**NASPA Constitution**

*Nebraska Association of School Personnel Administrators*

**Article I - Name**

The name of this organization shall be the Nebraska Association of School Personnel Administrators (NASPA), herein referred to as the Association.

**Article II - Purpose**

The purpose of this Association shall be to:

a. Foster the staffing of school systems with the highest qualified individuals available by:

(i) Encouraging the use of high standards for recruitment, selection, retention, and promotion of all school personnel.

(ii) Promoting the concept of affirmative action as a means of implementing equal employment opportunity for all persons.

(iii) Promoting sound training and certification practices.

(iv) Cooperating with school, college, university, and other placement agencies.

b. Encourage and assist in the development and utilization of sound school personnel administration practices by:

(i) Supporting laws and procedures designed to promote positive employer-employee relations.

(ii) Assisting members in becoming knowledgeable in the legal aspects of the employer-employee relations and of collective agreement administration.

(iii) Promoting employee assistance and counseling programs.

c. Advance the cause of public education generally by:

(i) Developing professional standards for school personnel administrators.

(ii) Improving the competency of school personnel administrators.

(iii) Cooperating with other professional national administrator groups and with regional and state personnel administrator associations.

**Article III - Membership**

SECTION 1. There are three categories of membership: Active, Retired, and Honorary. Voting and office holding rights are determined by membership category.

a. Active. For school personnel whose responsibilities include school and district personnel administration; for individuals whose assigned work includes personnel functions in other educational institutions; or individuals involved in teacher testing, placement, educational research, or the preparation of school personnel administrators. Active members shall be entitled to participate in all activities of the Association including voting and holding elective office.

b. Retired. Any retiring member is eligible for retired membership. Retired members shall be entitled to participate in all activities of the Association except voting and holding elective office.

c. Honorary. Honorary membership may be accorded to persons who have distinguished themselves in school personnel work. Honorary members shall be entitled to participate in all activities of the Association except voting and holding elective office.

SECTION 2. The membership year shall extend from September 1 through August 31.

SECTION 3. The process of admission to membership shall be as follows:

a. Application for active and retired memberships shall be submitted to the President and accompanied by the membership fee.

b. Honorary membership shall be accorded upon recommendation of the Executive Board. Any active member wishing to nominate a candidate for honorary membership shall submit the name of the person concerned to the President for consideration. Eligibility for honorary membership shall be determined by the Executive Board.

SECTION 4. Termination of membership may arise upon any of the following events:

a. An active member terminates his/her active membership upon failure to pay the annual dues by September 30 following the date of which such dues are payable, or upon resignation.

b. Any member may be removed from membership for cause upon recommendation of the Executive Board and a majority vote of the members present and voting at the business meeting of the annual meeting.

**Article IV - Membership Dues**

SECTION 1. The membership fee is due by September 1st of the current year for current members.

SECTION 2. Annual membership dues for each membership category and shall be determined by the Executive Board.

SECTION 3. Conference registration fees and other event/activity fees may be established by the Executive Board.

SECTION 4. Honorary members shall be exempt from payment of membership dues.

**Article V - Officers**

SECTION 1. The officers of the Association shall be the President, President-Elect, Past President, Secretary/Treasurer, and Legislative Liaison.

SECTION 2. The officers, other than the President, Past President and Legislative Liaison shall be elected at the annual meeting. The President-elect shall automatically succeed to the office of President. The President shall automatically succeed to the office of Past President.

SECTION 3. The elected officers shall take office at the close of the annual meeting at which their election takes place, and shall hold office for their stayed term or until their successors have been elected and authorized to take office. The term of office for President, Past President, and President-Elect shall be two years and shall consist of one term. The term of office for the Secretary/Treasurer shall be two years and may be elected for a consecutive term.

SECTION 4. If an elected officer dies, resigns, or is unable to complete his/her term of office, a replacement shall be selected as follows:

a. The President-elect shall assume the duties of the President for the remainder of the President's term as well as for the term to which the individual was elected.

b. The Board shall appoint a member of the Executive Board to act as the Secretary/Treasurer until the next business meeting at which an election will be held to elect a new Secretary/Treasurer.

**Article VI - Duties of Officers**

SECTION 1. Duties.

a. The President shall preside at the annual meeting following his/her election and at any special meeting during the interim between his/her election and this conference. As chief executive of the Association, he/she shall appoint and supervise all committees and their work and perform such other duties as pertain to the office.

b. The President-Elect shall assume and perform the duties of President during the President's absence and shall chair the Professional Development Committee

c. The Secretary/Treasurer shall keep and maintain the minutes of each business session of the annual meeting. He/she shall also maintain all financial records of the Association and shall report on the financial status of the Association periodically to the Executive Board and general membership.

d. The Legislative Liaison shall serve on the NCSA Legislative Committee and keep the membership informed of Legislative issues. The length of this term is a minimum of 2 years.

SECTION 2. All elected officers shall serve without compensation.

**Article VII - Nominating and Elections**

SECTION 1. Nomination from the membership-at-large for the office of President-Elect, Secretary/Treasurer, and Member-at-Large may be made to the Executive Board by any member.

SECTION 2. Election of the President-Elect, the Secretary/Treasurer, and the two Members-at-Large will be held during the business meeting of the annual meeting. Election shall be by a written, secret ballot whenever more than one person has been nominated for an Association office. A majority vote of the active members present and voting is required for the election of each Association office. In the event there are three or more candidates for an office and no candidate receives a majority vote, only the names of the two candidates receiving the most votes will be included in the next ballot.

**Article VIII - Executive Board**

SECTION 1. The President, President-Elect, Past President, Legislative Liaison, Secretary/Treasurer and two Members-at-Large shall constitute the Executive Board.

SECTION 2. The Executive Board shall have the authority to act, in accordance with the Constitution and Bylaws, on such other matters as do not require action of the membership.

SECTION 3. With a simple majority approval of the Executive Board issues may be submitted for an active member vote at a regular business meeting or by electronic distribution.

SECTION 4. The elected Members-at-Large shall take office at the close of the annual meeting at which their election takes place, and shall hold office for their stayed term or until their successors have been elected and authorized to take office. The term shall be one year.

SECTION 5. Any member of the Executive Board may be removed from the Executive Board only for cause, upon recommendation of the remaining members of the Executive Board, by a majority vote of the voting group of members qualified to vote to elect that member of the Executive Board present and voting at a regular or special meeting of the membership, provided that the notice given of such meeting shall have apprised the members that the purpose (or one of the purposes) of that meeting is the removal of that member of the Executive Board.

**Article IX - Meetings**

SECTION 1. The Association shall meet in conference annually.

SECTION 2. The time and place for holding the annual meeting shall be determined by the membership present at the business meeting of an annual meeting. The times and places for more than one future annual meeting may be authorized by the membership.

SECTION 3. The President, with the advice and authority of the Executive Board, may call special meetings to give consideration to the specific problems. Any action or recommendation for action taken at such special meetings shall be subject to adoption, modification, or rejection by the membership of the Association at its next annual meeting.

SECTION 4. The members present at the annual meeting or special meetings shall constitute a quorum for the conduct of business.

SECTION 5. The Executive Committee will meet a minimum of two times annually.

**Article X - Committees**

SECTION 1. In order to facilitate the conduct of the internal affairs of the Association, the Executive Board may from time to time create committees, appoint committee membership, and designate purposes for such committees.

SECTION 2. Standing committees will be the Professional Development Committee and Executive Committee. The Professional Development Committee will be chaired by the president-elect and composed of a minimum of three members appointed by the president.

SECTION 3. The President shall be on an ex officio member of all committees.

**Article XI - Parliamentary Authority**

The rules contained in Robert's Rules of Order shall govern this Association in all cases in which they are applicable and in which they are not inconsistent with this Constitution and with any special rules of order the Association may adopt.

**Article XII - Amendments**

The Constitution may be amended at the business meeting of the Association's annual conference or by an electronic vote as follows:

a. By a two-thirds vote of the active members present and voting, provided the proposed amendment(s) shall have been sent to each active member at least thirty days prior to the annual meeting; or

b. By a three-fourths vote of the active members present and voting, provided the proposed amendment(s) shall have been submitted to the active members present at the annual meeting prior to the voting on the proposed amendment(s) and provided also that the proposed amendment(s) shall have been approved by the Executive Board; or

c. By a two-thirds electronic vote of the active members.

An amendment to the Constitution shall become effective immediately upon an affirmative vote unless the amendment itself specifies a date upon which it will become effective.

Adopted June 2004 ???

Revised June 25, 2010

Revised June 24, 2011