

Operational Handbook

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AASPA's Mission

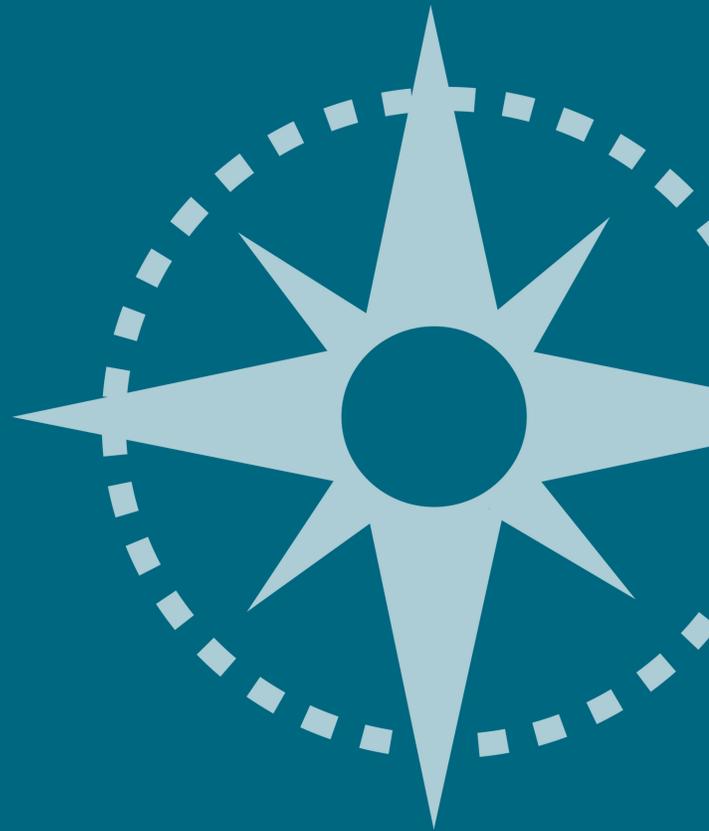
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Personnel/Procedures

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FOREWORD

The Operational Handbook for AASPA is designed to assist members of the Executive Board and committee chairpersons in conducting the business of the American Association of School Personnel Administrators. The Operational Handbook contains general Executive Board and committee procedures, statements of specific committee purposes and procedures, timelines for the preparation and submission of committee reports, position descriptions and codes of ethics for members of the Executive Board.

Special attention should be drawn to timelines set forth in the Operational Handbook for reporting the activities of the various committees and the channels through which reports are submitted to the Executive Board. Generally, written committee progress reports are provided to the Board through the Liaison at the summer meeting. Tentative final reports are submitted in June, and final reports are prepared for appropriate action in October at the annual conference. It is the responsibility of each Executive Board Liaison to communicate with his/her committee chairperson concerning specific reporting dates and to communicate the Board's charge to each committee and its reactions to recommendations of the committees.

The Operational Handbook should serve also as a basis for coordination by the Executive Board of all committee activity and, more specifically, by the President, Executive Director and Liaison.

As present and future members of the Executive Board and committee chairpersons use this Operational Handbook, it is certain that each will have suggestions for its improvement. Suggestions are most sincerely welcomed and encouraged. Such suggestions should be sent to the President, Executive Director or Committee's Liaison.

The contents of AASPA's Operational Handbook have been reviewed and adopted by the Executive Board. All additions, deletions and revisions must be approved by a majority vote of the Executive Board.

Revised June 28, 2001



American Association of School Personnel Administrators | Est. 1938

AASPA MISSION STATEMENT

The American Association of School Personnel Administrators will provide every member with services, resources, and information vital to successful school HR practices in the interest of students.

CONSTITUTION AND BY-LAWS

[Incorporating Amendments of October, 2002, 2005, 2006, 2010, 2011, 2012, 2013, 2014, 2015, 2017, 2018]

Article I – Name

The name of this organization shall be the American Association of School Personnel Administrators.

Article II – Purpose

Section 1. The organization is organized and shall at all times be operated exclusively for educational and charitable purposes as described in Section 501(c)(3) of the Internal Revenue Code of 1954 and the Regulations thereunder.

Section 2. In furtherance of the foregoing purposes, this organization shall:

- 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.

Section 3. This organization shall not engage, otherwise than as an insubstantial part of its activities, in activities which in themselves are not in furtherance of the purposes described in Section 2 above.

Section 4. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers, employees or other private persons, except that the organization is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 2, above.

Section 5. The organization shall not make any excess benefit transactions in which an economic benefit is provided directly or indirectly to or for the use of any disqualified person (any person who was, at any time during the five (5) year period ending on the date of such transaction, in a family of such person; or an entity in which at least thirty-five percent (35%) of the control or beneficial interest is held by such person or member of the family of

such person) such that the economic benefit provided exceeds the value of the consideration received by the organization in exchange for such benefit.

Article III – Membership

Section 1. Individual Memberships. There are six individual categories of membership:

- a. Individual Active. For school personnel whose responsibilities totally or primarily include school and district personnel administration and individuals whose assigned work includes personnel functions in other educational institutions, including university professors. Full voting and office holding rights.
- b. Retired. Any retiring member is eligible for retired membership provided he/she has had one year of Individual, Associate, or Institutional membership in the Association, and is not a current school system leader. 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.
- d. Support Staff. Support Staff Membership is open to any person who engages in, or is associated with Human Resources functions, and is not a school system leader. Support members shall be entitled to participate in all activities of the Association except voting and holding elective office.
- e. Business Partners. Membership for supporting businesses, including teacher testing and placement as well as educational research, consultants, vendors, and exhibitors. Business partners shall be entitled to participate in all activities of the Association except voting and holding elective office.
- f. Student. Membership for individuals enrolled full or part time in an Educational Leadership graduate program in a degree granting institution and is not currently a school system leader. Student members shall be entitled to participate in all activities of the Association except voting and holding elective office.
- g. Institutional Membership. For school systems or educational institutions that may elect to obtain multiple memberships. An Institutional Membership provides one (1) Institutional Individual Active Primary membership and three (3) Institutional Associate memberships. Additional Institutional Associate memberships may be added to the Institutional Membership.

There are two sub-categories of membership:

- a. Institutional Individual Active Primary Membership. For school personnel whose responsibilities totally or primarily include school and district personnel administration and individuals whose assigned work includes personnel functions in other educational institutions. Full voting and office holding rights.
- b. Institutional Associate Membership. For additional school personnel who are engaged in, or associated with an education institution whose responsibilities totally or primarily include school and district personnel administration and individuals whose assigned work includes personnel functions. Institutional Associate members shall be entitled to participate in all activities of the Association including full voting rights but not office holding rights.

Section 3. The Executive Board shall have the power to review and determine the eligibility of all applicants for membership except that no individual may be denied membership on basis of race, color, creed, ancestry, familial status, religion, national origin, gender, sexual orientation, age, disability, or other legally protected classification.

Article IV – Dues and Fees

Section 1. The membership fee will be for one year based on the anniversary date of the active, institution, business, support staff, graduate student or retiree payment date beginning October 1, 2010.

Section 2. Membership Dues. Annual membership dues for each membership category and any changes in dues for a membership category shall be determined by the Executive Board.

Section 3. Conference Registration. Registration fees shall be established by the Executive Board after consultation with the AASPA staff. Each year the fees shall be paid as part of the registration procedure for the annual conference. The institutional fee shall be paid for each school system or organization whose representatives are eligible for membership and which has at least one representative in attendance at the annual conference. The individual registration fee shall be paid by each active member in attendance at the conference. Qualified retirees and honorary members in attendance at the conference will be exempt from paying the conference registration fee exclusive of meals and events.

Section 4. Assessments. Assessments may be added to the annual dues upon recommendation of the Executive Board provided that these are approved by a majority vote of the active membership and the reason(s) thereof are set forth in writing to the members not less than seven (7) days before the voting.

Section 5. Retired Members. Annual membership dues for retired members shall be paid at a rate approved by the Executive Board. Retired members shall be exempt from payment of special assessments, and conference registration fees (exclusive of meals and events).

Section 6. Exemption of Honorary Members. Honorary members shall be exempt from payment of membership dues, special assessments, and conference registration fee (exclusive of meals and events).

Article V – Officers

Section 1. The officers of the Association shall be the President, President-Elect, Immediate Past-President, six Regional Representatives (one for each designated region), and a Recording Secretary.

Section 2. The President-Elect shall automatically succeed to the office of President. The President shall automatically succeed to the office of Immediate Past-President.

Section 3. The elected officers shall take office at the close of the annual conference at which their election results were certified and recorded 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 and President-Elect shall be one year. The term of office for Recording Secretary shall be three years and cannot be elected for more than two consecutive terms. Regional Representatives shall be elected for a term of three years or until their successors have been elected and authorized to take office. Regional Representatives, who have been elected, cannot 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. The Immediate Past-President will continue to serve an additional term on the Board in lieu of a presidential succession replacement.
- b. The Board shall appoint a member of the Executive Board to act as the Recording Secretary until the next whereas the majority of the active voting members select a member for the completion of the term as per Article VII of the Constitution and By-laws. The person elected to complete the unfulfilled term shall be eligible to be elected to the next a full term as the Recording Secretary.

- c. The Board may appoint an active member from the region to represent that region until the next election whereas the majority vote of the active regional voting members elect a region member to complete the term as per Article VII of the Constitution and By-laws. The person elected to complete the unfulfilled term shall be eligible to be elected to the next full term as the representative for the region.
- d. If a regional representative is slated to be announced as elected to the office of President-Elect or Recording Secretary, the region shall elect a new representative via a special online election following the procedures established in Article VIII Section 2 (b). The new representative shall remain eligible for nomination to a full consecutive term.

Section 5. Each officer must comply with the Association's Conflicts of Interest Policy described in Article VII, below.

Section 6. If no candidate is nominated and elected by the active membership as an officer of the association according to Article VIII of the Constitution and By-laws, the Executive Board shall call a special meeting immediately following the close of the annual meeting for the said purpose of appointing an active member to fulfill the duties of the office until the next election whereby the majority vote of eligible members may elect an officer to complete the term per Article VII of the Constitution and By-laws. An appointed officer shall be exempt from any consecutive term limits and may run for the remainder of the unexpired term in the next election.

Article VI – Duties of Officers and Expenditures

Section 1. Duties.

- a. The President shall preside at the annual conference following his/her succession to the position of President 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. The President-Elect shall serve as the liaison to the Minority Caucus.
- c. The Recording Secretary shall keep the minutes of each business session of the annual conference and each Executive Board meeting and will forward approved minutes to the Executive Director who will retain them on permanent file.
- d. The Regional Representatives shall serve as voting members of the Executive Board; assist in evaluating, interpreting, implementing, and making recommendations regarding Association policies, procedures, goals and objectives; participate in analyzing and planning for immediate and long range Association needs; assist in the coordination of Association activities in the geographical area assigned by the President such as: assisting area, state, or provincial personnel associations, identifying and sharing information about outstanding achievements in the field of personnel administration; developing and carrying out procedures to encourage contributions for publication; provide liaison between the Executive Board and specific committee to be assigned by the President and perform other duties as may be delegated by the President, or the Executive Board.

Section 2. Expenditures.

- a. All elected officers shall serve without compensation.

Article VII – Conflicts of Interest

In order to protect the interests of the Association when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer, director, employee or committee member, each officer, director, employee and committee member must comply with the Association's current Conflicts of Interest Policy, the contents of which Policy are incorporated by reference herein.

Article VIII – Nominating and Elections

Section 1. Nominations. Nomination from the memberships-at-large for the office of President-Elect and Recording Secretary shall be made to the Nominating Committee by any member. Members nominating and members being nominated for the office of Regional Representative must live within that Region. The Nominating Committee may nominate a minimum of one (1) and a maximum of three (3) candidates for the offices to be filled annually. There will be no provision for write-in candidates.

Section 2. Elections.

- a. Election of the President-Elect and the Recording Secretary shall be by electronic ballot no later than one week prior to the annual conference. A majority of the active voting members 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.
- b. Election of the Regional Representatives shall be conducted by electronic ballot no later than one week prior to the annual conference. A majority of the active voting members in the Region is required for the election of the respective Regional Representative. In the event there are three or more candidates for the position and no candidate receives a majority vote, only the names of the two candidates receiving the most votes shall be included in the next ballot.

Article IX – Executive Board and Executive Director

Section 1. The President, President-Elect, Immediate Past-President, Recording Secretary, and the six Regional Representatives shall constitute the Executive Board.

Section 2. An Executive Director shall be selected by the Executive Board. The terms of employment of the Executive Director shall be determined by the Executive Board. The Executive Director shall coordinate the ongoing activities of the Association in accordance with the description for this position. The compensation of the Executive Director shall be as provided in the budget approved by the members present at the annual conference and upon a recommendation from the Executive Board.

Section 3. The Executive Board may empower the Executive Director to employ such personnel as needed to carry out the necessary operations of the Association within the budgetary allowance for such assistance.

Section 4. The Executive Board shall have the authority to act, in accordance with the Constitution and By-laws, on such other matters as do not require action of the membership.

Section 5. The members of the Executive Board must comply with the Association's Conflicts of Interest Policy (described in Article VII, above).

Section 6. 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 X – Meetings

Section 1. The Association shall meet in conference annually.

Section 2. The time and place for holding the annual AASPA conferences shall be determined by the Executive Board and announced at the annual AASPA Business Meeting. Members may offer recommendations to the Executive Board for review in selecting a destination based on several factors: (1) goals or needs of the conference, (2) location based on travel and hotel accommodations, (3) and other factors such as weather, security, and political/social climate that may affect participation and/or cost of the event. The times and places for more than one future annual conference may be authorized by the Executive Board at one time.

Section 3. In planning the annual conference, the Executive Board and AASPA staff shall be guided by the statement of objectives outlined in Article II of the Constitution and By-laws.

Section 4. 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 conference.

Section 5. The members present at the annual meeting or special meetings shall constitute a quorum for the conduct of business.

Article XI – Committees

Section 1. In order to facilitate the conduct of the internal affairs of the Association, the President shall appoint the chairs and members of the following operational committees:

- a. Constitution and By-laws
- b. Membership
- c. Nominating
- d. Recognition
- e. Professional Development
- f. Governmental/Legislative
- g. Scholarship
- h. Minority Caucus

Section 2. The President may appoint such special committees necessary in his/her judgment or as authorized by the membership in the business meeting of the annual conference.

Section 3. Committee members shall serve on no more than two committees during any membership year, and committee chairpersons shall not be eligible to serve on a second committee during the membership year, unless approval by the Executive Board.

Section 4. Each member of a committee must comply with the Association's Conflicts of Interest Policy described in Article VII, above.

These committees shall serve for the year following the annual conference at which they were appointed, or if appointed during the year, until the conclusion of the subsequent annual conference.

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

Article XII – Affiliates

Section 1. Organizations that may Affiliate.

- a. Any local, state, provincial, regional, or national organization of school personnel administrators may become an Affiliate of the American Association of School Personnel Administrators.

Section 2. Requirement for Affiliation.

- a. The organization shall make application for affiliation through the Executive Director of AASPA for approval by the Executive Board. An Affiliate must certify that it is an organization composed of individuals with major responsibility for school personnel administration.
- b. Members of an Affiliate will be encouraged to join AASPA.
- c. The Affiliate shall furnish to the AASPA Executive Director a copy of its By-laws and/or Constitution at the time of application for affiliation.
- d. Both AASPA and the Affiliate will have freedom to act independently, and they shall keep each other informed of their organizational goals, objectives, and activities.

Section 3. Responsibilities of the Affiliate.

- a. The Affiliate shall provide a list of leadership and designate at minimum one member who will be required to hold an active AASPA membership as a representative to AASPA.
- b. The Affiliate is encouraged to assist AASPA in fulfilling association goals as outlined in the AASPA Strategic Plan.
- c. The Affiliate will be requested to support any program approved by AASPA. The response to such request is subject to approval by the Affiliate.
- d. The Affiliate provide meaningful input into AASPA planning, research, study, and other projects undertaken by AASPA.
- e. The Affiliate shall furnish AASPA a current list of members on an annual basis.
- f. The Affiliates will be encouraged to assist AASPA with the Annual Conference.

Section 4. Responsibilities of AASPA.

- a. AASPA will officially recognize the state, provincial, local, regional or national affiliate organization through their website and communications with its membership.
- b. AASPA will provide the Affiliate with a copy of the annual report of its convention, and a copy of any resolutions, recommendations, or position papers it might adopt.
- c. AASPA may provide upon request one member, generally an officer of AASPA or the Executive Director, to attend Affiliate meetings as an observer and reporter, or to represent AASPA officially when need arises.
- d. AASPA will make available a variety of Affiliate Benefits, which may be accessed at no cost upon request by an Affiliate in good standing. A list of benefits will be provide to each Affiliate on an annual basis.

- e. AASPA may provide assistance or support to the Affiliate once a formal requests has been made through the Executive Board. Such requests for assistance shall be referred by the AASPA Executive Board to the proper committee of AASPA.
- f. AASPA shall furnish the Affiliate a current list of members per request on an annual basis.

Article XIII – Dissolution

In the event of dissolution, the assets of this organization remaining after the payment of all the organization's liabilities shall be distributed by the final Executive Board only to the organizations exempt under or described in Sections 501 (c)(3) of the Internal Revenue Code or the corresponding provisions of a future United States Revenue Law.

Article XIV – Parliamentary Authority

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

Article XV – Amendments

The Constitution and By-laws may be amended only at a business meeting of the Association's annual conference 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 prior to the first day of October preceding the annual conference; 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 conference at least twenty-four (24) hours 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.

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

As of October 2002, in Glenshaw, Pennsylvania
 Craig E. Von Behren, Director and President
 American Association of School Personnel Administrators

As of October 7, 2005, in San Diego, California
 Dr. Mary Hopkins, President
 American Association of School Personnel Administrators

As of October 20, 2006, in Detroit, Michigan
 Dr. Winston Odom, President
 American Association of School Personnel Administrators

As of October 14, 2010, in Myrtle Beach, South Carolina
 Dr. Jane Webb, President
 American Association of School Personnel Administrators

As of October 13, 2011, in Reno, Nevada
 Dr. Cathy Skinner, President
 American Association of School Personnel Administrators

As of November 2, 2012, in Chicago, Illinois

Dr. Sanita Savage, President
American Association of School Personnel Administrators
As of October 3, 2013, in San Antonio, Texas
Dr. Addie Swinney, President
American Association of School Personnel Administrators
As of October 16, 2014, in Portland, Oregon
Dr. Paul Hertel, President
American Association of School Personnel Administrators
As of October 15, 2015, in Baltimore, Maryland
Dr. Richard Valenta, President
American Association of School Personnel Administrators
As of October 14, 2016, in Orlando, Florida
Dr. Larry Reznicek, President
American Association of School Personnel Administrators
As of October 19, 2017, in Phoenix, Arizona
Rick Arnett, President
American Association of School Personnel Administrators
As of October 12, 2018, in Minneapolis, Minnesota
Dr. Justin Schooley, President
American Association of School Personnel Administrators

REGIONAL MAP



SECTION 2.0 – THE EXECUTIVE BOARD

2.10 – MEMBERS

The Executive Board is made up of ten members whose major responsibilities include the setting of goals and determining the direction of the organization. The Executive Board determines how those needs can best be assessed and met and at the same time keep the association on track with the strategic plans and goals of the association.

The composition of the Executive Board is as follows:

- 1 - President
- 1 - Immediate Past-President
- 1 - President-Elect
- 1 - Recording Secretary
- 6 - Region Representatives

The Executive Director is a non-voting member.

Revised June 28, 2001

2.11 – ROLE

All general committee reports and/or recommendations pass through the Executive Board, particularly at the winter and summer meetings. The Executive Board, through its committee liaison and/or President, will provide immediate feedback to the committee. Each committee's final report goes to the membership as only a report. The only report received and acted upon by the membership present at the business meeting held during the Annual Conference, is that of the Constitution and By-laws Committee. Further, the report of the Nominating Committee is acted upon via the election results.

The Executive Board establishes policies to supervise, control and direct the business of the American Association of School Personnel Administrators within the limits of and consistent with the Constitution and By-laws of the Association and applicable laws. Within these limits, the Executive Board:

- 1) Actively promotes the purposes of the Association;
- 2) Communicates, collaborates with, and provides support to Affiliates from states, provinces and other nations;
- 3) Approves the affiliation of a province, state, national association, or autonomous organization;
- 4) Interprets and performs all responsibilities set forth in the Constitution and By-laws;
- 5) Approves a proposed annual budget to be presented to the membership for adoption at the Annual Conference's business meeting;
- 6) Manages the fiscal affairs of the Association including the operational and reserve funds;
- 7) Employs, determines the terms and conditions of employment, and supervises, terminates or renews the employment of an executive director;
- 8) Authorizes the Executive Director to employ staff members for the national office within the appropriate personnel accounts of the budget.
- 9) Contributes to the evaluation of the Executive Director coordinated by the President and President-Elect;
- 10) Approves the policies and procedures governing the operation of the Association;
- 11) Authorizes the appointment of special commissions, committees, or outside contractors to investigate, research, and/or perform services for the Association;
- 12) Maintains operation manuals for the Association;
- 13) Recommends and approves the amount of dues for active, retired and other memberships;
- 14) Approves and recognizes individuals who have made significant contributions to the Association with

- honorary membership;
- 15) Approves the date and location for all Association conferences, symposiums, academies and meetings of the Executive Board;
 - 16) Reviews all reports of Association officers, employees, region representatives, committees and outside organizations and acts upon and/or transmits the information to the membership;
 - 17) Approves and directs contacts on behalf of the Association with the general public, other non-profit organizations, and businesses.
 - 18) Approves hours and dates the national office will be open for business.

Revised January 23, 2015

2.12 – MEETING SCHEDULE

The Executive Board holds three regular meetings (winter, summer, and before/immediately after the Annual Conference) annually. Prior to each meeting, the President/Executive Director will notify the board members of the number of hotel nights authorized to be paid by the Executive Board. The President will take into consideration the distance traveled, the location of the meeting and the time of the beginning first session. Any hotel nights utilized above the approved number of nights authorized will be at the member's expense. Members should notify the Executive Director of the anticipated date of arrival and departure as soon as it is known. The Executive Director will make hotel reservations and will establish a hotel master account covering charges only.

The winter meeting is usually held at the location of the next conference site. This provides the Executive Board the opportunity to review the site and hotel accommodations. Following that meeting the Executive Board usually gives guidance to move ahead with conference planning.

The summer meeting is usually held at the site of the AASPA headquarters.

Revised January 23, 2015

2.13 – AGENDAS

Agendas are drafted approximately one month prior to each board meeting. The President will solicit agenda items from board members with an estimated time frame needed for discussion. Once the President has finalized the agenda, he/she will make it available for review at least seven days prior to the meeting to the members of the board along with the available supporting documents. Visiting guests approved by the President and/or the President-Elect will be included on the agenda.

Reports from Regional Representatives on the regions' activities may be provided to the board but are not required to be presented on the agenda.

Revised January 23, 2015

2.14 – MEETING FORMAT

Meetings of the Executive Board are closed with only members of the board and invited guests present. The board meetings will be conducted according to Roberts Rules of Order's informal meeting rules. This also permits the President to implement formal parliamentary meeting rules if the President deems it necessary to complete the meeting's agenda in the time allotted.

No meeting of the Executive Board or a committee of the Executive Board may be electronically recorded without the knowledge of and approval of the majority of the board. If an electronic recording of a meeting is made a copy of that recording must be provided to the Recording Secretary who will maintain it at the direction of the board.

Revised October 1, 2001

2.15 – EXECUTIVE SESSION

The board may meet without the Executive Director present to discuss the director's annual goals, annual evaluation, compensation/benefits/other contract issues, legal matters, or for other similar reasons deemed necessary to promote the interests of the Association. The Executive Director shall be informed of the topics to be discussed and allowed to make a presentation to the board prior to the board moving to executive session.

Adopted June 28, 2001

2.16 – SPECIAL MEETINGS

The Executive Board may meet at a time other than the regularly scheduled meetings. This may be done in person, through web conferencing or conference call. Any action required of the Board may be taken without a meeting, if there is a unanimous written (such as e-mail) consent, setting forth the action, and filed with the Secretary of the association. Such consent shall have the same force and effect as a unanimous vote and shall be ratified by consent acknowledging and recording the action at the next regular Board meeting.

Revised January 23, 2015

2.17 – LEGAL COUNSEL

The board may retain legal counsel. Direct contact with legal counsel shall be made by or through the President, President-Elect, and/or the Executive Director.

Adopted October 1, 2001

2.18 – COMPLIMENTARY ASSOCIATE MEMBERSHIPS

All complimentary associate memberships in AASPA must be approved by the association's Executive Board. The purpose of a complimentary associate membership is to foster relationships to other professional associations by extending the associate membership to the other association's Executive Director or equivalent officer. Complimentary membership is approved annually.

Adopted June 6, 2003

2.20 – EVALUATION OF THE EXECUTIVE DIRECTOR

In accordance with the Executive Director's contract an evaluation will be conducted and feedback provided at least annually.

Adopted June 28, 2001

2.40 – EXECUTIVE BOARD'S STATEMENT OF ETHICS

We, the elected officers and representatives of the American Association of School Personnel Administrators, do hereby adopt the Executive Board's Statement of Ethics, and in accepting a personal obligation to the organization and its members, do hereby commit ourselves to the highest ethical and professional conduct and agree;

- 1) To exercise sensitive professional and moral judgments in all board activities;
- 2) To accept the obligation to act in a way that will serve the organization's interests, honor the trust of the membership, and demonstrate commitment to the organization and our profession;
- 3) To perform the duties and responsibilities of the office with integrity;
- 4) To avoid real or perceived conflicts of interest in discharging the duties of the office;
- 5) To support the organization's goals and objectives;
- 6) To refrain from using official position to secure special privileges for ourselves or others, or to gain other benefits;

- 7) To support all members impartially;
- 8) To uphold all laws and regulations relating to association activities;
- 9) To uphold the organization's constitution and By-laws;
- 10) To exercise sound business principles and fiscal responsibilities in conducting the organization's business.
- 11) To issue no false or misleading information to the membership regarding association business;
- 12) To avoid injuring others, including employees of the association, fellow board members, and organization members, by false or malicious statements;
- 13) To treat all persons fairly, regardless of race, religion, gender, disability, age, or national origin;
- 14) To communicate regularly with the membership as to the organization's fiscal health, progress on goals and objectives, and other items of concern to the membership while maintaining confidentiality of privileged information.

Adopted June 28, 2001

2.50 – AASPA ENDORSEMENT GUIDELINES

Any vendor, organization, or individual seeking AASPA's endorsement or AASPA's name and/or logo in marketing, soliciting or advertising products, services, seminars, workshops, or other types of ventures, whether for profit or nonprofit, would present such proposals for approval to the ad hoc committee of the AASPA Executive Board appointed by the President.

PROCEDURE

- 1) The Executive Director shall direct such requests to an ad/hoc committee.
- 2) The ad hoc committee shall review such requests according to the following criteria:
 - The financial gain or liability to AASPA
 - The appropriateness of the product and/or service in relation to the goals and mission of AASPA
 - The past history of the organization, group or individual seeking endorsement
 - Any liabilities that may accrue to AASPA as a result of allowing its name and/or logo to be attached to any such activity or product
 - Conflicting interests should the individual(s) involved be a present or former AASPA board members/officers
 - The manner of solicitation and the targeted audience
- 3) The committee shall consist of three (3) Executive Board members appointed by the President who will consider each request and act as follows:
 - Deny the request for endorsement
 - Approve the request for endorsement
 - Request more information
- 4) The President and Executive Director shall be apprised on an ongoing basis of activities/actions of the committee.
- 5) The entire Executive Board may, on occasion, be polled via, but not limited to email or telephone, regarding certain proposals if deemed appropriate by the ad hoc committee.

"The Executive Board of AASPA believes the _____ product and/or service is worthy of members' consideration. However, members are encouraged to review and make inquiries on their own prior to purchasing or contracting with any vendor, organization, or individual."

The chair of the subcommittee shall submit written reports to the President regarding committee actions and the reasons for such action.

Revised January 23, 2015

2.51 – AASPA BUSINESS PARTNERSHIPS POLICY

The mission of AASPA is to provide every member with service, resources, and information vital to successful school practices in the interest of students.

AASPA is a tax-exempt organization under Section 501c (3) and is organized and operated exclusive for educational purposes.

As a tax-exempt organization, AASPA must control partnership projects and administer them for education and not-for-profit purposes.

To accomplish its mission AASPA actively seeks sponsorships of cash or in-kind fees from businesses and corporations to provide education programs.

The sponsorships are designed to promote AASPA's mission and the sponsoring company products and/or services.

AASPA Partnership Guidelines

- The purpose of all partnerships must be compatible and consistent with the mission and focus of AASPA.
- The image, ethics, and reputation of the sponsoring corporation/organization must be compatible and consistent with the philosophy of AASPA.
- AASPA is fully involved in the development of the sponsored program and reserves the right to exercise policy control over marketing and communications.
- AASPA is not obligated to support products, programs or activities of the funding organization that are perceived to be not in the best interest of the members or the Association.

AASPA Partnership Goals

- To increase non-dues revenue to support the mission of the Association.
- To build bridges with companies that are specifically designed to promote AASPA as well as the goals, goods, or services of the partnering organization.

AASPA's Due Diligence

- Assure our members and partners that:
 - We are not infringing on national or state regulations regarding capital bid process or purchase compliance issue.
 - We are in compliance with all Federal assurances and Foundation guidance.
- Structure programs that comply with the IRS and other Federal regulations for our nonprofit tax status.
- Create solid relations with responsible partners for long term commitments.
- Provide the highest quality turnkey programs that support the AASPA mission and provide quality benefits and services to our members and our partners.
- Partner with companies and organizations that share the AASPA values.
- Provide a better vision and greater impact for each partner.

Revised October 30, 2012

2.60 – ROLE AND RESPONSIBILITIES OF THE PRESIDENT-ELECT

The President-Elect is an officer of the Association and is elected through an electronic voting procedure prior to the annual conference. The President-Elect shall take office for a one year term, or until a successor is elected. The President-Elect automatically succeeds to the office of President. As a member of the Executive Board the President-Elect is responsible for the establishment of policies to supervise, control and direct the business of the American Association of School Personnel Administrators within the limits of and consistent with the Constitution and By-laws of the Association. Within these limits the President-Elect:

- 1) Assumes and performs the duties of the President during the President's absence, or if the President wishes to make a motion;
- 2) Serves on the Executive Board's Personnel Committee;
- 3) Assists the President in the evaluation of the Executive Director;
- 4) Actively promotes the purposes of the Association;
- 5) Interprets and performs all responsibilities set forth in the Constitution and By-laws;

- 6) Serves on the Board Finance Committee, which shall consist of the President and two other members of the Board recommended by the President-Elect and appointed by the President as well as the Executive Director who serves as an ad hoc member. The President-Elect presents the annual budget to the membership at the Annual Conference.

Revised January 23, 2015

2.61 – ROLE AND RESPONSIBILITIES OF THE PRESIDENT

The President is an officer of the Association and moves into this position after serving as the President-Elect for one year. The President shall serve a term of one year. As a member of the Executive Board the President is responsible for the establishment of administrative procedures to supervise, control and direct the business of the American Association of School Personnel Administrators within the limits of the Constitution and By-laws of the Association. Within these limits the President:

- 1) Actively promotes the activities of the Association;
- 2) Interprets and performs all responsibilities set forth in the Constitution and By-laws;
- 3) Leads all meetings of the executive board;
- 4) Sets the agendas for the Executive Board meetings and for the Annual Meeting of the corporation;
- 5) Calls special meetings of the Executive Board as needed;
- 6) Appoints committee chairs for the committees designated by the By-laws;
- 7) Provides committees with their goals so as to focus their work for the organization;
- 8) Appoints the Executive Board liaison to each committee.
- 9) Serves on the executive board's Personnel Committee;
- 10) Chairs the Board Finance Committee and ad hoc committees as needed by the Association;
- 11) Supervises the operations of the national office, including review of the monthly expenditures;
- 12) Approves the travel, leaves, and expenditures of the Executive Director;
- 13) Evaluates the Executive Director with the Personnel Committee and with input from the entire board;
- 14) Maintains the AASPA Operations Handbook and recommends revisions as needed;
- 15) Serves as the Executive Board liaison with AASPA legal counsel.
- 16) Serves on any and all committees, subcommittees, or ad hoc committees, as necessary.

Revised January 23, 2015

2.62 – ROLE AND RESPONSIBILITIES OF THE IMMEDIATE PAST-PRESIDENT

The Immediate Past-President is an officer of the Association and moves into this position after serving as the President for one year. The Immediate Past-President shall serve a term of one year or until there is a presidential succession replacement. As a member of the Executive Board the Immediate Past-President is responsible for the establishment of policies to supervise, control and direct the business of the American Association of School Personnel Administrators within the limits of and consistent with the Constitution and By-laws of the Association. Within these limits the immediate past-President:

- 1) Serves as a member of the executive board;
- 2) Serves on the executive board's Personnel Committee;
- 3) Provides institutional memory for past AASPA events;
- 4) Assists the President with the orientation of new members of the executive board.
- 5) Serve as coordinator for board-member committee liaisons in conjunction with the Executive Director who coordinates the AASPA staff committee liaisons.

Revised January 23, 2015

2.63 – ROLE AND RESPONSIBILITIES OF THE RECORDING SECRETARY

- 1) Is elected by the membership voting in the electronic election prior to the Annual Business Meeting.
- 2) Keeps all records of the board, including committee reports, resolutions, correspondence, etc., on file.
- 3) Takes and signs minutes at all business and board meetings.
- 4) Provides copies of the minutes to board members and the Executive Director for review promptly following each board meeting.
- 5) Maintains a minutes book containing the current year's minutes that have been recorded during the secretary's term of office. Past records will be maintained and archived at AASPA headquarters for future reference.
- 6) Brings to each meeting: previous minutes, constitution and By-laws, agenda, and other records in electronic form, and additional material that may be needed.
- 7) In addition to secretarial duties, serves as a member of the board and performs all other duties assigned to board members.
- 8) Conveys all written records to AASPA headquarters for archiving at the end of the elected term.
- 9) Works with the national office to notify membership of the annual meeting of the corporation no sooner than thirty days prior to the meeting and no later than 10 ten days prior to the annual meeting.

Revised October 1, 2001

2.64 – THE ROLE OF THE REGIONAL REPRESENTATIVE

In 1979 the position of representative-at-large of the American Association of School Personnel Administrators was changed to regional representative. A regional representative is elected for a three-year term. Each of the six Regional Representatives is responsible for a designated committee assigned by the President.

Revised October 1, 2001

2.64.10 – Responsibilities of the Regional Representatives

Regional Representatives have responsibilities to the region, to the AASPA board, and to the Association. The services the Regional Representatives provide include attending Executive Board meetings, serving as a liaison on the Membership Committee and serving as the liaison to another committee as requested by the President, and assisting in the activities of AASPA management and business. Regional Representatives will maintain Active membership and will work full time in the region in which they represent.

2.64.11 – Responsibilities to the Region

- 1) Serves as a communications link between state or provincial Affiliates and/or other national organizations and the executive board.
- 2) Assists in the promotion of AASPA memberships within the region, and assists in securing membership rosters from state Affiliates.
- 3) Solicits information from Affiliate groups regarding programs, meetings and awards, issues and other relevant information to share with the executive board, appropriate committees, and the membership through regional AASPA newsletter.
- 4) Solicits and shares with the President-Elect the names of persons willing to serve on AASPA committees for the coming year and/or as nominees for AASPA offices.
- 5) Promotes new state or provincial Affiliates within the region.

2.64.12 – Responsibilities to the AASPA Board

- 1) Performs or contributes to performance of the responsibilities set forth in the Constitution and By-laws.
- 2) Contributes to the development of an annual budget to be presented to the membership for adoption at the Annual Business Meeting.
- 3) Assists in the selection, appointment, determination of the terms and conditions of employment, supervision, and termination, or renewal of the employment of the Executive Director.
- 4) Contributes to the evaluation and development of annual goals for the Executive Director as coordinated by the Personnel Committee.
- 5) Approves, by majority vote, the policies and procedures governing the operation of the Association.
- 6) Authorizes, by majority vote, the appointment of special commissions, committees, or outside contractors to investigate, research, and/or perform other services for the Association.

2.64.13 – Services for the Association

- 1) Serves as a liaison with regional Affiliates and with one or more committee(s).
- 2) Serves as the regional representative on the Membership Committee for the purpose of providing leadership and coordination of efforts to recruit and retain members in their region.
- 3) Serves a member of the executive board.
- 4) Gathers and periodically submits to the Executive Board reports of committee and Affiliate activities.
- 5) Represents the region in which the elected officer works in the deliberations of the executive board.
- 6) Attends the meetings of the executive board
- 7) Assists in the management of the AASPA activities and business.
- 8) Assumes other responsibilities as assigned by the President.

Revised October 16, 2015

2.64.14 – Regional Representative Attendance at Affiliate Meetings

ASSUMPTIONS

- 1) The Executive Board encourages attendance of Regional Representatives at meetings of Affiliate associations within the representative's region to the extent that time and finances permit.
- 2) Regional Representatives will normally attend meetings of the Affiliate association(s) in which they hold membership and that expenses for attendance at these meetings will be paid by the employing board of education or by the individual.
- 3) The Executive Board encourages participation of regional representative in providing professional development at Boot Camps, Summits, Annual Conference, Webinars and by representing the association at various events as requested by the President and/or Executive Director.

GUIDELINES

- 1) The Executive Board will build into the annual operating budget for the year a sum of money for the regional representatives' attendance at a limited number of Affiliate association meetings.
- 2) Regional Representatives shall secure prior approval of the AASPA President to attend Affiliate meetings at AASPA expense when the total request for the year exceeds the regional allocation.
- 3) The AASPA President, in determining whether approval shall be given, will take into consideration, with the assistance of the Executive Director:
 - a. Extent of costs associated with attendance at the meeting.
 - b. Availability of funds for this activity.
 - c. Expected gains to AASPA through attendance of the regional representative, e.g. possible additional members of AASPA; possible interest on the part of the Affiliate in hosting a future annual conference.

- d. Degree to which the Affiliate has assisted AASPA in developing and completing projects.
- e. Possible assistance to the Affiliate in membership promotion through attendance of the regional representative.

Revised October 16, 2015

2.70 – GUIDELINES FOR SUBMITTING REIMBURSEMENT FOR TRAVEL EXPENSES

Reimbursement for travel on AASPA business shall be within and limited to the terms stated below. The Executive Board must approve any additional travel expenses for employees of the association, members of the Executive Board and/or invited guests or presenters. Requests for board reimbursement shall be sent to the Executive Director and approved by the President for payment.

MEALS

Reimbursement for total meal expenditures shall not exceed \$40 per day and receipts must accompany the travel reimbursement form.

LODGING/CONFERENCE REGISTRATION

Whenever meeting as a board the AASPA national office will arrange to pay for the board members' rooms. When the board meeting is immediately prior to and/or following the annual conference, AASPA will provide lodging for members of the board for the night(s) the board members are required to be present to attend the meeting(s). The President-Elect, President, and immediate-past President shall have lodging provided (under the terms of the contract with the hotel) for the nights associated with the annual conference and shall be expected to make themselves available during the conference to conduct association business. The registration fee and lodging for the annual conference will be provided for each board member whose expenses are not reimbursed by their employer.

If traveling on other AASPA business, receipts must be attached to the travel reimbursement form. Additional night lodging for incoming board members to stay for the post-conference board meeting(s) as required for their positions will be paid by AASPA.

TRANSPORTATION - Airline / Train / Bus / Car

Coach Class Only – receipts must be attached. AASPA urges advanced reservation use for all meetings and activities that have a minimum chance of being cancelled (preferably 21 days in advance).

If a private car is used, mileage cost reimbursement cannot exceed the cost of air transportation between home and local destination. Use of airport shuttle services is encouraged when available.

The Association will reimburse members of the board for travel to and from all official board meetings including the Annual Conference.

Travel reimbursement requests must be submitted within 60 days of the event.

OTHER EXPENSES

- Home to airport miles reimbursed
- Airport parking -- receipts required
- Office to airport miles reimbursed
- Ground Transportation reimbursed

AASPA reimburses up to \$5 per day for tips directly related to board travel.

Revised January 23, 2015

2.71 – TRAVEL EXPENSE CLAIM FORM

American Association of School Personnel Administrators

11863 W. 112th Street, Suite 100 7201 W. 129th Street, Suite 220/ Overland Park / Kansas 66210-66213

Phone: (913) 327-1222 - Fax: (913) 327-1223

E-Mail: aaspa@aaspa.org Website: www.aaspa.org

Name (print or type): _____

Social Security #: _____

Address (to which the reimbursement is to be mailed): _____

Professional Activity: _____

Location of Meeting: _____ Dates of Meeting: _____
 City & State

Date	Airfare	Mileage Current IRS Rate ___ cents	Meals	Lodging	Parking	Other
Sub-Totals						

Total Reimbursement Requested: \$_____ (Attach receipts and do not include any personal expenses).

I hereby certify that the above is a true statement of travel expenses incurred by me in accordance with the current expense policy of AASPA and that all items shown were for official business of AASPA and that expenses herein claimed were not received or paid from any other source.

Signature: _____ Date: _____

Approved for payment: _____ Date: _____
 Executive Director or President

2.82 – ANNUAL AUDIT/REVIEW

Beginning in the 2015-16 fiscal year and every fiscal year thereafter, an annual review of the association's finances will be conducted at the conclusion of the fiscal year by an independent accounting firm approved by the Board. A review shall mean a review performed in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants for the fiscal year being reviewed. Notwithstanding any provision of this section, the Executive Board may, by majority vote, cause to have a complete audit performed in accordance with auditing standards generally accepted in the United States of America, at any time the Executive Board deems necessary and appropriate.

Revised October 10, 2016

2.83 – MONTHLY NOTIFICATION OF PAYMENT OF BILLS AND PAYROLL

At the conclusion of each month the Executive Director shall provide, monthly financials and statement of activities to the board as approved by the Board's Finance subcommittee. Members of the board may share the questions, comments and concerns with the President.

Revised January 23, 2015

SECTION 3.0 - PERSONNEL/PROCEDURES

3.10 – EXECUTIVE DIRECTOR’S JOB DESCRIPTION

Job Description

AMERICAN ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS

- Job Title:** Executive Director of the American Association of School Personnel Administrators (AASPA)
- Reports To:** AASPA Executive Board of Directors
- Supervises:** Director of Meetings and Events, Membership Coordinator, Administrative Coordinator and Marketing Coordinator.
- FLSA Status:** EXEMPT
- Job Goal:** Under the general direction of the Executive Board of Directors, serves as the association’s chief executive officer. Assists the board of directors in formulating the organization’s mission, goals, objectives and related policies and is responsible for their implementation. Has general and active management of the business of the association in accordance with the adopted policies, direction and instruction of the board of directors, executive committees, or the duly authorized representative of either.

Essential Functions:

- 1) Possess knowledge in school personnel administration, publications, professional development activities, including conference implementation, and membership recruitment and retention.
- 2) Develops and implements professional association activities that include, but are not limited to, authorship and development of journals and/or published articles, organizing and conducting professional development conferences, seminars, workshops or other related professional development programs.
- 3) Oversees marketing practices, public relations activities, and budget development and other related activities.
- 4) Directs and manages association staff including interviewing, selecting, hiring, training, assigning tasks, evaluating work performance and terminations.
- 5) Possesses current knowledge, skills, and demonstrated ability to effectively utilize a myriad of office technology software and hardware to maximize organizational efficiency and productivity.
- 6) Possesses outstanding communication skills, both oral and written.
- 7) Possesses exceptional leadership skills with a variety of people including office staff, board members, colleagues, organizational members and customers.

Performance Responsibilities:

- 1) Provides for continuous coverage of the National Office during business hours established by the Board for the purpose of offering services and assistance to members in a timely and appropriate manner.
- 2) Oversees the publication and distribution of a bi-monthly magazine, an online membership directory, and other mailings, which announce and promote the association and association events.
- 3) Provides timely and appropriate communication with and responses to requests for information from the Executive Board.
- 4) Implements or otherwise carries out the decisions and directions made by the Executive Board.
- 5) Represents and promotes the interests of the association at non-association meetings and events as authorized by the Executive Board.
- 6) Oversees and provides services and support to associations affiliated with AASPA.
- 7) Prepares and manages the Association’s budget in accordance with sound fiscal practices and in accordance with the Board's operational procedures. This shall include communicating to the Board the proposed and actual budgets for the most recent Annual Conference three months after the event.
- 8) Follows established accounting procedures in managing the business accounts of the Association.
- 9) Maintains and updates all official correspondence, financial records, personnel files, databases, and approved minutes of Executive Board meetings on a regular basis to reflect accurate records.
- 10) Provides necessary supervision for an efficient and effective staff.
- 11) Makes fiscal recommendations and decisions to support the achievement of the Association’s goals.
- 12) Maintains and updates Internet communications including the association's website and listserv.
- 13) Updates the Operational Handbook and notifies the Board and/or individual Board members of the

appropriate policy/procedures as necessary.

- 14) Demonstrates responsiveness to the directions and requests of the President of the Executive Board.
- 15) Demonstrates the ability to develop and maintain positive interpersonal relationships with Executive Board members.
- 16) Performs other duties and responsibilities as assigned by the Executive Board.

Education & Experience:

- 1) Master's Degree in Educational Leadership, Human Resources, Organizational Administration, or related fields.
- 2) Minimum five years' experience in a senior level policy administrative position with direct interaction with an organization's board of directors; experience as a Human Resource senior staff member of a public school system is highly desirable.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical requirements may include:

- 1) Low degree of physical stamina and a light degree of physical strength.
- 2) Ability to use computer, telephone, and other office equipment for extended periods of time.
- 3) Ability to travel to locations across the United States/Canada.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office setting with heating and air conditioning present as required by the climate.

Office furniture adequate to meet the essential functions and physical demands of the job.

Terms of Employment: Twelve months with holidays and vacation time and monetary compensation as per individual employment contract.

Evaluation: Performance of this job will be evaluated on an annual basis or more often at the Executive Board's discretion.

Employment at Will: Employment in this position is voluntarily entered into and the employee is free to resign from the position at will, at any time, with or without cause. Similarly, the AASPA may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

3.11 – EXECUTIVE DIRECTOR'S EVALUATION

Purpose of Evaluation:

A systematic evaluation system is essential for holding the Executive Director accountable for operations and task accomplishment. It clarifies and communicates the Executive Board of Director's expectations and priorities. The evaluation identifies Board expectations that are not being met so that work plans; activities and Executive Director attributes can be adjusted accordingly.

Responsibilities:

President: Oversees the integrity of the evaluation process for compliance with Board policy. Solicits input from Board of Directors; develops a consensus on Executive Director performance with regards to pre-established criteria. Briefs the Board of Directors on results of the evaluation when completed.

Executive Director:	Provides information as requested by the Executive Committee to evaluate compliance with policies and accomplishment of assigned tasks.
Prior to the Board Meeting in June:	Executive Director compiles and Executive Committee reviews, modifies and approves the evaluation instrument. Executive Director provides the Executive Committee members a written report on the status of board-directed tasks and directives, as well as compliance with board policies.
Prior to the /board Meeting in June:	Executive Committee members discuss with the Executive Director their perceptions of Executive Director performance against predetermined criteria contained in the evaluation instrument. Each committee member offers comments and observations. The President engages committee members in developing a consensus on the Executive Director's performance against the evaluation criteria. In regards to areas where there is a consensus that there is a need for performance improvement, the Executive Committee shall develop clear and explicit statements as to expectations and a method to monitor progress toward meeting performance expectations. The Executive Director shall participate in the discussion. The President shall record the content of the discussions.
Prior to the Board Meeting in October:	The President shall review with the Executive Director a draft of the Executive Committee's evaluation and shall discuss it with the Executive Director, who may offer suggestions and clarifications to ensure completeness and accuracy. The Executive Committee shall review, modify and approve the President's draft. At the October Board of Directors meeting, the President shall present the evaluation to the Board of Directors. The evaluation shall be received and filed.
Prior to the Board Meeting in January:	The evaluation instrument is reviewed by the Executive Committee and modifications are made as needed to update the evaluation criteria or improve the format.

Executive Director Evaluation AMERICAN ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS

EVALUATION CRITERIA:

Significantly Exceeds	4
Fully Meets Expectations	3
Meets Most Expectations	2
Below Expectations	1

SIGNIFICANTLY EXCEEDS EXPECTATIONS

Performance far exceeds expectations in all major responsibility areas and exceeds expectations for most evaluation criteria goals on a sustained basis or is recognized as an outstanding performer by demonstrating superior results.

FULLY MEETS EXPECTATIONS

Performance fully meets expectations in all major responsibility areas and consistently exceeds expectations on some goals or personal attributes. Performance is that of a competent, knowledgeable, and experienced staff member. Response to unplanned circumstances meets or exceeds what should be expected.

MEETS MOST EXPECTATIONS

Overall, most performance expectations were met. Some goals may not have been fully achieved, or some important personal attributes or specific job requirements could be improved. The staff member should focus on improving his or her performance in a few major areas. Performance at this level could be a result of being new to the job.

BELOW EXPECTATIONS

Not performing to the expectations of the job as defined by the goals, duties or personal attributes. Needs a high degree of supervision and direction. May not have the background to grasp the work. Must be made aware of performance and improvement plan must be developed.

- 1) Executive Director Responsibilities:
 - a. **ASSISTED THE BOARD** in formulating missions, goals, objectives and policies?
 - b. **IMPLEMENTED** mission, goals, objective and related policies?
 - c. **DEVELOPED** a staff structure that delivers quality programs/services?
 - d. **ASSISTED** the President in agenda preparation in line with governance responsibilities?
 - e. **INFORMED THE BOARD** of matters important to the organization and membership?
 - f. **PROFESSIONALLY** and appropriately represented AASPA in public/ other agencies?
 - g. **ADMINISTERED** AASPA services, resources, and property in a manner consistent with law, policies, and budget restraints?
 - h. **EXECUTED** and administered contracts and legal matters consistent with policy?

- 2) Executive Director Attributes/Has the Executive Director demonstrated the following personal attributes consistent with Board expectations?
 - a. **KNOWLEDGE OF THE JOB**
 - b. **LEADERSHIP**
 - c. **QUALITY OF WORK**
 - d. **ATTITUDE**
 - e. **FISCAL STEWARDSHIP**
 - f. **INITIATIVE**
 - g. **DELEGATION OF AUTHORITY**
 - h. **PROBLEM SOLVING SKILLS**
 - i. **PROFESSIONAL DEMEANOR**
 - j. **ACCEPTS CRITICISM**
 - k. **DISPLAYS VIGOR, ENERGY, AND ENTHUSIASM**
 - l. **MAINTAINS POSITIVE APPROACH IN FACE OF ADVERSITY**
 - m. **MAINTAINS MORAL AND ETHICAL STANDARDS**

- 3) Progress Toward Accomplishment of Board Vision Statements, Goals and Objectives
To what degree has the Executive Director met Board expectations to achieve specific Board vision statements, goals and objectives as identified by the Board of Directors, considering the amount of time that has lapsed since directed by the board, their relative priority to the board, and obstacles encountered?

- 4) Executive Director's Comments
Comments should focus on actions or activities that will be undertaken to improve performance; what ratings or comments agreed or disagreed with and why; and additional thoughts about performance over the last year.

3.20 – AASPA PERSONNEL

The American Association of School Personnel Administrators' Executive Board and Chief Operating Officer (Executive Director) shall ensure that all personnel meet any applicable requirements set forth in a job description/posting. It shall be the responsibility of the Board and Executive Director to ensure compliance with all applicable federal or state employment laws.

Job descriptions are a broad, general, and written statement of a specific job, based on the findings of a job analysis

of the needs of the association. Job descriptions generally includes duties, purpose, responsibilities, scope, FLSA status, and working conditions of a job along with the job's title, and the name or designation of the person to whom the employee reports.

Prior to entering employment with AASPA, each new employee shall undergo a background check, review and sign a copy of the job description for the of the position to be assumed acknowledging the he/she has read and understands the responsibilities and qualifications of the position which will be maintained the employee's personnel file. AASPA reserves the right to periodically review and updates job descriptions in order to maintain accurate job descriptions that meet the evolving needs of the association. Employment in a position with AASPA is voluntarily entered into, and the employee is free to resign from the position at will, at any time, with or without cause. Similarly, AASPA may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Performance evaluation is a constructive process to acknowledge the performance of duties during the career of an employee. An employee's annual evaluation shall be sufficiently specific to inform and guide the employee in the performance of her/his duties. A copy of an employee's annual evaluation shall be maintained in the employee's personnel file.

All detailed job descriptions with specific performance responsibilities along with performance appraisal tool(s) shall be maintained in the AASPA Employee Handbook.

Revised June 19, 2015

3.30 – EMPLOYEE TRAVEL

Travel by AASPA employees on behalf of the association, other than one-day travel not involving public conveyance, must be pre-approved by the Executive Director. When the Employee requests pre-approval the following information shall be provided:

- The destination
- The purpose or benefit to AASPA of the travel
- The anticipated cost(s)
- The expenditures/encumbrances year-to-date and the balance remaining in the appropriate budget account for employee travel.

Revised June 19, 2015

3.40 – AASPA RECORDS RETENTION POLICY

It is the policy of AASPA to retain records as required by law and to destroy them when appropriate. The formal records retention policy of AASPA is as follows:

Permanently:

- Audit reports
- Chart of Accounts
- Correspondence for legal and important matters
- Deeds, mortgages and bills of sales
- Depreciation schedules
- General ledgers/year end trial balance
- In effect contracts, mortgages, notes and leases
- Insurance records (policies, claims, etc.)
- Journals
- Minutes of Executive Board meetings
- Minutes of annual business meetings
- Property records (incl. depreciation schedules)

- Retirement and pension records
- Tax returns and worksheets, examination reports and other documents relating to determination of income tax liability
- Trademark registrations and copyrights
- Year-end financial statements

7 Years:

- Accident reports/claims (settled cases)
- Accounts payable ledgers and schedules
- Accounts receivable ledgers and schedules
- Cancelled checks
- Expense analyses/expense distribution schedule
- Expired contracts, mortgages, notes and leases
- Garnishments
- Inventories of products, materials and supplies
- Invoices (to customers, from vendors)
- Notes receivable ledgers and schedules
- Payroll records and summaries
- Personnel records (terminated)
- Sales records
- Time sheets/cards
- Withholding tax statements

3 Years:

- Bank reconciliation's
- Budget information
- Bank statements
- Duplicate deposit slips
- Employment applications
- Insurance policies (expired)
- Internal audit reports (3 Years +)
- Internal reports
- Membership applications
- Petty cash vouchers
- Physical inventory tags

2 Years:

- General correspondence
- Routine correspondence with customers and/or vendors

1 Year:

- Receiving sheets
- Requisitions

Optional:

- Other Financial Statements

3.50 – AASPA INVESTMENT AND FINANCIAL ASSET MANAGEMENT POLICY STATEMENT

Introduction

This statement of investment and financial policy has been adopted by the Executive Board of the American Association of School Personnel Administrators ("AASPA") to provide guidelines for the investment and management of funds held by the association.

It is the policy of the American Association of School Human Resource Administrators (Association) Executive Board (Board) to treat all assets of the Association as if held by the Association in a fiduciary capacity for the sake of accomplishing its mission and purposes. The following investment objectives and directions are to be judged and understood in light of that overall sense of stewardship. In that regard, the basic investment standards shall be those of a prudent investor.

Definition of Terms

1. Funds – Any amount of Association money residing in a AASPA account.
2. Restricted Funds – funds residing in any Association account that has a designated purpose that limits the use of those funds for the designated purpose.
3. Checking Accounts – The general checking account established for the receipt of revenues and the expenditure of funds to meet the Association's financial obligations.
4. Cash – Funds residing in the Association checking accounts.
5. Investment Funds – All funds residing Money Market, Certificate of Deposit, and U.S. Government Obligation accounts.
6. Reserve Accounts – Investment funds held by the Association in Money Markets, Certificates of Deposit, and Direct Obligation of the U.S. Government.

Operating and Investment Assets

For purposes of this policy, operating and investment assets are those assets of the Association which are available for placement in cash or investment accounts either directly or through intermediate structures.

Supervision and Delegation

The Board has adopted this policy and has formed a Finance Committee, described below, to which it has delegated authority to supervise Association investments and financial management. The Board reserves to itself the exclusive right to amend or revise this policy.

Finance Committee

The Finance Committee (Committee) is comprised of the Association President, President-Elect, and two board members recommended by the President-Elect and appointed annually by the President. The Executive Director serves as an ad-hoc member of this committee. The Board Finance Committee under the direction of the President-Elect oversees and prepares the budget in cooperation with the Executive Director. The President-Elect presents the annual budget to the membership at the annual conference.

Whenever this policy assigns specific tasks to the Committee, the policy assumes that the actual work will be performed by the Executive Director or other designated staff members, subject to the Committee's overall supervision.

Operating Funds

The purpose of the Operating Fund is to provide sufficient cash to meet the financial obligations of AASPA in a timely manner. These funds shall be held in checking, and pre-paid revenue accounts. The Association currently maintains the following operating fund accounts in Commerce Bank:

1. Checking account
2. Pre-paid revenue checking account

Investment Funds in Reserve Accounts

The Association's primary investment objective is to preserve and protect its assets by earning a total return for each category of assets (a Reserve Account), which is appropriate for each account's time horizon. The objectives of the Investment Funds are:

1. Liquidity;
2. Preservation of capital and;
3. To optimize the investment return within the constraints of the policy.

The Association currently maintains the following reserve accounts for investment funds:

1. Commerce Bank – money market accounts
2. Capitol Federal – certificates of deposit
3. Edward Jones – certificate of deposit

The Board reserves the right to designate other restricted funds as needed; e.g. a future initiative fund, etc. This policy applies to all Association funds, although the specific objectives and asset allocation will vary, as appropriate, from fund to fund.

Funding Balance Requirements

The Association shall have a goal of maintaining reserves of no less than fifty percent (50%) of annual budgeted expenses, not including direct conference expenses. In the event the goal of 50% of annual operating expenses is not achieved and reserves are less than 45% of average annual operating expenses, the Executive Director shall notify the Finance Committee/Board of a variance. The Finance Committee would convene to recommend necessary and sufficient corrective actions to pursue a recovery plan.

Asset Allocations and Rebalancing

Actual asset allocations in each reserve account will be established and maintained by the Association in the manner reflected in the guidelines noted in the table below. The Committee will monitor the asset allocation of each Reserve Fund based on reports provided by the Executive Director and President-Elect through annual, biannual, and/or monthly statements. To achieve rebalancing, the Committee or the Board may either move money from one account to another or may direct future contributions and expenditures from particular assets as is most convenient.

Operating and Reserve Accounts Guidelines

Allowable Accounts	Type	Liquidity	Allocations	Risk
Interest bearing checking and savings accounts in federally insured banks and savings and loans not to exceed federally insured amounts	Operating	High	General operating funds in the amount necessary to meet obligations	None
Federally-insured Certificates of Deposit not to exceed \$250,000 per institution including interest at commercial banks or savings and loans institutions	Reserve	Laddered in 6 month steps up to 24 months	As authorized by the Committee or Board	None
Money market funds that invest in government-backed securities	Reserve	Moderate	As authorized by the Committee or Board	Low
*Direct obligations of the U.S. Government, its agencies and instrumentalities	Reserve	Maturity dates to be determined by the Committee	As authorized by the Committee or Board	Moderate

* Treasury bills, Treasury bonds, and U.S. savings bonds

The maturities on investments for Certificates of Deposit and U.S. Government Obligations shall be limited to 24 months or less. The Executive Director will be responsible for scheduling maturities.

Asset Transfers

Under this policy and these investment guidelines, the Committee or the Board may authorize the transfer of funds from a checking account to a reserve account under the guidelines provided in Operating and Reserve Accounts Guidelines above. Transfer of assets from any reserve account into an Association checking account may be done

only with the approval of the Committee or the Board. Such transactions shall be conducted by one of the authorized signatories to the account in question. Furthermore, all account activity shall be monitored and verified by the Board President through monthly or more frequent periodic reviews of account records by means of printed account reports or electronic means.

Cash Flow Management

In order to maintain adequate balances to meet monthly expenses, the Executive Director may draw funds from the pre-paid checking account into the checking account to cover expenses for the fiscal year in which the deferred funds were intended. The Executive Director will advise and seek the approval of the Committee in a timely manner of any need to transfer funds from a reserve account to a checking account under the guidelines noted in Asset Transfers, above. Such transfers may also be authorized by a majority vote of the Board.

Restricted Funds

Restricted funds such as the Leon Bradley Scholarship fund shall be carried over from one year to the next. This on-going balance will be reported in the Association's monthly financial position statement.

Account Signature Cards

In order to facilitate the timely operation of Association business and the proper meeting of its fiscal responsibilities, the persons filling the following positions will be authorized to sign checks and execute fund deposits and transfers:

Checking Account(s): Executive Director, Board Designated Staff member (in addition to the Director), and the Board Designated Board Member

Money Market Accounts: Executive Director, Board Designated Staff member (in addition to the Director), and the Board Designated Board Member

Certificates of Deposit: Executive Director, Board Designated Staff member (in addition to the Director), and the Board Designated Board Member

Transfers from Money Market and Certificates of Deposit funds shall be governed in a manner described under Investment Guidelines, above.

Reporting Requirements and Performance Tracking

The Finance Committee will meet by conference call on a quarterly basis, or more often if circumstances or Association activity require, to review the operating and investment funds. Additionally, the Board will receive the following financial reports:

- 1) As per each occurrence, the Board will receive minutes of Finance Committee meetings.
- 2) Monthly — The President Elect, as part of his/her designated role, will provide the Board with an accounting of the most recent monthly financial data available. This report will include the Associations revenues and expenses by line item, and the balances of each account held by the Association.
- 3) Triennially — The President Elect and the Executive Director will present on behalf of the Committee at each of the three annual meetings of the Executive Board a budget and account update.
- 4) Annually — The Board will adopt an annual budget to present for approval of the membership at the Annual Business meeting.

Revised January 20, 2017

3.60 – PROCEDURES FOR HANDLING CASH AT EVENTS

FINANCIALS

At Registration, all cash, checks, and credit card transactions are handled by an AASPA staff member or staff member designated volunteer. The on-site volunteers are verbally instructed to send any on-site registrants or unpaid registrants to the AASPA staff member or staff member designated volunteer at the Registration desk to handle any transactions. This includes registration payments, ticket sales, and any other necessary charges in the form of cash, check, or charge. Written receipts are created for all transactions.

Most transactions are handled by an AASPA staff member present at the Book Store. However, in the absence of an AASPA staff member, a designated volunteer is permitted to handle transactions to keep the Book Store running. Volunteers are instructed upon the beginning of their shift as to the procedures for handling cash, checks, and credit card transactions, as well as keeping track of inventory. Written receipts are created for all transactions.

Prior to the national conference, cash is withdrawn to use for change and miscellaneous expenses. Written receipts are created for all transactions. Upon return to the home office, the remaining cash is deposited back into the AASPA account from which it was taken.

Also upon return, an AASPA staff member compares the beginning inventory of items for the Book Store to the remaining inventory and cash receipts for reconciliation.

CASH BOX HANDLING

The AASPA cash box is under the supervision of an AASPA staff member at all times. At the close of registration each day, an AASPA staff member takes the cash box, all cash, checks, and credit card receipts, and places it into a hotel safe box for keeping overnight. At the end of the conference, the AASPA staff member carries all cash, checks, and credit card receipts home in a carry-on item.

Revised June 19, 2015

3.70 – ANTIFRAUD AND WHISTLEBLOWER POLICY

INTRODUCTION

This fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the American Association of School Personnel Administrators (AASPA). It is the intent of AASPA to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and the conducting of investigations.

AASPA and its Executive Board, management, and employees are committed to maintaining an honest, open, and well-intentioned atmosphere. It is, also, committed to the elimination of any fraud and to the rigorous investigation of such cases.

ANTIFRAUD DEFINITIONS (as defined by the Audit Commission)

- **Fraud** – i.e. “the intentional distortion of financial statements or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain.”
- **Corruption** – i.e. “the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person.”

The policy, also, covers

- **Misappropriation or petty theft** without the distortion of financial records or statements.
- **Intentional distortion of financial statements or records** to mislead or represent.

IMPLEMENTING INSTRUCTIONS

- AASPA expects anyone having reasonable suspicions of fraud to report them. It recognizes that while cases of theft are usually obvious, there may only be a suspicion of fraud and thus staff must report any concerns to management (or to the finance committee if management is involved) who can then ensure that AASPA's procedures are followed.
- Management must establish an anti-fraud culture within their team and ensure that information on procedures is available to staff.
- Audits and/or Reviews must be conducted at least annually with the results being communicated to the Board and other authorized parties.

INVESTIGATION RESPONSIBILITIES

The Executive Board has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Board will issue reports to appropriate designated personnel. Decisions to prosecute or refer the examination results to the appropriate law enforcements and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and the Executive Board and/or Director as will final decisions on the disposition of the case which could include suspension and dismissal.

WHISTLEBLOWER POLICY

AASPA's Whistleblower Policy provides a secure and confidential framework in accordance with the Public Interest Disclosure Act 1998, within which members and employees are encouraged to raise concerns if they believe any irregularities have occurred, are in the process of occurring, or are likely to occur.

AASPA will ensure that any allegations received will be taken seriously and investigated within thirty (30) days of receiving a written notice after the occurrence of the alleged retaliatory action, subject to the requirements of the Human Rights Act of 1998. It is prohibited for any employee to take retaliatory action against another employee because of the employee's information given in good faith, in accordance with the procedures, that an improper action occurred. The Executive Board will deal firmly with those who act dishonestly by instigating appropriate disciplinary action and/or criminal proceedings including suspension and dismissal. No employee or Board member will retaliate against an employee protected by this policy.

A summary of this policy and its implementing procedure shall be permanently posted where all employees will have reasonable access to it. It shall, also, be made available to any employee or member upon request.

SUMMARY

The Executive Director and Board are responsible for detecting and preventing fraud and abuse in the organization. The finance committee and Executive Director are charged with establishing, implementing, and monitoring the policies and procedures herein and those contained in other relevant operating manuals of the organization.

SECTION 4.0 – COMMITTEES

4.10 – GENERAL COMMITTEE PROCEDURES

AUTHORITY FOR APPOINTING COMMITTEES

The authority for naming committees of the Association is found in the Constitution and By-laws under Article XI - Committees:

Section 1. The President shall appoint the chairs and co-chairs of the following operational committees:

- a. Constitution and By-laws
- b. Membership
- c. Nominating
- d. Recognition
- e. Professional Development
- f. Legislative/Governmental
- g. Scholarship
- h. Minority Caucus

Section 2. The President may appoint such special committees as are necessary in his/her judgment, or as authorized by the annual conference.

Section 3. Committee members shall serve on no more than two committees during any membership year, and committee chairpersons shall not be eligible to serve on a second committee during the membership year, unless approved by the Executive Board.

These committee chairs and co-chairs shall serve for the year following the annual conference at which they have been appointed or, if appointed during the year, until the conclusion of the subsequent annual conference.

Revised October 12, 2015

4.10.11 - Liaison with the Executive Board

The President shall name members of the Executive Board as liaison persons with the individual committees. Persons so named will serve in an advisory capacity to the committee and will be the channel through which the committee reports to the President and Executive Board. The Immediate Past-President will serve as a support and monitor of Board Liaison activity to ensure that the committees receive the advice, support, and communications needed.

Although the Constitution and By-laws provide that the President shall appoint all, committee chairs and co-chairs, persons may be called upon to assist in the selection of the individuals to serve on these committees.

Members are invited to join AASPA Committees and must hold a current AASPA membership. Volunteering committee members should have demonstrated an interest in AASPA activities and possess competencies and attitudes that will provide for effective participation in the activity or activities of the committee. Make-up of the committee should be such that there will be sufficient carry-over from the previous year's committee membership to ensure continuity in all committees.

Committee make-up should provide for balanced geographical representation. A reasonable balance would be provided by representation from each of the six geographical regions into which the states of the United States of America and the provinces of Canada have been grouped. Further, committee appointments should be made so as to assure gender and ethnic representation.

Revised October 12, 2015

4.10.12 – Financial Support for Committee Activities

A minimum budget for all committees will be established within the Association budget each year. The various committees may request funds beyond those budgeted, provided written requests are made to the Executive Board justifying the need for additional funds, and outlining the activities contemplated by the committee. Such supplemental funds could be made available from funds provided in the budget.

Committees will be expected to operate within the final approved budget amount and provide proper accounting for funds expended. Requests for advance of funds approved or for reimbursement for money expended should be directed to the Executive Director.

Although AASPA committees are given wide latitude in the activities in which they engage, they are expected to stay within the parameters as outlined in the following pages and their charge from the President. Guidance and direction should be secured from the President, the Executive Director, or the Board Liaison.

4.10.13 – Committee Reports

The committee chairperson will be expected to provide the Executive Board with an interim report of activities of the committee at its winter meeting and a tentative final report at its summer meeting. Such reports are to be provided through the Executive Director or Staff Liaison. The final report of the committee will be submitted to the Executive Director for publication in the members only section of the AASPA Website . The report will also be delivered to the membership by the chairperson or his/her designee at the annual conference business meeting. The Executive Board Liaison will serve as the channel of communication between the chairperson and the Executive Board in providing input into the work of the committee and Executive Board reaction to committee recommendations and proposals.

Revised October 12, 2015

4.11 – Committee Report Format

AMERICAN ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS

(Year) (Name of Committee) (Committee Report)

Statement of Purpose(s)

(Restate purposes as found in the committee guidelines or constitution.)

Activities and Accomplishments

(A statement of the activities of the committee and what the committee accomplished during the year.)

Comments and Recommendations

(Recommendations to the membership for action at the annual conference business meeting. In the case of the Constitution and By-laws Committee and the Resolutions Committee, recommended changes should follow as a complete and separate document.)

Committee Members

(List the name of the chairperson first, followed by members of the committee in alphabetical order and the name of the Executive Board Liaison. In a column to the right of this listing, indicate the location [city/state/province] of each committee member.)

4.12 - Conference Reports: Distribution And Action

Final committee reports are presented to the AASPA membership through the Annual Business Meeting.

Revised October 12, 2015

4.20 - CONSTITUTION AND BY-LAWS COMMITTEE

STATEMENT OF PURPOSE

The major purposes of the Constitution and By-laws Committee are to (1) review annually the Association's Constitution and By-laws to determine whether the purposes and the governance of the Association are adequately reflected in the document, and (2) prepare amendments to better serve the organization's needs.

OPERATIONAL PROCEDURES

The Constitution and By-laws Committee will:

- 1) Review the recommendations of other AASPA committees presented to the membership at the business meeting of the annual conference that might require changes in the Constitution and By-laws,
- 2) Action taken by the membership on these recommendations,
- 3) Any recommendations of the previous year's Constitution and By-laws Committee in determining a course of action for the ensuing year.

The Committee will solicit recommendations for amendments to the Constitution and By-laws by way of written requests to the Executive Board, from members, and from other AASPA committee chairpersons and AASPA Affiliates.

The Constitution and By-laws Committee will review the suggestions received through the above channels and will compile a written summary, which will include all proposals received by the committee and its recommendations for or against the proposals. This document will be forwarded to the Executive Board through the Board Liaison for review prior to the winter meeting of the Board.

Following review by the Board, the Liaison will report back to the committee chairperson actions taken by the Board relative to the committee report.

The Constitution and By-laws Committee will review these actions and any further recommendations from other components of the Association, and will prepare a tentative final report for submission to the Executive Board through the Liaison for consideration at the Board's summer meeting.

Upon approval of the Executive Board, the committee chairperson will present the report of the Constitution and By-laws Committee at the business meeting of the annual conference for vote of the membership.

Amendments adopted at the annual conference will be confirmed by the Chairperson and Recording Secretary and passed on to the Executive Director for incorporation in the Constitution and By-laws.

The Constitution and By-laws Committee chairperson should be available at the annual conference to meet with the newly appointed chairperson and provide appropriate guidance and materials for the following year.

Revised October 12, 2015

4.30 - MEMBERSHIP COMMITTEE

STATEMENT OF PURPOSE

The Membership Committee is vital to AASPA's continued growth and ability to provide service to its members. The Membership Committee shall develop both long-term and short-term goals that will continuously support efforts to promote AASPA membership. AASPA membership shall be promoted for individuals as well as Affiliate organizations. AASPA membership campaigns shall focus on a steady and consistent increase in membership numbers, as well as steady and consistent increase in member involvement in the organization.

OPERATIONAL PROCEDURES

The Membership Committee shall communicate with the AASPA board and the AASPA membership on a regular basis. The Membership Committee, in order to function in the most effective manner, must have strong representation in all Regions.

Revised October 12, 2015

4.40 - NOMINATING COMMITTEE

STATEMENT OF PURPOSE

The major purpose of the Nominating Committee is to prepare and present to the Executive Board and to the membership recommendations for candidates for elected positions as Association officers and Executive Board members.

OPERATIONAL PROCEDURES

The Nominating Committee chairperson should arrange to meet with his/her committee at the annual conference to review procedures for the selection of nominees for office the following year. Time for committee meetings is part of the conference schedule.

Nomination from the memberships-at-large for the office of President-Elect and Recording Secretary shall be made to the Nominating Committee by any member. Members nominating and members being nominated for the office of Regional Representative must live within that Region. The Nominating Committee may nominate a minimum of one (1) and a maximum of three (3) candidates for the offices to be filled annually.

In accordance with the timeline below, a special announcement should be sent by the Nominating Committee, in cooperation with the AASPA headquarters staff, to qualifying members soliciting nominations and indicating the positions to be filled in the subsequent election, the criteria for nominations, and the procedure for submitting a nomination. A nominating form designed to show the nominee's qualifications should accompany the announcement.

Nominations Time Line

Specific dates noted may be adjusted as deemed necessary by the Nominating Committee to avoid weekend, holiday, or other conflicts.

October	Nominating Committee reviews procedures for the selection of nominees for office the following year.
February 1	Nominating Committee (through AASPA office) sends nominations solicitation to all affected regional members and entire membership for President-Elect, and Secretary when applicable, with periodic reminders sent

throughout the nominating period.

April 1	Nominations deadline
April 15	Nominating Committee verifies nominations of qualified candidates. The Nominating Committee contacts finalists resulting from the screening process to determine willingness to serve if nominated and elected to the position.
May 1	Nominating Committee meets via conference call to discuss all candidates. Nominating Committee submits final roster of nominated, seconded, and qualified (vetted by the Nominations Committee) candidates
June	Executive Board Approves slate of candidates for open Board positions at summer meeting
July	AASPA staff prepares website, election emails, and voting links – places necessary links and information on website for members
August 1-15	Nominating Committee verifies webpage voting functioning status and content
August 15	Voting information and instructions sent to qualified members with links to candidate information – reminders sent every five days leading to election, once five days after beginning of voting and the day before voting closes.
September 1	Voting begins, 8:00 a.m. (EDT)
September 10	Voting closes, 5:00 p.m. (EDT)
September 15	Run-Off Election (if needed) voting begins, 8:00 a.m. (EDT)
September 25	Run-Off Election voting closes, 5:00 p.m. (EDT)
October 1	Nominating Committee certifies/verifies voting results
October	Nominating Committee through the AASPA Office announces election results
October	Nominating Committee reports official election results at Annual Conference Business Meeting

Nominations Procedures and Guidelines

Following the established deadline for receiving nominating forms, the committee should screen those recommended for office or seeking nomination on the following criteria:

- 1) Active membership in AASPA for a minimum of three years, five years preferred.
- 2) Experience on the Executive Board or other major committees of the Association in the case of nominees for the position of President-Elect.
- 3) Active membership in other organizations/associations (holding offices, chairing committees, etc.)
- 4) Successful experience as a school personnel administrator, a minimum of five years preferred.
- 5) Active participation and regular attendance at AASPA annual conferences.
- 6) Substantial knowledge of current public school personnel problems and trends.
- 7) Presentations, papers, publications, awards, and other contributions to the profession.

An official nomination form for each candidate should be sent to members of the committee. They, in turn,

Title:	School District:	Street Address:
City/State or Province/Zip:	Phone: Fax: E-Mail:	Region:

RETURN WITH RESUME TO: (Chairman's Name & Address)

DEADLINE: (To Be Determined)

Revised October 12, 2015

4.42 - AASPA Campaign Guidelines

- 1) Candidates are to conduct positive campaigns focusing on what they can offer the Association and their profession.
- 2) AASPA will not accept advertising for a member's candidacy in any AASPA publication.
- 3) AASPA will provide each officially nominated candidate upon written request with a set of mailing labels or email addresses of all members or those of the appropriate AASPA Region. These labels will be provided at no charge to each candidate on the same date.
- 4) The AASPA Perspective will carry a biography and picture of each of the nominees.
- 5) The AASPA website page dedicated to election information will display a candidate provided biography (500 word limit) and campaign statement (500 word limit). These statements will be screened by the Nominating Committee for relevance and appropriateness.
- 6) The Nominating Committee shall serve as the Election Committee in case of a dispute with the conduct of the election. Its decision shall be final.
- 7) Candidates are discouraged from expending large funds for purposes of encouraging voter support.
- 8) The winning candidate for President-Elect will be given an opportunity to address the membership at the business meeting during the annual conference. Winning candidates for regional offices will be provided an opportunity to address their respective region during the annual conference.

NOMINATING GUIDELINES

- 1) The Committee Staff Liaison bears the responsibility for providing for the AASPA Perspective information publicizing the vacancies, the nominating procedures, and encouraging nominations from all voting members of qualified candidates representative of the organization for the upcoming year.
- 2) The Nominating Committee will consider all qualified members nominated by any individual(s) or Affiliate for the vacant positions.
- 3) If a written acceptance of nomination has not been received as part of the supportive information provided by the nominator, the Chairperson or designee will obtain a written confirmation from each nominee of interest to be a candidate.
- 4) All written nominations must be received by the chair of the Nominating Committee no later than April 1. The Nominating Committee will prepare a report and submit it to the Executive Board for its June meeting. No individuals who express an interest or seek nomination after April 1 will be considered. Extensions will be only at the discretion of the Executive Board.

REGIONAL ELECTIONS

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Signature _____ Date _____

SCREENING CRITERIA: SCALE OF 1 - 10 WITH 1 = LOW AND 10 = HIGH

- 1) Active membership in AASPA for a minimum of 3 years (5 years preferred).
- 2) Experience on the Executive Board or other major committees of the Association in the case of nominees for the position of President-Elect.
- 3) Active membership in other organizations/associations (holding offices, chairing committees, etc.).
- 4) Successful experience as a school personnel/human resources administrator (minimum of 5 years preferred).
- 5) Active participation including regular attendance at ASPA Annual Conferences.
- 6) Demonstrated substantial knowledge of school personnel problems and trends.
- 7) Presentations, papers, publications, awards, and other contributions to the profession.

Revised October 12, 2015

4.50 – RECOGNITION COMMITTEE

STATEMENT OF PURPOSE

The major purposes of the Recognition Committee are to (1) recognize contributions of an outstanding nature made by members to the Association, (2) recognize outstanding contributions by members or a school district to school personnel administration, (3) recognize outstanding contributions made by those outside the Association in the area of school personnel administration, and (4) recognize outstanding contributions of AASPA Affiliate organizations.

OPERATIONAL PROCEDURES

The Recognition Committee should review annually the types of recognition awards made by the Association and make recommendations to the Executive Board through the Liaison for modification of these awards.

Criteria have been established for each award along with a rubric to evaluate each nomination. Nominations are accepted through May 1st of each year. Once all nominations are received, the Recognition Committee evaluates each nomination using the adopted rubrics and makes recommendations to the Executive Board. Awards are presented annually at the AASPA Annual Meeting. The Executive Director will assume responsibility for preparation of all awards for presentation at the annual conference.

The Recognition Committee chairperson should be available at the annual conference to meet with the newly appointed chairperson and provide appropriate guidance and materials for the following year.

Currently, the Recognition Committee makes recommendations to the Executive Board and to the membership for awards in the following categories:

HONORARY MEMBERSHIPS

Honorary membership is granted to persons who have distinguished themselves in school personnel work. Honorary members shall be entitled to participate in all activities of AASPA, except voting and holding elective offices. They are also exempt from payment of membership dues, special assessments and the Annual Conference registration fees (exclusive of events and meals). Non-members who have

made an outstanding contribution to AASPA and/or school personnel administration are eligible for honorary membership. Please fill out the nomination application form, the supplemental application form and include a current resume of the nominee.

SPECIAL RECOGNITION AWARDS

The committee will invite nominations for special recognition awards to be presented to individuals who have made substantial contributions to the Association or to personnel administration. Such special recognition may be given to active, retired or honorary members of AASPA or to non-members of AASPA who have made exceptional contributions that advance or enhance the professional visibility of the Association and its purposes, and/or the field of school personnel administration.

C.S. ROBINSON AWARD

This award is given in honor of C. S. Robinson who was a former Assistant Superintendent for the Kansas City School District, and served as President of the American Conference of Teacher Examiners (now known as AASPA) in 1947 and 1948. He later served as Executive Secretary/Treasurer for AASPA (1957-1969). An award is made to school districts that have made an outstanding contribution to the solution of a specific personnel administrative problem. The awards may be granted by size of the school district.

One of the major responsibilities of the committee to be completed early in the membership year is to identify the topic to be selected for the C .S. Robinson award and to notify the membership through the Executive Director of the selection.

In order to judge the entries in the award competition, the committee must develop an appropriate C. S. Robinson Award rubric annually, which will successfully and fairly assess and measure the year's entries.

ARCH BROWN AWARD

This award is given in honor of Arch Brown who served as Executive Secretary/Treasurer of AASPA from 1976-1986. He was a former Assistant Superintendent of Personnel in Ohio. To recognize Arch Brown's efforts in establishing state and province Affiliates, an Affiliate is selected that has had an exemplary year of Association activities.

Entries will be judged on the basis of Affiliate activities in the following areas: communication with members; member participation; Affiliate conferences; special projects; cooperative activities; and other contributions.

WILLIAM L. HUNTER – POINT OF LIGHT AWARD

This award is given in honor of William L. Hunter, who served as Region II Representative - Point of Light Award gives recognition to school districts making outstanding contributions through the implementation of innovative and comprehensive teacher development programs primarily focused upon strategies designed to increase the number of teachers of color in school districts.

RAYMOND E. CURRY AWARD

This award is given in honor of Raymond E. Curry, who served as Executive Director of AASPA from 1986 to 1991. It recognizes his encouragement and contribution to the establishment of a successful Professional Development Program for the Association. A competitive monetary award is granted to an AASPA member for the purpose of supporting the individual's specific professional growth activity by paying for AASPA member dues, special assessments and annual conference registration fees. Candidates are considered on the basis of seeking assistance in a research effort directly related to personnel administration or in a professional development activity and where financial need is strongly demonstrated.

HERB SALINGER PERSONNEL ADMINISTRATOR OF THE YEAR

This award is given in honor of Herbert Salinger, who served as Executive Director of AASPA from 1991 through 1996. The Herb Salinger Personnel Administrator of the Year Award is given to an active member of AASPA who has at the local, state/province, national and/or international level: distinguished

him/herself in personnel administration; is involved and a contributing participant in personnel functions and/or programs; whose contributions have had significant impact on public education; is a skilled manager of change and is creative in his/her approach to personnel administration; approaches personnel administrative work with a sense of humor and sense of respect for his/her fellow man. All candidates must be an active AASPA member and currently serving in a personnel administrative position.

NEWSLETTER AWARD

Newsletter Award is open to all state/province/private organizations that publish a newsletter for their members at least annually. Newsletters are judged on content and layout. Sample newsletters must be submitted for review. Award nominees must have an AASPA member in their organization.

WEBSITE DEVELOPMENT AWARD

The Website Development Award is given to the school district whose personnel or human resources department has most effectively managed to leverage the power of the internet to provide communication to and gather information from current and prospective employees. Nominations must include the website address.

HUMAN RESOURCES SPECIALIST/SUPPORT STAFF AWARD

The Human Resources Specialist/Support Staff Award is given to an individual whose contributions have had significant impact on the efficiency of the human resources office and to the field of human resources; who has at the local, state/province, national, and/or international level distinguished him/herself through leadership service; and is a collaborative, contributing participant in personnel functions and/or programs. Active AASPA membership is not required. One recipient may be selected annually from each region.

NEW MEMBER AWARD

The New Member Award is given to an active member of AASPA who has less than 3 years of experience in the field. This individual has demonstrated involvement at the local, state/province, national, and/or international level though new to the field and has distinguished him/herself in personnel administration through contributions that have had an impact on public education. Must be an active AASPA member and currently serving in a personnel position.

Revised October 12, 2015

4.60 – PROFESSIONAL DEVELOPMENT COMMITTEE

STATEMENT OF PURPOSES

The Committee will assist the AASPA Executive Director in identifying and developing meaningful and appropriate staff development opportunities for school personnel and support staff members on a local, regional, national, provincial and international basis. Recommendations include but are not limited to the national conference, the association's Perspective publication, the annual Best Practices magazine and other professional development opportunities and resources as appropriate.

OPERATIONAL PROCEDURES

The Professional Development Committee shall communicate with the AASPA office to assist in providing the most up-to-date and relevant professional development for the AASPA membership. The committee will provide topics, articles and speaker recommendations for the AASPA professional development events including, but not limited to Best Practices topics, newsletter and e-newsletter articles, webinar, regional meeting and Annual Conference presenters.

The Professional Development chairperson should be available at the Annual Conference to meet with the newly appointed chairperson and provide appropriate guidance and materials for the following year.

Revised October 12, 2015

4.70 – LEGISLATIVE/GOVERNMENTAL COMMITTEE

STATEMENT OF PURPOSE

The primary responsibility of the Committee shall be to monitor and inform AASPA members of pending legislation involving and impacting school personnel initiatives in the states and provinces of the United States and Canada as well as at the national level. To this end, the Committee shall identify offices, key contacts and/or Web sites of governmental agencies, legal firms, and professional associations, which announce/review pending and adopted legislation as well as judicial rulings impacting personnel education to which the AASPA's Web page may be linked.

OPERATIONAL PROCEDURES

The Committee may propose initiatives for approval by the Executive Board. Additional responsibilities include the submission of a committee Report to the Executive Board by the mid-year Executive Board meeting, with updates at the summer meeting and a final report at the national conference as appropriate.

The Committee shall also review and recommend to the Executive Board, prior to its summer meeting any additions, deletions and revisions to 4.70 of the AASPA Operational Handbook addressing the Committee's stated purpose and operational procedures.

Revised October 12, 2015

4.80 – SCHOLARSHIP COMMITTEE

STATEMENT OF PURPOSE

The major purposes of the Scholarship Committee are to:

- Annually select the recipient of the American Association of School Personnel Administrators (AASPA) scholarships based on the process and criteria established by the committee
- Develop, continually monitor, and refine the process and criteria for selecting candidates for AASPA scholarships, including the amount of the scholarship awards, financial accounting guidelines for the scholarship awards, and other details regarding the administration of the scholarship program, and
- Provide suggestions and ideas for expanding the fund-raising opportunities to support annual scholarship awards.
- Assist with publicizing the scholarships in an effort to increase the number of applicants.

4.81 – LEON BRADLEY SCHOLARSHIP

The **Leon Bradley Scholarship Program** is established to encourage more minorities or persons of color to enter the field of teaching and school leadership. American Association of School Personnel Administrators (AASPA) believes that it is of benefit for all students to experience diversity among educators who serve as role models for our students. Thus, AASPA will annually award up to four scholarships to assist minority college students seeking their initial teaching certification and/or endorsement and to assist a minority graduate student seeking his/her administrative credentials.

- \$2500 scholarship will be granted for the student's final year, which includes student teaching.
- \$1500 scholarship will be granted to a minority paraprofessional career-changer in his/her final year of teacher preparation.
- \$1500 scholarships will be granted to minority graduate students pursuing school administrator credentials.

Scholarships will not exceed \$7000 per year.

Checks will be sent directly to the college or university to verify that the applicant is a full-time student and is pursuing a prescribed course of study for initial teacher certification and/or endorsement before applying any money to the costs.

Revised October 8, 2018

4.81.10 – Leon Bradley Scholarship Operational Procedures

Any monies not used for tuition can be applied to any other university-based expenses the student may incur.

Scholarship application materials will be posted on the AASPA website no later than January 1 of each year. Applications must be submitted electronically or received by the AASPA office no later than the last day of May. Selection will take place by committee conference call during the month of June.

- A letter from the Dean of Education or designated representative, a letter from a character reference, and a transcript may be sent separately no later than the application deadline.

4.81.11 – General Criteria

Applicants must meet each criterion:

- Have an overall GPA of 3.0 or better.
- Be a high school graduate or equivalent status.
- If applying for the administrator scholarship, must have served as a licensed teacher.
- Submit a letter from the Dean of Education or designated representative that the applicant has:
 - Attained at least junior standing as defined by the institution.
 - Met the required grade point average at the time of application to be eligible for admittance into the teacher education program.
 - Successfully completed all entrance examinations as required by the State and the institution.
- Be a minority or person of color in one of the following categories:
 - American Indian (Native American) or Alaskan Native (A person having origin in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.)
 - Asian or Pacific Islander (A person having origin in any of the original peoples of the Far

- East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.)
- Black (A person, not of Hispanic origin, who has origin in any of the black racial groups of the original peoples of Africa.)
 - Hispanic (A person, regardless of race, who is of Spanish culture or origin. This includes, for example, persons from Mexico, Central or South America, Puerto Rico, the Dominican Republic and Cuba.)
 - Middle Eastern (A person having origin in any of the original peoples of the Middle East)
 - Other

4.81.12 – Weighted Criteria

Applicants do not have to meet each criterion:

- Work experience that has been applied to college expenses.
- Other scholarship or financial aid support.
- Seeking initial certification and/or endorsement in a state-identified critical area.

4.81.13 – Maintenance Criteria

Recipients must meet all requirements:

- Verified enrollment as a full-time student (as defined by the university) during the semesters receiving the scholarship.
- Maintain an overall GPA of 3.0 or better each semester.
- Continue to be enrolled in a teacher education program and be in good standing with the university as verified by a letter from the Dean of Education or designated representative.

Revised October 8, 2018

4.81.14 – Leon Bradley Scholarship Application

AMERICAN ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS Leon Bradley Scholarship Application

The application, copy of your transcript, letter from the Dean of the College of Education or a designated representative, and a letter from a character reference must be **submitted by May 31, 20__** to AASPA. Fill in or check all blanks. An incomplete application will not be considered for the AASPA Scholarship. Please type or print. An unofficial transcript can be used at this time, but an official transcript may be required at a later date.

I am applying for scholarship assistance for _____ (semesters) _____ (year)

Legal Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Cell phone: () _____

E-mail address: _____

School Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____

Race or ethnicity: American Indian (Native American) or Alaskan Native _____

Asian or Pacific Islander _____ Black _____ Hispanic _____

Authorized to work in the United States on a full-time basis in accordance with state certification guidelines? YES NO

List the colleges and/or universities you have attended:

Institution: _____

City/State: _____

Year: _____

Classification: _____

Teaching field(s): _____ Expected graduation date: _____

Certificate level: _____ Elementary _____ Middle School _____ High School

Total number of hours completed by the end of this semester: _____

Will you meet university standards to be a full-time student in the upcoming semester? YES NO

List work experience that has been used to support your college education. Use an additional sheet if needed:

Do you have, or expect to have, any scholarships or other financial aid from other sources? YES NO

If so, please give amounts and sources:

List any honors, awards, or achievements, years awarded and presenting organizations:

List any extracurricular activities in which you have been involved. List institutions and year:

Please write a brief statement declaring why you decided to become a teacher and selected this particular area of certification. Use an additional sheet if needed.

Student's Certification Statement:

I certify, to the best of my knowledge, that the information contained in this application is correct and complete. I will notify the Office of Student Financial Aid should any changes in my situation occur. I authorize the selection committee to verify any information contained in this application through university records. Furthermore, should I be the recipient of a scholarship, I hereby authorize the Student Financial Aid Office to furnish semester grade reports to my scholarship donor for such time as I remain on the scholarship program. If I am awarded the scholarship, I commit to teaching for two full years. If I do not teach for two full years, I understand that I am required to pay back the full scholarship amount to AASPA.

Applicant signature: _____ Date: _____

**Applicant must sign and return this application to
AASPA Scholarship Selection Committee Chair by May 31, 20 ____.
Please ensure that all required materials are mailed to:**

**EXECUTIVE DIRECTOR
AMERICAN ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS**

**11863 West 112th Street, Suite 100
Overland Park, Kansas 66210**

**Tel: 913.327.1222
E-mail: aaspa@aaspa.org**

**Fax: 913.327.1223
Web site: www.aaspa.org**

Revised October 30, 2012

4.90 – MINORITY CAUCUS COMMITTEE

STATEMENT OF PURPOSE

The purpose of the Minority Caucus Committee is to serve as the collaborating body for joint action on minority issues of common interest by advocating for the election, appointment, hiring, promotion, and recognition of minorities to positions of influence; and to provide a forum for information exchange and networking.

OPERATIONAL PROCEDURES

The Minority Caucus Committee shall communicate with the AASPA board and the AASPA membership on a regular basis. The Minority Caucus, in order to function in the most efficient manner, must have strong representation in all regions. The Minority Caucus Chair should arrange to have a Recording Secretary and six Regional Representatives.

The Minority Caucus Committee will develop long-term and short-term goals that will continuously support efforts to promote AASPA members and membership. These goals will be put forth in the Annual Committee Report and through the final report at the national conference as appropriate.

Revised October 12, 2015

4.100 – AD HOC COMMITTEES

STATEMENT OF PURPOSE

The purpose of Ad Hoc Committees is to focus on specific areas deemed to be pertinent by the President, if necessary. Appointing Ad Hoc Committees is a function of the President under the duties described in the AASPA Constitution and By-laws. The minimum number of committee members, on ad hoc committees, has been established as four (4).

4.101 – AD HOC Human Capital Leaders in Education (HCLE) Program Advisory Committee

The purpose of the HCLE Advisory Committee is to review and contribute to the future developments of the HCLE Standard, the professional development to accompany those standards and the certification/recertification of individuals. The following guidelines have been developed to assist the President on the appointment of individuals to serve on this committee.

The Ad Hoc committee will be comprised of up to ten Active AASPA members the AASPA Executive Director, and a representative from Battelle for Kids. Committee make-up should provide for balanced geographical representation from each of the six geographical regions. The staggered terms of such committee members will be for two years with an option of one additional term. Ad Hoc committee members must be an active champion for human capital reform in his or her state and region. The committee should be comprised of both individuals who have completed the certification program and those who have not. Further, committee appointments should be made so as to assure diverse representation.

The President shall name a member of the Executive Board as a Board liaison with the Ad Hoc committee. The liaison will serve in an advisory capacity to the committee and will be the channel through which the committee reports to the President and Executive Board. The AASPA President may serve/participate on the Ad Hoc committee, as necessary, as outlined in the operational handbook

Revised October 16, 2017

SECTION 5.0 CODE OF ETHICS

5.10 – SCHOOL PERSONNEL ADMINISTRATORS' CODE OF ETHICS

We believe membership in the American Association of School Personnel Administrators requires a commitment to the highest standards of ethical behavior and professional leadership. The personnel administrator acknowledges that the schools belong to the public he/she serves for the purpose of providing educational opportunities to all. The administrator also assumes responsibility for providing professional leadership within the school district and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, staff and students. To these ends, the school personnel administrator should:

- 1) Support the well-being of students as the fundamental value for all decision making and actions.
- 2) Fulfill all professional responsibilities with diligence, efficiency, honesty and integrity.
- 3) Support the principles of due process and respect the civil and human rights of all staff and individuals within the school community.
- 4) Obey local, state, and national laws.
- 5) Implement the governing board of education's policies, and administrative rules and regulations; including collective bargaining agreements.
- 6) Provide leadership to amend or correct those laws, policies and regulations that are not consistent with sound educational policy and professional practice.
- 7) Avoid using one's positions for personal gain through political, social, religious, economic, or other influences.
- 8) Accept academic degrees or professional certification only from duly accredited institutions.
- 9) Maintain high standards for school personnel administration and seek to improve the effectiveness of the profession through research and continuing professional development.
- 10) Honor all contracts with fulfillment or release.

Adopted January 29, 2016