

# **CONSTITUTION**

## **Georgia Association of Secondary School Principals**

### **ARTICLE I**

#### **TITLE**

This organization shall be known as THE GEORGIA ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS.

### **ARTICLE II**

#### **PURPOSE**

The purpose of this organization shall be to promote cultural and professional development among the secondary school administrators of Georgia and to promote secondary education in Georgia. The organization will promote the practice of a professional attitude among its members; to accept the opportunity for assuming leadership in the various communities of the state and the state at large; to encourage the scientific study of administrative problems; and to lobby for suitable legislation for the accomplishment of the organization's goals. The association will seek to organize the secondary school in such a manner that, in its relation to elementary and middle education and to higher education, the entire educative process shall be a continuous and well integrated whole.

The association is affiliated with the National Association of Secondary School Principals and is an affiliated of the Georgia Association of Educational Leaders.

### **ARTICLE III**

#### **MEMBERSHIP**

Section I There shall be six types of membership for the association. They shall be active membership, institutional membership, associate membership, retired membership, honorary membership, and lifetime membership.

Section II Active membership is open to all persons engaged in practicing or teaching secondary school administration and/or supervision in this state, on payment of annual dues. Active membership is the only voting membership.

Section III Associate membership is open to all persons interested in secondary education not eligible for active membership, on payment of annual dues. Associate membership is a non-voting membership.

Section IV Retired membership is open to active and associate members who retire, on payment of annual dues. Retired membership is a non-voting membership.

Section V The executive committee shall have power to pass upon the qualifications of all applicants for membership.

Section VI All memberships shall expire on June 30 of each year.

Section VII Honorary memberships will be non-voting, non-dues paying memberships that can be granted by the executive committee.

Section VIII A lifetime membership is a voting, non-due paying membership automatically granted to all past presidents upon their retirement from the profession.

Section IX "Institutional Membership"-- Institutional membership is open to all schools engaged in practicing or teaching secondary school administration and/or supervision in this state, on payment of annual dues. Intuitional membership is a voting membership.

#### **ARTICLE IV**

##### **EXECUTIVE COMMITTEE/BOARD OF DIRECTORS**

Section I The business of the association shall be conducted by the executive committee and the board of directors.

Section II The Executive Committee shall be composed of the officers of the association and not more than two additional members may be appointed by the President. The officers and the President of each of the districts of the state or the district's designee shall constitute the Board of Directors of the association.

Section III The executive committee shall assist the president and the Executive Director in the planning of meetings and conferences and shall perform such other duties as may be necessary for the efficient functioning and administration of the association.

**Section IV** The executive committee shall establish and appoint members to serve on various committees.

**Section V** The board of directors may establish non-voting members to the Board of Directors.

#### **ARTICLE V**

##### **OFFICERS AND APPOINTMENTS**

Section I The officers of the association shall be president, president, president elect, second vice president, past-president, state coordinators, and secretary/treasurer.

Section II The president shall each hold office for one year or until a successor for the respective position has been duly elected, and shall not be eligible for re-election to the same office. President-Elect and second vice presidents shall hold office for one year and shall not be eligible for re-election to the same office.

Section III Should the president or president-elect be unable to complete his/her term for any reason whatsoever, the natural succession of officers will occur, ie. the 2<sup>nd</sup> vice-president will assume the president-elect position, the president-elect will assume the presidency . Should any other officer be unable to complete his/her term for any reason, the executive committee shall name a successor to fill the unexpired term of the office.

Section IV To be elected and eligible to serve as any officer, one must be an active member of GASSP and NASSP and an administrator at the middle, junior high, or senior high school level.

Section V The state coordinator shall be elected for three years and shall not be eligible to be re-elected. The Board of Directors may establish a High School Coordinator and Middle School Coordinator.

Section VI The secretary/treasurer shall be elected for three years and shall be eligible for re-election.

Section VII The legislative liaison shall be appointed by the executive committee for a three year term and may be reappointed.

Section VIII The executive director shall be appointed by the executive committee for a one-year term and may be reappointed.

Section IX The executive committee will recommend salary and benefits for the executive director to the board of directors. Recommendations will be made at regular board of directors meeting.

Section X The Georgia High School Association liaison shall be appointed by the Executive Committee for a three year term and may be reappointed.

Section XI The Middle School at Large representative shall be elected for a three-year term and may be re-elected and will serve on the Executive Committee.

Section XII The associate executive director shall be appointed by the executive committee and approved by the BOD for a one-year term and may be reappointed.

Section XIII The executive committee will recommend salary and benefits for the associate executive director to the board of directors. Recommendations will be made at regular board of directors meeting.

## **ARTICLE VI NOMINATIONS AND ELECTIONS**

Section I The board of directors shall constitute a board of nominators for the elective officers of the association. Nominations may be made in writing to any officer prior to the fall conference.

Section II The board of nominators shall meet during the fall conference and shall consider those nominated for office.

Section III The board of nominators, in making their final selection, shall consider: (a) service which the nominee has given in their district, the state and the national association; (b) qualities and accomplishments which point to successful leadership, and (c) frequency of representation from each of the districts of the state.

Section IV The board of nominators shall make a report at the winter meeting which shall constitute a nomination for each vacancy. Other nominations shall be called for in accordance with parliamentary procedure.

Section V The officers shall be elected by the membership at the winter business meeting. Officers shall assume their duties after the summer business session.

## **ARTICLE VII DUTIES OF OFFICERS**

Section I The officers of this association shall perform such duties as customarily pertain to their respective offices and shall perform such other duties as may be required by the full board of directors.

### Section II – President

- Presides at all meetings of the association and board of directors
- Serves as the official spokesperson/representative for the association at professional conferences, workshops and other meetings at the state and national levels where the general welfare and interests of secondary education are involved, and when interacting with state department officials, legislative leaders and the media.
- Serves on the GAEL executive committee and represents GASSP at all GAEL executive meetings.

### Section IIIA – First Vice President/President Elect

- Attends NASSP's leadership training conference for newly elected state presidents.
- Attends all regular meetings of the association and the executive committee.
- Assists the president in planning for conferences and meetings.
- Performs the duties of the president in his/her absence.
- Assists with planning and conducting the annual spring planning conference for the newly elected board of directors.
- Serves on the GAEL board of directors.
- Other duties assigned by the Board of directors

### Section IIIB—Second Vice President

- Attends all regular meetings of the association and the executive committee assists the president in planning for conference meetings
- Serves on the Awards Committee
- Serves on the Scholarship Committee
- Assists with planning and conducting the annual spring planning conference

- Other duties assigned by the Board of Directors

#### Section IV Past President

- Attends all regular meetings of the association and executive committee
- Meets with the President-Elect prior to the end of his/her term to provide a smooth transition to the office of the President
- Assists the President in the execution of his/her duties
- Be responsible for Annual training of District Directors
- Chair awards committee
- Serve on the GAEL Board of Directors
- Other duties assigned by the Board of Directors

#### Section V – Secretary/Treasurer

- Serves as the financial officer and secretary of the association.
- Keeps an accurate record of the proceedings of all meetings of the association and the board of directors.
- Keeps accurate records and reports of the business transactions for the association
- Coordinates the receipts of monies of the association and payment of all bills owed by the association.
- Facilitates an annual audit of the finances of the association

#### Section VI – State Coordinator

- Represents both the state association and the national association at meetings.
- Encourages membership in both state and national associations.
- Interprets and explains the activities and services of NASSP at regular association meetings and board of directors meetings, and through the association's newsletter.
- Recommends key people to the executive committee and president for national and state committee assignments.
- Keeps NASSP's board of directors informed concerning problems and projects of GASSP.
- Assists with promoting publications and public relations for the association.
- Coordinates the planning of state conferences.

#### Section VI I– Legislative Liaison

- Gathers and reads proposed legislation that impacts on secondary education in general and secondary school administrators in particular.
- Coordinates an information network that serves to deliver concise, timely information on the status of bills to district presidents, district legislative chairpersons and to key principals in a particular legislator's service area.
- Informs membership and board of directors about key legislative issues and bills.

- Encourages membership to become involved in lobbying for legislation that promotes secondary education and supports the secondary school principalship.
- Coordinates legislation/legislative priorities with GAEL

#### Section VIII – Executive Director

- Processes membership for GASSP and NASSP and maintains state membership files for both associations.
- Attends NASSP executive director meetings and serves as liaison with NASSP and state directors.
- Handles and processes correspondence between NASSP and GASSP.
- Handles state arrangements for attendance at the NASSP National Convention, including selection of hotel, and serves as liaison with NASSP housing bureau and/or hotel.
- Gathers information for the GASSP newsletter and publishes newsletter.
- Represents GASSP at the state legislature, state board of education, and committee meetings.
- Attends all GASSP business meetings and meetings with the board of directors and/or the executive committee.
- Performs other duties as assigned by the executive committee and mutually agreed upon with the executive director.

#### Section IX – District Directors

- Represents the district at state business meetings and the state at district meetings.
- Attends GASSP business meetings as scheduled at fall conference, and winter and spring GAEL conferences, and as needed.
- Promotes district and state membership.
- Solicits a Principal of the Year and Assistant Principal of the Year applicant from his/her district.
- Oversees the Middle School Breakout selection process at the district level.
- Solicits breakout session presenters for the fall conference.
- Assists in the creation of a GASSP professional learning network.
- Notifies GASSP of new principals in the district for the Principals Coaching program.

### **ARTICLE VIII FINANCE**

Section I       The elected officers shall have control of the finances of the association. The executive director shall ensure that an annual audit of the association finances is conducted and presented to the membership.

Section II       No part of any income, revenue and grants of or to the association shall inure to the material or pecuniary benefit of any member, officer or any private individual (except that reasonable compensation may be paid for service rendered in connection

with one or more of its purposes); and no member, officer or any private individual shall be entitled to share in the distribution of any assets of the association on its dissolution or liquidation. The assets of the association, after payment of debts and obligations, shall be transferred to an organization with federal tax exemption for charitable and educational purposes similar to those of this association.

## **ARTICLE IX MEETINGS**

Section I There shall be three regular meetings of the association: one during the fall of the year, one during the winter, and one during the summer.

Section II A special meeting may be called by the president, with approval of a majority of the executive committee, and at least a ten-day notice must be given to the membership of the association.

Section III Any and all business of the association may be conducted at any regular meeting.

## **ARTICLE X RULES OF ORDER**

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority and shall govern in all meetings of the association.

## **ARTICLE XI QUORUM**

Members present shall constitute a quorum for the transaction of business at any meeting.

## **ARTICLE XII AMENDMENTS**

A proposed amendment to the constitution must be read at one business meeting of the association. It may become a part of the constitution if it is passed by a two-thirds vote of the members present at the next meeting of the association.

## **ARTICLE XIII BYLAWS**

The association may enact appropriate bylaws not inconsistent with this constitution.

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## **BYLAWS**

### **ARTICLE I COMMITTEES**

The executive committee shall have the authority to create, to establish terms and to define duties of such permanent and temporary committees as they deems necessary to achieve the objectives of the association.

**ARTICLE II  
DUES**

Annual dues for active, associate or retired membership shall be set at the fall conference each year by the board of directors.

**ARTICLE III  
AMENDMENTS**

These bylaws may be amended at any meeting of the association by a majority vote of those present.

**ARTICLE IV  
MEMBERSHIP ON GAEL BOARD OF DIRECTORS**

The positions for GASSP representation on the GAEL board of directors shall be filled in the following manner:

The president and the president-elect will serve on the GAEL board of directors.

There shall be a total of two members of GASSP serving on the GAEL board of directors, not counting GAEL officers.

Only members holding active membership in GASSP and a building administrator may serve.

In case of a vacancy, the executive committee shall name a member to serve the remaining term of office.

**Article V  
JOB DESCRIPTION**

The Board of Directors will develop and maintain Job Descriptions for the Officers and Board of Directors.

**Article VI  
GASSP STAFF**

The executive committee shall have the authority to create, to establish terms and to define duties of such permanent and/or temporary Administrative staff personnel as they deems necessary to achieve the objectives of the association.

Adopted: April 24, 1971

Revised Nov. 8, 2004  
Revised Feb 4, 2007



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July 22, 1988  
February 1, 1988  
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