

THE CONNECTICUT ASSOCIATION OF SCHOOLS
The Fifty-Ninth Annual Meeting
May 12, 2011

PROPOSED CHANGES TO THE CAS CONSTITUTION AND BYLAWS

NOTE: The CAS Board of Directors has approved a revision of the Bylaws of the Elementary Board of Control. There are dozens of changes - mostly minor language changes - in the new bylaws and, therefore, in lieu of outlining each change individually, we are presenting the revised bylaws in their entirety and will ask that members vote on the document as a “whole” (see attached). The changes have been summarized below.

The following summary should help to explain and/or clarify the majority of the changes contained in the revised Bylaws of the Elementary Board of Control. The revisions essentially serve to align the board’s written bylaws with its many long-standing practices.

Proposed changes to the current CAS Elementary Bylaws include:

- Updated list of the elementary board’s duties & responsibilities (in line with middle and high school boards);
- Elimination of the position of editor;
- Elimination of the position of secretary;
- Elimination of references to CAESP (now CAS);
- Clarification of meeting frequency (removal of the language “at least” before “five times during the membership year”)
- Addition of NAESP Federal Relations Coordinator to officer positions (3-yr term) and adding job description for that position



BYLAWS OF THE ELEMENTARY SCHOOL BOARD OF CONTROL

Revised May, 2011

ARTICLE I: NAME

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

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
5. promote greater recognition of the professional skill and performance demanded by the position.
6. Serve as an agency for the collection and dissemination of information pertinent to the elementary school principalship and elementary schools.
7. 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.
8. Examine educational and social issues and state positions authorized by the governing bodies of the Association.
9. Promote activities and learning experiences for elementary school students.
10. 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 from pursuing objectives that are consistent with its stated purposes.

ARTICLE II: MEMBERSHIP

1. Regular membership shall include active members who shall be principals or assistant principals of CAS member schools.
2. Retired membership: Available to those former regular active members of CAS who have retired.

ARTICLE III: COMPOSITION

The Elementary School Board of Control shall consist of 12 voting members including two elected officers and the immediate past chair. After the annual election of officers, the board of control shall review its membership in regard to equitable representation of the elementary membership. Upon recommendation of the chair, the board 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. Any member holding an NAESP elected office would serve on the CAS Board of Directors and as a consultant to the board.

ARTICLE IV: TERMS OF OFFICE

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

1. Establish and update bylaws and other written policies as needed to oversee the delivery of programs and services to the elementary membership.
2. Propose public policy issues for study and propose legislation affecting association members, students, and schools to the CAS Board of Directors.
3. Act on behalf of the membership and make appropriate policy decisions between meetings of the membership.
4. Work in collaboration with recognized state, regional, and national associations.
5. Review all reports of board officers and committees and transmit recommendations and appropriate information to the membership.

6. Recommend appointments to the CAS Nominating Committee as provided by Article IV, Section H of the CAS Constitution.
7. Establish committees and develop guidelines for each committee to follow.
8. Participate in meetings by: Acting as a liaison for Connecticut elementary level educators to share concerns and exchange ideas.

ARTICLE VI: MEETINGS

The board of control shall meet five times during the membership year to conduct its business. A majority of the members of the board shall determine the date and location of the meetings. A quorum of the board shall consist of more than 50% of the board members.

ARTICLE VII: OFFICERS

Section 1: Officers of the Elementary Board of Control

The elected officers shall be:

- a. Chair
- b. Vice Chair
- c. NAESP Representative
- d. NAESP Federal Relations Coordinator

Section 2: Executive Committee

- a. Composition: The executive committee shall be composed of the elected officers of the board, 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 and to carry out such other duties as may be authorized by the board.

Section 3: Terms of Office

- a. The terms of office of the chair and vice chair 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.
- d. The term of office of the NAESP Federal Relations Coordinator shall be three years.

ARTICLE VIII: ELECTIONS

Section 1: Nominations/Election Procedures

- a. The office for which nominations are required shall be vice chair. 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 board may recommend candidates for positions on the board to the CAS Nominating Committee prior to the annual meeting. See Article IV, Section H 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 CAS Board of Directors

- a. All voting members of the board of control shall be members of the elementary membership at the time of election. If a board member ceases to be a member, his/her term of office shall end.
- b. Any active member of the elementary membership shall be eligible to be a board of control member provided such member:
 1. Is an active, participating elementary member of a committee for two consecutive years prior to taking a board position;
 2. Is employed as a full-time principal or assistant principal.
- c. Candidates for elective office on the Elementary School Board of Control must have been a member of the board 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 and must be a member of NAESP.

Section 3: Vacancy Procedures

- a. 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.
- b. 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 vote to approve such option.
- c. Other vacancies: In the event of a vacancy in any elected office or on the board, other than the office of chair, the board shall convene within 30 days after the vacancy occurs and make an appointment.

Section 4: Removal from Office

- a. The board 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, 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 of control.
- 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 and its executive committee;
 - 2. Execute decisions of the Elementary School Board of Control;
 - 3. Serve as an ex-officio member of each elementary committee;
 - 4. Provide leadership for the Elementary School Board of Control;
 - 5. Keep officers informed on all association activities;
 - 6. Represent the Elementary School Board of Control on the CAS Board of Directors;
 - 7. Represent the Elementary School Board of Control at regional and national meetings; and
 - 8. Provide an annual report of elementary board of control activities.
- b. The vice chair shall:
 - 1. Preside in the absence of the chair at all meetings of the elementary board of control and performs all duties of the office; and
 - 2. Assume the chairmanship at the conclusion of the chair's term.
- c. 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 CAS;
 - 3. Provide leadership for the elementary membership;
 - 4. Serve as liaison representative to zone meetings;
 - 5. Serve as chairperson of the NAESP membership campaign committee.
- d. The NAESP Federal Relations Coordinator shall:
 - 1. Serve as the NAESP Federal Relations Coordinator in Connecticut.
 - 2. Serve as the liaison between NAESP and CAS.
 - 3. Serve on the CAS Legislative Committee.
 - 4. Attend the NAESP Federal Relations Conference
 - 5. Attend the NAESP Leadership Conference as deemed necessary.

ARTICLE X: COMMITTEES

Section 1: Standing Committees

- a. Standing committees of the elementary board shall be:
 1. Professional Studies Committee
 2. Program Committee
 3. CAS and NAESP Membership Committee
 4. Early Childhood Committee

Section 2: Special Committees

- a. The board shall provide for special concerns through the appointment of special committees, as deemed necessary.

ARTICLE VIII: CONTROL

1. All elementary members agree as a requirement for membership to abide by the constitution of the Connecticut Association of Schools and its bylaws including the bylaws of 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. An opening hearing shall be accorded to such school at a regular or special meeting of the board of control.
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 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. All such actions require a two-thirds vote of members present at a board of control meeting.
4. Any officer, committee, board chair, or member may be removed from the position by a two-thirds vote of members present at a board of control meeting 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 to the CAS board within 14 days after distribution of written decision.

ARTICLE IX: AMENDMENTS

1. A member school may submit a proposed amendment to the bylaws to the board of control up to one month before the annual meeting. All such amendments will be submitted to member schools two weeks before the annual meeting with or without the recommendation of the elementary board of control. At the same time, all amendments voted by a two-thirds majority of the elementary 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 and will take effect on the first of July following the annual meeting.

MISSION STATEMENT

We the members of the Elementary School Board of Control 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 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 are 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.