

**BYLAWS OF THE
CONNECTICUT ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS
ELEMENTARY SCHOOL BOARD OF CONTROL**

Proposed revision of 5/11/06 -- To be voted on by the elementary membership only

ARTICLE I: NAME

The board which oversees all elementary school programs and services shall be the Elementary School Board of Control.

~~The name of this organization shall be the Connecticut Association of Elementary School Principals referred to in these bylaws as the Association.~~

ARTICLE II: PURPOSES

The Elementary School Board of Control shall be responsible for the delivery of programs and services to the elementary school membership. Specifically, it will be called upon to:

1. Advocate effective schools with strong school leadership in order to improve educational opportunity for every child;
2. Facilitate positive educational leadership;
3. Serve as the spokesperson for elementary principals and elementary schools, to state agencies, the legislature and to the public;
4. Enhance the image of the elementary school principal as an educational leader and to promote greater recognition of the professional skill and performance demanded by the position;
5. Serve as an agency for the collection and dissemination of information pertinent to the elementary school principalship and elementary schools;
6. Provide services such as publications, conferences, research, staff development opportunities, state and federal relations, and other services authorized by the governing bodies of the Association;
7. Examine educational and social issues and state positions authorized by the governing bodies of the Association;
8. Promote activities and learning experiences for elementary school students; and
9. Strengthen positive collaborative relationships and communication among principals, schools, parents, and communities.

The authority of this board shall extend to all member schools containing any elementary grades (preK-6) and/or which are designated as elementary schools by the governing board of the school district.

The Association shall be governed by Bylaws, and such actions as the governing body of the Association may take consistent therewith.

Nothing in these Bylaws shall be construed to prevent the ~~board Association~~ from pursuing objectives that are consistent with its stated purposes.

ARTICLE II: MEMBERSHIP

Section 1. Categories and Qualifications

The ~~Association~~ **elementary level** shall have regular and special categories of membership.

- a. Regular membership shall include active members who shall be principals or assistant principals of CAS member schools.

- b. Special non-voting categories of membership may be established by the **board of control Board of Directors**, such as:
1. Associate: available to any person who is actively interested in, engaged in or associated with any phase of educational work;
 2. Student/Aspiring Principal: available to students who are enrolled in programs in school administration/supervision and who are not eligible for active memberships;
 3. Honorary membership: available to any person awarded such membership by the **board of control Board of Directors**;
 4. Emeritus/Retired membership: available to those former regular, active members of EMSPAC or CAS, who have retired

Section 2. Rights and Benefits

- a. Regular, active **elementary** members of the Association shall be entitled to all of its **membership** rights and privileges, including the right to vote, hold office, and participate in benefits.
- b. All special membership categories shall be entitled to rights and privileges of the Association determined by the **board of control Board of Directors** except the right to vote or to hold office

Section 3. Membership Dues

- a. School membership in CAS will automatically include ~~CAESP elementary~~ membership for the principal and assistant principal. The CAS Board of Directors will determine dues.
- b. The dues schedule for special categories of membership shall be recommended by the **elementary board of control CAESP Board of Directors** and established by the CAS Board of Directors. It shall remain effective until such time as it is amended by a vote of the **board of control Board of Directors**.

ARTICLE III: COMPOSITION

The **Elementary School Board of Control CAESP Board of Directors** shall consist of 12 voting members including 4 ~~CAESP~~ elected officers and the ~~CAESP~~ immediate past-chair. After the annual election of officers, the **board of control Board of Directors** shall review its membership in regard to equitable representation of the **elementary membership Associations constituents**. Upon recommendation of the chair, the **board CAESP Board of Directors** may appoint such at-large representatives to the Board as may benefit deliberations and insure balanced representation. No more than two such at-large appointments may be made in any membership year. The CAS Assistant Executive Director, with elementary education responsibilities, shall be a non-voting, ex-officio member of the ~~Board of Directors~~. Any member holding an NAESP elected office would serve on the CAS Board of Directors and as a consultant to the ~~CAESP~~ Board.

Members of the **Elementary School Board of Control Board of Directors** will be elected to two-year terms.

The Editor of publications and Federal Relations Coordinator will be appointed positions and will serve as members of the **board of control Board of Directors**.

ARTICLE IV: TERMS OF OFFICE

~~Section 2. Terms of Office~~

~~For the 2003-04, 2004-05, and 2005-06 school years, the terms of office for non-officer members of the Board of Directors will be as follows:~~

- ~~Four (4) positions will carry a 3-year, non-renewable term.~~
- ~~Five (5) positions will carry a 2-year term, renewable for one additional term.~~

~~Beginning in the 2006-2007 school year,~~ All members of the Board of Directors will be elected to two-year terms. These members shall not serve consecutively more than two terms of two years each. In no event shall the total amount of service by one individual as member and chair/vice-chair exceed eight consecutive years, except that the past chairperson shall serve until succeeded. The terms of office shall be from July 1 through June 30 of the following year.

ARTICLE V: DUTIES AND RESPONSIBILITIES

The **board of control** ~~CAESP Board of Directors~~ shall be responsible to the membership. The Board is empowered to:

1. establish and update bylaws and other written policies as needed to **oversee the delivery of programs and services to the elementary membership govern the Association**. Such bylaws and policies shall not be in conflict with the CAS Constitution or Articles of Incorporation. All such bylaws and policies shall require the approval of the **elementary membership of the Association** and the CAS Board of Directors. The association bylaws shall be made available to the appropriate member schools.
2. call special meetings of the general elementary membership by two-thirds vote of the **board** ~~CAESP Board of Directors~~.
3. make recommendations to the CAS Board of Directors regarding CAS Association dues ~~and CAESP special membership dues~~.
4. propose public policy issues for study and propose legislation affecting association members, students and school, to the CAS Board of Directors.
5. act on behalf of the membership and make appropriate policy decisions between meetings of the membership.
6. **work in collaboration with the CAS Principals' Center Board of Control to develop professional development programs and activities**. ~~make recommendations for professional development programs and activities to the CAS Principals' Center advisory committee~~.
7. approve affiliations with recognized state, regional, and national association.
8. review all reports of **board** ~~Association~~ officers and committees and transmit recommendations and appropriate information to the membership.
9. recommend appointments to the CAS Nominating Committee as provided by Article IV, Section **H I** of the CAS Constitution.
10. censure, suspend or repeal for cause any **elementary** member ~~of CAESP~~, after due notice and hearing, by two-thirds vote of the members of the **board of control** ~~Board of Directors~~.
11. vacate, censure or reinstate a suspended or expelled member by two-thirds vote of the members of the **board of control** ~~Board of Directors~~.
12. establish committees and develop guidelines for each committee to follow.
13. have such other powers and perform such other duties as may be provided for in the bylaws.
14. The **board of control** ~~CAESP Board of Directors~~ may appoint an Editor of Publications, Federal Relations Coordinator and such consultants to the Board as deemed necessary.

ARTICLE VI: MEETINGS

The **board of control** ~~Board of Directors~~ shall meet at least five times during the membership year to conduct its ~~the~~ business ~~of the Association~~. A majority of the members of the Board shall determine the date and location of the meetings. Notice of at least ten day of the meetings shall be given to all members of the Board. A quorum of the Board ~~of Directors~~ shall consist of more than 50% of Board members.

ARTICLE VII: OFFICERS

Section 1: Officers **of the Elementary School Board of Control**

The elected officers ~~of the Association~~ shall be:

- a. Chair
- b. Vice Chair
- c. Secretary
- d. NAESP Representative

Section 2. Executive Committee

- a. Composition: The Executive Committee shall be composed of the elected officers of the **board** ~~Association~~, the Immediate Past Chair, and the CAS Assistant Executive with responsibilities for elementary education who shall be a non-voting, ex-officio member of the Executive Committee.

- b. Powers and Duties: The Executive Committee shall meet, at the request of the Chair or of two-thirds of its members, to coordinate leadership activities; to take appropriate action between meetings of the **board Board of Directors** and to carry out such other duties as may be authorized by the **board Board of Directors**.

Section 3. Terms of Office

- a. The terms of office of the Chair, Vice Chair and Secretary shall be two years. No person shall serve in these offices for consecutive terms.
- b. The term of office of the NAESP State Representative shall be three years. No person shall serve in this office for more than two consecutive terms.
- c. The terms of office for officers shall be from July 1 to June 30 each year.

ARTICLE VIII: ELECTIONS

Section 1. Nominations/Election Procedures

- a. The offices for which annual nominations are required shall be: Vice Chair and Secretary. The NAESP State Representative shall be nominated every third year. The Vice Chair will automatically assume the office of Chair when the Chair's term expires.
- ~~b. The CAESP Nominating Committee will be composed of two members of the CAESP Board and five members who represent the diversity of the membership.~~
- ~~c. The CAESP Nominating Committee will notify the general membership of vacancies for offices on the CAESP Board of Directors. Members will be advised in the February Bulletin and other CAESP publications of the upcoming vacancies on the CAESP Board. A letter of nomination and a one-page résumé should be prepared for any existing vacancy. This material must be submitted to the CAESP Nominating Committee by March 1.~~
- ~~d. The CAESP Nominating Committee shall present its candidates for office to the CAS Nominating Committee who will present a slate of officers to the general membership at the Annual Meeting.~~
- b. The board may recommend candidates for positions on the board to the CAS Nominating Committee prior to the Annual Meeting. See Article IV, Section H I for a description of the Nominating Committee and procedures.**
- c. Additional nominations may be made from the floor of the CAS annual meeting. If an office is contested, a vote will be taken by ballot.
- d. All members and officers of the board must be members of CAS.**

Section 2. Eligibility for Office and Positions on the CAESP and CAS Boards Directors

- a. All voting members of **the board of control CAESP Board of Directors** shall be members of the **elementary membership Association** at the time of election. If a Board member ceases to be a ~~Association~~ member, his/her term of office shall end.
- b. Any active member of **the elementary membership CAESP** shall be eligible to be a ~~CAESP Board board of control~~ member or hold office in CAESP provided such member:
 - is an active, participating **elementary** member of CAESP for two consecutive years prior to **taking a board position the nomination;**
 - is employed as a full time principal or assistant principal
 - ~~has provided a one-page resume and a letter of nomination to the nominating committee.~~
- c. Candidates for elective office on the **elementary board of control CAESP** must have been a member of the ~~board CAESP Board of Directors~~ or the CAS Board of Directors.
- d. Candidates seeking the office of NAESP State Representative must have experience within the past six years as a member of the **elementary board CAESP Board of Directors** and must be a member of NAESP.

Section 3. Vacancy procedures

In the event of a vacancy in the office of Chair, the Vice Chair will assume the office and serve in the offices of Chair and Vice Chair simultaneously.

Subsequent to such Vice Chair serving out the term of the resigned Chair, he/she may exercise the option of serving a full term as Chair if two-thirds of the members of the ~~board~~ **Board of Directors** vote to approve such option.

Other vacancies: In the event of a vacancy in any ~~CAESP~~ elected office or on the ~~CAESP~~ board, other than the office of Chair, the ~~board~~ **CAESP Board of Directors** shall convene within 30 days after the vacancy occurs, and make an appointment.

Section 4. Removal from Office

- a. The ~~board~~ **CAESP Board of Directors** shall be empowered to replace any elected officer, chairperson, or board member due to failure or inability to fulfill the responsibilities of the position.
- b. Any officer or committee chairperson or board member who is to be considered for removal shall be duly notified, and will have the right to appeal to the full ~~board~~ **board of control** ~~Board of Directors of CAESP~~.
- c. Such vacancy or vacancies as occur under this amendment will be filled according to the appropriate vacancy procedures.

ARTICLE IX: DUTIES OF OFFICERS

Section 1. Duties of officers

- a. The Chair shall:
 1. **call and** preside at all meetings of **the elementary membership and the elementary board of control** ~~CAESP and the CAESP Board of Directors~~ and its Executive Committee;
 2. execute decisions of the **elementary board of control** ~~CAESP and the CAESP Board of Directors~~;
 3. ~~call and preside at all official meetings of CAESP, its Board of Directors, and the Executive Committee;~~
 3. serve as an ex-officio member of each **elementary** ~~CAESP~~ committee.
 4. provide leadership for the **elementary board of control** ~~CAESP~~;
 5. keep officers informed on all association activities;
 6. represent the **elementary board of control** ~~CAESP~~ on the CAS Board of Directors;
 7. represent the **elementary board of control** ~~CAESP~~ at Region and National meetings, and
 8. provide an annual report of **elementary board of control** ~~CAESP~~ activities.
- b. The Vice Chair shall:
 1. preside in the absence of the Chair, at all meetings of **elementary board of control** ~~CAESP~~ and performs all duties of the office, and
 2. assume the Chairmanship at the conclusion of the Chair's term.
- c. The Secretary shall:
 1. keep a careful record of ~~board~~ **CAESP** business, and provide for the minutes to be distributed by the CAS office after approving them,
 2. oversee distribution of all correspondence.
- d. The NAESP Representative shall:
 1. serve as State Representative to NAESP and chair the delegation to the national assembly;
 2. serve as liaison between NAESP and ~~CAESP/CAS~~;
 3. provide leadership for the **elementary membership** ~~Association~~;
 4. serve as liaison representative to Zone Meetings;
 5. serve as chairperson of the NAESP Membership Campaign Committee.

ARTICLE X: COMMITTEES

Section 1. Standing Committees

- a. NAESP Membership Committee
 1. Composition:
The membership committee shall consist of a chairperson, the NAESP Representative and at least five additional members selected by the **elementary board of control** ~~CAESP Board of Directors~~.
 2. Duties:
The of the NAESP membership committee, working with the CAESP Executive Director, shall be responsible for the annual membership campaign and generally, for membership development.
- b. Professional Studies Committee
 1. Composition:
The Professional Studies Committee shall consist of a chairperson, the Vice Chair of the **elementary board of control** ~~CAESP~~ and at least eight additional members who broadly represent the diversity of the **membership Association**.
 2. Duties:
The Committee shall review issues crucial to education and to the principalship and develop position statements on those issues. This committee may develop workshops or resources such as a monograph or a research project. These projects will be approved by the **board of control** ~~Board of Directors~~.
- c. Conference Committee
 1. Composition:
The Conference Committee shall consist of a chairperson and three additional members who are appointed by the **board of control** ~~CAESP Board of Directors~~.
 2. Duties:
The Conference Committee shall be responsible for the spring and fall conferences and the development of a long range plan for keynote speakers.
- d. Member Services Committee
The Member Services Committee provides a variety of services, including surveys, studies, collecting and organizing materials, preparing articles, newsletters and other publications, and meeting administrators' professional needs which are not addressed elsewhere.

Section 2. Special Committees

The **board Association** shall provide for special concerns through the appointment of special committees, as deemed necessary by the ~~CAESP Board of Directors~~.

ARTICLE VIII: CONTROL

1. All **elementary** members ~~of the Association~~ agree as a requirement for membership to abide by the constitution of the Connecticut Association of Schools and its bylaws, including the bylaws of the CIAC and SABC.
2. A member school which violates the CAS constitution, the bylaws or any regulations of the Association will be subject to disciplinary action by the **board of control** ~~CAESP Board of Directors~~. An open hearing shall be accorded to such school at a regular or special meeting of the **board of control** ~~CAESP Board of Directors~~.
3. Penalties may be imposed on a member school found to be in violation of regulations and/or policies established in the CAS constitution or **any of the Association's** ~~of the Association~~ bylaws. These may include a written warning, a probationary period for a designated period of time or a suspension from the privileges and rights of membership for a designated period of time, not to exceed one year.
In addition, appropriate monetary fines may be imposed by the **board of control** ~~CAESP Board of Directors~~. All such actions will require a two thirds vote of members present at a **board of control** ~~CAESP Board of Directors~~ meeting.
4. Any ~~CAESP~~ officer, committee or board chair or member may be removed from the position by a two thirds vote of members present at a meeting of the **board of control** ~~CAESP Board of Directors~~ for failure or inability to fulfill the responsibilities of the position or other just cause.
5. In accordance with Article VII, Section C (Appeals) of the CAS Constitution, member schools may appeal decisions of the **board of control** ~~CAESP Board of Directors~~ to the CAS Board within 14 days after distribution of the written decision.

ARTICLE IX: AMENDMENTS

1. A member school may submit a proposed amendment to the Bylaws to the **board of control** ~~CAESP Board of Directors~~ up to one month before the ~~CAESP~~ Annual Meeting. All such amendment will be submitted to member schools two weeks before the Annual Meeting, with or without the recommendation of the **elementary board** ~~CAESP Board~~. At the same time, all amendments voted by a two thirds majority of the **elementary board** ~~CAESP Board~~ will be submitted to the membership.
2. Adoption of proposed amendments shall require a two thirds vote of those present at the Annual Meeting of the **elementary school membership** ~~CAESP~~ and will take effect on the July 1st following the Annual Meeting.

***** MISSION STATEMENT *****

We the members of the **Elementary School Board of Control** ~~Connecticut Association of Elementary School Principals~~ believe the focal point of the school is the child and that the education program must help all children achieve their potential as contributing members of society.

We believe that the primary responsibility for the development of an effective educational program in each school is vested in the principal in collaboration with the school community in pursuit of excellence.

Our mission is to advocate for children and to support principals' efforts to provide effective school management and excellent educational leadership for Connecticut's elementary schools.

STATEMENT OF ETHICS FOR SCHOOL ADMINISTRATORS

An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities for all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator subscribes to the following statements of standards:

1. Makes the well-being of students the fundamental value in all decision making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the governing board of education's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies, and regulations that is not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment or release.