

THE CONNECTICUT ASSOCIATION OF SCHOOLS
The Fifty-Fourth Annual Meeting
May 11, 2006

PROPOSED CHANGES TO THE CAS CONSTITUTION AND BYLAWS

NOTE: The CAS Board of Directors has approved an organizational restructuring which has necessitated a complete reworking of the CAS Constitution as well as the bylaws of each of our individual principals' associations, the Connecticut Principals' Center, and the Student Activities Board of Control. Because there are literally dozens of Constitution and bylaw changes - some major, most minor - we have decided that, in lieu of presenting each change individually, we will provide the membership with the following documents in their entirety and ask that members vote on each as a "whole":

- revised "CAS Constitution";
- revised "Bylaws of the Connecticut Association of Elementary School Principals";
- revised "Bylaws of the Connecticut Association of Middle School Principals";
- revised "Bylaws of the Connecticut Association of High School Principals";
- revised "Bylaws of the Connecticut Principals' Center"; and,
- revised "Bylaws of the Student Activities Board of Control".

The most significant changes to the above documents have been summarized below.

The following summary should help to explain and/or clarify the major changes contained in the above-referenced documents. The revisions essentially serve to depict in writing the organizational structure that is illustrated on page 3 of this summary.

1. **Article IV, Section A (Governance Structure) has been added to the CAS Constitution.** This new language (*pages 4-5 of the revised CAS Constitution*) simply spells out the new organizational design which is predicated on three divisions -- the *Division of Student Services*, the *Division of Administrative Services*, and the *Division of Professional Services*.
2. **The three principals' associations will once again be "boards of control."** The new organizational design necessitates a change in the manner in which the three separate membership levels (elementary, middle and high) are structured. The CAS board voted to eliminate the individual principals' associations (CAHSP, CAMSP, and CAESP) and restore their governing boards to their previous standing as "boards of control." Many of the Constitution and bylaw changes are simple language changes that resulted from this decision.

3. **The Principals' Center Advisory Committee has been "elevated" to a "board of control."** This change is prompted by the fact that the Principals' Center has grown dramatically over the last few years and has emerged as an organizational entity that is as important and prominent as the CIAC, the SABC, and the three membership divisions. This transition from an "advisory committee" to a "board of control" is reflected in the proposed revisions to the CAS Constitution as well as the Principals' Center Bylaws.
4. **The Student Activities Board of Control has been renamed.** The SABC will now be known as the Connecticut Student Activities Conference Board of Control, which will be the governing body for the newly-established *Connecticut Student Activities Conference*. This new entity is the result of the Association's continued expansion of student-centered activities. In the past few years, student activities has been a much larger focus of the association's attention and resources. For example, CAS has expanded its student leadership programs; the Connecticut Debate Society has come under the auspices of CAS; and the CIAC is undertaking a number of initiatives in the area of sportsmanship. And, in that these activities are generated from different "arms" of the association, we felt that it was important to create one "unified" umbrella under which all these activities could be overseen and regulated. This change has impacted both the CAS Constitution and the SABC Bylaws.

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ARTICLES OF INCORPORATION

CONSTITUTION

2006-2007

Amended and Restated
Articles of Incorporation and Bylaws of
The Connecticut Association of Schools, Inc.

Proposed revision of 5/11/06

ARTICLE I - NAME

The name of this corporation shall be The Connecticut Association of Schools, Inc. (CAS). The Constitution of the Connecticut Association of Schools, Inc., as here amended shall be deemed the Articles of Incorporation of the Corporation.

ARTICLE II - PURPOSE

Section A. The nature of the activities to be conducted and the purposes to be promoted or carried out by the Association shall be exclusively charitable, scientific, and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code"), as the same may be amended from time to time, and shall include the following:

1. To advocate for and further the interests of elementary, middle level and high school education through cooperative action; to promote strong educational leadership; to provide leadership for member schools in the areas of curriculum, staff improvement, and student learning; to encourage and facilitate worthwhile activities and useful learning experiences for Connecticut youth and recognize and celebrate excellence among students, teachers, administrators, and schools; and, to maintain, through appropriate activities, associations, committees, boards of control and properly established organizations of this Association, effective supervision and uniform regulation and control of all inter-school student programs.
2. To engage in any lawful act or activity for which a corporation may be organized under the Non-Stock Corporation Act of the State of Connecticut.

Section B. The Association is non-profit and shall be a non-stock corporation under the Non-Stock Corporation Act of the State of Connecticut.

ARTICLE III - MEMBERSHIP

Section A. Classes of Membership

1. Class I Institutional Members

Any public or non-public elementary, middle level or high school which is approved by the State Board of Education for certification and tuition purposes. Upon approval of its application for membership and payment of dues and assessments established for the purpose, such school shall be admitted to general membership in the Connecticut Association of Schools, provided however, that membership in the Connecticut Interscholastic Athletic Conference (CIAC), while a board of control within the Connecticut Association of Schools, shall be considered separate, requiring an additional application and payment of additional dues and assessments levied by the Connecticut Association of Schools for such membership.

No school may be considered for membership in the Connecticut Interscholastic Athletic Conference (CIAC) which has not been admitted to general membership in the Connecticut Association of Schools, Inc.

Principals and assistant principals of member schools shall by virtue of such membership be eligible for membership in one of the ~~associations of school principals~~ **three membership levels (elementary, middle, and high)** within the Connecticut Association of Schools **as well as the CAS Principals' Center** and shall be eligible for appointment to membership on boards and committees of the Connecticut Association of Schools except as otherwise stipulated in this Constitution.

2. Class II Members

The sole Class II member shall be the Connecticut Schools Corporation or its successor organization. The Class II member shall have the right to vote on amendments to the Constitution and on all fundamental changes of the Connecticut Association of Schools, Inc.

3. Associate Individual Member

The following shall be eligible for non-voting, associate individual membership and may be appointed to committees as non-voting consultants:

- a. Principals of non-member schools which would qualify for institutional membership under Article III, Section A.
- b. Administrative assistants concerned primarily with Connecticut elementary, middle level or secondary education.

- c. Members of departments of education in Connecticut colleges and universities.
- d. Members of the State Department of Education having direct involvement in elementary, middle level or secondary education.
- e. Honorary members as elected by the Connecticut Association of Schools
- f. Retired principals or assistant principals.
- g. Aspiring principals enrolled in graduate programs in school administration and/or teachers holding administrative certification.

4. Associate Institutional Members

Any public or non-public elementary, middle or high school which is approved by the state board of education for certification and tuition purposes shall be eligible for non-voting associate institutional membership. Upon approval of its application for membership and payment of dues and assessments established for the purpose, such school shall be admitted to limited membership in the Connecticut Association of Schools. Participation for principals, assistant principals and teachers from Associate Institutional Member Schools shall be limited to:

- CAS professional development workshops, conferences and seminars at member rates;
- CAS committee appointments.

5. Life Member

Any principal of a member school, or any associate individual member may be granted non-voting life membership upon retirement by vote of the Legislative Body or by two-thirds vote of the Board of Directors of the Connecticut Association of Schools.

Section B. Admission to Membership

Schools shall be admitted to membership by a majority vote of either the Board of Directors of the Connecticut Association of Schools or the Legislative Body.

Section C. Termination of Membership

A member school may resign from the Connecticut Association of Schools by submission to the president of written intention to do so.

Section D. Legal Action

1. Legal Action Against the Association by a Member School

Any institutional or associate individual member which initiates legal action to overturn, stay or enjoin the final and binding decision of the Board of Directors of the Connecticut Association of Schools, and is subsequently unsuccessful in seeking such an award will be liable for all costs and attorneys' fees incurred by the Connecticut Association of Schools in defending against such action. Further, should the Connecticut Association of Schools be forced to initiate legal action to collect the aforementioned costs and attorneys' fees, the institutional or individual associate member shall be additionally liable for the Connecticut Association of Schools costs and attorneys' fees resulting from the collection action.

2. Legal Expenses Incurred by the Association in Due Process Proceedings

Any institutional or individual associate member which, in the exercise of due process, employs legal counsel to initiate and/or conduct hearing procedures which then require a board of control ~~an association of school principals~~ or the Board of Directors of the Connecticut Association of Schools to engage legal counsel to assist in or moderate procedures or to defend an action of a board of control ~~association of school principals~~ or the Board of Directors of the Connecticut Association of Schools, and is subsequently unsuccessful in its attempt to overturn, alter or stay a ruling of a board or association, shall be liable for all costs and attorneys' fees incurred by an association or board in the matter at issue. Further, should the Connecticut Association of Schools be forced to initiate legal action to collect the aforementioned costs and attorneys' fees, the institutional or individual associate member shall be additionally liable for the Connecticut Association of Schools costs and attorneys' fees resulting from the collection action. Notwithstanding other costs as otherwise described in this article, no student or legal guardian shall be assessed any legal fees or costs

incurred by the Board of Directors of the Connecticut Association of Schools or a board of control ~~or an association of schools~~ for any appeal initiated by and processed by an individual student or individual legal guardian.

Section E. The BULLETIN the Official Organ of the Connecticut Association of Schools

The Board of Directors, through the central office of the Connecticut Association of Schools, shall cause to be prepared periodically through the school year and distributed to both institutional and individual associate members of the Connecticut Association of Schools, and to other recipients as determined by the Board of Directors, an official publication of the Connecticut Association of Schools which shall be known as THE BULLETIN, subscription to which shall be a benefit of membership.

ARTICLE IV - ORGANIZATION

Section A. Governance Structure

The Connecticut Association of Schools shall be comprised of three divisions: Division of Student Services, Division of Administrative Services, and Division of Professional Services. Each division shall be comprised of various boards, committees and/or associations which perform those duties and responsibilities necessary to carry out the objectives of the division. These divisions shall be governed by boards of control which, in turn, shall be governed by the Board of Directors of the Connecticut Association of Schools.

1. Division of Student Services

a. Purpose

The Division of Students Services shall be responsible for all programs and activities which directly serve and/or further the interests of member school students. Such programs and activities include, among others, interscholastic athletics, non-athletic student activities, leadership and educational programs, and recognition programs.

b. Composition

The Division of Student Services shall be comprised of the Connecticut Interscholastic Athletic Conference and the Connecticut Student Activities Conference which, in turn, shall be comprised of and work in conjunction with various boards, committees and/or associations which perform those duties and responsibilities necessary to carry out the objectives of the division.

2. Division of Administrative Services

a. Purpose

The Division of Administrative Services shall encompass all those activities and services which are necessary for the overall operation of the Connecticut Association of Schools but which do not directly relate to student or professional development services. Such activities and services shall include, among others, communications and publications; internal operations; financial development; and governance and legislative activities.

b. Composition

The Division of Administrative Services shall include Communication and Information Services; Finance and Internal Operations; the Financial Development Committee; the Legislative Committee; and the various governance committees of the Association.

2. Division of Professional Services

a. Purpose

The Division of Professional Services shall encompass all those activities and services which are designed for the specific purpose of meeting the professional needs of school principals, assistant principals and aspiring administrators.

b. Composition

The Division of Professional Services shall be comprised of the Principals' Center Board of Control and the

elementary, middle and high school boards of control which, in turn, shall be comprised of and work in conjunctions with various boards, committees and/or associations which perform those duties and responsibilities necessary to carry out the objectives of the division.

Section B ~~A~~. Officers of the Connecticut Association of Schools

1. Positions

The officers of the Connecticut Association of Schools shall be as follows:

- President
- Vice President Representing Elementary Schools
- President-Elect
- Vice President Representing Middle Schools
- Secretary-Treasurer
- Vice President Representing High Schools

These officers shall be recommended by the Nominating Committee and elected by the Legislative Body. Each such officer shall be the principal of an institutional member school.

2. Terms of Office

The term of office of the president, president-elect and vice presidents shall be one year. No person shall serve as president or president-elect for more than two consecutive terms of one year each. In no event shall the total amount of service by one individual serving as a vice president exceed ten consecutive years. The terms of office shall be from July 1 through June 30 of the following year, or until their successors have been duly qualified for office. The term of office for the position of CAS Secretary-Treasurer shall be two (2) years. The individual serving as Secretary-Treasurer is eligible to serve three consecutive two-year terms.

3. Duties

President. The president shall preside at all meetings of the Legislative Body and of the Board of Directors of the Connecticut Association of Schools, sit ex-officio on all committees ~~associations~~ and boards, call the annual and special meetings as needed, and otherwise perform the duties usually performed by presiding officers.

President-Elect. The president-elect shall assume the duties of the president in his/her absence and perform such duties as may be delegated by the president.

Secretary-Treasurer. The secretary-treasurer shall keep records of all meetings, conduct correspondence and prepare records as he/she may be instructed. The secretary-treasurer shall also be responsible for the receipt and deposit of all association funds and the payment of all approved Connecticut Association of Schools obligations. He/she shall receive all financial statements and revenues from the ~~association of school principals~~ ~~several~~ boards of control and submit such audited reports as may be required of him/her by the board of directors of the Connecticut Association of Schools.

- a. An assistant treasurer may be chosen by each ~~association of schools~~ and board of control. He/she shall be responsible for the management of all income and expenses of activities approved by the board of directors of the Connecticut Association of Schools until such time as the activity has been completed. At that time a financial statement and all funds shall be deposited with the treasurer of the Connecticut Association of Schools. The assistant treasurer is not an officer of the Connecticut Association of Schools.
- b. Any funds appropriated for the use of any board of control ~~association of school principals~~ or ~~any other~~ committee in carrying out its functions shall be processed in a manner determined by the board of directors of the Connecticut Association of Schools.

Vice President. The vice presidents, along with each of the other officers, shall serve as members of the executive committee of the Connecticut Association of Schools. As such, they shall make annual budget recommendations to the CAS Board of Directors which will be based upon careful consideration of the operational and organizational needs of the Connecticut Association of Schools as well as ~~each association of school principals~~ each board of control ~~and the Principals' Center~~. Members of the executive committee shall also be responsible for working with the executive director to establish goals and objectives and to set financial and programmatic priorities at the beginning of each school year. A vice president shall assume the duties of the treasurer and/or president-elect upon the resignation, incapacity, or death of either or both until an interim treasurer and/or president-elect is/are elected by the board of directors of the Connecticut Association of Schools.

Section C ~~B~~. The Board of Directors of the Connecticut Association of Schools

1. Composition

- a. The voting members of the Board of Directors of the Connecticut Association of Schools shall consist of:
 - i. The officers of the Connecticut Association of Schools
 - ii. The immediate past president
 - iii. One representative from each of the three classes of high schools **that comprise the high school membership of the Connecticut Association of High School Principals**: large, medium and small. These classes shall be determined by the board of directors of the Connecticut Association of Schools based on the total enrollment of Grades 10-12, as of October 1 in the even numbered years. Each class will consist of approximately one third (1/3) of the institutional member schools so determined. Such representatives shall be principals of institutional member schools.
 - iv. Two representatives of middle level schools **that comprise the middle school membership of the Connecticut Association of Middle School Principals**. Such representatives shall be principals of institutional member schools.
 - v. Five representatives of elementary schools **that comprise the elementary school membership of the Connecticut Association of Elementary School Principals**. Such representatives shall be principals of institutional member schools.
 - vi. One assistant principal representing any of the three membership levels (elementary, middle or high).
 - vii. The chairperson, or alternate, of each board of control sponsored by the Association (CIAC, ~~SABC~~ **CSAC, High School, Middle School, Elementary School, and The Principals' Center**).
 - ~~viii. The president, or equivalent, of each association of school principals (high, middle and elementary) sponsored by the Connecticut Association of Schools.~~
 - b. Consultants without vote shall include the executive director of the Connecticut Association of Schools; the associate and assistant executive directors of the Connecticut Association of Schools; the director of the division of Curriculum and Professional Development, State Department of Education; a representative of the Connecticut Association of Public School Superintendents; and such other consultants as the CAS Board of Directors may determine.
 - c. A majority of these directors must be directors of the Connecticut Schools Corporation. **Seventeen (17)** ~~Sixteen (16)~~ members of the Board of Directors, holding the positions hereinafter named, shall serve as directors on the Board of Directors of the Connecticut Schools Corporation: the president; the president-elect; the vice presidents; the secretary-treasurer; one assistant principal representative; two elected high school representatives, one elected middle school representative; one elected elementary school representative; and the chairs of each board of control sponsored by the Association (CIAC, **CSAC SABC, High School CAHSP, Middle School CAMSP, Elementary School CAESP, and The Principals' Center**).
 - d. All directors from B.1.a.iii-vi. will be elected for two year terms. These directors shall not serve consecutively more than two terms of two years each.
2. Executive Committee
- a. Committee Composition. The officers of the Connecticut Association of Schools, and the chair and treasurer of the Connecticut Interscholastic Athletic Conference Board. The Executive Director of the Association shall serve as a non-voting consultant.
 - b. Committee's Duties and Powers. The Executive Committee shall: have general supervision of the affairs of the Association between the meetings of the Board of Directors; fix the hour and place of meetings; make annual budget recommendations to the CAS Board of Directors which will be based upon careful consideration of the operational and organizational needs of the Connecticut Association of Schools as well as each ~~association of school principals~~ board of control ~~and the Principals' Center~~; be responsible for working with the executive director to establish goals and objectives and to set financial and programmatic priorities at the beginning of each school year; and, perform other duties as are specified in these bylaws. None of its acts shall be in conflict with action taken by the Board of Directors.
 - c. Meetings of the Executive Committee will be called by the president of the Association.

3. Duties and Responsibilities

The duties of the Board of Directors of the Connecticut Association of Schools shall be to:

- a. Provide a clearinghouse for professional activity among the institutional and associate individual members.
- b. Have charge of the programs of all Connecticut Association of Schools meetings.
- c. Act as a liaison with the State Department of Education, the National Association of Secondary School Principals, National Middle School Association, National Association of Elementary School Principals, and all other national, regional, or state organizations as occasion demands.
- d. Appoint a representative to the College Entrance Examination Board for a single term of three years.
- e. Make appointments as may be needed, including standing committees.
- f. Fill, until the next election, any vacancies occurring on the CAS Board of Directors.
- g. Determine the fiscal year for the Connecticut Association of Schools.
- h. Annually cause a budget for the Connecticut Association of Schools to be prepared and submitted to the Legislative Body for approval, said budget to include budgets submitted by each ~~association of school principals, board of control and the Principals' Center~~ and approved and or amended by the CAS Board of Directors together with such further proposed expenditures as the CAS Board of Directors shall deem essential to operate the Connecticut Association of Schools and its office.
- i. Maintain a reserve fund sufficient to support the activities operated by each board of control ~~association of school principals and the Principals' Center~~ for the ensuing year.
- j. Decide the manner of approval and payment of Connecticut Association of Schools bills; provide for the auditing of accounts and for the bonding of individuals in a fiduciary capacity.
- k. Receive reports and financial statements of all Connecticut Association of Schools sponsored activities.
- l. Recommend the annual dues and assessment for all classes of members to the Legislative Body.
- m. Determine the manner by which monies appropriated from Connecticut Association of Schools' funds for the use of any board of control ~~association of school principals or the Principals' Center~~ in carrying out its functions shall be processed.
- n. Make recommendations to the Legislative Body.
- o. Assume all duties, powers and responsibilities of the Legislative Body between annual meetings, subject to the approval of the Legislative Body at the annual or special meeting.
- p. Appoint the executive director, determine his/her duties, tenure of office and remuneration.
- q. Cause, when requested by a board of control, ~~an association, or the Principals' Center~~ to do so, the Legislative Body to be divided for discussion and action on proposed legislation which will have primary effect on the members so divided.
- r. Cause the boards of control ~~and association of school principals~~ to establish and update by-laws covering matters under their jurisdiction.
- s. Approve by-laws of ~~an association of school principals and~~ all boards of control except the CIAC Board of Control.
- t. Any changes in the CIAC Board of Control By-laws will be approved by the CIAC membership at the Annual Meeting of the Connecticut Association of Schools except that changes needed in the course of the year may be made by the CIAC Board of Control to be ratified by the CIAC membership at the Annual Meeting.

Section D E. Executive Director

1. The executive director shall act as the executive agent of the Connecticut Association of Schools, and shall be responsible to the CAS Board of Directors.

2. The executive director of the Connecticut Association of Schools shall be the same person as the executive director of the Connecticut Schools Corporation.

Section E ~~D~~. The Legislative Body

1. Composition

The Legislative Body shall consist of two classes of voting members as set forth in Article III of this Constitution. Class I members shall be the institutional members of the Connecticut Association of Schools. The sole Class II member shall be the Connecticut Schools Corporation or its successor organization. The principal shall be the sole representative of his/her school and shall have one vote. If unable to attend a meeting of the Legislative Body he/she may designate in writing that the assistant principal or other building administrator of equivalent rank will act as alternate in his/her place. No delegate or alternate shall represent more than one school unless he/she is the appointed principal of each school. The voting representative of the Class II member shall be the president of the Class II member or his/her designate.

Institutional member schools which affiliate with the Connecticut Interscholastic Athletic Conference (CIAC) through additional application and payment of additional dues shall, in any business before the Connecticut Association of Schools, have four (4) additional votes, for a total of five (5) votes which shall be cast by the principal or his/her alternate. Such schools shall be termed CIAC member schools.

The sole Class II member, the Connecticut Schools Corporation, shall have the right to vote only on all amendments to the Constitution and on all fundamental changes to the Connecticut Association of Schools, Inc.

2. Duties and Powers

The duties of the Legislative Body shall be to:

- a. Meet annually in May or June, at the call of the president of the Connecticut Association of Schools.
- b. Meet at such other times as may be ordered by the Board of Directors of the Connecticut Association of Schools, or upon the written request of any ~~association of school principals~~ board of control or of five member schools to the CAS Board of Directors or the president. Such special meetings must be called by the president within two weeks after the request has been received.
- c. Receive reports of officers and committees, and sponsored activities.
- d. Determine the annual dues and assessment for all classes of members, which shall be due and payable on September 1 of each school year. Those not paid by October 1 shall be notified by return registered letter from the treasurer of the Connecticut Association of Schools. Subsequent to November 1 of that year, a school whose dues are not paid shall be termed delinquent and membership shall be automatically suspended until such dues are paid, or unless the principal certifies that the payment of dues is in process.
- e. Act upon the total annual budget recommendations as proposed by the CAS Board of Directors for each ~~association of school principals~~ board of control ~~the Principals' Center~~ and the office of the Connecticut Association of Schools without respect to individual items contained therein.
- f. Elect officers of the Connecticut Association of Schools, members of the CAS Board of Directors, chairpersons and members of boards of control, and a nominating committee for the ensuing year.
- g. Perform such other duties not otherwise expressly delegated as may be necessary for the welfare of the Connecticut Association of Schools.

Section F ~~E~~. Boards of Control

1. Purposes

- a. **CSAC and CIAC:** There shall be boards of control as provided in Articles V and VI, to encourage, supervise, regulate and control interscholastic activities and programs. The conduct and control of all interscholastic programs shall be vested in boards of control, the members of which shall be elected by the Legislative Body.
- b. **High School, Middle School and Elementary School:** There shall be one board of control for each educational level - elementary, middle and high school - to enable principals to experience a wide spectrum of professional development, to seek excellence in schools through strong, effective school leadership, to ensure educational equity for every child, to assist principals in meeting the needs of their stakeholders in a changing educational environment, to help the public understand the importance of the role of the principal,

to examine educational and social issues faced by schools and to help principals in their resolution, to assure educational success for every child and to represent school principals to other agencies of the state, to the legislature and to the public.

* “Principals” as used in this section includes assistant principals.

- c. **The Principals’ Center:** There shall be a CAS Principals’ Center Board of Control ~~Advisory Committee~~ to advise and govern the Center and ~~Connecticut Association of Schools~~ in regards to its goals, objectives, programs, directions, and growth. This board shall work in conjunction with the elementary, middle and high school boards to provide professional development programs and activities and other professional growth experiences on behalf of the members of the three membership levels ~~associations of school principals~~. This board shall consist of no more than two members each as recommended from the three membership levels ~~associations of school principals (CAESP, CAMSP, CAHSP)~~ within the Connecticut Association of Schools.
2. a. Terms of Office (Except the CIAC Board of Control)

Chairpersons and members of the boards of control except the CIAC Board of Control shall be elected for two-year terms. No member shall serve more than two consecutive terms of two years. The chairperson of each board of control must have served as a member of that Board of Control. In no event shall the total amount of service by one individual as member and chairperson exceed eight consecutive years, except that the past chairperson of the CIAC shall serve until succeeded.
 - b. Terms of Office (CIAC Board Only)

The chairperson and elected members of the CIAC Board of Control shall be elected for two-year terms. No elected member shall serve more than two consecutive terms of two years each except that members of the CIAC Eligibility Committee may serve three consecutive terms of two-years each. In no event shall the total amount of service by one individual elected to the Board as member and as chairperson exceed eight consecutive years, except that the past chairperson of the CIAC shall serve until succeeded. The assistant chairperson, secretary and treasurer of the CIAC Board shall be appointed by the CIAC Board of Control. The chairperson, assistant chairperson, secretary and treasurer of the CIAC Board of Control must have served as a member of the CIAC Board of Control. The assistant chairperson, secretary and treasurer and any non-voting member appointed by the Board of Control shall serve at the pleasure of the Board.
3. Membership

Voting members of all boards of control shall be the principals and assistant principals of institutional member schools. Each board except the CIAC Board of Control may recommend up to two additional members to serve as elected members with voting privileges, such members to be assistant principals. The CIAC Board of Control will recommend one assistant principal at-large to serve as an elected member with full voting privileges.
 4. By-Laws

Each board of control shall establish its own by-laws, provided they are not in conflict with this Constitution as interpreted by the Board of Directors, and such by-laws shall be made available to the member schools.
 5. Enforcement

Each board of control shall establish procedures for the enforcement of its regulations consistent with this Constitution and for the penalties pertaining thereto.
 6. ~~Other~~ Duties and Responsibilities

Boards of control shall have such duties and responsibilities **as outlined in their respective bylaws**. They shall also have duties and responsibilities not otherwise expressly provided for in their bylaws ~~Constitution~~ if those duties and responsibilities are necessary to carry out their objectives.
 7. Committees

Each board of control may establish such committees as it may deem necessary.

Section F. Associations of School Principals

1. ~~Roles and Purposes~~

~~There shall be associations of school principals to enable principals to experience a wide spectrum of professional development, to seek excellence in schools through strong, effective school leadership, to ensure educational equity for every child, to assist principals in meeting the needs of their stakeholders in a changing educational environment, to help the public understand the importance of the role of the principal, to examine educational and social issues faced by schools and to help principals in their resolution, to assure educational success for every child and to represent school principals to other agencies of the state, to the legislature and to the public.~~

~~* "Principals" as used in this section includes assistant principals.~~

~~There shall be three association of school principals, one for each educational level, elementary, middle and high school:~~

~~-- Connecticut Association of Elementary School Principals (CAESP)~~

~~-- Connecticut Association of Middle School Principals (CAMSP)~~

~~-- Connecticut Association of High School Principals (CAHSP)~~

2. ~~Membership~~

~~a. Voting members of the membership associations of school principals shall be principals or assistant principals of institutional member schools:~~

~~b. A member school may have voting membership in only one of the associations of schools principals:~~

~~c. The associations shall have regular and special categories of membership:~~

~~1. Regular membership shall be open to those serving as school principals and assistant principals in CAS member schools:~~

~~2. Special non-voting membership shall be available in the following categories:~~

~~a) Aspiring principal membership shall be open to those enrolled in graduate programs in school administration/supervision and teachers holding administrative certification who are not eligible for regular membership, upon annual payment of individual dues as determined by the CAS Board of Directors:~~

~~b) Retired principal membership shall be open to former Connecticut school principals and assistant principals who have retired, upon annual payment of individual dues as determined by the CAS Board of Directors:~~

3. ~~Boards of Directors~~

~~There shall be a separate board of directors for each association of school principals:~~

~~The Board of Directors of the Connecticut Elementary Principals Association~~

~~The Board of Directors of the Connecticut Middle School Principals Association~~

~~The Board of Directors of the Connecticut High School Principals Association~~

~~The officers, terms of office, members and terms of membership of each board of directors (CAESP, CAMSP and CAHSP) shall be determined by each association and included in the separate by-laws of each association:~~

4. ~~Duties of the Boards of Directors~~

~~a. Develop and approve a budget to be submitted to the CAS Board of Directors:~~

~~b. Establish and update by-laws and other written regulations and policies as needed to regulate and govern each separate association (CAESP, CAMSP, CAHSP). Such by-laws, policies, and regulations are not to be in conflict with the CAS Constitution or Articles of Incorporation:~~

~~All such by-laws, regulations and policies require the approval of the membership of each association of school principals and the CAS Board of Directors. Each association by-laws shall be made available to the appropriate member schools:~~

~~c. Propose public policy issues for study and propose legislation affecting association members, students and schools, to the CAS Board of Directors:~~

~~d. Establish committees and develop guidelines for each committee to follow:~~

- e. ~~Act on behalf of each association of principals membership and make appropriate policy decisions which should not be in conflict with the CAS Constitution between meetings of each association's membership.~~
- f. ~~Make recommendations for professional development programs and activities to the CAS Principals' Center Advisory Committee.~~
- g. ~~Recommend appointments to the CAS Nominating Committee as provided by Article IV, Section I.1. of the CAS Constitution.~~
- h. ~~Perform such other duties and responsibilities as may be provided for in the by-laws of each association (CAESP, CAMSP, CAHSP).~~

5. ~~Rights and Benefits~~

- a. ~~Regular members of each association of principals shall be entitled to all of the rights and privileges of each association including the rights to vote and hold office.~~
- b. ~~Special members of each association shall be entitled to the rights and privileges of each association as determined by its board of directors except the rights to vote and hold office.~~

Section G. ~~The Connecticut Association of Schools' Principals' Center~~

1. ~~The Center's Roles and Purpose~~

~~There shall be a CAS Principals' Center representing the professional interests of the member principals and assistant principals of the Connecticut Association of Elementary Principals, the Connecticut Association of Middle School Principals and the Connecticut Association of High School Principals.~~

~~The Center shall provide professional development programs and activities and other professional growth experiences on behalf of the members for the three associations of school principals.~~

2. ~~Principals' Center Advisory Committee~~

~~There shall be a CAS Principals' Center Advisory Committee to advise the Center staff and Connecticut Association of Schools in regard to issues regarding the Center including its goals, objectives, programs, directions, and growth. This Advisory Committee shall consist of no more than two members each as recommended from the three associations of school principals (CAESP, CAMSP, CAHSP) within the Connecticut Association of Schools.~~

Section G H. Standing Committees

- 1. There shall be standing and special committees based upon the needs of the Association. The executive director is authorized to appoint chairs and members of these committees.

Section H I. Nominating Committee

1. Composition

- a. There shall be elected at the Annual Meeting of the Legislative Body a Nominating Committee which shall prepare nominations to be presented at the next Annual Meeting.
- b. The Nominating Committee shall consist of one member from each class of high schools as established in the Constitution, two members from the middle level membership, four members from the elementary level membership, and three members at large from the high school membership. The chair shall be appointed from among the Committee membership by the CAS Board of Directors at its first regular meeting following the Annual Meeting of the Connecticut Association of Schools.

2. Duties and Responsibilities

The Nominating Committee shall meet at least one month before the next Annual Meeting and prepare and submit a slate of all CAS officers, chairs and/or officers and members of boards of control, and a nominating committee for the ensuing year, after receiving recommendations from the several groups concerned.

The nominations of the Nominating Committee shall be sent in writing to each institutional member of the Connecticut Association of Schools at least two weeks before the Annual Meeting. Other nominations may be made from the floor of the Annual Meeting by members of the Legislative Body.

Section I J. Awards and Recognition Committee

1. Composition

- a. There shall be elected at the Annual Meeting of the Legislative Body an Awards and Recognition Committee that shall be granted the authority to oversee all awards and recognition programs.
- b. The Awards and Recognition Committee shall consist of a chair and one of each of the following: active assistant principal, active elementary principal, active middle level principal, active high school principal, retired assistant principal, retired elementary principal, retired middle level principal, and retired high school principal. The board is allowed a minimum of two (2) and a maximum (4) at-large representatives. At-large representatives must be active administrators and the additional two at-large positions should only be filled when it is necessary to preserve a majority of active members. The chair shall be an active administrator and shall be appointed by the CAS Nominating Committee.

2. Duties and Responsibilities

The Awards and Recognition Committee shall be responsible for overseeing all awards and recognition programs. The committee shall be charged with approving all awards programs, including their selection criteria and nominating procedures, to ensure that all recognition programs are in line with the association's mission and purpose.

The Awards and Recognition Committee shall, annually, select the recipients of the following awards: CAS/NASSP High School Principal of the Year, CAS/NASSP Middle School Principal of the Year, CAS Assistant Principals of the Year (Elementary, Middle and High), Distinguished Friends of Education, Citations, and Letters of Commendations.

The Awards and Recognition Committee has the authority to assign responsibility for the selection of all other award recipients to any appropriate board, committee, or body.

3. Terms of Office

The chair and elected members shall be elected for two-year terms. No member shall serve more than two consecutive terms EXCEPT:

All retired administrators serving on the Awards and Recognition Committee at the time of its official establishment (2001-2002 school year) are not subject to the new term limits and can serve indefinitely.

Section J K. Conduct of Meetings

1. Rules of Procedure

All meetings of the Connecticut Association of Schools and ~~its boards of control the subdivisions thereof~~ shall be conducted in accordance with the latest edition of Robert's Rules of Order.

2. Quorum

- a. A quorum for the transaction of business of the Legislative Body shall be ten percent (10%) of the institutional membership; and
- b. A quorum for the transaction of business of all other meetings shall be one half (50%) of the membership of the committee or board.

3. Voting Rights

- a. In any business before the Annual Legislative Meeting of the Connecticut Association of Schools, all general member schools shall have one (1) vote.
- b. In any business before the Annual Legislative Meeting of the Connecticut Association of Schools, all CIAC member schools shall have four (4) additional votes, for a total of (5) votes.

ARTICLE V - INTERSCHOLASTIC ATHLETICS

Section A. CIAC Board of Control

1. Composition

The Board of Control shall consist of a chairperson, assistant chairperson, secretary, treasurer, two members from each class of senior high schools, three members of the Committee on Eligibility, one assistant principal-at-large and the immediate past chairperson of the Board of Control, all of whom shall be voting members. The Board of Control may establish such other non-voting members as it deems necessary. All members must be high school principals except for the assistant principal-at-large position.

2. Duties and Responsibilities

The Board of Control shall:

- a. Establish and update by-laws and other written regulations and policies as needed. Such by-laws and regulations are not to be in conflict with the CAS Constitution or Articles of Incorporation. Any change in the by-laws will be approved by the CIAC membership at the Annual Meeting of the Connecticut Association of Schools except that changes needed in the course of the year may be made by the CIAC Board of Control to be ratified by the CIAC membership at the Annual Meeting.
- b. Be responsible for the encouragement, sponsorship, operation and management of only those interscholastic athletic activities which are specified as being controlled by the CIAC. The list of CIAC controlled athletic activities will be published annually in the CIAC Code of Eligibility.
- c. Fill temporary vacancies in its membership.
- d. Be responsible for the formulation, interpretation and publication of rules of eligibility.
- e. Be the final authority in specific cases of complaint and controversy regarding eligibility, in which instance the Committee on Eligibility shall be entitled to one vote.
- f. Establish and be responsible for proper fiduciary control of all activities under its sponsorship.

Section B. Committee on Eligibility

1. Composition

There shall be a committee on eligibility composed of six members, one from each of the three classes who shall have a vote on the CIAC Board of Control, three appointed at-large by the CIAC Board of Control with no vote on that Board and one elected, non-voting at-large assistant principal.

2. Duties and Responsibilities

The Eligibility Committee shall:

- a. Receive and act upon all questions of eligibility and of interpretation of the eligibility code adopted by the Legislative Body at its annual meeting.
- b. Establish definite grievance procedures.
- c. Recommend exceptions to the Eligibility Committee Review Board.

Section C. Eligibility Committee Review Board

1. Composition

There shall be an Eligibility Committee Review Board composed of ten member principals and/or assistant principals and two consultants. The Board shall include the following voting members: the past CIAC Chairman; the present chairman of the Eligibility Committee; two class L representatives, two class M representatives, and two class S representatives who previously served on the CIAC Eligibility Committee or the CIAC Board; two members who presently serve or have served on the CIAC Eligibility Revision Committee; the present CIAC Athletic Director consultant; and the CIAC superintendent consultant.

The CIAC Board of Control has the discretion to appoint a CIAC member principal or assistant principal to fill any

vacancy whenever a position cannot be filled in accordance with the above terms.

2. Duties and Responsibilities

The Eligibility Committee Review Board shall:

- a. Render final decisions on all appeals of the CIAC Eligibility Committee, except that the CIAC Board of Control reserves the right to take only those cases which it believes involves issues of critical and conflicting opinion among the CIAC Eligibility Committee and the CIAC Review Board or which as a result of other compelling reasons deserves the attention of the CIAC Board of Control.
- b. To review and act upon all eligibility waivers/exceptions which have been recommended by the CIAC Eligibility Committee.

ARTICLE VI - STUDENT ACTIVITIES

Section A. **CSAC** Board of Control

1. Composition

The **CSAC** Board of Control shall consist of one representative from each of the three high school classifications, 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. Duties and Responsibilities

The Board of Control shall:

- a. Establish and update by-laws and other written regulations and policies as needed to regulate and govern the board. Such by-laws, policies, and regulations are not to be in conflict with the CAS Constitution or Articles of Incorporation.

All such by-laws, regulations and policies require the approval of the membership of the Connecticut Association of Schools and the CAS Board of Directors.

- b. Encourage and supervise the operation and management of all non-athletic activities which involve schools from more than two school districts.
- c. Approve regulations pertaining to the control of all non-athletic activities.

ARTICLE VII - CONTROL

Section A. General

1. Institutional members of this Association participating in any interscholastic activity or contest shall be subject to the rules and regulations established by the appropriate Board of Control for that activity or contest.
2. Only institutional members may participate in an interscholastic activity sponsored by the Board of Control.
3. The Board of Directors shall act as a Board of Control for any activity not already placed under the Board of Control.

Section B. Suspension and Reinstatement

1. Suspension

During any school year the Board of Directors by a two-thirds vote of the authorized voting membership may suspend a member school for a time definite after a hearing at which satisfactory evidence of failure to abide by the Constitution and By-laws of the Connecticut Association of Schools has been established.

2. Reinstatement

A school that has been suspended may be reinstated prior to the time definite at the discretion of the Board of Directors by a two-thirds vote of the authorized voting membership.

Section C. Appeals

A member school dissatisfied with a decision of a Board of Control, with the exception of eligibility cases, may within fourteen days after distribution of the written decision, appeal in writing to the CAS Board of Directors, whose decision shall be final and binding upon all parties.

ARTICLE VIII - BENEFIT OF NET EARNINGS

No part of the net earnings of the Connecticut Association of Schools shall inure to the benefit of or be distributable to the directors, officers or other persons, except that the Connecticut Association of Schools shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Connecticut Association of Schools shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Connecticut Association of Schools shall not participate in or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of this Constitution, the Connecticut Association of Schools shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Code or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

ARTICLE IX - DISSOLUTION OR TERMINATION

Upon any dissolution or termination of the existence of the Connecticut Association of Schools, all of its assets shall, after payment of the lawful debts of the Corporation and the expenses of its dissolution and termination, be delivered, conveyed and paid over (subject to any restrictions imposed by any applicable will, deed, grant, conveyance, agreement, memorandum, writing or other governing document) to the Connecticut Schools Corporation, so long as it is at that time an organization that qualifies as an exempt organization under Section 501(c)(3) of the Code, or if at the time of dissolution or termination of existence of the Corporation, the Connecticut Schools Corporation is not in existence or does not qualify as an exempt organization under Section 501(c)(3) of the Code, to one or more charitable, scientific or educational organizations located in the State of Connecticut and qualified as exempt organizations under Section 501(c)(3) of the Code, in such proportions and for such exclusively charitable, scientific or educational purposes as the Board may determine.

ARTICLE X - INDEMNIFICATION

The CAS Board of Directors is authorized, pursuant to the Non-Stock Corporation Act of the State of Connecticut, as amended, regardless of the adverse interest of any or all members of the Board, to indemnify and reimburse any person made a party to any action, suit or proceeding, whether civil, administrative or criminal, other than an action by or in right of the Corporation, by reason of the fact that he/she (or a person whose legal representative or successor he/she is), is or was a member of the Board, officer, employee or agent of the Corporation, for expenses, including attorneys' fees and such amount of any judgment, money decree, fine, penalty or settlement of any such action, suit or proceeding, or any appeal therein, provided that such person and the person whose legal representative he or she is acted in good faith and in a manner he/she reasonably believed to be in the best interests of the Corporation and, with respect to any criminal action or proceeding, that he/she has no reasonable cause to believe his/her conduct was unlawful. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which he/she or such person whose legal representative or successor he/she is, may be otherwise entitled to at law.

ARTICLE XI - IMMUNITY OF DIRECTORS OR OFFICERS

Any person who serves as a director or officer of the Corporation and who is not compensated for such services on a salary or prorated equivalent basis shall be immune from all civil liability for damage or injury occurring on or after October 1, 1987, resulting from any act, error or omission made in the exercise of such person's policy or decision-making responsibilities if such person was acting in good faith and within the scope of such person's official functions and duties, unless such damage or injury was caused by the reckless, willful or wanton misconduct of such person.

ARTICLE XII - REFERENCES TO CODE

References to Sections of the Code shall be deemed references to the Internal Revenue Code of 1986, as the same shall be amended from time to time, and to the corresponding provisions of any further United States Internal Revenue Law.

ARTICLE XIII - AMENDMENTS

Section A. Proposal

1. An amendment may be submitted by an institutional member school through its representative to the Secretary of the Connecticut Association of Schools at least one month prior to the next meeting of the Legislative Body. It is mandatory that the CAS Board of Directors submit any such proposed amendments, with or without recommendation, to member schools at least two weeks before the meeting of the Legislative Body. A proposed amendment may be altered or modified on the floor of the meeting.
2. Amendments may be submitted by the CAS Board of Directors in accordance with the provisions of the previous section of this article.

Section B. Adoption

1. Adoption of amendments to this Constitution shall require a two-thirds vote of those present at any regularly called meeting of the Legislative Body.
2. Amendments shall take effect on July 1 next following approval and adoption.

BY-LAWS OF THE ~~STUDENT ACTIVITIES BOARD OF CONTROL~~ CONNECTICUT STUDENT
ACTIVITIES CONFERENCE

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

ARTICLE I - NAME

The Connecticut Student Activities Conference ~~Student Activities Board of Control~~ shall be responsible for the promotion and regulation of students 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 other than athletics 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** ~~Student Activities Board of Control~~.

ARTICLE III - **CONNECTICUT STUDENT ACTIVITIES CONFERENCE BOARD OF CONTROL** ~~STUDENT
ACTIVITIES BOARD OF CONTROL~~

Section A. Membership.

- 1. The **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~ shall consist of a chairman, one representative from each of the three classifications of high schools, one representative from the middle schools, one representative from the elementary schools, and four representatives at-large, two of whom may be assistant principals. A principal shall serve as chairman.
- 2. The **Connecticut Student Activities Conference Board of Control** ~~Student Activities 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 ~~Student Activities 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** ~~Student Activities 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** ~~Student Activities 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** ~~Student Activities 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** ~~Student Activities Board of Control~~ may be called by the chairman.
- Section C. Conduct of Meetings.
Meetings of the **Connecticut Student Activities Conference Board of Control** ~~Student Activities 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** ~~Student Activities 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** ~~Student Activities 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 distribute to member schools the annual CAS Advisory List of Contests and Activities;
 5. To compile and distribute to member schools the monthly 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** ~~Student Activities 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 SABE** / CIAC Cheerleading Committee for in-state cheerleading competitions. All cheerleading 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 SABE** / CIAC State Cheerleading Competition. (Schools without league-sponsored championships may substitute participation in any other **CSAC SABE** 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** ~~Student Activities 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** ~~Student Activities 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** ~~Student Activities Board of Control~~ or which is not in violation of the **CSAC SABE** By-laws.
6. A member school may not participate in any interscholastic activity where the **Connecticut Student Activities Conference Board of Control** ~~Student Activities 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 SABE**, 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** ~~Student Activities Board of Control~~. Activities conducted by elementary schools are granted an exemption to this section. Therefore, Sunday elementary activities may be approved by the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~ for elementary schools.

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** ~~Student Activities 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** ~~Student Activities Board of Control~~.

Section G. Approval of Sponsors.

1. Sponsors shall submit written application to the **Connecticut Student Activities Conference Board of Control** ~~Student Activities 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** ~~Student Activities Board of Control~~. Such review shall be based on criteria and regulations established by the **CSAC SABC**.

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

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** ~~Student Activities 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** ~~Student Activities 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** ~~Student Activities Board of Control~~. Anticipated membership fees shall be submitted to the **CSAC Board SABC** with the proposed budget prior to March 1.

Section E. Annual Report.

Sponsoring groups shall submit an annual report of their activities prior to ~~September 30 of the following year~~ 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** ~~Student Activities Board of Control~~ 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** ~~Student Activities Board of Control~~ regulations or policies shall be permitted an open hearing at a regular or special meeting of the **CSAC SABC** 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** ~~Student Activities Board of Control~~ shall be subject to such penalties as may be deemed proper by the **CSAC SABC** 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** ~~Student Activities 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 SAB** ~~CSAC SAB~~ 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** ~~Student Activities Board of Control~~.
7. Other -- Assessment of such other penalty or penalties as the **Connecticut Student Activities Conference Board of Control** ~~Student Activities 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 SAB** ~~CSAC SAB~~ 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** ~~Student Activities Board of Control~~, in a case involving infraction(s) of the **CSAC SAB** ~~CSAC SAB~~ 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** ~~Student Activities Board of Control~~.

Section B. Proposed changes in the By-laws shall be submitted to the **Connecticut Student Activities Conference Board of Control** ~~Student Activities 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** ~~Student Activities 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** ~~SAB~~ 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

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

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

- a. To meet the needs of practicing principals and assistant principals;*
 - b. To support the principals' efforts to enhance teaching, learning, and leading in the schools;
 - c. To develop and implement quality principal aspirant programs;
 - d. To develop and implement quality induction/mentor programs for new principals;
 - e. To provide quality professional development opportunities for career principals;
 - f. To advance the understanding of issues critical to the role of principals;
 - g. 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.)

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 I. 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** ~~Advisory Committee~~, 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** ~~Advisory Committee~~;
 4. Emeritus/Retired membership: available to those former regular members of EMSPAC or CAS, who have retired;
 5. The **Board of Control** ~~Advisory Committee~~ 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** ~~Advisory Committee~~ 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 ~~Advisory Committee~~

Section I: Composition

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

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

Section 2. Duties and Responsibilities

The ~~Board of Control Advisory Committee~~ shall be responsible to the CAS Board. The ~~Committee 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 ~~and the Association~~.
- 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 the committee~~.
- 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 Advisory Committee~~ 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 Committee~~. A quorum of the ~~board Committee~~ shall consist of more than 50% of Committee members.

Decisions of the ~~Board of Control Advisory Committee~~ 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 Advisory Board~~/Ad Hoc Committee

The ~~Board of Control can Advisory Committee~~ shall appoint an ad hoc Principals' Center Committee to select candidates when openings for offices occur. These candidates ~~would will~~ 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** ~~Advisory Committee~~.
- b. The terms of office for officers and members of the **Board of Control** ~~Advisory Committee~~ shall be from July 1 to June 30 each year.

Section 4. Eligibility for Office and Positions on the **Board of Control** ~~Advisory Committee~~

All voting members of the **Board of Control** ~~Advisory Committee~~ 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** ~~Committee~~ vote to approve such option.

Section 6. Removal from Office.

- a. The **Board of Control** ~~Advisory Committee~~ shall be empowered to replace any chair, or ~~advisory committee~~ **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** ~~Advisory Committee~~.

Article V: Duties of Officers

Section I. Duties of Officers

- a. The Chair shall:
 1. preside at all meetings of the **Board of Control** ~~Advisory Committee~~;
 2. execute decisions of the **Board of Control** ~~Advisory Committee~~;
 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. Standing Committees (Strands)

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.
- a. 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.
- b. 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
- c. 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.
- d. 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.

Section 2. Ad Hoc Committees

The ~~Board of Control Advisory Committee~~ 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 Advisory Committee~~ two months before the Annual Meeting. All such amendments will be submitted to the CAS Board of Directors one month before the Annual Meeting.

Mission Statement

The Connecticut Principals’ Center was formed to meet the needs of practicing principals and assistant principals and to support the development of aspiring administrators.

The Connecticut Principals’ Center is committed to supporting the principal’s and assistant principal’s efforts to enhance teaching, learning, and leading in the schools of Connecticut by:

Developing and implementing quality principal aspirant programs;

Developing and implementing quality induction/mentor programs for new principals and assistant principals;

Providing quality professional development opportunities for career principals and assistant principals;

Advancing the understanding of issues critical to the role of principals and assistant principals.

Developing and implementing professional development opportunities for principals and assistant principals in the integration of technology with the school’s curriculum.

**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** ~~H~~ 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** ~~CAESP 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 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** ~~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** ~~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.

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

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

ARTICLE I: NAME

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

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

ARTICLE II: PURPOSES

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

1. Further the interests of middle school education through cooperative action
2. Provide advice and leadership for middle school principals in the areas of curriculum and professional development. (The term principal is assumed to include all members of a middle school's administrative staff in these by laws.)
3. Encourage and facilitate worthwhile activities and useful learning experiences for middle school students.
4. Secure through appropriate committees and boards the effective supervision and regulation of middle 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 middle grades (6-8) and which are designated as middle schools by the governing board of the school district. The **middle school membership Association** will be governed by these bylaws.

ARTICLE III: MEMBERSHIP

1. The principals and assistant principals (or the equivalent) of all middle 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 **middle school membership Association**. These principals and assistant principals are eligible for appointment to membership on **all CAS and middle 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 middle 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 **Middle Level Board of Control** ~~Board of Directors of the Connecticut Association of Middle School Principals~~ elected by the voting members of the **middle level membership** ~~Association of Middle School Principals~~ at the Annual Meeting of the Connecticut Association of Schools by majority vote of the members actually in attendance. Nominations 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 Middle Schools will be a non-voting, ex officio, member of the **board of control** ~~CAMSP Board~~.
3. Membership on the **board** ~~CAMSP Board of Directors~~ shall be a chairperson, past chairperson and 8 members from among the middle school membership ~~of the Connecticut Association of Middle School Principals~~; two may be practicing assistant principals. A principal shall serve as chairperson. The Legislative Body at its Annual Meeting shall elect the members of the board. All members of the board shall be elected for a two-year term. No member shall serve more than two consecutive two-year terms. The Chairperson of the board must have served as a member of the board. In no case shall the total amount of service by one individual as a member and Chairperson exceed eight consecutive years except that the Past Chairperson shall serve until succeeded. ~~A vice chair shall be elected by the board from among its voting members at the first meeting following the Annual Meeting of CAS.~~
4. Any member desiring to resign from the **board** ~~CAMSP 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** ~~CAMSP Board~~.
5. The **board** ~~CAMSP Board~~ may appoint consultants to serve on the **board** ~~CAMSP 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. Establish and update by-laws and other written regulations and policies as needed to regulate and govern the **middle level membership** ~~CAMSP Association~~. Such by-laws, policies, and regulations are not to be in conflict with the CAS Constitution or Articles of Incorporation.

All such by-laws, regulations and policies require the approval of the **middle level membership** ~~of the Connecticut Association of Middle School Principals~~ and the CAS Board of Directors. The ~~Association~~ by-laws **of the Middle Level Board of Control** shall be made available to the appropriate member schools.

3. Propose public policy issues for study, and propose legislation affecting **middle level association** members, students and schools, to the CAS Board of Directors.
4. Establish committees and develop guidelines for each committee to follow.
5. Act on behalf of the ~~association of principals~~ **middle level membership** and make appropriate policy decisions which should not be in conflict with the CAS Constitution between meetings of ~~each association's~~ **the middle level membership**.
6. **Work in collaboration with the CAS Principals' Center Board of Control and the Center for Early Adolescent Educators' Advisory Board to develop professional development programs and activities. Make recommendations for professional development programs and activities to the CAS Principals' Center Advisory Committee and the Center for Early Adolescent Educator's Advisory Board.**
7. Recommend appointments to the CAS Nominating Committee as provided by Article IV, Section ~~H~~ **F** of the CAS Constitution and to the Nominating Committee of the Center for Early Adolescent Educators

8. Perform such other duties and responsibilities as may be provided for in the by-laws of the **board**.

ARTICLE VI: MEETINGS

Regular meetings of the board **of control** shall be held jointly with the Advisory Board of the Center for Early Adolescent Educators at times to be determined by the Chairperson, in collaboration with the Central Office Staff.

When deemed necessary, the Chairperson may call special meetings of the **board CAMSP** or joint boards.

A quorum shall consist of 12 voting members of the **board CAMPS Board** or the joint boards.

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. 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 CAMSP Board of Directors.~~

ARTICLE VIII: ELECTIONS

1. The **board CAMSP** ~~will submit~~ **may recommend** candidates for positions on the **board CAMSP 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.

2. All members **and officers of the board of the CAMSP Board** ~~and CAMSP officers~~ must be members of CAS.

ARTICLE IX: DUTIES OF OFFICERS

1. The chair shall:

- call and preside at all meetings of the **middle level membership and the Middle Level Board of Control Association and the CAMSP Board of Directors**.
- execute decisions of the **membership and board Association and Board**.
- serve as ex officio member of each **middle level CAMSP** committee.
- represent the **board CAMSP** 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

Standing committees of the Board shall be: Professional Studies Committee, Program Committee, Member Services Committee.

The Boards may establish ad hoc committees and other standing committees as they may deem necessary.

The Chairperson of the Board shall be an ex officio member of all standing and ad hoc committees.

ARTICLE XI: CONTROL

1. All **middle level** 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 (where applicable) and SABC.
2. A member middle school which violates the CAS constitution, the bylaws or any regulations of the Association will be subject to disciplinary action by the **Middle Level Board of Control** ~~CAMSP Board of Directors~~. An open hearing shall be accorded to such school at a regular or special meeting of the **board** ~~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** ~~CAMSP Board of Directors~~ meeting.

4. Any ~~CAMSP~~ 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** ~~CAMSP 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** ~~CAMSP Board of Directors~~ to the CAS Board 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 of control** ~~CAMSP Board of Directors~~ up to one month before the ~~CAMSP~~ annual meeting **of the middle level membership**. All such amendments will be submitted to member schools two weeks before the annual meeting, with or without the recommendation of the **board** ~~CAMSP Board~~. At the same time, all amendments voted by a two thirds majority of the **board** ~~CAMSP 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 **middle level membership** ~~CAMSP~~ and will take effect on the July 1st following the annual meeting.

ARTICLE XIII: BENEFITS

Middle level members of ~~CAMSP~~ are eligible to participate in all CAS member activities at member rates including:

- School, teacher and student recognition programs
- Student training programs offered by middle level committees
- Professional development workshops, seminars, annual conferences, retreats and institutes sponsored by the **middle level board** ~~association~~, the Center for Early Adolescent Educators and the Connecticut Principals' Center
- Participation on standing and ad hoc committees established by the **board** ~~association~~

Members will also receive CAS publications including, but not limited to, the CAS Bulletin, Impact, Student Activities Board of Control publications, CAS Handbook and CAS Directory.

Members may enroll their schools in the Connecticut Association of Student Councils and the Connecticut Association of National Honor Societies.

Teachers in member schools may join the Center for Early Adolescent Educators at the CAS member rate.

**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 I~~ 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.