

**BYLAWS OF THE  
~~CONNECTICUT ASSOCIATION OF HIGH SCHOOL PRINCIPALS~~  
HIGH SCHOOL BOARD OF CONTROL**

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

**ARTICLE I: NAME**

**The board which oversees all high school programs and services shall be the High School Board of Control.**

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

**ARTICLE II: PURPOSES**

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

1. Further the interests of high school education through cooperative action.
2. Provide advice and leadership for high school principals in the areas of curriculum and professional development. (The term principal is assumed to include all members of a high school's administrative staff in these by laws.)
3. Encourage and facilitate worthwhile activities and useful learning experiences for high school students.
4. Secure through appropriate committees and boards the effective supervision and regulation of high school student activities.
5. Assist principals in meeting the needs of their schools in an ever changing environment.
6. Represent principals in meeting their professional responsibilities at the local, state and federal level.

The authority of this ~~board Association~~ shall extend to all member schools containing any secondary grades (9 through 12) and which are designated as high schools by the governing board of the school district. The **high school membership Association** will be governed by these bylaws.

**ARTICLE III: MEMBERSHIP**

1. The principals and assistant principals (or the equivalent) of all high school institutional member schools of the Connecticut Association of Schools shall have ~~automatic membership in the Association~~ and the right to one vote per school at the annual or any special meeting of the **high school membership Association**. These principals and assistant principals are eligible for appointment to membership on **all CAS and high school** boards and committees. As members of these boards and committees, the principals and assistant principals are entitled to one vote each. See the Constitution Article III, Section 1.A. for further details and explanations.

2. Non-voting membership and appointment to committees as non-voting consultants are available to non-member high school principals, administrative assistants, central office personnel, members of the Departments of Education of Connecticut colleges and universities, members of the State Department of Education, honorary members, retired principals or assistant principals, aspiring principals in administrative preparation programs and certified administrators. See the Constitution Article III, Section A.3 for further details and explanations.

#### ARTICLE IV. COMPOSITION

1. There shall be a **High School Board of Control** ~~Board of Directors of the Connecticut Association of High School Principals~~ elected by the voting members of the **high school membership** at the Annual Meeting of the Association by majority vote of the members actually in attendance. Nomination will be provided by the CAS Nominating Committee. In addition, nominations may be made from the floor at the Annual Meeting.
2. The CAS Assistant Executive Director for High Schools will be a non-voting, ex officio, member of the **board of control** ~~CAHSP Board~~.
3. The membership of the **board of control** ~~CAHSP Board~~ shall consist, when possible, of a chair, a vice chair, a past chair, two representatives from each of the classes of high schools, small, medium and large, and two assistant principals chosen at large.
4. Any member desiring to resign from the **board of control** ~~CAHSP Board~~ shall submit a written resignation to the chair. Such a vacancy may be filled until the Annual Meeting by majority vote of the **board of control** ~~CAHSP Board~~.
5. The **board of control** ~~CAHSP Board~~ may appoint consultants to serve on the **board of control** ~~CAHSP Board~~ as non-voting members in order to accomplish its objectives.

#### ARTICLE V: DUTIES AND RESPONSIBILITIES

1. Develop and approve a budget to be submitted to the CAS Board of Directors.
2. Propose public policy issues for study and propose legislation affecting high schools to the CAS Board of Directors.
3. Establish committees and develop guidelines for each committee to follow.
4. Act on behalf of high school principals and make appropriate policy decisions which should not be in conflict with the CAS Constitution between annual meetings.
5. **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.**
6. Recommend appointments to the CAS Nomination Committee as provided by the Constitution.
7. ~~Represent the CAS high school principals in carrying out the purposes of the Association.~~

#### ARTICLE VI: MEETINGS

1. Regular meetings of the **board of control** ~~CAHSP Board~~ shall be held at such times as may be determined by the members.
2. Special meetings of the **board of control** ~~CAHSP Board~~ may be called by the chair.
3. Meetings of the **board of control** ~~CAHSP Board~~ shall be conducted in accordance with the latest edition of Robert's Rules of Order.
4. Fifty percent (50%) of the voting members of the **board of control** ~~CAHSP Board~~ shall constitute a quorum for the transaction of business.

## ARTICLE VII: OFFICERS

There shall be a chair, a vice chair and a past chair. The chair shall be a principal and the vice chair will be chosen from the class positions. Terms of office are two years with a second two year term available for each class and at large position. The chair may serve beyond the first four years and is limited to two terms as chair beyond other service. ~~The officers are chosen by majority vote of the CAHSP Board of Directors.~~

## ARTICLE VIII: ELECTIONS

1. The ~~board CAHSP will submit~~ **may recommend** candidates for positions on the ~~board CAHSP Board~~ to the CAS Nominating Committee prior to the Annual Meeting. See Article IV, Section ~~H F~~ for a description of the Nominating Committee and procedures.
2. All members of the ~~board of control CAHSP Board~~ and ~~board CAHSP~~ officers must be members of CAS.

## ARTICLE IX: DUTIES OF OFFICERS

1. The chair shall:
  - call and preside at all meetings of the ~~membership Association~~ and the ~~board of control CAHSP Board of Directors~~.
  - execute decisions of the ~~membership Association~~ and the ~~board of control Board~~.
  - serve as ex officio member of each ~~high school CAHSP~~ committee.
  - represent the ~~board CAHSP~~ on the CAS Board of Directors.
  - provide an annual report at the CAS Annual Meeting on the activities of the ~~board Association~~.
2. The vice chair shall:
  - preside at all meetings in the absence of the chair.
  - fulfill the duties and responsibilities of the chair until the next annual meeting if the chair is incapacitated.

## ARTICLE X: COMMITTEES

1. Standing committees of the ~~board Association~~ shall be the High School Program Committee, the High School Professional Studies Committee, the Connecticut Association of Urban Principals and the Member Services Committee.
2. The High School Program Committee shall be appointed annually by the ~~board CAHSP Board of Directors~~. Its chair shall be appointed by the ~~board CAHSP Board~~ annually and serve as a consultant to the ~~board CAHSP Board of Directors~~. The primary purpose of the Program Committee is to plan and conduct an annual conference for high school administrators.
3. The High School Professional Studies Committee shall be appointed annually by the ~~board CAHSP Board of Directors~~. Its chair shall be appointed by the ~~board CAHSP Board~~ annually and serve as a consultant to the ~~board CAHSP Board of Directors~~. The primary purpose of the Professional Studies Committee is to publish an annual monograph on a subject of professional importance and interest to high school administrators.
4. The Connecticut Association of Urban Principals is an association of secondary urban administrators. The chair and steering committee are appointed annually by the ~~board CAHSP Board of Directors~~. Its chair shall serve as a consultant to the ~~board CAHSP Board of Directors~~. The purpose of the Association is to provide professional development programs and opportunities for professional communication for urban administrators.
5. 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. The membership and chair will be established by the ~~board CAHSP Board of Directors~~ according to the requirements of a particular assignment.

6. The ~~board Board of Directors~~ shall establish committees for specific professional needs of the **membership Association** at its discretion.

#### **ARTICLE XI: CONTROL**

1. All **high school** 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 ~~CSAC SABC~~.

2. A member high school which violates the CAS constitution, the bylaws or any regulations of the **high school board of control Association** will be subject to disciplinary action by the **high school board of control CAHSP Board of Directors**. An open hearing shall be accorded to such school at a regular or special meeting of the **board of control 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** bylaws of the ~~Association~~. 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 CAHSP Board of Directors**. All such actions will require a two thirds vote of members present at a **board of control CAHSP Board of Directors** meeting.

4. Any **board CAHSP** 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 CAHSP 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 CAHSP Board of Directors** to the CAS Board of Directors within 14 days after distribution of the written decision.

#### **ARTICLE XII: AMENDMENTS**

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