

AMENDED FEBRUARY 12, 2004

CONSTITUTION

WEST VIRGINIA ASSOCIATION OF SCHOOL ADMINISTRATORS

REVISED February, 2004

ARTICLE I – NAME

The name of this association shall be the West Virginia Association of School Administrators.

ARTICLE II – PURPOSE

It shall be the purpose of the West Virginia Association of School Administrators to promote whatever in the judgment of a majority of its members will contribute to the best interest of public education.

ARTICLE III – AFFILIATION

The West Virginia Association of School Administrators shall be affiliated with the American Association of School Administrators.

ARTICLE IV – MEMBERSHIP

Section 1

Active and emeritus memberships and selection to the Hall of Thanks shall be available in the West Virginia Association of School Administrators.

Section 2

County superintendents, assistant county superintendents, county directors, chief administrators and assistant administrators of RESAs, the state superintendent, assistant state superintendents, state directors, professors of educational administration and any person employed at the county level or state level in a phase of administration or supervisory of fiscal capacity in West Virginia, not otherwise mentioned above, shall be eligible for active membership in the West Virginia Association of School Administrators.

Section 3

All active members of the West Virginia Association of School Administrators in Section 2 of this article may, upon retirement be emeritus members of the Association upon payment of \$25.00 annually. Emeritus members shall receive all agendas and minutes of membership meetings, and all conference/workshop announcements. Emeritus members shall not have voting rights, but shall be permitted and encouraged to attend association workshops and conferences for the price of meals and snacks. One emeritus member shall be elected as an ex-officio member of the Executive Committee but may not serve more than two consecutive one-year terms. Emeritus member to the Executive Committee shall be elected annually by vote of the active members at the time association officers are elected.

Section 4

A Hall of Thanks shall exist in this organization for the express purpose of honoring those individuals and organizations which have been particularly supportive of the endeavors of WVASA in spite of the fact that they are not in the field of education leadership. The members of the Hall of Thanks shall be elected by the members in regular session upon recommendation of the Executive Committee. The Executive Committee shall consider a candidate's contributions to education in general and this association in particular in making recommendations for the Hall of Thanks. No more than two members to the Hall of Thanks may be selected in any one year. The honor of selection will be recognized at the annual banquet held in connection with the Summer Conference.

ARTICLE V – OFFICERS

Section 1

The officers of the West Virginia Association of School Administrators shall be president, vice-president, secretary-treasurer, and members of the Executive Committee, as outlined in Article V, Section 4.

Section 2

The president, vice-president and secretary-treasurer shall be chosen for terms of one year.

Section 3

The president, vice-president and secretary-treasurer shall be elected at the July meeting of the Association. Voting shall be by secret paper ballot organized and monitored by the Executive Director. The installation of new officers shall be the last official action of the officers.

Section 4

The Executive Committee shall consist of the officers, the immediate past president, one RESA executive director, from the membership and appointed by the president for one –year term, one emeritus member (elected by the active members for a one-year term), and eight other members (one representing each region) of the West Virginia Association of School Administrators regularly elected to the Executive Committee for two-year terms with four being chosen each year at the May meeting of the Association.

Section 5

The secretary-treasurer shall be secretary of the Executive Committee.

Section 6

The duties of the president and vice-president shall be those identified with these offices in Robert's Rules of Order. But in addition thereto, the president shall serve as chairperson of the Executive Committee, and the vice-president shall service as chairperson of the Programs and Seminars Committee. In the absence of the president at the meetings of the Executive Committee, the vice-president shall serve as chairperson.

Section 7

Nomination of president, vice president, secretary-treasurer and emeritus member of the executive committee shall be made at the May meeting of the Association by a nominating committee, consisting of five (5) representative members from different positions as defined in Article IV, Section 2, appointed by the president of the Association. The president shall communicate with all members at least one month in advance of this meeting identifying members of the nominating committee and inviting the membership to suggest names for consideration. Members in Region V, VI, VII and VIII shall meet in the advance of the spring meeting in even numbered years and make one nomination from their region to be a member of the Executive Committee. Members in Region I, II, III and IV shall do the same in odd numbered years. The nominee from each region shall be

presented to the chairman of the Nominating Committee and each region's nominee shall be presented to the membership by the Nominating Committee along with nominees for president, vice-president, secretary-treasurer and the emeritus member of the Executive Committee. After the report of the nominating committee, the president shall provide opportunity for nomination from the floor, except that for positions on the Executive Committee, nominees may only come from regions which are due to elect a representative. In the election for each office, the candidate receiving the highest number of votes shall be declared elected.

Should a regionally nominated member of the Executive Committee move from the region from which he/she was elected, he/she shall give up his/her seat on the Executive Committee, and the members in that region shall nominate a replacement for the balance of the term.

Section 8

Members of this Association, as defined in Article IV, Section 2, shall have the right to vote and hold office only after payment of dues in full or having signed payroll deductions of dues during the fiscal year of July 1 to June 30.

ARTICLE VI – COMMITTEES

Section 1

Standing committees shall be appointed by the president; these shall include Finance, Legislative, Audit, State Board Policy Development and Review, Facilities and Instructional Leadership committees.

Section 2

All standing committees shall be appointed by the president on an annual basis and shall report at the regular annual meetings or at called meetings if so desired by the president. Members of the Association may also voluntarily become a member of any committee.

Section 3

It shall be the duty of the Legislative Committee to develop and promote desirable school legislation. In developing a program of legislation, the committee shall seek the guidance and approval of the complete membership of the Association. The committee shall cooperate, insofar as possible, with the corresponding committees of the West Virginia School Boards Association, the State Department of Education, the West Virginia Secondary School Principals Commission, the West Virginia Association of Elementary School Principals, the West Virginia Association of

School Business Officials, the West Virginia Association for Supervision and Curriculum Development, the West Virginia Council of Vocational Administrators, the West Virginia Council of Administrators of Special Education, the West Virginia Council of Parents and Teachers and the West Virginia Association of Colleges for Teacher Education.

Section 4

Special committees shall be created by the president at such times and in such manner as the Association may direct.

Section 5

For emergency service, the president shall appoint such committees, upon approval of the Executive committee, as needs may determine.

Section 6

Members of each standing committee, except the audit committee, shall each year, prior to the installation of officers, elect one its members to serve a two-year term as co-chairperson. During the first year as co-chairperson, the committee officer shall be considered the junior chair and will be responsible for committee functions in the absence of the senior chair. During the second year as co-chairperson, the committee officer shall be considered the senior chair and will be responsible for calling and chairing committee meetings, selecting the sub-committee chairpersons, assigning sub-committee responsibilities and serving as a member of the Executive Committee. Nothing herein prevents committee chairpersons from being elected to successive terms.

ARTICLE VII – DUTIES – Executive Committee

Section 1

The Executive Committee shall elect the time and place for the meetings as deemed essential to the best interest of the Association. An annual calendar of meetings with times and places shall be prepared and distributed in July for the approval by the membership. Special meetings may be called by the president with the approval of the majority of the Executive Committee. Changes in the regular meeting schedule constitutes the call for a special meeting. The Executive Committee shall have the power to act for the Association between dates on which meetings are held; provided, however, that on issues of primary importance in the judgment of the Executive Committee, a canvas of opinion by letter or questionnaire shall be made of the members if a meeting is impractical, provided that time will permit.

Section 2

The Executive Committee shall annually prepare an operational budget to be submitted to the membership for approval at the September meeting of the Association. The president, with assistance from the executive director and the treasurer, shall prepare a tentative budget for consideration by the Executive Committee.

Section 3

The Executive Committee shall perform duties as described in other articles of this constitution.

ARTICLE VII – STAFF

Section 1

The West Virginia Association of School Administrators may employ, or contract for the services of, an executive director to manage the day-to-day operation of the Association and other staff as deemed necessary by the Executive Committee.

Section 2

The Executive Committee shall annually prepare an operational budget to be submitted to the membership for approval at the September meeting of the Association. The president, with assistance from the executive director and the treasurer, shall prepare a tentative budget for consideration by the Executive Committee.

Section 3

Changes in the terms and/or conditions of employment for the Executive Director shall be recommended by the Executive Committee and approved by the membership.

Section 4

When a vacancy in the position of executive director occurs, the following procedure shall be followed in filling the position:

- a. The president, on behalf of the Executive Committee, shall advertise the position and solicit applications. The advertisement will consist of a job description with duties, responsibilities, salary, and other conditions of employment. The advertisement shall be made in the Charleston Gazette, on the WV Department of Education Website and sent to the RESA offices to be distributed to county boards of education for a period of 10 work days.
- b. The Executive Committee shall review all applications and select persons to be interviewed;

- c. The Executive Committee shall interview all persons selected for interviews;
- d. The Executive Committee shall prepare a recommendation to the membership on the selection of an executive director; and
- e. The executive director shall be approved by a majority vote of the membership present at an announced meeting of the membership.

ARTICLE IX – AMENDMENTS

Amendments to this constitution may be made at any regular or regularly called meeting of the Association by two-thirds vote of the members present.

ARTICLE X – DUES

The annual membership dues shall be established by the membership at any regular meeting.