

Georgia Association of Elementary School Principals CONSTITUTION AND BY-LAWS

1999

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Article I - Name

The name of the organization shall be the Georgia Association of Elementary School Principals (GAESP).

Article II - Membership

Section 1.

Membership in the Georgia Association of Elementary School Principals shall be in four categories: (a) active (b) associate (c) institutional and (d) retired.

Section 2.

Active membership is restricted to (1) principals, assistant principals, and others engaged in administration and supervision of schools with elementary grades (K-8); (2) persons actively engaged in either educational research or the professional education of elementary administrators. Membership is effective upon payment of dues to the Georgia Association of Elementary School Principals.

Section 3.

Associate membership is reserved for Georgia individuals/businesses who are not eligible for active membership but who are in harmony with the stated purposes of the Georgia Association of Elementary School Principals and who pay GAESP dues. Associate members shall be entitled to all publications and professional activities of the GAESP except the right to vote and hold office.

Section 4.

Institutional membership is reserved GAESP membership not in the name of an individual. Institutional members shall pay annual membership fee and shall be entitled to all the privileges of only one GAESP membership per institution.

Section 5.

Retired membership is available to retired educators who have been members of the Georgia Association of Elementary School Principals upon payment of retired membership dues. Retired members who choose active membership, shall be entitled to all privileges of the Georgia Association of Elementary School Principals, excluding offices of president-elect and president.

GAESP past president shall be presented an active life membership upon retirement.

Article III - Officers

Section 1.

(a) The officers of the Georgia Association of Elementary School Principals shall be president; president-elect, who shall become president after one year of service as president-elect; an immediate past president; a secretary; a treasurer; a state representative to the National Association of Elementary School Principals, and a representative of the Georgia Association of Educational Leaders. The President shall appoint a parliamentarian.

(b) The term of office should be for a period of one year with the exception of the secretary, treasurer, NAESP Representative and GAEL Representative. The secretary, treasurer and state representative shall hold office for a period of three years.

(c) Officers of the GAESP must be elected or appointed from the active membership and must hold active membership for their terms of office.

(d) The president elect must be an active elementary principal for the years of service as president elect and president. Should the president be moved to another professional position, the person should immediately resign and the Board of Directors may appoint that person to fill the remainder of the term as president.

Article IV - Duties of Officers

Section 1.

The president shall preside at all meetings of the GAESP, the board of directors and the executive committee; appoint all committees not otherwise provided; set the regular meetings of the boards of directors and the executive committee when deemed necessary; call special meetings of the board of directors and executive committee upon request of a majority of its members; perform all other such duties in keeping with the goals, objectives, and policies which relate to the orderly transaction of the business of the GAESP; be an ex-officio member of all committees except the nominating committee; and may authorize expenditures from the treasury if the treasure and executive director are unavailable, in agreement with two additional elected officers.

Section 2.

(a) The president-elect shall serve as assistant to the president, perform the duties of the president in his/her absence, and succeed to the office of the president in the event a

vacancy occurs. The president-elect shall serve as a member of the budget and finance committee, shall orient the nominating committee as to the tasks to be performed, chair the membership committee and will work with executive director in planning and organizing the fall conference for the year of their presidency.

(b) In the event of vacancy in the office of president-elect, the board of directors shall authorize a special election to fill such vacancy. This election shall follow the procedure outlined in Article V, Section 3.

(c) In the event of vacancy in the office of president and president-elect, the board of directors shall appoint a member of the board of directors to serve during the interim prior to the special election.

Section 3.

The secretary shall keep the records of all official proceedings for the GAESP, keep a record of those in attendance at the Board of Directors meetings, and perform other duties as prescribed by the board of directors.

Section 4.

(a) The treasurer shall be responsible for reporting all financial transactions of the association to the board and the membership at all official meetings of the association. The treasurer shall approve all expenditures, except as provided in Section 1 of this Article.

(b) The treasurer and executive director shall be bonded in an amount to be determined by the board of directors.

(c) All financial records shall be audited annually as prescribed by the board of directors. The treasurer shall provide the Board of Directors a copy of the audit report.

Section 5.

(a) The immediate past president shall serve as a member of the board of directors, shall be chairman of the budget and finance committee, and shall perform other duties as prescribed by the board of directors and president. In the event of his/her absence, the duties of the immediate past president shall be assigned by the board of directors.

(b) In the event of vacancy in the office of immediate past president, the board of directors shall appoint a member of the board to serve as chairman of the budget and finance committee.

Section 6.

The NAESP representative serves as a liaison between the National Association of Elementary School Principals and the Georgia Association of Elementary Principals. The representative shall promote National Association of Elementary School Principals membership and assist in interpreting goals, objectives and current issues of the National Association of Elementary School Principals and shall perform other duties as prescribed by the board of directors and the national association.

Section 7.

The GAEL representative shall serve as the liaison for the GAESP board of directors and the GAEL board of directors. Reports on GAEL activities will be made at each GAESP board meeting.

Article V - Board of Directors and Executive Committee

Section 1.

(a) The board of directors shall consist of the state elected officers, district presidents of GAESP, chair persons of standing committees as listed in the policies and the executive director, ex officio and non voting.

(b) The board of directors shall be the governing body of the GAESP, vested with the full and entire management of the affairs and business of the association subject to this document. To supplement and assist the president in the conduct of the office, the board of directors shall by a majority vote of all its members, fill all vacancies in state elected offices except those of the president and president-elect, observing the GAESP policy in regard to regional representation and shall perform all other duties as specified in the constitution.

(c) A vacancy shall occur at the time a person ceases to be an active member of GAESP or when a state elected officer resigns, or assumes another position on the board of directors, or is deceased.

(d) Members of the board of directors shall be expected to attend all board meetings or send a designee and notify the president if unable to attend.

(e) The board of directors shall approve the budget and set membership dues.

Section 2.

The Executive Committee shall be composed of the state elected officers of the GAESP and the executive director, ex officio and non voting and shall be an advisory committee for the president and assist in making emergency decisions for the association.

Section 3.

All members of the board of directors, voting and non-voting, elected or appointed, shall be governed by the code of ethics for Georgia educators and shall be expected to maintain proper decorum when representing the association.

Article VI - Election of Officers

All state elected officers shall be elected by vote of active members in the following manner:

Section 1.

A nominating committee shall be composed of ten members, one from each membership district. The district nominating committee member shall be appointed by the district presidents. The nominating committee shall be introduced at the first general session of the Fall Conference.

Section 2.

No more than two names shall be submitted at the fall conference business session by the nominating committee for each office to be filled. Candidates will be selected from active members submitting the official Intent to Run form to the nominating committee. Nominations may be made from the floor providing the secretary is provided with the written consent of the nominee.

Section 3.

Elections shall be conducted by mail and/ or electronic ballot. The ballot shall prepared and sent to all active members. Information concerning the candidates shall be included with the ballot and space shall be provided on the ballot for write-in votes. Ballots will be returned as specified on the ballot.

Section 4.

The president shall appoint an election committee, consisting of three or more members to open and count ballots. A plurality shall constitute an election. The election committee shall certify the results of the election to the board of directors and the board of directors shall notify the members of the GAESP. In the case of a tie vote, a runoff election shall be held, following the same procedure as outlined in Section 3.

Section 5.

For the purpose of election of president-elect, the state shall be divided into three regions: northern , districts 4, 5 7 and 9; central region - districts 3, 6, and 10; southern region - districts 1,2 and 8.

Section 6.

The office of president-elect shall be filled in rotation from the three regions in the following order: northern region, central region, southern region.

Section 7.

In the event a region has no nominations at the Fall Conference, the nomination will rotate to the next region in line. Nominations will be made at winter GAEL, following the same process as at the Fall Conference. Ballots will be mailed three weeks after the winter GAEL, with ballots returned as specified on the ballot. The president will appoint a committee to count the ballots and the membership of the GAESP shall be notified of the results.

Article VII - Executive Director

Section 1.

Term of employment. The executive director shall be employed by the board of directors. The board of directors shall contract with the executive director for a period of not more than one year. The executive director may be re employed. This agreement may be terminated by either party with a six (6) month notice in writing to the other party.

Section 2.

Powers and Duties. The executive director, a chief staff person for the association, shall be responsible to the board of directors.

Article VIII - GAESP's Association of GAEL

Section 1.

The Georgia Association of Elementary School Principals is a member of the Georgia Association of Educational Leaders (GAEL), a federation of separate and autonomous associations.

Section 2.

GAESP's president, president-elect, and past president and one elected GAEL representative shall represent the association of the GAEL board of directors.

Section 3.

The GAEL representative shall be elected to a three year term of office in the manner described in Article V, Section 3 of this constitution. The GAEL representative will serve as an elected member of the GAESP board of directors.

Section 4.

GAESP shall select the president elect of GAEL and GAEL Secretary/Treasurer according to the rotation of associations: GASS, GASSP, GAMSP, GAESP, GACIS, and GCASE.. The Board of Directors shall adopt policy for election of GAESP President elect of GAEL.

Article IX - Meetings

Section 1.

The GAESP shall hold three meetings per year, one in the summer, fall and winter.

Section 2.

The fall meeting shall be the annual conference of GAESP. Major business of GAESP shall be conducted at this annual meeting.

Section 3.

Presentation of the budget and the financial report shall be accomplished at the summer meeting.

Article X - Non Profit Status

Notwithstanding any other provision of these articles, this organization shall not conduct any other activities not permitted to be conducted by (a) a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or (b) a corporation, contributions to which are 1954, or any other corresponding provision of any future United States Internal Revenue Law.

Article XI - Dissolution of Organization

In the event of dissolution of this organization (Georgia Association of Elementary School Principals), the residual assets, if any, of the organization will be turned over to one or more educational organizations which themselves are exempt as organizations described in Section 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1954, or corresponding sections of any prior or future Internal Revenue Code, or to the federal, state, or local government for exclusive public purpose.