the fiscal year and the report shall be presented to the Executive Board at the first scheduled meeting following the audit report at the end of the fiscal year (August).
* Collect all membership fees.
* Collect all conference registration fees prior to and at the state conference.
* Organize and supervise the registration table at the annual state conference.
* Prepare and present a budget at the first Executive and general membership meeting at start of every fiscal year.
* Request to be place on agenda each year approval for money to be given to each region.
* Develop and maintain an annual reoccurring expenditures and present to the board at the Fall conference for approval.
* Assist at registration table at the annual SDAESP conference.
* Update Appendix B which includes timelines and responsibilities prior to June 30th of each year and send to President.

**Section 7: Conference Planner Roles and Responsiblities (Appendix B)**

* Responsible for the organization and management of the annual SDAESP Conference.
* Follow established timeline for planning of conference (Appendix F).
* Advertise the SDAESP conference and distribute the schedule.
* Prepare conference evaluation forms, distribute, collect and tabulate.
* Coordinate the vendor fair and vendor donations.
* Organize and supervise registration at the annual conference.
* Serve as a representative at the NAESP National Conference.
* Update Appendix B which includes timelines and responsibilities prior to June 30th of each year and send to President.
* May be appointed to serve on Delegate Assembly.

**Section 8: State Representative Roles and Responsiblities (Appendix B)**

* Attend all Executive Board meetings and general membership meetings.
* Report to the SDAESP Executive Board during scheduled meetings.
* Serve as representative at the NAESP National Leadership Conference.
* Serve as a representative at the NAESP National Conference.
* Serve as the liaison between the SDAESP and NAESP.
* Coordinate the national membership campaign within the state.
* Request each year from the board money for gifts and the Zone 7 Breakfast for the National Conference??
* Coordinates state attendance at the National Conference.
* Update Appendix B which includes timelines and responsibilities prior to June 30th of each year and send to President.
* Member of Delegate Assembly

**Section 9: Federal Relations Coordinator Roles and Responsiblities (Appendix B)**

* Attend all Executive Board meetings and general membership meetings.
* The Federal Relations coordinator shall act as a liaison between the recognized federal legislators and the state organization.
* The Federal Coordinator shall advise the Executive Board and general membership about state and national legislative issues pertaining to education.
* The Federal Relations Coordinator also holds a reservation as a delegate at the Delegate Assembly, a position on the Legislative Committee and any other legislative committees that deem representation.
* The Federal Relations Coordinator will represent SDAESP at the National Leadership Conference/Federal Relations Conference.
* Update Appendix B which includes timelines and responsibilities prior to June 30th of each year and send to President.
* Member of Delegate Assembly

**Section 10: The State Editor/Web Master Roles and Responsiblities (Appendix B)**

* Attend all Executive Board meetings and general membership meetings.
* Overall coordination of, maintenance of, and the continual updating of the SDAESP website, so it contains the most current and up-to date information for members.
* Coordinate with other board members to secure useful items that are applicable for the website.
* Member of Delegate Assembly

**Section 11: Area Representatives Roles and Responsiblities (Appendix B)**

* Attend all Executive Board meetings and general membership meetings and report on area activities.
* Serve as an ambassador for state and national membership recruitment.
* Makes contact with all the area principals within the first month of school.
* Coordinate a minimum of 2 area meetings during the school year.
* Be accessible as a mentor and resource for new and regional principals.
* Promote the overall goals and activities of SDAESP.
* Update Appendix B which includes timelines and responsibilities prior to June 30th of each year and send to President.
* Member of Delegate Assembly

**Section 12: SASD Executive Board Representatives**

* Attend all Executive Board meetings and General membership meetings and report on SASD activities.
* Serve as the liaison between the SDAESP and SASD.
* Member of Delegate Assembly

**ARTICLE VI.**

**REGIONS, REPRESENTATION, RESPONSIBILITIES**

**Section 1:** The Association shall be composed of six regions and respective school districts, public and non-public, within the “defined” areas set forth in the Appendix G.

**Section 2:** Area representation on the Executive Board shall consist of six (6) active members of SDAESP. Each area shall be represented by one person elected by the respective area.

**ARTICLE VII.**

**AMENDMENTS**

This constitution may be amended by a two-thirds majority of the general membership participating in the vote. The vote may be conducted electronically or during a general membership meeting.

Active SDAESP members will receive one vote per person either electronically or in person at a general membership meeting.

**POLICIES AND PROCEDURES**

**Fiscal and Membership**

The fiscal year and the membership year shall be from July 1 through June 30.

**Meetings**

An Executive Board and General Membership meeting will be held during the SASD/ASBSD Joint Convention and at the annual state conference. An annual conference for the entire membership shall be held each year.

**Dues and Expenditures**

* Dues shall be determined by a majority vote of the assembled members at any regular meeting after considering recommendations of the Executive Board.
* The Executive Board shall determine registration fee for the annual conference.
* The operation funds shall include all income, revenue, and grants to the Association.

**Conference Attendance and Reimbursement** (Appendix H for more detail)

**President** to attend the National Leadership Conference and NAESP National Conference.

**President-Elect** to attend National Leadership Conference. If unable to attend the Executive Board will vote on a replacement to attend. The Executive Board will determine on an annual basis if the President-Elect will attend the NAESP Conference. The President-Elect will make a request to the Executive Board to attend the NAESP Conference at the annual SDAESP Executive Board during the annual state conference. The state of the budget should drive this decision.

**State Representative** to attend the National Leadership Conference and NAESP National Conference.

**Federal Relations Coordinator** to attend the National Leadership Conference.

**Conference Planner** to attend the NAESP Conference.

Travel reimbursement will consist of:

* Airfare expenses, registration fees, hotel expenses, plus a 50.00 day per diem.
* Mileage reimbursement will be at the state rate or 500.00 or whichever is less.
* If NAESP reimburses for expenses, SDAESP will not duplicate reimbursement

In the event any of the above parties are unable attend a national conference, the Executive Board may appoint a designee.

**Committees**

The Executive Board will appoint committees as necessary.

The Association shall have the following standing committees: The Professional Member Services Committee and the Legislative Committee.

**Professional Services Committee**

* Meets one time, usually in Pierre in October.

The Challenge for the Professional Services committee is as follows:

1.       To promote SASD membership;

2.       To suggest ways to recruit new members and retain current members;

3.       To provide professional opportunities for School Administrators by proposing
          topics and presenters that will enhance leadership skills.

4.       To support opportunities for professional development of members through workshops, seminars and conferences available through SASD and other agencies.

5.       To select recipients of the SASD Community Helping Hands Award and Little Red School House Award.

6.       To review and promote the administrator Code of Ethics as put forth by the Professional Standards and Practice Commission (PASPC).

**Legislative Committee**

* Meets once a year usually in Pierre. Date for this meeting will be the same day as the Governor’s budget address usually in Early December. Legislative Committee members will also serve as Delegates at Delegate Assembly.
* Three members of this organization will be represented on the Legislative Committee. One member should include the Federal Relations Coordinator.
* Chairmanship for this committee will rotate annually.
* Terms of office are three consecutive years.

The **CHALLENGE** for the SASD/SDAESP Legislative Committee is as follows:

1.    To develop and recommend SASD legislative positions that is consistent with the purposes and objectives of SASD.

2.    To develop and present legislative positions and issues to the annual SASD Delegate Assembly in cooperation with the Executive Director.

3.    To work with the Executive Director in preparing the Delegate Assembly publication for dissemination to all members.

4.    To assist with information and strategies (if any) on bills not addressed by the Delegate Assembly.

5.    To establish SASD positions (if any) on bills not addressed by the Delegate Assembly.

**AREAS**

**Section 1:** The state shall be divided into 6 areas for the purpose of promoting the objectives of the Association. The Executive Board shall determine the boundaries of the areas.

**Section 2:** The representative of each area shall be selected by the members of each respective area.

**Section 3:** The representative of each area shall be responsible for calling at least two meetings per year for the purpose of promoting the objectives of the Association. The representative shall assist the state representative in soliciting new members for the Association.

**Appendix A**

**Application for the following positions:**

Federal Relations Coordinator, State Representative, State Editor, SASD Representative, Conference Planner

**Date:**

**Name: Position applying for:**

**School: Email:**

**Phone Number:**

\*\*All questions must be answered on one side of a 1 page document. Thanks!

1. How have you been involved with SDAESP in the past?

2. What qualities make you the best candidate for this position?

**Appendix B**

**Roles and Responsibilities**

**List of Regions**

**Appendix C**

**Parent Group Information Data for SASD**

**Appendix D**

**Coordination of the National Distinguished Principal’s Award (NDP)**

**Appendix E**

**Coordination of SDAESP Annual Awards**

**Appendix F**

**Map and List of the Areas Represented in SD**

Appendix

**President-Elect** can attend the annual SDAESP Conference with no registration fee, **(motion in minutes for this…needs to be reflected in by-laws)**

**Non-Members of SDAESP** may attend the conference at an additional $25 cost**.(need motion)**

**Presenters** can attend the annual SDAESP Conference with \_\_\_\_ costs. **.(need motion)**

**Retiree/Aspiring Principals** can attend the annual SDAESP Conference at half the registration rate. **(motion in minutes for this…needs to be reflected in by-laws)**

**One Conference Planner** can attend the annual SDAESP Conference at no cost. In addition SDAESP will reimburse the cost of hotel, meals, and mileage.(need motion for this)