

Constitution and By-Laws of the ASA Division of Superintendents

ARTICLE I-NAME

The name of the associatin shall be the Arizona School Administrators-Division of Superintendents

ARTICLE II PURPOSE

SECTION 1. The purpose of the division shall be to further the cause of learning through the improvement of educational practices of superintendency in school administration and governance.

ARTICLE III-MEMBERSHIP

SECTION 1. Membership in the division shall include:

1. Superintendents of schools or administrators who serve in an equal capacity.
2. The state Superintendent of Public Instructions, and Assistant or Associate Superintendent of Public Instruction.
3. The Superintendent of the State School for the Deaf and the Blind
4. County School Superintendents
5. Head administrators of County Accommodation Schools
6. Superintendents or administrative heads of Bureau of Indian Affairs (B.I.A.) schools
7. Retired persons who were former members of the division as permitted under the Constitution of the Arizona School Administrators

ARTICLE IV-OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1. The administration of the division shall be vested in an executive committee composed of a president, president-elect, immediate past president, secretary-treasurer, twelve regional delegates and one at-large delegate.

SECTION 2. The president-elect and secretary-treasurer shall be elected annually from among the membership at the annual meeting. The president-elect shall become president after one year's service as president-elect.

SECTION 3. Each region shall be given the opportunity to select their delegate. If a region has not selected a delegate by the first day of the new fiscal year (July 1), the delegates shall be appointed by the Division President from each region as prescribed in the by-laws. Given the rich diversity of Arizona, the Division President shall make deliberate and concerted efforts to increase diversity of race, ethnicity, experience, and expertise when making appointments to reflect the demographic make up of the state.

Selections shall be held/made in even numbered years in even numbered regions and odd numbered regions in odd numbered years, with delegates serving two year terms except the at-large delegate who is appointed annually. Delegates serving as executive officers shall also represent their regions during their term of office. Upon expiration of their term their regional membership shall elect/nominate a successor to the Division President/executive committee for a one, or two year term as appropriate.

SECTION 4. The terms of officers and members of the executive committee shall coincide with the fiscal year of the division.

SECTION 5. The executive committee shall meet at such times as the president may consider necessary or on petition of at least five active members of the division. A quorum consisting of five members of the executive committee shall be present in order to conduct official business.

SECTION 6. In the event the office of president shall become vacant, the president-elect shall assume that the office for the balance of the unexpired term, and the executive committee shall fill any other vacancy from among the membership.

If any other executive committee position becomes vacant the executive committee shall make an appointment as prescribed by the by-laws to fill the unexpired term on the executive committee.

SECTION 7. All members of the executive committee shall be active members of the division.

ARTICLE V-FISCAL YEAR

SECTION 1. The fiscal year of the division shall coincide with the fiscal year of the Arizona School Administrators.

ARTICLE VI-COMMITTEES

SECTION 1. Committees and representatives to committees or organizations may be appointed by the Division President. Members of the division, serving as representatives to other organizations, shall be appointed for one year and shall report to the membership of the division at the annual meeting concerning their representation.

ARTICLE VII-FINANCES

SECTION 1. In accordance with the constitution of the Arizona School Administrators, the division shall receive an annual allotment from the Arizona School Administrators Fund. Additional income may be derived from grants, conferences, workshops, consulting services and other efforts as approved by the executive committee except that no special assessment of membership beyond regular dues shall be made without the

general approval of two-thirds of the membership. Disbursements from division funds shall be approved by the executive committee.

ARTICLE VIII-AMENDMENTS

SECTION 1. Proposed amendments to the constitution must be presented in writing and with recommendations of the executive committee to the membership at least three weeks before a regular or special meeting of the division.

SECTION 2. The constitution may be amended by a two-thirds vote of the membership in attendance at a regular or special meeting, provided those in attendance constitute a quorum.

BY-LAWS ARTICLE I-ELECTIONS/APPOINTMENTS

SECTION 1. Regional Delegates

One delegate shall be appointed from each of the following regions of the state:

- REGION 1.1 Navajo County
- REGION 1.2 Apache County
- REGION 2.1 Yavapai County
- REGION 2.2 Coconino County
- REGION 3.1 Yuma County
- REGION 3.2 Mohave County
- REGION 3.3 LaPaz County
- REGION 4.1 Cochise County
- REGION 4.2 Santa Cruz County
- REGION 5.1 Pima County
- REGION 6.1 Gila County
- REGION 6.2 Pinal County
- REGION 7.1 Maricopa County (West)
- REGION 7.2 Maricopa County (East)
- REGION 7.3 Maricopa County (Central)
- REGION 8 Graham County & Greenlee County

One at-large delegate shall be appointed from the active membership of the state.

Each region shall establish a process for the selection of its representatives. Any active member qualified under Article III Section I of Membership interested in serving as a regional representative or at-large representative should contact the Division President. The membership will be notified annually of all vacancies by the ASA Executive Director. The results of the appointments made by the Division President and executive committee shall be disseminated to the active division membership.

SECTION 2. Executive Officers

The Division President may name an election committee of three members, if more than one candidate is running, to conduct the election of a president-elect and secretary treasurer.

Any active member may be nominated as a candidate for an executive office by motion of any fellow member, and second of two other members.

Upon conclusion of all nominations, the election committee may prepare ballots and distribute them to active members. Voting may be by ballots collected and counted by the election committee with results announced to the membership.

The newly elected executive committee will begin their term of office July 1.

ARTICLE II-RESOLUTIONS

SECTION 1. All resolutions shall be submitted in writing to the chairman of the resolutions committee no later than three weeks prior to a regular meeting.

SECTION 2. The resolutions committee shall make its recommendations to the executive committee and the executive committee shall provide, in writing, copies of all resolutions to all active members one month prior to a regular meeting. Regional delegates shall call regional meetings for the purpose of discussing resolutions thus proposed. Resolutions may be adopted by a majority vote of the membership in attendance at a regular or special meeting if those in attendance constitute a quorum.

SECTION 3. Other resolutions may be presented in writing during any regular meeting of the association, but shall not be acted upon until the succeeding regular meeting of the division.

ARTICLE III-MEETINGS

SECTION 1. The division may hold regular meetings as determined by the president and approved by the executive committee. Members of the division shall be notified in writing, of the date and place of the meetings at least two weeks prior to meetings.

ARTICLE IV QUORUM

SECTION 1. The members present at the posted meeting are authorized to make decisions by majority vote on behalf of the division provided those in attendance constitute a quorum.

ARTICLE V-DUES

SECTION 1. Payment of the annual dues of the Arizona School Administrators shall constitute the dues for the division of superintendents.

ARTICLE VI AMENDMENTS TO THE BY-LAWS

SECTION 1. Proposed amendments to the by-laws may be presented in writing to the general membership and discussed at regional meetings called by the directors prior to their consideration at a regular meeting of the division. Subsequent to such consideration, the by-laws may be amended at any meeting of the division by a majority of the membership in attendance, providing those in attendance constitute a quorum.

ARTICLE VII-IMPLEMENTATION OF REVISED CONSTITUTION

SECTION 1. This revised constitution and by-laws shall become effective immediately after ratification except that the provisions for selection shall be as follows:

- A. The present officers and members of the executive committee shall complete their terms as provided under the existing by-laws of the division.
- B. Those regions not represented by the continuing officers on the executive committee shall select delegates as prescribed by this document.

Revised: 1984

Revised: 1988-sa

Revised: 1998

Revised: 2009