

THE CONNECTICUT ASSOCIATION OF SCHOOLS
The Sixtieth Annual Meeting
May 10, 2012

PROPOSED CHANGES TO THE CSAC BYLAWS

NOTE: The CAS Board of Directors has approved some minor revisions to the Bylaws of the Connecticut Student Activities Conference (CSAC) Board of Control. The change are largely simple language additions/deletions that serve to align the board's written bylaws with its many long-standing practices. 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.

Changes to the current CSAC Bylaws include:

- “Tweaked” the language of Article II, Section A as follows: To encourage the development and effective operation of student activities ~~other than athletics~~ in CAS member schools;
- “Tweaked” the language of Article V, Section A.5 as follows: To compile and ~~distribute~~ make available to member schools ~~the monthly~~ periodic supplements to the CAS Advisory List of Contests and Activities; and,
- Added language to Article V, Section B.7 to include references to dance as well as cheerleading.

PROPOSED CHANGES TO THE PRINCIPALS' CENTER BYLAWS

NOTE: The CAS Board of Directors has approved an organizational restructuring of the CT Principals' Center which was predicated on a complete reworking of the Center's bylaws. Because the bylaw changes are numerous and extensive, in lieu of presenting each one individually, we are providing you with a detailed summary of the substantive changes and will ask that you vote on the revised document as a whole (see attached). The major changes have been summarized below.

Change #1: The board is proposing the following changes to Article I, Section 2 (Purposes).

EXISTING LANGUAGE:

Section 2. Purposes

- To meet the needs of practicing principals and assistant principals;*
 - To support the principals' efforts to enhance teaching, learning, and leading in the schools;
 - To develop and implement quality principal aspirant programs;
 - To develop and implement quality induction/mentor programs for new principals;
 - To provide quality professional development opportunities for career principals;
 - To advance the understanding of issues critical to the role of principals;
 - To develop and implement professional development opportunities for principals in the integration of technology into the school's curriculum.
- * (the term “principal” includes “assistant principal” subsequent to this sentence.)

PROPOSED LANGUAGE:

Article 1, Section 2. Purposes

The Principals' Center is committed to supporting school leaders' efforts to enhance teaching, learning and leading in the schools of Connecticut by:

- a. Implementing quality programs to attract and develop future school leaders;
- b. Providing quality, research-based leadership development programs for beginning and experienced school leaders;
- c. Advancing the understanding of and advocacy for issues relevant to school leaders;
- d. Recognizing, celebrating and sharing exemplary achievements and best practices.

NOTE: The Mission Statement at the end of the Bylaws will be deleted since the revisions of Purposes will suffice to explain the mission.

Change #2: The board is proposing the following changes to Article 3, Section 1 (Board Composition).

EXISTING LANGUAGE:

Article III: Board of Control

Section 1: Composition

The Principals' Center Board of Control shall consist of eight (8) voting members including the chair and vice chair. There shall be two members -from each educational level - elementary, middle and high school - as recommended by their respective boards of control in addition to the chair and vice chair. In addition, there shall be non-voting consultants appointed to the Board of Control by the Board of Control .

PROPOSED LANGUAGE:

Article III Board of Control

Section 1: Composition

The Principals' Center Board of Control shall consist of seventeen (17) voting members including the chair and vice chair. In addition, there shall be five members from each educational level - elementary, middle and high school - including the chairs or vice chairs of the Elementary, Middle Level, and High School Boards of Control, two other members of each Board, respectively, and two representatives of each level elected at large.

Change #3: The board is proposing the following changes to Article VI, Section 1 (Strands)

EXISTING LANGUAGE:

Article VI: Committees

Section I. Standing Committees (Strands)

A. Aspirant Program

1. Composition : The membership shall consist of a chair, and at least eight (8) additional voting members and consultants.
2. Duties: The Aspirant Program Committee, working with the Principals' Center Director, shall be responsible for the development of aspirant programs.

B. Mentor-Mentee

1. Composition: The Mentor-Mentee Committee shall consist of a chairperson, and at least eight additional voting members and consultants.
2. Duties: The Mentor-Mentee Committee working with the Director, shall be responsible for the development of Mentor-Mentee programs.

C. Career Principal

1. Composition: The Career Principal Committee shall consist of a chair and eight (8) additional voting members and consultants.
2. Duties: The Career Principal Committee working with the Director, shall be responsible for the development of professional development programs for experienced administrators

D. Critical Issues

1. Composition: The Critical Issues Committee shall consist of a chair and eight (8) additional voting members and consultants.

2. Duties: The Critical Issues Committee, working with the Director, shall be responsible for the development of programs related to specific critical issues.
- E. Technology and The Principal
1. Composition: The Technology and The Principal Committee shall consist of a chair and eight (8) additional voting members and consultants.
 2. Duties: The Technology and The Principal Committee, working with the Director, shall be responsible for developing programs for principals in the integration of technology into the curriculum.

PROPOSED LANGUAGE:

Article VI: Organization

Section I. Strands

- a. Future School Leaders: Implement quality programs to develop future leaders.
- b. Career Principals: Provide quality research-based leadership development for beginning and experienced school leaders.
- c. Critical Issues: Advance the understanding and advocacy of issues relevant to school leaders.
- d. Recognition: Recognize, celebrate and share exemplary achievements and best practices.

BY-LAWS OF THE CONNECTICUT STUDENT ACTIVITIES CONFERENCE

Revision of 5/10/12

ARTICLE I - NAME

The Connecticut Student Activities Conference shall be responsible for the promotion and regulation of student activities among the member schools of the Association. The board which oversees the promotion and regulation of student activities shall be the Connecticut Student Activities Conference (CSAC) Board of Control.

ARTICLE II - PURPOSE

The purpose of the Connecticut Student Activities Conference shall be:

Section A. To encourage the development and effective operation of student activities in CAS member schools;

Section B. To develop and enforce regulations and policies pertaining to activities which involve schools from more than two school districts;

Section C. To supervise and regulate the activities of organizations or associations which receive or may receive budgetary support from the Connecticut Student Activities Conference.

ARTICLE III - CONNECTICUT STUDENT ACTIVITIES CONFERENCE BOARD OF CONTROL

Section A. Membership.

1. The Connecticut Student Activities Conference Board of Control shall consist of one representative from each of the three classifications of high schools; two representatives each from the middle schools and the elementary schools; and five members-at-large. Two of the five at-large members may be assistant principals. A principal shall serve as Chairperson.
2. The Connecticut Student Activities Conference Board of Control may appoint such non-voting members or consultants as it deems advisable.

Section B. Nomination of Members.

1. The CAS Nominating Committee shall nominate the chairman and other members of the Connecticut Student Activities Conference Board of Control .
2. The chairman and four of the nine other members shall be nominated on alternate years.

Section C. Election of Members.

1. The chairman and other members of the Connecticut Student Activities Conference Board of Control shall be elected by the CAS Legislative Body at its annual meeting.
2. The chairman and four of nine other members shall be elected on alternate years.
3. The chairman must have served as a member of the Connecticut Student Activities Conference Board of Control .
4. Temporary vacancies may be filled by the Board and confirmed by the CAS Board of Directors.

Section D. Terms of Office.

1. Terms of office of the chairman and other members shall be of two year duration.
2. Neither the chairman nor any other member shall serve more than two consecutive terms of two years each.
3. In no event shall the total amount of service by one individual as chairman and member exceed eight (8) consecutive years.

ARTICLE IV - MEETINGS

Section A. Regular Meetings.

Regular meetings of the Connecticut Student Activities Conference Board of Control shall be held at such times as may be determined by the members.

- Section B. Special Meetings.
Special meetings of the Connecticut Student Activities Conference Board of Control may be called by the chairman.
- Section C. Conduct of Meetings.
Meetings of the Connecticut Student Activities Conference Board of Control shall be conducted in accordance with the latest edition of Robert's Rules of Order.
- Section D. Quorum.
Fifty percent (50%) of the voting members of the Connecticut Student Activities Conference Board of Control shall constitute a quorum for the transaction of business.

ARTICLE V - DUTIES AND RESPONSIBILITIES

Section A. The duties and responsibilities of the Connecticut Student Activities Conference Board of Control shall be as follows:

1. To provide to member schools material and resources of assistance in the development and operation of their student activities programs;
2. To approve or not approve, or declare no jurisdiction over participation of students of member schools in activities and contests if these activities involve member schools of more than two districts;
3. To supervise and regulate the activities of organizations which receive or may receive budgetary support from the Connecticut Student Activities Conference;
4. To compile and make available to member schools the annual CAS Advisory List of Contests and Activities;
5. To compile and make available to member schools periodic supplements to the CAS Advisory List of Contests and Activities;
6. To obtain annually lists of non-athletic organizations or activities from member schools, including the names of faculty advisors of these organizations or activities;
7. To appoint such standing committees or ad hoc committees as are necessary for the proper conduct of the business of the Connecticut Student Activities Conference.
8. To assume and discharge all other duties and responsibilities which are necessary to carry out the objectives or purposes of the Connecticut Student Activities Conference not otherwise expressly provided for or forbidden in the CAS Constitution.

Section B. Criteria to be used by the Connecticut Student Activities Conference Board of Control in evaluating activities shall be the following:

1. The activity must be educationally sound, worthwhile and stimulating to the students and the school.
2. The activity must not place undue burdens or obligations on students, their families, teachers or school.
3. The activity shall not be more than minimally commercial in its presentation or promotion, shall not be sectarian and shall not promote or exploit issues controversial in nature or whose advocacy would be inappropriate for students.
4. The activity must not exclude any student because of race, handicap, color, creed, sex, or gender except where such activities have been developed expressly to compensate for lack of opportunity for members of such groups.
5. The activity must be well planned and organized and must provide for the adequate supervision and welfare of participating students at all times.
6. Student Activity Board will limit essay contests to those which promote good writing as a process, which are properly supervised by educational agencies, and which do not interfere with the sound educational practices of a school will be considered on their merits. Essay contests approved by NASSP, sponsored by the Connecticut State Department of Education, and by professional education organizations will be approved. Essay contests of a nature judged by the Board to be commercial will be disapproved.
7. Student Activity Board will act on the recommendations of the CSAC / CIAC Cheerleading and Dance Committees for in-state competitions. All cheerleading and dance programs shall be governed by the current Spirit Rules Book of the National Federation of State High School Associations. The maximum number of competitions in which a squad may participate annually shall be four (4), exclusive of one (1) league and the CSAC / CIAC State Competition. (Schools without league-sponsored championships may substitute participation in any other CSAC approved competition.) Attendance at one summer clinic/camp is permitted.

ARTICLE VI - REGULATIONS GOVERNING NON-ATHLETIC INTERSCHOLASTIC ACTIVITIES

An interscholastic activity shall be defined as any type of inter-school experience which involves participation of students from member schools in more than two school districts.

Section A. The Connecticut Student Activities Conference Board of Control will not concern itself with the following:

1. Activities of teachers or teacher groups when students are not involved.
2. Inter-school activities of one or two school districts when administered and supervised by the schools concerned, e.g. joint concerts, dances, debates, clinics, drama presentations.
3. Activities entered into by a school with non-school groups within the community served by the school, if the activity does not concern member schools of more than one district.
4. Participation by a member school in any interscholastic activity where the Connecticut Student Activities Conference Board of Control has agreed to take "no action" -- definitive decision tabled pending receipt of application.
5. Participation in any interscholastic activity not specifically prohibited by the Connecticut Student Activities Conference Board of Control or which is not in violation of the CSAC By-laws.
6. A member school may not participate in any interscholastic activity where the Connecticut Student Activities Conference Board of Control has ruled "not approved."
7. It is the responsibilities of the principals of member schools to check out the status of interscholastic activities when in doubt.

Section B. Scheduling.

1. Activities should be scheduled on non-school time. If an activity must be scheduled during the school day every effort should be made to avoid excessive loss of school time. The loss of more than one day of school time will be considered "excessive". Rare exceptions will be made if the activity is subject-related and provides a learning experience not usually available in the traditional school curriculum.
2. No in-state school sponsored student activities will be approved for Sunday. School groups may participate in community-sponsored parades at any given time at the discretion of the local school administration. In the case of out-of-state activities approved by the local school system, and upon application to CSAC, approval will be given when school(s) are invited to participate because of merit/excellence of an outstanding individual/group of pupils. Any unusual/special circumstances not covered by the above may be reviewed by the Connecticut Student Activities Conference Board of Control .

Section C. Transportation.

Transportation should be by fully insured conveyance.

Section D. Supervision.

Adequate and responsible adult supervision should be provided for all activities.

Section E. Fees.

Reasonable registration or entry fees may be assessed subject to the approval of the Connecticut Student Activities Conference Board of Control .

Section F. Sponsorship.

Sponsors of activities must be recognized organizations, institutions or associations and must be approved by the Connecticut Student Activities Conference Board of Control .

Section G. Approval of Sponsors.

1. Sponsors shall submit written application to the Connecticut Student Activities Conference Board of Control prior to June 1 to insure being placed on the annual approved list for the ensuing school year. After June 1, applications for new activities shall be submitted sixty (60) days prior to the date of the proposed activity.
2. Approval or non-approval will be granted upon review of the application by the Connecticut Student Activities Conference Board of Control . Such review shall be based on criteria and regulations established by the CSAC.

ARTICLE VII -- REGULATIONS GOVERNING ORGANIZATIONS RECEIVING BUDGETARY SUPPORT FROM THE CONNECTICUT STUDENT ACTIVITIES CONFERENCE.

Section A. General Regulations.

These organizations shall observe all regulations listed in Article VI of the By-laws.

Section B. Plans.

Prior to March 1 of each year all groups sponsoring activities shall submit to the Connecticut Student Activities Conference Board of Control plans for the coming year including the number, kinds, location, dates, times and other pertinent details of proposed activities.

Section C. Budget.

A proposed budget for the ensuing year shall be submitted to the Connecticut Student Activities Conference Board of Control prior to March 1.

Section D. Membership Fees.

Reasonable membership fees may be assessed subject to the approval of the Connecticut Student Activities Conference Board of Control . Anticipated membership fees shall be submitted to the CSAC Board with the proposed budget prior to March 1.

Section E. Annual Report.

Sponsoring groups shall submit an annual report of their activities prior to the Association's annual meeting in May.

ARTICLE VIII -- CONTROL

Section A. Institutional members of the Connecticut Association of Schools shall be subject to the regulations and policies established in the By-laws of the Connecticut Student Activities Conference for the supervision and control of non-athletic activities. Violations shall be referred to the Executive Director of the Connecticut Association of Schools.

Section B. Hearings.

A member school charged with a violation of the Connecticut Student Activities Conference's regulations or policies shall be permitted an open hearing at a regular or special meeting of the CSAC Board of Control. The school in question shall be permitted to be represented by the Principal or his/her delegate(s), who shall be permitted to present the school's case.

Section C. Penalties.

Member schools which after a proper hearing are found in violation of the regulations or policies established in the By-laws of the Connecticut Student Activities Conference shall be subject to such penalties as may be deemed proper by the CSAC Board of Control. These penalties may include:

1. Reprimand or Warning -- A reprimand or warning communicated in writing to the Principal of the member school committing an infraction.
2. Probation -- Placement of the member school committing an infraction on probationary status for a designated period of time. Notice of such action shall be communicated in writing to the principal of the school committing an infraction and shall be published in the CAS Bulletin.
3. Suspension -- Suspension of the member school committing an infraction for a designated period of time.

This action shall be taken by the Connecticut Student Activities Conference Board of Control only in the case of a serious willful infraction, or is the case of continual willful infractions of the regulations or policies of the CSAC by a member school.

Notice of such action shall be communicated in writing to the Principal of the school committing the infraction(s) and shall be published in the CAS Bulletin.

4. Fines -- Monetary fines may be imposed.
5. Any combination of penalties as defined in subsections 1 through 4 of this section.

6. Any penalty or combination of penalties may be levied at the discretion of the Board and shall include activities ranging from a single event to all activities under the jurisdiction of the Connecticut Student Activities Conference .
7. Other -- Assessment of such other penalty or penalties as the Connecticut Student Activities Conference Board of Control , within the limits of its authority, deems appropriate and just on member school which is in violation or regulations or policies established in the CSAC By-laws.

Any such actions shall be communicated in writing to the Principal of the school committing the infraction(s) and may also be published in the CAS Bulletin.

Section D. Appeals.

A member school which is dissatisfied with the decision of the Connecticut Student Activities Conference Board of Control, in a case involving infraction(s) of the CSAC regulations or policies may, within fourteen (14) days after said decision is announced, appeal in writing to the CAS Board of Directors in accordance with Article IX, Section C, of the CAS Constitution.

The decision of the CAS Board of Directors shall be final and binding on all parties.

ARTICLE IX -- AMENDMENTS TO THE BY-LAWS

Section A. By-laws may be amended, altered, or repealed. Requests for such actions may be submitted by any member of the Connecticut Student Activities Conference Board of Control .

Section B. Proposed changes in the By-laws shall be submitted to the Connecticut Student Activities Conference Board of Control at least one meeting previous to the meeting at which the change is to be acted upon.

Section C. Adoption of By-laws changes shall require a two-thirds majority vote of the full voting membership of the Connecticut Student Activities Conference Board of Control.

Section D. Changes in the By-laws shall take effect at the time stipulated in the motion for adoption of the change.

Section E. Changes in the By-laws made during the year must be submitted for approval to the CAS Legislative Body at its annual meeting for vote

ARTICLE X -- The By-laws of the Connecticut Student Activities Conference shall be made available to all CAS member schools in accordance with Article IV, Section E.,4., of the CAS Constitution.

**BYLAWS
OF THE CONNECTICUT PRINCIPALS' CENTER**

Revision of 5/10/12

Article I: Name, Purposes, and Governance

Section 1. Name

The name of this organization shall be The Connecticut Principals' Center (hereinafter referred to in the Bylaws as the "Center").

Section 2. Purposes

The Principals' Center is committed to supporting school leaders' efforts to enhance teaching, learning and leading in the schools of Connecticut by:

- a. Implementing quality programs to attract and develop future school leaders;
- b. Providing quality, research-based leadership development programs for beginning and experienced school leaders;
- c. Advancing the understanding of and advocacy for issues relevant to school leaders;
- d. Recognizing, celebrating and sharing exemplary achievements and best practices.

Section 3. Governance

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

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

Article II: Membership

Section 1. Categories and Qualifications

- a. Regular membership shall include active members who shall be principals of CAS member schools.
- b. Special non-voting categories of membership may be established by the Board of Control, 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;
 4. Emeritus/Retired membership: available to those former regular members of EMSPAC or CAS, who have retired;
 5. The Board of Control may assign regular membership in the Center to active members of the educational community holding administrative positions who have leadership roles in the Center.

Section 2. Rights and Responsibilities

- a. Regular, active members of the Center shall be entitled to all of its rights and privileges, including the right to vote, hold office (e.g. chair a committee), and participate in benefits.
- b. All special membership categories shall be entitled to the rights and privileges of the Center as determined by the Board of Control except the right to vote, or to hold office.

Section 3. Membership Dues

- a. School membership in CAS will automatically include Center membership for the principal and assistant principal.
- b. Special category members will be part of the CAS dues structure.

Article III: Board of Control

Section 1: Composition

The Principals' Center Board of Control shall consist of seventeen (17) voting members including the chair and vice chair. In addition, there shall be five members from each educational level - elementary, middle and high school - including the chairs or vice chairs of the Elementary, Middle Level, and High School Boards of Control, two other members of each Board, respectively, and two representatives of each level elected at large.

Members of the Board of Control will be appointed to two-year terms with one reappointment possible.

Section 2. Duties and Responsibilities

The Board of Control shall be responsible to the CAS Board. The Board is empowered to:

- a. establish and update bylaws and other written policies needed to govern the Center. 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 CAS Board of Directors.
- b. propose public policy issues for study and propose legislation affecting association members, students and schools, to the CAS Board of Directors.
- c. act on behalf of the Center and make appropriate policy decisions.
- d. make recommendations for professional development programs and activities.
- e. review all reports of Principals' Center committees and transmit recommendations and appropriate information to Center members.
- f. establish committees and development guidelines for each committee to follow.
- g. have such other powers and perform such other duties as may provided for in the bylaws.
- h. appoint an Editor of Publications, and other such consultants as deemed necessary.

Section 3. Meetings

The Board of Control shall meet at least three times during the membership year to conduct the business of the Center. Notice of at least ten (10) days of the meetings shall be given to all members of the board. A quorum of the board shall consist of more than 50% of Committee members.

Decisions of the Board of Control will be made by consensus to the extent possible. When this cannot be achieved, the normal procedures of Roberts Rules of Order will be followed.

Article IV: Officers and Membership

Section 1. Officers

The elected officers of the Center shall be:

1. Chair
2. Vice Chair

Section 2. Board of Control /Ad Hoc Committee

The Board of Control can appoint an ad hoc Principals' Center Committee to select candidates when openings for offices occur. These candidates would be presented to the CAS Nominating Committee which will present a final slate of officers to the general membership at the CAS Annual Meeting for approval. 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.

Section 3. Terms of Office

- a. The terms of office of the Chair and Vice Chair shall be two years for each position beyond the term of membership on the Board of Control.
- b. The terms of office for officers and members of the Board of Control shall be from July 1 to June 30 each year.

Section 4. Eligibility for Office and Positions on the Board of Control

All voting members of the Board of Control shall be members of the Association at the time of election with the exception of the provision in Article II. Section 1.5.

Section 5. 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 vote to approve such option.

Section 6. Removal from Office.

- a. The Board of Control shall be empowered to replace any chair, or board member or committee member due to failure or inability to fulfill the responsibilities of the position.
- b. Any 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.

Article V: Duties of Officers

Section I. Duties of Officers

- a. The Chair shall:
 1. preside at all meetings of the Board of Control;
 2. execute decisions of the Board of Control;
 3. provide leadership for the Center;
 4. represent the Center on the CAS Board of Directors;
 5. provide an annual report of all Center activities.
- b. The Vice Chair shall:
 1. preside in the absence of the Chair;
 2. assume the Chairmanship at the conclusion of the Chair's term.

Article VI: Committees

Section I. Strands

- a. Future School Leaders: Implement quality programs to develop future leaders.
- b. Career Principals: Provide quality research-based leadership development for beginning and experienced school leaders.
- c. Critical Issues: Advance the understanding and advocacy of issues relevant to school leaders.
- d. Recognition: Recognize, celebrate and share exemplary achievements and best practices.

Section 2. Ad Hoc Committees

The Board of Control will appoint "ad hoc committees" for specific needs and functions. Such committees will, at the close of a one year period, either cease to function or be recommended in a bylaws change to become a standing committee.

Article VII: Amendments

A member school may submit a proposed amendment to the Bylaws to the Principals' Center Board of Control two months before the Annual Meeting. All such amendments will be submitted to the CAS Board of Directors one month before the Annual Meeting.