

NEW HAMPSHIRE ASSOCIATION OF SCHOOL PRINCIPALS BYLAWS

Approved by the NHASP Membership on 1-10-19

Preamble from the NHASP Constitution

NHASP believes that the primary goal of education in New Hampshire is to assist in the development of all persons according to their potential and interests so that they may function as productive and effective citizens in our democratic society. The responsibility for the development and maintenance of educational programs, which will achieve this primary goal of education, rests with the principal in cooperation with school boards, superintendents, teachers, parents and students.

The primary growth and improvement of elementary, middle level and secondary schools in New Hampshire mandates that school principals, assistant principals and supervisors strengthen their effort for continued professional growth and learning. This necessitates a commitment to the complementary roles of various levels of administration and supervision within the schools, and should serve to promote close cooperation on matters of mutual concern. At the same time, recognizing the individuality of the roles of the elementary, middle level and secondary school principals, assistant principals, and supervisors and the need to preserve their unique identities is recognized. Therefore, the purpose of the New Hampshire Association of School Principals shall be:

- A. To strive to improve the quality of education in the elementary, middle level and secondary schools of New Hampshire;**
- B. To disseminate information to the members designed to improve their understanding of critical issues;**
- C. To provide professional development activities designed to assist members in increasing their leadership effectiveness and promote professional growth, and to develop vision for school communities;**
- D. To assist individual members in dealing with local problems and to serve as a center for the interchange of ideas and information in the state of New Hampshire;**
- E. To provide opportunities for cooperative study and solutions to the problems common to elementary, middle level and secondary schools in New Hampshire;**
- F. To promote collegiality between and among principals, assistant principals and supervisors;**
- G. To promote coordination and cooperation with other professional educational organizations;**
- H. To support and promote the position of the membership on significant local, state and national concerns of interest to the educational community;**

- I. To advocate for legislation that will provide appropriate support for educational programs for all citizens;
- J. To provide services that will support, improve and protect the professional, economic and legal status of the membership.

Key Terms Defined

Aspiring Principal-A person, currently involved with seeking an administrative endorsement, who intends to become a certified administrator and wishes to learn about and become involved in Association activities.

Executive Board: The volunteer governing board of NHASP comprised of principals, assistant principals and other education professionals who are nominated by members and approved at our Annual Meeting

Executive Council: Officers of the Executive Board consisting of a president, president-elect, past-president, NASSP State Coordinator, NAESP State Representative and Treasurer.

President-elect-A member of the Executive Board in training who will become NHASP president

Ex-officio-By virtue of one’s position or status

Treasurer-An Executive Council member who regularly reviews Association financials, is a “second-set-of eyes” for NHASP finances, works with the Executive Director to craft the Association budget and present it to the Executive Board for approval

Bylaws

Article 1: NAME

The name of this organization shall be the New Hampshire Association of School Principals and shall be incorporated as a nonprofit organization in keeping with New Hampshire state statutes.

Article 2: MEMBERSHIP

2.1 Full membership is open to any practicing administrator or supervisor who administers or supervises educational programs and or staff in one or more of the grade levels encompassed in kindergarten through grade 12 in the public, private, charter and parochial schools of New Hampshire. This includes but is not limited to the following: principals, assistant principals, teaching principals, career and technical education directors and assistant directors, headmasters and assistant headmasters, deans and associate deans.

2.2 Full members may vote or serve as Association officers or board members, and are eligible for the customary services for members from the Association including legal and advocacy support.

2.3 The person described above may become a full member upon payment of prescribed full state dues.

2.4 Associate Membership is open to individuals not eligible for full membership. This may include:

2.4.1 Those who serve in an administrative position in a regional, state or national education agency or association, college or university, or those who teach persons preparing for a professional career in educational administration;

2.4.2 Full Members reassigned to classrooms or other duties outside administration/supervision;

2.4.3 Persons meeting certification requirements for membership but not yet employed in a position qualifying them for full membership;

2.4.4 Persons enrolled in degree programs leading to administrative certification;

2.4.5 Superintendents and assistant superintendents;

2.4.6 Associate Members may not vote or serve as Association officers or Board members nor shall they be eligible for legal or advocacy services.

They shall be eligible for all other membership services and rights;

2.4.7 A person may become an Associate Member upon payment of prescribed associate member dues;

2.4.8 Special Membership is open to retired members or former members not currently employed in education, as well as: professionals such as supervisors, department heads, directors and coordinators who would administer or supervise educational programs and or staff for at least 50% of their working day. Verification guidelines for the 50% shall be set up by the membership committee of the Executive Board. Special members may not vote or serve as association officers or board members, nor shall they be eligible for legal and advocacy services. They shall be eligible for all other membership services and rights. The person may become a special member upon payment of prescribed special-member dues.

2.5 The Commissioner of Education or designee being the educational leader of New Hampshire, shall be an honorary, non-voting member, ex officio.

2.6 Annually, in recognition of people in key roles in education in New Hampshire, there is created a Guest Membership. At the discretion of the Executive Board, a limited number of Guest Memberships will be offered to people not in principals' roles but who serve in key roles in education in New Hampshire. At the first meeting of the year, the Executive Director will submit a list of names for Guest Membership to the Executive Board for consideration of complimentary Guest Memberships for that year. Guest members may serve on committees at the discretion of the Executive Director but do not have voting privileges.

2.7 Any person who would seek membership in NHASP under any of the above sections, but about whom there is a question concerning eligibility, may petition the membership committee, which shall review any such requests and make recommendations to the Executive Board, whose decision in the matter shall be final.

Article 3: DUES

3.1 The regular membership dues which cover all categories of membership shall be fixed by a vote of the Association shall cover the period from July 1 to June 30.

3.2 Associate membership dues shall be one half the regular membership dues.

3.3 Special membership dues shall be established annually by a majority vote of the Executive Board and shall cover the period from July 1 first to June 30.

Article 4: AFFILIATION

The Association shall be affiliated with the National Association of Secondary School Principals (NASSP), the National Association of Elementary School Principals (NAESP), and may be affiliated with any other association devoted to furthering educational opportunities in the state of New Hampshire.

Article 5 EXECUTIVE COUNCIL and EXECUTIVE BOARD

5.1 The officers of the Association, called The NHASP Executive Council, shall be a president, the president-elect, the immediate past president, the national secondary school state Coordinator (NASSP) and the national elementary school (NAESP) representative, and the treasurer

5.2 NHASP Executive Board members will each serve a three-year term, and may re-up for second three-year term. For any vacated position of less than two years, a person may complete that unexpired term and then be nominated and elected to complete a full term. For any vacated position of more than two years, a replacement will be nominated and approved.

5.3 There shall be an NHASP Executive Board composed of the following: president, president-elect, the immediate past president, the state NASSP Coordinator, the state NAESP Representative, a treasurer, a middle level representative, an assistant principal representative, and 10 members composed of one elementary and one secondary principal or assistant principal in each of the five geographic areas.

Article 6 ELECTION and NOMINATIONS

6.1 Nomination of officers: At the first meeting of a new school year, a nominating committee shall be appointed by the president to submit a slate of officers consisting of president, president-elect, NAESP State Representative, NASSP State Coordinator, treasurer and members of the NHASP Executive Board. At the Annual Meeting of the Association, to be held no later than August 30th of the current year, the members of the Executive Board shall be confirmed by the membership for the ensuing school year.

6.2 The president and president elect shall serve the term of two years each and shall be nominated by a majority of the Executive Board, and ratified by the membership at the Annual Meeting of the Association. Candidates for president and president-elect must have already served on the Executive Board. It is the intent that the membership will elect the president-elect to the office of president unless he/she is or becomes ineligible.

6.3 Each of the five geographic district associations shall be responsible for electing one secondary and one elementary member to the Executive Board for a period of three years. Each district shall elect its two representatives to the Executive Board so that the terms do not expire in the same year.

6.4 The national representatives from the secondary and elementary ranks and a representative of middle level education and assistant principals shall be elected for a term of three years at the Annual Meeting preceding the expiration of each person's term of office. In the event that the middle level education

representative, assistant principal representative, the national secondary coordinator, or the national elementary representative cannot complete his or her three-year term, the Executive Board shall appoint an interim representative to serve until the next Annual Meeting of the association when a new representative shall be elected by the members of the Association.

6.5 The Executive Board welcomes the inclusion of non-voting representatives from New Hampshire School Administrators Association, New Hampshire State Department of Education, and other groups as determined by the NHASP Executive Board.

6.6 Each region is encouraged to have an open and transparent process for selecting its two board member representatives. The NHASP Executive Director will assist each region by advertising vacancies to the members in that region.

6.7 Should a vacancy occur on the NHASP Executive Board, it shall be filled by active or retired members through a process beginning with recommendations from NHASP staff, nominations by Executive Board members, and confirmation by the members of the Executive Board in a means established by the board policy.

6.8 If an active member of the Association is serving on a National Board of Directors of either NAESP or NASSP, such active member shall serve in an ex officio role.

6.9 In the event of a vacancy on the Executive Board, the unexpired term shall be filled by a newly-elected member of one of the five regions from which the vacancy occurred.

6.10 In order to be eligible to hold office in either the state or regional associations, a person shall have been a member of the New Hampshire Association of School Principals for at least one year prior to the Annual Meeting.

Article 7 DUTIES

7.1 The president shall preside at all meetings of the Association and of the Executive Board; appoint and charge with tasks all committees not otherwise provided for; call meetings of the Executive Board when deemed necessary, or upon written request of three of its members; and perform all other duties pertaining to the office.

7.2 The president is also responsible for seeking input from the board and membership regarding the performance of the Executive Director and will share the summary of the input with the Executive Director. Further, the president is responsible for developing the Executive Director's employment contract with input from the Executive Board.

7.3 The president shall be ex-officio member of all committees except the nominating committee.

7.4 The president-elect shall assume the duties of the president in his or her absence. In case of a vacancy in the office of the president, the president-elect shall become president and serve as president until the next Annual Meeting of the Association. In the case of the vacancy in the office of the president elect, the Executive Board shall appoint a member to fill the unexpired term.

7.5 The president-elect shall be responsible for coordinating and assisting the regional organizations regarding membership.

The Executive Board shall:

7.6 Carry out the general activities and policies of the Association. It is the duty of all Executive Board members to stay informed about issues so that they make informed decisions on behalf of the membership;

7.7 Give input annually to the president on the performance of the Executive Director

7.8 Decide on the time and place of meetings of the association;

7.9 Direct the manner of approval and payment of bills;

7.10 When possible, ensure that the accounts the association are audited/reviewed before the Annual Meeting;

7.11 Recommend a membership-dues plan to the membership;

7.12 Advise the president concerning committee appointments;

7.13 Oversee the work of the standing and ad-hoc committees;

7.14 Between meetings of the Association, exercise all powers and prerogatives of the Association;

7.15 Carry out any other duties assigned to it.

Article 8 EXECUTIVE DIRECTOR

8.1 The Executive Board shall be empowered to hire an Executive Director to serve the needs of the association The Executive Board shall, by written contractual agreement, employ the Executive Director.

8.2 The Executive Director shall be the chief executive officer of the Association and shall have the powers, duties and responsibilities usually associated with the office.

8.3 The Executive Director shall perform all duties necessary to carry out the directives, plans, and policies of the Executive Board of the Association.

8.4 The Executive Director shall serve as a secretary of the Executive Board and keep a permanent record of its proceedings. S/he shall serve also as a secretary at the Annual Meeting(s) of the Association and shall keep a record of all business, policies, and directives passed by the membership. S/he shall also disseminate to the membership written reports of all actions taken at the annual meetings of Association.

8.5 The Executive Director shall make the Association financial records available for audit/financial review at least once annually and at anytime when requested by the Executive Board. S/he and shall work with the treasurer give a financial report at the Annual Meeting.

8.6 Annually, it shall be the responsibility of the Executive Director to conduct

new board member training and to inform Executive Board members of their roles, responsibilities, and legal requirements as board members

8.7 Since there is a certain amount of liability involved with serving on a non-profit board, the Executive Director will annually discuss liability with the board and with insurers, to be certain that the board is adequately insured.

Article 9 MEETINGS

9.1 The Association shall hold meetings as deemed necessary by the Executive Board to carry out the activities of the Association. An Annual Meeting of the Association shall be held no later than August 30th of each year.

9.2 Meetings in addition to the Annual Meeting of the Association may be called by the president, with the majority approval of the Executive Board, or by written petition signed by 5% of the existing Association membership.

9.3 Notices of all meetings of the Association shall be sent to each member at least 30 days in advance of the meetings. In the event of a special meeting where time is essential, 30 days written notice to the membership will not be required.

9.4 The Executive Board may act in regular or special meetings of the Executive Board. It may conduct meetings and members may submit their votes electronically. Regular meetings will occur at least four times in the calendar year at such times that will be established by the Executive Board. Special meetings may be called upon written request of at least three (3) Executive Board members. The Executive Director shall send notice of regular or special meetings to all Executive Board members. In addition, the membership will receive notice in advance of all Executive Board meetings. These meetings are open for all members to attend, but may from time to time involve executive session matters. A majority of the members of the Executive Board constitutes a quorum for the transaction of business.

9.5 Meetings without a quorum are purely informational. Minutes will be taken but motions cannot be made or approved.

9.6. Annually the Executive Board will review its meeting procedures and will recommend changes as necessary.

Article 10 ACCOUNTING

10.1 The fiscal year of the Association shall begin on July 1 and ends on June 30.

10.2 All income, from whatever source, including member dues and income derived from professional development activities, shall be kept in either a checking or a money market account; all disbursements from that account shall be for: (1) activities related to the growth and welfare of administrators; (2) salaries of Association employees and general overhead expenses of the Association (3) any other expenses related to the purpose and policies of the New Hampshire Association of School Principals as determined by the Executive Board or its designee[s].

10.3 Annually, and from time to time, the Executive Board, upon recommendation of the Executive Director, shall decide what amounts shall be allocated for the salaries and benefits of the employees and the other expenses of the Association

Article 11 AMENDING BYLAWS

11.1 Proposals for amendments to or changing the bylaws may be generated by the Executive Board or by Association members.

11.2 When the proposal is forthcoming from association members, a petition for proposed amendments or changes to the bylaws must be presented to the Executive Director with the signatures of five percent (5%) of the association members 30 days prior to the regularly scheduled Annual Meeting.

11.3 Whenever possible, all such proposed changes will be considered by the Executive Board and its position will be made known to the membership when the warning for the meeting is published. Such proposals may be edited for consistency with the language of the bylaws, and may be reviewed for legal implications but no changes may be made in the substance of the proposal.

11.4 Proposals for amending the constitution and these bylaws must be submitted in writing to the Executive Board at least 60 days before the Annual Meeting of the association. Bylaws may be adopted, amended or repealed at the Annual Meeting of the Association provided prior notice thereof has been given to the members.

11.5 Proposals that are in order shall become effective when ratified by two thirds of the members of the New Hampshire Association of School Principals present at the Annual Meeting of the Association.

RATIFICATION

The constitution and these bylaws shall be in effect when ratified by two thirds of the members of the New Hampshire Association of School Principals present at an Annual meeting of the association.

- As amended June 1977**
- As amended June 1980**
- As amended June 1982**
- As amended June 1983**
- As amended June 1988**
- As amended June 1991**
- As amended June 1993**
- As amended June 1994**
- As amended, January 2019**
