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AASA is the national association most directly concerned with public education leadership. AASA’s governance structure engages the considerable talents of its diverse, dynamic membership. This structure assures that AASA is truly a national organization with an agenda that reflects the viewpoints of school administrators throughout the country.

AASA policy is set by its 126 member Governing Board, drawn from seven distinct U.S. geographic regions. The Governing Board meets twice each year. The 22 member Executive Committee, elected by the Governing Board to represent each region, meets quarterly and conducts the ongoing business of the organization between the two meetings of the Governing Board.

**AASA Regions**
- Each of the seven AASA regions have at least two AASA Executive Committee members
- Any state with six or more Governing Board members (New York) has a seat on the Executive Committee
- If a region has two or more states that have six or more Governing Board members, that region has an additional representative on the Executive Committee

**AASA Governing Board**
- Governing Board representation is based on the number of eligible voting AASA members within a state/affiliate association on September 30 of any given year. The adjustment to the number of representatives serving on the Governing Board, either an increase or a decrease in the number of representatives, becomes effective July 1 of each year. Should a state/affiliate association need to reduce the number of representatives, the state/affiliate association determines which representative(s) will continue to serve on the Governing Board.
Governing Board members are elected by eligible voting members in each state/affiliate. Each state/affiliate association has submitted a plan for electing Governing Board members so that elections take place prior to June 1 to allow adequate time for the newly elected members to make plans to attend the summer Governing Board meeting. The term of office for Governing Board members is three years; members can serve no more than two full terms. The Governing Board meets twice a year – just prior to the National Conference on Education (at Governing Board member expense) and in the summer (at AASA’s expense) in the Washington, D.C. area. The Governing Board is responsible for nominating the president-elect candidates. To be eligible to be nominated as president-elect, a candidate must be, or have been within the past three years, a member of either the Governing Board or the Executive Committee. It is expected that Governing Board members, as elected leaders of AASA, will assist with membership recruitment and retention, in coordination with the state/affiliate association. Governing Board members will also assist in promoting AASA conferences and seminars to members of the state/affiliate association.

### AASA Executive Committee

Most Executive Committee members are elected by the Governing Board members within a region. The AASA president-elect appoints a member to the Executive Committee from an under-represented group within AASA’s membership for a three-year term. There are 22 members serving on the Executive Committee. This number includes two ex-officio members. Currently this group meets four times a year:
- July 2013 – in Washington, D.C. in conjunction with the Governing Board
- October 2013 – in Kansas City, Mo.
- May 2014 – in San Diego, Calif., prior to the AASA State Leadership Conference

The past president of the Association of State Executives is an ex-officio member of the Executive Committee serving a one-year term, and the AASA executive director is the other ex-officio member. The term of office is three years for Executive Committee members, and regionally elected Executive Committee members can serve no more than one full term. An appointed member from an under-represented group, after completing a term, may be elected by the region to serve one additional term.
Member Engagement

In an effort to offer members more opportunities to be engaged with AASA, the association is introducing an “AASA Think Tank” to be held for the first time, just prior to the National Conference on Education in 2014. When registering for the conference, members will also have the opportunity to register to participate in a think tank, the purpose of which is to provide AASA with member input on the hot topics of the day. AASA Think Tanks replace the Advisory Committees. AASA’s elected leadership is also invited to participate in these discussions.

Registrants will be sent detailed information prior to the meeting to help in preparation. There may be more than one think tank depending upon the number of registrants.

Executive Director’s Advisory Council

The Executive Director’s Advisory Council is composed of state association presidents and presidents elect. It meets during the spring AASA State Leadership Conference and just prior to or at some point during the National Conference on Education. Participants share their thoughts, concerns and ideas on issues of national interest with AASA’s executive director.
EXECUTIVE COMMITTEE – ROLE AND RESPONSIBILITIES  
(AASA Bylaws: Article IX, Section 2)

The Executive Committee derives its power from and shall be responsible to the Governing Board and the membership of the Association.

In addition to such powers as may be extended to it by the Governing Board, the Executive Committee shall:

a. Articulate the mission of the Association, recommend short term and long range goals to be considered and voted upon by the Governing Board, and establish procedures necessary for effective operation of the association.

b. Receive from the members, resolutions for consideration by the Governing Board. The Executive Committee shall recommend to the Governing Board those resolutions approved by majority vote of the Executive Committee. The Executive Committee may also initiate resolutions for consideration by the Governing Board.

c. Develop and submit the Association’s legislative agenda to the Governing Board for approval.

d. Approve initially and submit for ratification to the Governing Board the Association annual budget and programs.

e. Approve President-elect election guidelines as submitted by the Election Committee.

f. Monitor the implementation of AASA’s programs, budget, consent agenda, resolutions and legislative agenda.

g. Authorize the appointment of special commissions and committees.

h. Propose possible amendments to the By-Laws to the Governing Board.

i. Provide an agenda for each meeting of the Governing Board.

j. Every five (5) years, review the composition of each region and if determined necessary, make recommendations for modifications to the Governing Board the following year.

k. Hire and annually evaluate the Executive Director, and determine the term and conditions of employment.

l. Serve as ex officio, nonvoting members of the Governing Board.

The Executive Committee may:

1. Develop and submit to the Governing Board a code of ethical behavior for the profession of school administration.

2. Establish procedures for conducting investigations and applying sanctions where a breach of ethics is proven.

A majority of the voting members of the Executive Committee shall constitute a quorum.
Governing Board – Role and Responsibilities
(AASA Bylaws: Article XI, Section 4)

The Governing Board shall have the corporate responsibility for the Association. The Governing Board shall:

a. Determine the mission of the Association.

b. Act on resolutions which shall have been submitted to it by the Executive Committee. The Governing Board may consider other resolutions which may be presented during a meeting provided such other resolutions in order to be adopted, must receive a two-thirds (2/3) vote in favor of consideration. Adopted resolutions become the official resolutions of the Association.

c. Receive, discuss, and act upon recommended policy positions submitted to it by the Executive Committee.

d. Serve as the liaison between chartered affiliates and AASA.

e. Determine, on an annual basis, the dues for any classification of Membership pursuant to the terms of Article III of the By-Law.

f. Recommend, on an annual basis, programs and activities for inclusion in the AASA budget.

g. Ratify the annual AASA budget and programs.

h. Affirm AASA’s legislative agenda.

i. By region, elect members to serve as voting members on the Executive Committee.

j. Approve, by a 2/3 vote, any change in the composition of the regions.

k. Approve amendments to the By-Laws submitted to the Governing Board from the Executive Committee, provided that any amendment to the By-Laws must be approved by a 2/3 vote of those Governing Board members present and voting.

l. Receive and act on the annual report of the Executive Director.

m. Receive and act on the report of the Audit Committee.

n. Assist in advocacy efforts by letter writing, telephone calls, emails and personal visits to their Congressional representatives.

o. Perform such other duties as may be requested of it by the Executive Committee.
AASA Positions on the Reauthorization of the Elementary and Secondary Education Act

Guiding Principles for ESEA should include:

- Allocation of funds via formulas based on the percentage of poverty;
- Limitation on regulations to ESEA programs;
- Specification that federal government should supplement and support—not dictate—state’s policies;
- Direction that a reduction in federal funds be accompanied by a reduction in federal mandates;
- Connection of children’s health, mental health, and personal and social development to students and families;
- Direct allocation of funds to the local level;
- Direction that school systems should not be required to spend state and local funds for federal mandates.

The following statements outline AASA’s positions on a variety of education issues related to the Elementary and Secondary Education Act. These statements guide the work of AASA’s advocacy and policy efforts throughout the year.

Improving Standards and Accountability for Students Served with Federal Dollars

- Support for state-developed standards, which may include Common Core
- Opposition to federally established national standards
- Separate accountability and instructional measures: one test cannot serve both purposes, and tests for accountability should be based on multiple valid and reliable measures that document growth
- Clear and accurate accountability measures
- Less intrusive and costly testing for accountability
- Tests for accountability need not be widely administered. Shift to sample method (like NAEP)
- Measure student growth for both accountability and instruction
- Multiple sources of assessment and information for both accountability and instruction
- Individualized Education Plans should shape assessment for students with disabilities
- Assess ELL students in a language they understand
- Support metric that reflects total ELL subgroup
- Emphasize rewards not punishment – build capacity
- Disaggregate student outcomes - adjust for new student categories
- Eliminate mandatory set-asides, especially for SES & choice
- Calculate graduation rates that recognize multiple pathways to graduation (including high school diplomas and GEDs) at the 3-, 4-, 5- and 6-year timeframes, without penalty

Improving Struggling Schools

- Federal Title I reporting and accountability requirements apply only to schools receiving federal Title I funds
- Focus state interventions on building capacity
• Special consideration for alternative schools
• Plan and implement state intervention in conjunction with school districts
• Support a broad range of turn-around models

Improving the Effectiveness of Teachers and Administrators
• Evaluations must be focused on improving instruction and building teacher capacity, rather than teacher ranking
• Accountability for effectiveness is a state and local responsibility
• Compensation decisions are a state and local matter
• Evaluations must be created at the state and or local school district
• Permit use of ESEA funds to encourage teachers to work in hard-to-staff schools
• Provide additional ESEA funds for hard-to-staff schools
• Distribute professional development funds by percentage of poverty
• Local flexibility in professional development programs
• Student performance should be part of evaluations but should include multiple measures of performance not a single test score

Services for Special Populations and Conditions
• Distribute funds to school systems through formulas
• Support current law related to equitable service for Title I students in private schools
• Authorize and fund a dual-language pilot program for schools serving concentrations of low income and minority students
• Increase funding for the extended day and year programs under 21st Century Community Learning Centers, including focus on providing funds direct to LEAs
• Fully fund the Rural Education Achievement Program Reauthorization Act (REAP)
• Reauthorize REAP to maintain direct-to-district funding, with changes to update locale codes, adjust the sliding scale, and switch the poverty indicator to free and reduced lunch eligibility
• Provide full funding of Impact Aid

ESEA Waivers
• Oppose continued use of waivers in place of comprehensive reauthorization
• Oppose overreach of USED to override local and state input in waiver process
• Oppose any effort to provide regulatory relief through conditional waivers
• Any regulatory relief should be targeted and direct to states and districts, without policy requirements

AASA Positions on Federal Programs not in ESEA

The following statements outline AASA’s positions on federal education programs outside of ESEA. These statements guide the work of AASA’s advocacy and policy efforts throughout the year.

Perkins Career and Technical Education (CTE)
• Maintain current formula for distributing funds as well as minimum grant allocations
• Keep separate Perkins funding streams for secondary and post-secondary systems
• Encourage partnerships with higher-ed and economic development councils
• Oppose efforts to narrow uses of Perkins funds to specific industries
• Encourage districts to work with industry councils to ensure CTE programs are credible and relevant
• Provide funding to ensure districts offer career-planning and counseling to all students
• Reduce the data collection burden requirements in Perkins and focus on amassing appropriate, existing information to determine effectiveness of CTE programs and students

IDEA
• Mandatory funding for IDEA at 40 percent of the national average per-pupil expenditure
• Permit school districts to reduce local effort by up to 100 percent of federal funding increases
• Eliminate the requirement for parental consent for Medicaid reimbursement

Funding
• Direct limited available federal funding to formula programs that target students in need
• Deep and/or across-the-board cuts in federal funding should be absorbed at the state level, not passed in their entirety to local districts

Early Childhood Education
• Make available federal funding that supports early education opportunity (including head start, Pre-K, early education, professional development for personnel, and more), with ample flexibility for local authority in implementation
• Support expansion of access to early education to all children
• Improve access to high-quality child care programs for poor families
• Tax incentives for employers to provide support for child care and after-school care
• Coordinate early childhood programs regardless of funding source

Health Care
• Permit schools to claim reimbursement from Medicaid
• CMS should develop uniform methodology for claiming reimbursement from Medicaid and streamline the process
• Increase Medicaid reimbursements for low-income students
• Ensure school districts have access to mental health services funded by the Substance Abuse and Mental Health Services Administration
• Continue the Children’s Health Insurance Program (CHIP)

E-Rate and Instructional Technology
• Raise the funding cap for E-Rate to meet demand
• Continue to include the E-Rate program in the Universal Service Fund
• Reduce the paperwork requirements for E-Rate
• Expand broadband to all parts of the country and support community planning and coordination related to expanded connectivity
• Permanent exemption from the Anti-Deficiency Act
• Ensure that ESEA provides for education technology-related professional development (such as the ATTAIN Act)

Vouchers
• Oppose federal funding to non-public schools
• Oppose special education vouchers
• Permit the D.C. Opportunity Scholarship Program, to expire
• Oppose tax credits for K-12 scholarships to non-public schools

School Construction
• Make Qualified Zone Academy Bonds and Qualified School Construction Bonds more marketable

Seclusion and Restraint
• Fund professional development regarding seclusion and restraint
• Permit engagement of parents regarding safe and appropriate seclusion and restraint in Individualized Education Plans and Behavioral Intervention Plans
• Allow monitored seclusion and restraint as an option of last resort
• Recognize distinction between use for discipline and use for safety

Foster Care
• Transportation costs for foster children is the responsibility of the state
• Provide school districts immediate access to all relevant student data, including academic, social, emotion, criminal, and behavioral

School Safety
• Reinstate funding for the Safe and Drug Free Schools program. Schools and states annually pay billions of dollars to address the results of substance abuse, school violence and unaddressed mental health needs through local and state funding. Reinstatement of the Safe and Drug Free Schools program represents an important federal investment in successful prevention and intervention efforts
• Re-establish funding for the Readiness and Emergency Management for Schools grants designed to help schools prevent and manage emergencies
• Restore funding for programs such as the Secure our Schools grant program and the COPS in Schools program, which provided grants for security equipment, security assessments and school resource officers
• Increase funding for mental health counselors and services in schools. Access to these services is a crucial component of any effort to prevent/respond to a school emergency
• Ensure existing federal policy gives local school districts the flexibility to use resources to fund student services personnel (including counselors, psychologists and therapists). Wrap-around services are central to addressing the needs of the total child, and flexibility in existing federal policy will better enable local school districts to use limited federal dollars in a way to maximize student support
• Provide funds for districts to upgrade their facilities if internal safety audits require improvements
Internal Revenue Service

AASA will follow all Internal Revenue Service guidelines related to expense reimbursement.

200.0 Guidelines Governing Travel and Expenses

1. Air Travel:

Travelers should arrange for the most economical airfare available consistent with circumstances. AASA will pay up to coach fare only. All receipts and ticket stubs must be submitted with the reimbursement form.

AASA will provide reimbursement for no more than one checked bag. A receipt must be attached.

Air-fare ticket changes are not granted for failure to attend, late arrival or early departure. AASA does not refund travel expenses for non-attendance due to unforeseen circumstances, including weather-related incidences. Exceptions may be made in cases of medical or extreme family emergencies.

2. Automobile:

AASA will reimburse travelers at the current IRS rate per mile for the actual number of miles driven. The total amount of the mileage claimed may not exceed the cost of coach fare. (If the starting point of the trip is the home of the traveler.)

3. Hotel:

Rate for double occupancy will be paid. Individuals seeking AASA reimbursement for hotel bills are expected to obtain the hotel's lowest possible rates. Amounts over this rate will not be paid. Generally, a one-day meeting will be assumed to require one-night’s lodging only.

AASA will not provide reimbursement for personal Internet/Wi-Fi charges.

4. Meals:

Expenses for meals will be handled as a meal subsidy. The per diem meal rate is: $10 breakfast/$15 lunch/$25 dinner. Receipts do not need to be submitted for these meals.

5. Taxis, Limousines, Buses, Baggage Tips, Parking, Business Telephone:

Usual charges (such as roundtrip from home to airport and roundtrip from airport to meeting location, but not for taxi charges for non-official meeting-related activities) for these services will be reimbursed; however, any unusual expenses should be explained.
6. **Rental Cars:**

AASA discourages the use of a rental car. When necessary, AASA will pay a maximum of $40 per day. AASA does not reimburse for purchase of insurance.

7. **Expense vouchers:**

Expense vouchers cannot be processed unless signed by the traveler. Receipts for expenses in excess of $25 (except for per-diem meals which do not require receipts) must be attached, whether cash or credit-card charge. A note of explanation should accompany any expense over $25 for which there is no receipt and must be approved by the appropriate AASA cost center manager.

**200.1 Reimbursement Guidelines – Governing Board**

Members of the Governing Board will be reimbursed for all necessary expenses, including out-of-pocket expenses, incurred by:

A. Participation in the first officially established meeting of the Governing Board per fiscal year.

B. Participation as an official invitee to meetings, conferences, etc., where participation is requested by the AASA president or executive director.

C. Participation in any other assignment made by the president or executive director.

**200.2 Reimbursement Guidelines – Executive Committee**

Members of the Executive Committee will be reimbursed for all necessary expenses, including out-of-pocket expenses, incurred by:

A. Participation in officially established meetings of the Executive Committee.

B. Participation as an official invitee to meetings, conferences, etc., where participation is requested by the AASA president or executive director.

C. Participation in any other assignment made by the president or the executive director.
American Association of School Administrators, Inc.

Please complete and return this form to:  
C.J. Reid  
AASA  
1615 Duke Street  
Alexandria, VA  22314

Please read the guidelines on the back of this form. Failure to adhere to the guidelines will delay reimbursement.

TRAVEL/EXPENSE REIMBURSEMENT

RECEIPTS MUST BE ATTACHED (EXCEPT MEAL SUBSIDIES AND TIPS)

Payee ______________________________  
Address ______________________________  
____________________________________  
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Social Security Number _______________________

Name and place of Activity:

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Explain Items (*) And Any Unusual Items That May Be Questioned.  

Total all sheets $  

$  

Total $  

$  

Due AASA $  

Due Traveler $  

Authorized By:  
Traveler’s Signature:  
Date:

For AASA Use Only:  
Account # __________  $ __________  
Account # __________  $ __________
American Association of School Administrators, Inc.
Guidelines Governing Travel and Expenses

AASA appreciates the time and effort you have given to the Association and wishes to reimburse you for the normal expenses incurred while performing services to AASA. We are obliged, however, to spend Association funds as prudently as possible, and in order to do this, have developed the following guidelines to govern travel and expenses. Your understanding of the expenditure of AASA funds for these purposes is deeply appreciated.

Dan Domenech, Executive Director

1. AIR TRAVEL
Travelers should arrange for the most economical airfare available consistent with circumstances. AASA will pay up to coach fare only, using the guaranteed lowest published fare. All receipts and ticket stubs must be attached. **If airfare is expected to exceed $500, notify CJ Reid at 703-875-0741 or creid@aasa.org before making your reservation.**

2. AUTOMOBILE
AASA will reimburse travelers at the current IRS rate per mile for the actual number of miles driven. The total amount of the mileage should not exceed the cost of coach fare. (If the starting point of the trip does not have an airport so that equivalent airfare can be calculated, the nearest airport will be used as the equivalent starting point to calculate the amount.)

3. HOTEL
Rate for single occupancy will be paid. Amount over this rate will not be paid. Generally, a one-day meeting will be assumed to require one night’s lodging only. AASA can reimburse only for the time spent directly on Association business. If a person arrives in a city earlier or leaves later than is necessary for the assignment, it will be assumed that the expenses incurred are for personal reasons and are not reimbursable. AASA will not provide reimbursement for personal Internet/Wi-Fi charges.

4. MEALS
Expenses for meals (and related tips) will be reimbursed with a meal subsidy. The following individual meal rates should be used for meals not furnished by AASA ($10 for breakfast, $15 for lunch, $25 for dinner). Receipts are not required for these meals.

5. TAXIS, LIMOS, BUSES, BAGGAGE TIPS. PARKING, BUSINESS TELEPHONE
Usual charges (such as roundtrip from home to airport and roundtrip from airport to meeting location, but not for taxi charges for non-official meeting-related activities) for these services will be reimbursed; however, any unusual expenses should be explained. All of these services, except baggage tips, required receipts.

6. RENTAL CARS
AASA discourages the use of a rental car. If a car is absolutely necessary, please include an explanation on the bottom of the voucher. AASA will pay a maximum of $40 per day.

7. YOUR EXPENSE VOUCHER CANNOT BE PROCESSED UNLESS IT IS SIGNED BY YOU. RECEIPTS FOR EXPENSES MUST BE ATTACHED. (except meals and baggage tips)

If there is any question about any expenditure made on behalf of the Association, please call AASA staff to discuss the justification of the claim. If there is any substantial sum involved it is always desirable that the expenditures be reviewed in advance with AASA staff.
GOVERNANCE MEMBERS ATTENDANCE POLICY

Attendance requirements for AASA governance meetings were adopted by the Executive Committee at the May 2007 meeting in Tampa, Fla.

GOVERNING BOARD

The executive directors of the relevant state associations will be informed of any absences by Governing Board members from their states.

Governing Board members are asked to provide advance notification to the AASA President, through the AASA executive director’s office, if they will be unable to attend a meeting of the Governing Board.

The state association executive directors will be strongly encouraged to amend their Governing Board member processes so they include provisions for the replacement of Governing Board members based on absenteeism from Governing Board meetings.

Governing Board members who travel to the site of the summer Governing Board meeting but do not attend sessions without a legitimate excuse will not be reimbursed for their travel expenses. Legitimate excuses are illness or emergency situations of either a personal or professional nature.

Governing Board members will sign in prior to a meeting of the Governing Board.

EXECUTIVE COMMITTEE

The AASA By-Laws include a provision for removing a member of the Executive Committee from the Committee if that member misses two meetings without a legitimate excuse. Legitimate excuses are illness or emergency situations of either a personal or professional nature. It is the responsibility of the members of the Executive Committee to communicate to the AASA President the reasons why they miss a meeting.

Executive Committee members who travel to the site of an Executive Committee meeting but do not attend sessions without a legitimate excuse will not be reimbursed for their travel expenses. Legitimate excuses are illness or emergency situations of either a personal or professional nature.

ADVISORY COMMITTEES

The President of AASA will be informed of any absences from Advisory Committee meetings by advisory committee members. Advisory Committee members who miss one meeting without a legitimate excuse will be removed from the committee to which they were appointed. Legitimate excuses are illness or emergency situations of either a personal or professional nature. It is the responsibility of the members of the Advisory Committees to communicate to the staff liaison to their committees the reasons why they miss a meeting.

Advisory committee members including past presidents who travel to the site of the summer meeting but who miss any session without a legitimate excuse will not be reimbursed for their travel expenses. Legitimate excuses are illness or emergency situations of either a personal or professional nature. It is the responsibility of the members of the Advisory Committees to communicate to the staff liaison to their committees the reasons why they miss a session.
CONFLICT OF INTEREST

AASA's conflict of interest policy is designed to help Officers and members of the AASA Executive Committee identify situations that present potential Conflicts of Interest and to provide a procedure which, if observed, will allow a transaction to be treated as valid and binding even though an officer or member has or may have a Conflict of Interest with respect to the transaction. This Executive Committee policy shall be self-monitoring and will rely on the good judgment, professional commitment, and moral ethics of its officers and members to protect themselves and the association from conflict of interest and commitment.

Conflict of interest arises whenever the personal or professional interests of a board member or employee are potentially at odds with the best interests of the nonprofit. Such conflicts are common: A board member performs professional services for an organization, or proposes that a relative or friend be considered for a staff position. Such transactions are perfectly acceptable if they benefit the organization and if the board made the decisions in an objective and informed manner. Even if they do not meet these standards, such transactions are usually not illegal. They are, however, vulnerable to legal challenges and public misunderstandings.

When the personal or professional concerns of a board member affect his or her ability to put the welfare of the organization before personal benefit, conflict of interest exists. Nonprofit board members are likely to be affiliated with many organizations both on a professional level and a personal basis, so it is not unusual for actual or potential conflict of interest to arise.

Board service in the nonprofit sector carries with it important ethical obligations. Nonprofits serve the broad public good, and when board members fail to exercise reasonable care in their oversight of the organization they are not living up to their public trust. In addition, board members have a legal responsibility to assure the prudent management of an organization's resources. In fact, a board member may be held liable for the organization's actions. A board member can be held legally liable for conflict of interest because it constitutes a breach of his or her fiduciary responsibility.

A policy on conflict of interest has two essential elements:

1. FULL DISCLOSURE Board members in decision-making roles should make known their connections with groups doing business with the organization. This information should be provided annually.

2. BOARD MEMBER ABSTENTION FROM DISCUSSION & VOTING Board members who have an actual or potential conflict of interest should not participate in discussions or vote on matters affecting transactions between the organization and the other group.

Part 1 Definitions

A. "Conflict of Interest" is any circumstance described in Part 2 of this policy.

B. A “Responsible Person” is any person serving as an officer or member of the AASA Executive Committee, including the Executive Director.

C. A “Family Member” is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, aunts or uncles of a Responsible Person. This also includes close personal friends.

D. A “Material Financial Interest” in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person’s or Family Member’s judgment with respect to transactions to which the entity is a party.

E. A “Contract or Transaction” is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by AASA. The making of a gift to AASA is not a Contract or Transaction.
Part 2  Conflict of Interest Defined

For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

Outside Interests.

(i)  A Contract or Transaction between AASA and a Responsible Person or Family Member.

(ii) A Contract or Transaction between AASA and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such a person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.

Outside Activities.

(i)  A Responsible Person competing with AASA in the rendering of services or in any other Contract or Transaction with a third party.

(ii) A Responsible Person having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with AASA in the provision of services or in any other Contract or Transaction with a third party.

Gifts, Gratuities and Entertainment.  A Responsible Person accepting gifts, entertainment or other favors from any individual or entity that:

(i)  does or is seeking to do business with, or is a competitor of AASA; or

(ii) has received, is receiving or is seeking to receive, a loan or grant, or to secure other financial commitments from AASA;

under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of AASA.

Part 3  Procedures

A.  Prior to action by the Executive Committee on a Contract or Transaction involving a Conflict of Interest, a committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. This disclosure shall be reflected in the minutes of the meeting.

B.  An Executive Committee member who plans not to attend a meeting at which he or she has reason to believe that the Executive Committee will act on a matter in which the person has a Conflict of Interest shall disclose to the AASA President who chairs the meeting all facts material to the Conflict of Interest. The President shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

C.  A person who has a Conflict of Interest shall not participate in or be permitted to hear the Executive Committee’s discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

D.  A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purpose of a vote. The person having a Conflict of Interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person’s’ ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a
member of the AASA Executive Committee has a Conflict of Interest when he or she stands for election as an officer or for re-
election as a member of the AASA Executive Committee.

E. Responsible Persons who are not members of the AASA Executive Committee, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Executive Committee action, shall disclose to the AASA President any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect AASA’s participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the President who shall determine whether there exists a Conflict of Interest that is subject to this policy.

**Part 4 Confidentiality**

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of AASA. Furthermore, a Responsible Person shall not disclose or use information relating to the business of AASA for the personal profit or advantage of the Responsible Person or a Family Member.

**Part 5 Review of Policy**

A. Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.

B. Each Responsible Person shall annually complete a disclosure form identifying any relationship, positions or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions or circumstances might include service as a director of or consultant to a nonprofit organization, or ownership of a business that might provide goods or services to AASA. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the President, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

C. This Policy shall be reviewed annually by each member of the AASA Executive Committee. Any changes to the Policy shall be communicated immediately to all Responsible Persons.

**Part 6 Procedures for Resolving a Conflict of Interest**

The first line of defense against conflicts of interest or commitment will be the members of the Executive Committee themselves. Each will complete disclosure annually or in the event of a significant change in commitment.

A. In the event of a real, apparent or potential conflict involving a Responsible Person, the President and the Executive Director shall determine if, indeed, a conflict does exist and will take responsibility to manage, reduce or eliminate the conflict. The President will advise the Responsible Person to consult with legal counsel of his or her choice. The President shall inform the Executive Committee of the resolution.

B. If the Responsible Person does not accept the resolution and chooses to appeal, the President will convene a Conflict of Interest committee to investigate and present final resolution to the Executive Committee.

A conflict of interest form follows on the next page.
American Association of School Administrators
Conflict of Interest Information Form

Name: ____________________________________________
(Please print)

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest as defined in AASA’s Policy on Conflicts of Interest. If none, please indicate so.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of AASA that is currently in effect.

Signature: ____________________________________________

Date: ____________________________________________
BYLAWS OF THE AMERICAN ASSOCIATION OF SCHOOL ADMINISTRATORS, INC.
Amended July 2010

Preamble

Article I  Name
Article II  Purposes and Objectives
Article III  Membership
Article IV  Chartering of Units
Article V  Officers
Article VI  Election of Officers
Article VII  Election and Appointment of Executive Committee Members
Article VIII  Meetings
Article IX  Executive Committee
Article X  Annual Meeting
Article XI  Governing Board
Article XII  Resolution of Impasse
Article XIII  Committees
Article XIV  Dissolution or Liquidation
Article XV  Parliamentary Authority
Article XVI  Amendment of the By-Laws
Article XVII  Indemnification

PREAMBLE

The American Association of School Administrators, Inc. believes that access to an education which develops to the maximum the potential of individuals is a fundamental right of citizenship in our nation. It believes that the schools of the nation are now and must continue to be the primary instruments in fulfilling this right. It believes that the quality of administration of the schools has an overriding effect on the ability of the schools to deliver the required programs.

ARTICLE I  NAME

The name of this association shall be the American Association of School Administrators, Inc.

ARTICLE II  PURPOSE AND OBJECTIVES

The objectives of this association shall be exclusively educational and charitable, and in furtherance thereof, to promote and to provide leadership for the improvement and advancement of education and public interest in improved schools; to work particularly for improvement to the process of educational administration; to improve the preparatory and in-service training of educational personnel; to strive continuously to upgrade teaching and learning and to improve the curriculum; to implement the principle of equal rights for all, including the elimination of prejudice, bigotry, and discrimination; to assist in solving problems of organization and planning which arise as the school systems are improved; and generally to do all other things appropriate to achievement of its educational and charitable objectives.

The activities in furtherance of these objectives shall be limited to those consistent with the historic nonprofit character of the Association and with the paramount public benefit essential to the Association’s status as a tax-exempt education and charitable organization, including limits as to legislative activities and intervention in political campaigns.
ARTICLE III  MEMBERSHIP

SECTION 1  Voting Members

1.  Active Member

Active Membership is open to all persons who serve as a school system leader or who are in an administrative position in a:
   (a) public or private school system, or
   (b) regional, state, or national educational agency or association
       and who possess a valid license for the position as may be required by law.

2.  College Professor Member

College Professor Membership is open to all persons employed by or at a college or university who serve in an administrative position or who teach persons preparing for education or educational administration in these institutions and who possess any legally required license for the position.

3.  Institutional Member

Institutional Membership is a school district-owned membership and is open to any school district. The school district has the right to designate one person who meets the qualifications for Active Member status, to receive all member benefits, with the exception of legal support, for a 12-month period.

4.  Life Member

The Executive Committee shall have the right to confer Life Member status on those who are or would be eligible to become an Active Member, a College Professor Member, an Institutional Member or a Small School System Superintendent Member.

5.  Small School System Superintendent Members

Small School System Superintendent membership is open to all superintendents leading school systems with an enrollment of 350 or fewer students.

Active, Life and Small School System Superintendent Members shall be entitled to all rights and privileges of the Association including the right to vote and to participate in the legal support program. College Professor and Institutional Members shall be entitled to all rights and privileges of the Association, including the right to vote, but shall not be eligible for legal support.

Active, Life, College Professor, Institutional and Small School System Superintendent Members are eligible to serve as an officer of the Association or serve as a member of the Executive Committee so long as they are members of both AASA and the chartered affiliate in which they reside in accordance with these bylaws.

SECTION 2  Non-Voting Members

1.  Associate Member

Associate Membership is open to any person who is actively interested in, engaged in, or associated with any phase of educational work and is not a school system leader.
2. Aspiring Superintendent Member

Aspiring Superintendent Membership is open to any teacher, graduate student, counselor, or others pursuing a career as a school system leader and/or those who hold administrative credentials but are employed in non-administrative positions in K-12 schools.

3. Subscription Member

Subscription Membership is open to any governing body of a school district, library, professional organization, governmental agency, or other institution wishing to support the Association.

4. Retired Member

Retired Membership is open to anyone who is or who has been a voting member pursuant to Article III, Section 1 of these By-Laws and who has retired from full-time employment as a school administrator.

5. Emeritus Member

The Emeritus Membership category was eliminated effective July 29, 2010. Members currently designated as emeritus members will continue receiving emeritus member benefits, but no new members may be added to this category.

6. Allied Member

Allied Membership is open to any firm or organization providing products or services to schools or school districts.

7. Honorary Member

The Executive Committee shall have the right to confer Honorary Member status on those who would otherwise be ineligible for voting member status pursuant to these By-Laws.

8. District/Cabinet Members

District/Cabinet membership is open to any person who is employed as a non-superintendent school system leader.

SECTION 3 The Executive Committee shall have the power to review and determine the eligibility of all applicants for membership except that no individual may be denied membership on the basis of race, national origin, religion, or sex.

SECTION 4 The dues of the Association shall be paid for twelve consecutive months of membership. The Executive Committee shall recommend to the Governing Board for its approval the dues for any classification of Membership pursuant to the terms of this Article III of the By-Laws.

ARTICLE IV CHARTERING OF UNITS

SECTION 1 There shall be in each state, the District of Columbia, Canada, Puerto Rico, and Overseas, one chartered unit.

SECTION 2 The Executive Committee shall determine the procedure for selecting the affiliate or unit to be chartered.

ARTICLE V OFFICERS

SECTION 1 The officers of the Association shall be the President, the President-elect, and the Immediate Past President. Each officer holds his or her position for a period of one year. The Executive Director shall serve as the Secretary/Treasurer and shall be an ex-officio, non-voting officer of the association.
SECTION 2  The President shall hold office for a period of one year. It shall be the duty of the President to preside or to arrange for the presiding officer at all meetings of the Governing Board and the Executive Committee.

The President shall be the presiding officer and a member of the Executive Committee, and shall call meetings of the Executive Committee whenever the President or a majority of the Executive Committee requests such a meeting. The President shall serve as the presiding officer and an ex-officio, non-voting member of the Governing Board, provided the President may vote at a meeting of the Governing Board in the event of a tie vote of the Governing Board.

The Executive Committee shall set an amount of no more than $50,000 each year for a subsidy to be paid to the President’s employer effective in the 2007-08 fiscal year. This payment is to ensure that the school district or institution is compensated for the time the current president of AASA spends performing his or her duties and responsibilities as president of AASA. The intent of this action is that the district or institution does not suffer a financial loss from having the current president of AASA as an employee.

SECTION 3  The President-elect shall hold office for a period of one year beginning July 1 following election, and shall become President July 1 of the following year.

SECTION 4  The Executive Director shall be the Chief Executive Officer of the Association. The Executive Director shall be selected by the Executive Committee and shall serve as an ex-officio, non-voting officer and as an ex-officio, non-voting member of the Executive Committee and the Governing Board. The Executive Director, or his designee, shall keep a complete and accurate record of the proceedings of all meetings of the Governing Board and of the Executive Committee and shall conduct the business of the Association pursuant to these Bylaws and the policies of the Executive Committee. The Executive Director shall communicate with the President on a regular basis.

The Executive Director shall be responsible for the day to day business activities of the Association. The Executive Director receives all monies due the Association and deposits or invests such monies. The Executive Director shall implement Association policies, make such business arrangements and other transactions as are feasible, practical, and in the best interest of the Association. The Executive Director shall arrange for an audit by a Certified Public Accountant and provide a written report of the audit to the Association.

Consistent with the adopted budget of the Association, the Executive Director shall make such expenditures as are necessary for the conduct of the business of the Association. The Executive Director shall keep a list of members of the Association. The Executive Director shall be Secretary of the Governing Board and of the Executive Committee and custodian of all property of the Association. The Executive Director shall submit an annual report to the Governing Board. Upon leaving office, the Executive Director shall leave to the Association all of its money, books, and property.

ARTICLE VI  ELECTION OF OFFICERS

SECTION 1  The Election Committee and the Executive Director shall be responsible for all AASA election procedures.

SECTION 2  Any eligible AASA voting member may serve on the Executive Committee or as President, President-elect or Immediate Past President. The individual may not be an employee of AASA or an AASA chartered affiliate association; or an employee or representative of a company that sells to schools.

In the case of involuntary suspension of employment, a person may serve the remainder of his or her term as long as she or he is not an employee or representative of a company that sells products or services to schools. A candidate cannot be a retiree; however, he or she may continue to serve, if retirement commenced during his or her term of office as President as long as she or he is not an employee or representative of a company that sells products or services to schools. A person may serve as Immediate Past President regardless of job status so long as she or he is not a representative of a company that sells products or services to schools.
In addition, to be a candidate for President-elect, a member must have been an eligible AASA voting member for at least the three (3) immediately preceding years; a member in good standing of a chartered affiliate for at least the three (3) immediately preceding years and a current member of the Governing Board and/or the Executive Committee, or former member of either body having served at least one of the three (3) immediately preceding years.

Candidates must submit the candidate information packet to stand for election as President-elect with the office of the AASA Executive Director in keeping with a deadline set within the Election Guidelines, and pay a filing fee to AASA of $500.

The election for President-elect shall be conducted in accordance with guidelines developed by the Election Committee and approved by the Executive Committee. The Governing Board shall be the Nominating Committee. Following a credentialing process, as established by the Election Committee, the Governing Board shall submit a slate of up to three (3) qualified candidates to the eligible AASA voting members.

The names of all qualified candidates shall be placed on the ballot which shall be distributed to the eligible AASA voting members immediately following the annual meeting.

Eligible AASA voting members, may vote for only 1 (one) President-elect candidate. Ballots cast by eligible AASA voting members must be received at AASA headquarters in accordance with a timeline established by the Election Committee. The candidate for President-elect receiving a plurality of votes cast in the balloting shall be declared duly elected. A representative of a Certified Public Accounting firm shall supervise the counting of election ballots.

In the case of a tie vote, the Governing Board shall determine by majority vote, which of the tied President-elect candidates shall be declared elected.

Terms of office for those elected officers shall begin July 1st following the election.

Member complaints and allegations concerning campaigns and elections shall be made in writing and filed with the Election Committee. The Election Committee shall review each such charge and deliver a judgment consistent with the established campaign and election procedures. The Election Committee may recommend for action to the Executive Committee such remedial, disqualifying, or other action as it deems appropriate.

Members may appeal Election Committee decisions to the AASA Appeals Board as established and set forth in the document “AASA Election Guidelines.”

SECTION 3 In case of vacancy in the office of President, the President-elect shall immediately succeed to the office of President, and serve for the remainder of the term and then serve his or her own term as President. The vacated office of President-elect shall be filled by a majority vote of the members of the Executive Committee. Any person serving as President-elect pursuant to the terms of the Section shall serve only until the following June 30, at which time a President-elect shall be elected pursuant to the terms of these By-Laws.

SECTION 4 In case of vacancy in the office of President-elect, the Executive Committee shall provide for a special election conducted among eligible AASA voting members, in accordance with procedures established by the Executive Committee.

ARTICLE VII ELECTION AND APPOINTMENT OF EXECUTIVE COMMITTEE MEMBERS

SECTION 1 Seven regions shall be established for the purpose of electing regional executive committee members. The Executive Committee shall review the composition of regions every 5 (five) years, making recommendations if necessary, for modifications to the Governing Board the following year to ensure that regions continue to have approximately an equal number of AASA members.
The term of office for an Executive Committee member is 3 years. A regionally elected Executive Committee member may serve no more than one (1) full term, but may be elected to complete an unexpired term and then serve one (1) full term from a region.

SECTION 2 Each region shall have two Executive Committee members serving staggered terms; any chartered affiliate within a region having six (6) or more representatives on the Governing Board shall automatically be entitled to one (1) of the two (2) Executive Committee members from that region. If a region has two (2) or more chartered affiliates with six (6) or more representatives on the Governing Board, that region shall be entitled to one (1) additional member on the Executive Committee representing the chartered affiliates having less than six (6) representatives on the Governing Board.

Regional Executive Committee members shall be elected by the regional representatives serving on the Governing Board from that region. Those chartered affiliates comprising a region shall determine how the regional Executive Committee member is elected; however, a chartered affiliate may be represented on the Executive Committee no more than two (2) successive terms, except in the case of a chartered affiliate with six (6) or more representatives. A chartered affiliate may be represented by not more than one (1) Executive Committee member, except in the case of a presidential officer or an appointed member from an underrepresented segment of the AASA membership.

Only members of the Governing Board from chartered affiliates within the region are eligible to vote for regional Executive Committee members.

SECTION 3 Any eligible AASA voting member may serve on the Executive Committee as an elected regional Executive Committee member. The individual may not be an employee of AASA or an AASA chartered affiliate association; or an employee or representative of a company that sells products or services to schools. In the case of involuntary suspension of employment, a person may serve the remainder of his or her term as long as she or he is not an employee or representative of a company that sells products or services to schools. A candidate cannot be a retiree; however, he or she could continue to serve, if retirement commenced during his or her term of office as a regional executive committee member, as long as she or he is not an employee or representative of a company that sells products or services to schools.

In addition, to be a candidate for regional Executive Committee member, a member must have been an eligible AASA voting member for at least the three (3) immediately preceding years, a member in good standing of a chartered affiliate for at least three (3) immediately preceding years and be a current member of the Governing Board, or a former member having served at least one of the three (3) immediately preceding years, from a chartered affiliate within the region.

SECTION 4 If a regional Executive Committee member moves to a new chartered affiliate within his or her region, he or she may complete his or her current term as an Executive Committee member from that region, notwithstanding other provisions of these bylaws.

If a vacancy occurs in the position of regional Executive Committee member, including a vacancy created by a regional executive committee member moving out of the region (resulting in the automatic resignation of his or her position), the region shall conduct a special election to select a new regional Executive Committee member, as soon as practical, to complete the unexpired term.

If an Executive Committee member misses two meetings without a legitimate excuse, he or she can be removed from their position. Legitimate excuses are illness or emergency situations of either a personal or professional nature. Once someone has missed two meetings without a legitimate excuse, a letter will go out from the President to the Executive Committee member that they will be removed from their position, followed by notification to the Executive Committee, Governing Board members within the region, and the state executives within the region.

SECTION 5 Prior to assuming the position of President-elect on July 1, the President-elect shall appoint an eligible AASA voting member to serve as an Executive Committee member at-large, from an underrepresented segment of the membership, serving on the Executive Committee for a three-year term, beginning simultaneously with his or her term as President-elect. When making this appointment, the President-elect shall give priority consideration to members from underrepresented groups.
who are currently serving on the Governing Board, or who have served on the Governing Board within the last three (3) preceding years.

At the completion of his or her term, an Executive Committee member at-large, may seek election as an elected regional Executive Committee member from his or her region, serving for one full term only.

SECTION 6 The elected regional Executive Committee members and the appointed Executive Committee members at-large shall hold office for three years, commencing July 1 following the date of election or appointment.

ARTICLE VIII MEETINGS

SECTION 1 NOTICES: Unless otherwise stated, notice for all Executive Committee and Governing Board Meetings and, unless extraordinary circumstances dictate otherwise, for any Special Meeting thereof, stating the time and place of such meetings and the purposes for which the meeting is called, shall be mailed to respective Members of the Executive Committee and Governing Board at least twenty days prior to the meeting date.

SECTION 2 ACTION WITHOUT MEETING: Any action required or permitted to be taken at a meeting of the Executive Committee or the Governing Board, or any other duly authorized Committee, may be taken without a meeting by filing with its minutes a unanimous consent setting forth the action and signed by each Member of the respective entity.

SECTION 3 MEETINGS BY CONFERENCE CALL: The Executive Committee or the Governing Board may hold a meeting by conference telephone or similar communications equipment if all persons participating in the meeting can hear each other at the same time. Any action taken by such means by the Executive Committee or the Governing Board shall be of the same force and effect as if a regular meeting authorized by these By-Laws took place.

ARTICLE IX EXECUTIVE COMMITTEE

SECTION 1 The voting members of the Executive Committee shall be: the President, the President-elect, and the Immediate Past President; the elected regional Executive Committee members; and the appointed Executive Committee members at-large. The Executive Director shall be an ex-officio, non-voting member of the Executive Committee. Additional non-voting liaisons, as determined by the Executive Committee, may be invited to participate in Executive Committee meetings.

SECTION 2 The Executive Committee derives its power from and shall be responsible to the Governing Board and the membership of the Association.

In addition to such powers as may be extended to it by the Governing Board, the Executive Committee shall:

a. Articulate the mission of the Association, recommend short term and long range goals to be considered and voted upon by the Governing Board, and establish procedures necessary for effective operation of the association.

b. Receive from the members, resolutions for consideration by the Governing Board. The Executive Committee shall recommend to the Governing Board those resolutions approved by majority vote of the Executive Committee. The Executive Committee may also initiate resolutions for consideration by the Governing Board.

c. Develop and submit the Association’s legislative agenda to the Governing Board for approval.

d. Approve initially and submit for ratification to the Governing Board the Association annual budget and programs.

e. Approve President-elect election guidelines as submitted by the Election Committee.

f. Monitor the implementation of AASA’s programs, budget, consent agenda, resolutions and legislative agenda.
g. Authorize the appointment of special commissions and committees.

h. Propose possible amendments to the By-Laws to the Governing Board.

i. Provide an agenda for each meeting of the Governing Board.

j. Every five (5) years, review the composition of each region and if determined necessary, make recommendations for modifications to the Governing Board the following year.

k. Hire and annually evaluate the Executive Director, and determine the term and conditions of employment.

l. Serve as *ex officio*, nonvoting members of the Governing Board.

The Executive Committee may:

1. Develop and submit to the Governing Board a code of ethical behavior for the profession of school administration.

2. Establish procedures for conducting investigations and applying sanctions where a breach of ethics is proven.

SECTION 3  A majority of the voting members of the Executive Committee shall constitute a quorum.

ARTICLE X  ANNUAL MEETING

The annual meeting of the Association shall be the meeting of the Governing Board held in conjunction with the AASA national conference. This meeting is open to all members of the Association; however, only members of the Governing Board may participate in deliberations and decision-making.

ARTICLE XI  GOVERNING BOARD

SECTION 1  The Governing Board of the Association shall be composed of the duly elected representatives of each chartered affiliate. Each chartered affiliate is entitled to a minimum of two (2) representatives on the Governing Board for up to 100 eligible voting AASA members. The chartered affiliate shall be entitled to an additional representative for every 100 additional eligible AASA voting members from within the chartered affiliate.

The number of representatives allocated to a chartered affiliate shall be based on the number of eligible voting AASA members within the chartered affiliate on September 30 of any given year. Proposals for the timing of adding or removing a Governing Board representative shall be developed by the Election Committee and approved by the Executive Committee.

SECTION 2  Each chartered affiliate shall develop a plan for electing members to the Governing Board, including procedures for filling vacancies when necessary. Once developed, or revised, the election plan shall be sent to the AASA Executive Director who has the authority to accept or reject the plan. Additionally, the AASA Executive Director has the authority to monitor the implementation of said election plan.

SECTION 3  Members of the Governing Board shall be eligible AASA voting members for at least three (3) years and members in good standing in the chartered affiliate for at least three (3) years at the time of election. Employees of AASA and/or a chartered affiliate are not eligible to serve as members of the Governing Board.

SECTION 4  A member may serve on the Governing Board as the representative of a chartered affiliate for no more than two (2) successive, three (3) year terms.

The Governing Board shall have the corporate responsibility for the Association. The Governing Board shall:
a. Determine the mission of the Association.

b. Act on resolutions which shall have been submitted to it by the Executive Committee. The Governing Board may consider other resolutions which may be presented during a meeting provided such other resolutions in order to be adopted, must receive a two-thirds (2/3) vote in favor of consideration. Adopted resolutions become the official resolutions of the Association.

c. Receive, discuss, and act upon recommended policy positions submitted to it by the Executive Committee.

d. Serve as the liaison between chartered affiliates and AASA.

e. Determine, on an annual basis, the dues for any classification of Membership pursuant to the terms of Article III of the By-Law.

f. Recommend, on an annual basis, programs and activities for inclusion in the AASA budget.

g. Ratify the annual AASA budget and programs.

h. Affirm AASA’s legislative agenda.

i. By region, elect members to serve as voting members on the Executive Committee.

j. Approve, by a 2/3 vote, any change in the composition of the regions.

k. Approve amendments to the By-Laws submitted to the Governing Board from the Executive Committee, provided that any amendment to the By-Laws must be approved by a 2/3 vote of those Governing Board members present and voting.

l. Receive and act on the annual report of the Executive Director.

p. Receive and act on the report of the Audit Committee.

q. Assist in advocacy efforts by letter writing, telephone calls, emails and personal visits to their Congressional representatives.

r. Perform such other duties as may be requested of it by the Executive Committee.

ARTICLE XII RESOLUTION OF IMPASSE

SECTION 1 It shall be incumbent on the Governing Board to take appropriate action on the resolutions of the Executive Committee provided such resolutions or actions are feasible, legal, and in the interest of the Association.

SECTION 2 The Executive Committee shall receive and commence appropriate action on the adopted resolutions of the Governing Board.

SECTION 3 If the Executive Committee, by a two-thirds (2/3) vote, determines that a resolution of the Governing Board is incompatible with the Bylaws, not feasible or contrary to the interests of the Association, the Committee shall, within ninety (90) days, communicate its veto and reasons for its actions to the members. Said communication shall be printed in a regular publication of the Association.

SECTION 4 If the Executive Committee shall receive a request from 50 percent of the chartered units for a referendum on the issue of the veto, the Committee shall, within ninety (90) days, submit the issue to a vote of the eligible AASA voting
members. The results of said referendum, as determined by a majority of the votes received, shall become policy of the Association.

SECTION 5
The conduct of a referendum shall be under the supervision of the Election Committee and the Executive Director.

ARTICLE XIII COMMITTEES

SECTION 1 The Executive Committee shall establish and modify the AASA advisory committee structure as deemed necessary. The Governing Board and membership will be informed of any modifications. The standing committees of the Association shall consist of an Audit Committee of three (3) members and an Election Committee of seven (7) members.

SECTION 2 The Audit Committee shall review the audit of the Association and annually report its findings and recommendations to the Governing Board.

SECTION 3 The Election Committee shall develop guidelines for the election of the President-elect. Such guidelines shall be approved by the Executive Committee. The Election Committee will be responsible for conducting, monitoring and enforcing the election proceedings of the Association.

ARTICLE XIV DISSOLUTION OR LIQUIDATION

No part of any income, revenue, and grant of or to the Association shall inure to the material or pecuniary benefit of a member, officer, or any private individual (except that reasonable compensation may be paid for services rendered in connection with one or more of its purposes), and no member, officer, or any private individual shall be entitled to share in the distribution of any of the assets of the Association on its dissolution or liquidation. In the event of such dissolution or liquidation, the assets of the Association, after payment of debts and obligations, shall be transferred to an organization with federal tax-exemption for charitable and educational uses and purposes similar to those of this Association, which is not a private foundation within the meaning of the federal tax laws. The exempt organization shall be designated by the final Executive Committee of the Association.

ARTICLE XV PARLIAMENTARY AUTHORITY

The most recently published edition of Robert’s Rules of Order shall govern in all official meetings of the Association.

ARTICLE XVI AMENDMENT OF THE BYLAWS

As recognized in Article XI, Section 4.j., the Governing Board may approve any amendment to the By-Laws submitted to it by the Executive Committee by a 2/3 vote of those Governing Board members present and voting.

ARTICLE XVII INDEMNIFICATION

Any present or former director, officer, or committee member of the Association, or other such person or persons so designated by the discretion of the Executive Committee, the Governing Board, the President and/or the Executive Director, or the legal representative of such person, shall be indemnified by the Association against all reasonable costs, expenses, and counsel fees paid or incurred in connection with any action, suit or proceeding to which any such person or his/her legal representative, may be made a party by reason of being or having been such a director, officer, committee member, or having served the Association, except in matters as to which he or she shall be found to have committed an act constituting gross negligence, gross misconduct or civil rights violations in respect to matters in which indemnity is sought and in relation to matters settled or otherwise terminated without a final determination on the merits where such settlement or termination is predicted on the existence of such gross negligence or gross misconduct.
AASA Mission Statement

AASA, the School Superintendents Association, advocates for the highest quality public education for all students, and develops and supports school system leaders.

AASA Belief and Position Statements

100  Public Education

Public education is the foundation of American democracy and is the primary vehicle for preparing each generation of adult citizens to become contributing members of a democratic society.

100.1 Public Education is the Cornerstone of our Democracy and a Civil Right
100.2 Getting Children Ready for Success in School
100.3 Vouchers and Tuition Tax Credits
100.4 Public School Choice and Charter Schools
100.5 School Finance Systems Focused on Proficiency for all Students
100.6 Local Funding
100.7 Unfunded Mandates

200  Equity and Diversity

School leaders have a responsibility to create school cultures that recognize and value diversity.

200.1 Equity for All Children
200.2 Overcoming Racial and Economic Isolation in Schools
200.3 Diversity
200.4 Bullying
200.5 Verification of Citizenship and Legal Status of School Age Children

300  Learning Environments

Environments conducive to learning require that all variables that influence a student’s ability to succeed should be addressed.

300.1 Advocates for Children
300.2 Appropriate Early Education Programs for All Children
300.3 Getting Schools Ready for Children
300.4 Facilities
300.5 Technology
300.6 Individuals with Disabilities Education Act (IDEA)
300.7 Elementary and Secondary Education Act (ESEA)
300.8 Criminal Background Checks
400  **Leadership**

**Stable and consistent leadership by the superintendent is vital to the success of the public school system.**

- 400.1 Licensure for Administrators
- 400.2 Portability of Professional Credentials and Pensions
- 400.3 Professional Compensation
- 400.4 Highly Effective Teachers and Leaders
- 400.5 Health & Wellness
- 400.6 Leadership/Professional Development

500  **Student Learning and Accountability**

**All public schools must provide a quality education for each student, which requires meeting high standards. A system of accountability which clearly demonstrates the level of progress attained by schools or school districts is essential to fulfilling our mission of increasing student achievement.**

- 500.1 Preparation for Living in an Interdependent Global Society
- 500.2 21st Century High School Completion
- 500.3 National Testing
- 500.4 School and District Accountability
- 500.5 Equity in Accountability

600  **Collaborative Partnerships**

**Building partnerships among the many stakeholders contributes to the education and well-being of our children and therefore is the responsibility of the entire community.**

- 600.1 Community Collaboration and Partnerships for Children
- 600.2 Communicating Effectively with the Public
- 600.3 Leaving Decisions Regarding Commercial Affiliations with Local School Districts
Public education is the foundation of American democracy and is the primary vehicle for preparing each generation of adult citizens to become contributing members of a democratic society.

100.1 PUBLIC EDUCATION IS THE CORNERSTONE OF DEMOCRACY AND A CIVIL RIGHT

Public education is the cornerstone of democracy and a civil right. AASA will aggressively defend against all actions that undermine public education such as vouchers, tax credits and charters that are not publicly accountable.

An effective public education system enables citizens of the United States to exercise the rights granted to them by the Constitution of the United States. Every student has a right to be educated and that right cannot be infringed by race, religion, ethnicity, sexual orientation, disability, economic status or any other factor as granted to them by the Constitution of the United States.

First Adopted: 2008

100.2 GETTING CHILDREN READY FOR SUCCESS IN SCHOOL

For children to be ready to attend school, steps must be taken to account for non-school factors that affect student achievement.

Therefore, AASA strongly supports the enactment and funding of universal healthcare for all children as well as comprehensive services and programs that encourage children to be healthy. Areas of focus should include but not be limited to: parenting skills, healthy home environment, personal wellness, obesity, access to social services and universal immunization.

Recognizing the critical role that families and early education plays in getting students ready for school, AASA resolves that every child must be provided with quality, comprehensive early childhood programming so that he/she can enter kindergarten ready to learn with the skills necessary to ensure success in school.

First Adopted: 2005

100.3 VOUCHERS AND TUITION TAX CREDITS

AASA absolutely opposes undermining universal equal educational opportunity for all, supports the separation of church and state in public school funding, and opposes increasing the segregation of America’s children by diverting public funds in support of vouchers and related initiatives.

AASA supports the application of public school academic accountability standards and regulatory requirements to all non-public schools receiving public funds.

AASA opposes local, state, and federal financial incentives that reward private corporations for supporting non-public school entities.

AASA opposes vouchers and all forms of tuition tax credits for private or sectarian schools.

First Adopted: 2004

100.4 PUBLIC SCHOOL CHOICE AND CHARTER SCHOOLS

AASA supports public school choice and charter schools that operate under the governance of local public school boards. There should be a level playing field, including non-discriminatory and unconditional enrollment for all children. Therefore, common
regulations and accountability should apply to all schools receiving public funding. The manner in which charter schools are financed must be standardized and aligned so that their creation does not have an adverse effect on the quality of existing public schools.

First Adopted: 1999

100.5 SCHOOL FINANCE SYSTEMS FOCUSED ON PROFICIENCY FOR ALL STUDENTS

AASA supports creating stable, equitable, predictable and adequate funding for schools based on local, state and federal revenues that will meet the challenges of universal proficiency and provide the funding base needed to support a system which leads to success for all students.

AASA supports legislation and litigation in states that will result in schools increasing high levels of student achievement.

First Adopted: 2004

100.6 LOCAL FUNDING

AASA encourages and endorses the efforts of local administrators and boards of education to challenge funding systems that result in inequitable and inadequate funding.

First Adopted: 1998

100.7 UNFUNDED MANDATES

Federal and state mandates must be fully funded.

First Adopted: 2004
School leaders have a responsibility to create school cultures that recognize and value diversity.

200.1 EQUITY FOR ALL CHILDREN

AASA promotes equity and excellence for students, educators and administrators by implementing continuous improvement and research-supported best practices. AASA advocates for policies that address the unique needs of persistently underserved children.

AASA supports educational experiences that foster a respect for diversity and an understanding of individual differences and cultures in a safe and orderly environment. AASA supports engaging families and community members to promote student success with programs that sustain effective collaboration.

First Adopted: 1996

200.2 OVERCOMING RACIAL AND ECONOMIC ISOLATION IN SCHOOLS

AASA believes school leaders and school districts that overcome racial and economic isolation provide the best preparation for participation in America’s multi-ethnic society and the global society for which we are educating children. School leaders have a moral and ethical responsibility to provide affirmative leadership and to advocate for integrated, high-quality schools. School leaders must work with other organizations and agencies to promote economic security and full social participation.

First Adopted: 2008

200.3 DIVERSITY

AASA is committed to being a diverse organization and our actions and publications will both reflect and promote leadership diversity in this organization and our profession.

First Adopted: 2009

200.4 BULLYING

AASA strongly encourages communities, leaders and school districts to work collaboratively to prevent acts of bullying.

First Adopted: 2012

200.5 VERIFICATION OF CITIZENSHIP AND LEGAL STATUS OF SCHOOL AGE CHILDREN

All children are entitled to a free and appropriate public education. Therefore, schools should not be responsible for the verification of citizenship or legal status of school age children.

First Adopted: 2012
Learning Environments

Environments conducive to learning require that all variables that influence a student’s ability to succeed should be addressed.

300.1 ADVOCATES FOR CHILDREN

AASA is an advocate for the health and well-being of our nation’s children. Children have a right to live and learn in a safe and nurturing environment. Research demonstrates that learning is enhanced when children feel safe and have their physical and emotional needs met in a healthy school environment. This includes access to healthy foods, opportunities for physical activity, clean air to breathe, access to preventive care and health services, including mental health. AASA believes this is a fundamental right of every child in America.

First adopted: 2006

300.2 APPROPRIATE EARLY EDUCATION PROGRAMS FOR ALL CHILDREN

A high percentage of a child’s development and learning occurs by age 5. All children should enter school ready to learn, and every adult in the community must assume a measure of responsibility for the education, welfare and safety of each child. Therefore, AASA believes that communities should offer developmentally appropriate early educational programs for all children beginning no later than age 3. The future success of all children requires such an investment.

First Adopted: 1995

300.3 GETTING SCHOOLS READY FOR CHILDREN

Schools that are aligned around systems leadership will accelerate movement toward universal proficiency. Therefore, AASA resolves that school administrators should place a greater emphasis on systems leadership to meet the challenges of a global society.

AASA resolves that decisions should be made by educators at the local level who best understand the needs of their students and who can design educational programs to meet their needs.

AASA resolves that all students and families must have access to the latest technology and be provided opportunities to learn and develop the intellectual skills necessary for success in our global society.

AASA resolves that all students and families be provided a strong support system to include advocacy and advisement.

First Adopted: 2005

300.4 FACILITIES

AASA recognizes the important role of school facilities in creating an appropriate learning and working environment. AASA believes that facilities must not only be conducive to learn and to work, but must also provide a safe place to learn.

Meeting the goal of successful learning by all children requires a multifaceted set of strategies. One of those strategies should include the provision for eco-friendly schools and educational facilities that are environmentally supportive of the health of the children and the adults who work in them.

First Adopted: 1998
300.5 TECHNOLOGY

AASA recognizes the importance technology must play in the education of our nation’s youth. We strongly endorse federal, state and local efforts to guarantee funding for the support, maintenance and upgrading of technology which will provide all students universal access to the technological tools which will ensure state-of-the-art global connectivity and fully integrate technology into the instructional program. One part of this effort should include the expansion of E-rate to support increased connectivity.

AASA believes that its commitment to equity must include access to a variety of technological hardware for all students regardless of socio-economic status, gender and/or race.

AASA recognizes the importance of the use of multiple technologies to enhance learning environments and to create new learning opportunities for students and educators. Multiple technologies need to be used by schools to break down barriers among classrooms, schools, states and countries.

AASA recognizes the value of full state of the art, anywhere, anytime connectivity for all students, staff and educators to create a continuous learning environment. AASA acknowledges that learning happens outside the traditional classroom setting and the technology must support this.

AASA believes that all teachers and administrators must be prepared to use technology as a tool to enhance learning and model the understanding of and use of technology.

AASA supports increased research for educational technology and ensuring that the latest developments in technology are used effectively within schools.

AASA, as an organization, must be recognized as a leader in the productive use of technology.

*First Adopted: 1996*

300.6 INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

The education of children with disabilities demonstrates a national commitment to equal educational opportunity for every child. IDEA should be fully funded at the 40% level of the national average per pupil expenditures (as promised in the 1997 and 2004 reauthorizations of IDEA). Congress must fulfill its obligation to fully fund IDEA to the promised 40 percent level through mandatory funding and allowing for maximum local flexibility.

AASA urges the Center for Medicare and Medicaid Services (CMMS) to reimburse districts for medical services to Medicaid eligible students.

*First Adopted: 2003*

300.7 ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)

AASA believes that a high-quality public education is a basic civil right for all children. Equal access to educational opportunity is a cornerstone of American democracy. State and local school system leaders are dedicated to helping students reach high levels of learning and to preparing students to be active participants in a global society.

AASA recommends that ESEA be reauthorized to return to the original position of meeting the needs of children of poverty, therefore eliminating the conceptual problems of No Child Left Behind, including: a challenge to federalism, a flawed organizational change strategy, a flawed educational change strategy, and a failure to account for the impact of non-school factors on student achievement.
AASA recommends that ESEA move from the 93 disconnected and disjointed programs added between the original passage of the law in 1965 and the most recent reauthorization in 2001, toward a more systemic continuum of services and supports based on poverty, special student populations and special conditions. We need to return to the original goal of ESEA, which was to promote equal educational opportunity. ESEA should be revised to provide a continuum of services and support based on a continuum of need. Need should be primarily defined by eligibility for free and reduced cost meals under the federal nutrition program, but should also consider special groups of students and special circumstances for school districts.

AASA believes the primary responsibility for determining educational methods and strategies resides at the state and local level, consistent with the 1979 U.S. Department of Education Organization Act. States have a constitutional responsibility to establish, fund and support public education. Local school districts have a responsibility to ensure student learning in the context of their state’s constitutional requirements for education.

AASA believes the role of the federal government in education is to help ensure equal opportunities to learn for each child by assisting states and school districts in their efforts to develop capacity, by providing leadership and by providing resources. The federal government should supplement and support rather than dictate state efforts in education.

AASA members know that the devastating effects of poverty have a significant impact on student achievement. While school systems do address the effects of poverty, they cannot eliminate the causes of poverty. Federal efforts to improve student achievement should coordinate with other relevant systems, such as health care, housing and judicial systems, to alleviate the fundamental inequities that perpetuate poverty.

AASA believes that states and school systems should not be required to spend state and local funds to implement federal program mandates.

AASA believes ESEA should provide coherent goals, assumptions and methods to improve learning for all students, especially for low-income and minority students. These goals, assumptions and methods should be based on evidence gained from research and practice.

First Adopted: 2008

300.8 CRIMINAL BACKGROUND CHECKS

School environments must be safe and secure for all students. To this end we support the coordination of, and communication between existing federal and state criminal background databases. Furthermore, a national database of criminal offenses, which includes sexual offenders and child predators, should be developed so that school districts can access for criminal background checks.

First Adopted: 2011
Stable and consistent leadership in the superintendency is vital to the success of the public school system.

400.1 LICENSURE FOR ADMINISTRATORS

Only graduate degrees and licensures or endorsements in educational administration, supervision and leadership issued by state licensing agencies through accredited colleges and universities should be recognized for the preparation, appointment and promotion of school leaders.

First Adopted: 2006

400.2 PORTABILITY OF PROFESSIONAL CREDENTIALS AND PENSIONS

AASA supports pension portability and licensure reciprocity to encourage the free flow of professional leadership.

Every state should provide educators with a means to transfer from state to state with experience, licensure and pension plan(s) intact. AASA supports complete mobility within public education for educators.

First Adopted: 2004

400.3 PROFESSIONAL COMPENSATION

Professional compensation for superintendents and middle management members should be a local decision that is consistent with educational preparation, performance, position, and responsibility.

Educational leaders’ effectiveness is enhanced by multi-year employment contracts which attract and retain high quality leadership for the public schools.

First Adopted: 1994

400.4 HIGHLY EFFECTIVE TEACHERS AND LEADERS

Attracting and retaining highly effective teachers, principals, district administrators and superintendents from all backgrounds, should become a primary goal for all stakeholders including our professional organizations, our state legislators, the federal government and the business community.

AASA supports efforts to provide incentives designed to encourage highly effective teachers and administrators to enter rural, high-poverty or low-performing schools and school districts.

First Adopted: 2000

400.5 HEALTH & WELLNESS

The members of AASA are the leaders of the nation’s schools and should model behaviors that are important to the health and wellness of their students, staff, and communities.

First Adopted: 1996
400.6 LEADERSHIP/PROFESSIONAL DEVELOPMENT

Effective professional development programs for school administrators lead to educational improvement at all levels. AASA encourages a systemic and coordinated effort among state education agencies and other professional organizations to support professional development programs designed to improve the knowledge and skills of teachers, administrators, and others.

AASA supports ongoing professional development for administrators and boards of education. Furthermore, AASA supports efforts to attract promising educational leaders to enter administration.

*First Adopted: 2006*
All public schools must provide a quality education for each student, which requires meeting high standards. A system of accountability which clearly demonstrates the level of progress attained by schools or school districts is essential to fulfilling our mission of increasing student achievement.

500.1  **PREPARATION FOR LIVING IN AN INTERDEPENDENT GLOBAL SOCIETY**

All students should be prepared to live and work in an interdependent rapidly changing global environment.

All students should have the broad based educational opportunities to: learn multiple languages; have exposure to the history, culture, and context of all regions of the world; learn how to collaboratively solve problems with students of different cultures and different lands; and to develop empathy for human differences, commonalities, backgrounds and cultures. Students should also have the opportunity to interact with students from other countries as part of the learning process.

It is critical that teacher and administrative/leadership programs include international cultural skills and knowledge that will allow them to teach and lead students to be successful on a global basis.

First Adopted: 2011

500.2  **21ST CENTURY HIGH SCHOOL COMPLETION**

Our nation’s secondary schools must prepare students for engaged citizenship and productive employment in a high-tech global economy. The world of the 21st century requires citizens to have skills requiring an education beyond high school. Without a high school diploma, post high school options for students are limited.

All high school improvement is rooted in the larger context of Pre K-16 programming. Transformations must include (1) a high set of expectations and standards with a rigorous curriculum, (2) a repertoire of differentiated instructional strategies that engage students in real life applications, (3) an environment that fosters positive relationships between staff and students, (4) a collaborative professional community that focuses on improving teaching and learning for every child.

A high school’s graduation rate must be calculated with flexibility to allow more time for those students who need it including in a manner consistent with the provisions of IDEA. An accurate data system that provides a common definition of dropouts and includes the flexibility to translate graduation rates in three, four, five, or six years, including GED completion or other alternative pathways, similar to data collected for college graduation, is required in order to calculate state and national graduation rates.

First Adopted: 2011

500.3  **NATIONAL TESTING**

Children live in a highly mobile and globally oriented world; therefore, AASA recognizes the need for the highest standards for all children. AASA supports the establishment of standards for student performance. The standards should include the mastery of basic skills and higher-order thinking skills. AASA supports accountability of students for these standards and the use of valid, reliable, whether local, national or international for reporting progress to students and the general public. These assessments should promote student performance and growth, promote learning and encourage student improvement.

AASA supports staff accountability for curriculum content, certification, professional training and student achievement.

First Adopted: 1997
500.4 SCHOOL AND DISTRICT ACCOUNTABILITY

Effective accountability systems should clearly measure individual student progress, and overall school and district performance.

Measures of success must include multiple indicators and timely interventions, including growth measures, which are understood by the communities served by the schools, especially students and their families.

First Adopted: 2000

500.5 EQUITY IN ACCOUNTABILITY

AASA supports application of the state public school accountability system to all who receive state funding including, but not limited to: virtual schools, charter schools and parents who home school their children.

First Adopted: 2004
Building partnerships among the many stakeholders contributes to the education and well-being of our children and therefore is the responsibility of the entire community.

600.1 COMMUNITY COLLABORATION AND PARTNERSHIPS FOR CHILDREN

Communities are responsible for the health, safety and education of each child. Schools are but one partner in the arena of public and private agencies.

AASA urges and supports collaborative, community-wide programs and the delivery of full service programs to address the needs of all children.

AASA supports quality community-wide programs and services designed to break the cycle of poverty and address the readiness and wellness needs of all children.

First Adopted: 1994

600.2 COMMUNICATING EFFECTIVELY WITH THE PUBLIC

The future of public education depends on effective communication and relationship building. Developing long-term relationships with staff and community based on regular, honest and open communication helps build understanding of, advocacy for, and commitment to the mission of the school district.

First Adopted: 2006

600.3 LEAVING DECISIONS REGARDING COMMERCIAL AFFILIATIONS WITH LOCAL SCHOOL DISTRICTS

AASA supports leaving decisions on commercial affiliations to school districts with local boards of education and opposes state and federal legislation to limit such arrangements.

AASA urges local school boards to protect student health and well-being when establishing commercial partnerships and exclusive sales agreements.

First Adopted: 2004
**AASA’s Statement of Ethics for Educational Leaders**

An educational leader’s professional conduct must conform to an ethical code of behavior, and the code must set high standards for all educational leaders. The educational leader provides professional leadership across the district and also across the community. This responsibility requires the leader to maintain standards of exemplary professional conduct while recognizing that his or her actions will be viewed and appraised by the community, professional associates and students.

The educational leader acknowledges that he or she serves the schools and community by providing equal educational opportunities to each and every child. The work of the leader must emphasize accountability and results, increased student achievement, and high expectations for each and every student.

To these ends, the educational leader subscribes to the following statements of standards.

The educational leader:

1. Makes the education and well-being of students the fundamental value of all decision making.
2. Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Implements local, state and national laws.
5. Advises the school board and implements the board’s policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
7. Avoids using his/her position for personal gain through political, social, religious, and economic or other influences.
8. Accepts academic degrees or professional certification only from accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
11. Accepts responsibility and accountability for one’s own actions and behaviors.
12. Commits to serving others above self.

*(Adopted by the AASA Governing Board, March 1, 2007)*
I. ELECTION COMMITTEE
   A. STRUCTURE

   The Election Committee is composed of three state executive directors (appointed by the president of the Association of State Executives) and three AASA Active members (appointed by the president of AASA) and will be chaired by the immediate past president of AASA.

   B. FUNCTIONS

   The Election Committee has the responsibility to oversee all aspects of the AASA election process. The Committee serves as a resource to staff in this regard and as an advisory committee to the Executive Committee.

   Included in the specific duties of the Committee are the responsibilities to monitor the entire election process from the development of the candidate-filing packets to the declaration of the election winners. The Committee shall enforce the rules set forth by the Executive Committee and described herein. The Committee shall recommend to the Executive Committee any and all rule changes it deems necessary and appropriate. The Committee shall address all election complaints and file written reports to the Executive Committee on all activities.

PART ONE: ELECTION GUIDELINES FOR AASA PRESIDENT-ELECT

BECOMING A CANDIDATE FOR AASA PRESIDENT-ELECT

Note: Candidates may not identify themselves as a candidate until steps A and B have been completed as outlined below.

A. STATE NOTIFICATION

Prospective candidates for the AASA office of president-elect must first give written notification of their intention to the state association executive director in their resident state.

B. AASA NOTIFICATION

Prospective candidates for AASA president-elect shall then give written notification to AASA of their intention.

C. AASA RELATED ACTIVITIES

An AASA Active Member serving in an official AASA related position may continue to perform the duties and responsibilities associated with that position, even after declaring their candidacy for AASA president-elect.

D. ANNOUNCEMENT OF VACANCIES

In October, AASA media will include a call for candidates for the position of president-elect.
E. DISSEMINATION OF RULES

In October, AASA will post the current election guidelines on its website, which includes a description of the entire election process.

F. CANDIDATE FILING PACKET

AASA will prepare a candidate filing packet, which solicits information from the candidates and informs them about rules and procedures for election to the position of AASA president-elect. AASA will confirm the candidate(s) with each respective state association executive director.

AASA should develop a sample letter (Appendix C – page 25) for candidates to use to notify all education organizations in which they play a prominent role to avoid promoting their candidacy and to notify them about specific sanctions for certain violations such as verbal discussions, letters of reprimand, vote deductions up to 10% and disqualification.

G. AVAILABILITY OF PACKETS

Packets will be available to candidates in October, when the election guidelines are posted on the website.

H. FILING DEADLINE

The completed candidate filing packet must be received by AASA by 5:00 p.m. eastern time on the first Friday in December to be considered for nomination by the AASA Governing Board during its meeting at the AASA national conference. All candidates will be forwarded to the Election Committee for consideration for certification.

FILING FEE

Each candidate must include a $500 filing fee along with the completed candidate filing packet. A candidate’s home state organization may pay the filing fee. Purchase orders are not acceptable.

CANDIDATE PLEDGE

Each candidate must sign a pledge (Appendix B – page 24) committing to obey the AASA election rules in spirit and in word as part of the candidate filing packet.

WRITE-IN CANDIDATES

Only candidates certified by the Election Committee and nominated by the AASA Governing Board will be eligible to be elected. There will be no write-in candidates.

INFORMATION ABOUT PRESIDENT-ELECT CANDIDATES

FORMAT

All candidate information will be provided by the individual candidate to AASA in the standard format outlined in the Candidate Filing Packet and provided by AASA. (Appendix A – page 22)
EDITING

Candidate information will be reproduced as unedited copy as received from the individual candidates. However, AASA will standardize the submissions in terms of typeface and point size for consistency of presentation, including formatting biographical information in accordance with AASA style guidelines. Information received from the candidate will conform to length requirements as specified.

DISSEMINATION

Candidate information is disseminated to the Governing Board and Executive Committee members prior to the Governing Board meeting when nominations are finalized. Candidate information will be disseminated by AASA to members after candidates have been nominated by the Governing Board.

"CANDIDATE INFORMATION" CONTENT

AASA media, in addition to featuring biographical and professional information about the candidate, may include candidate responses to predetermined questions about current educational or professional issues of interest to AASA members.

PRESIDENT-ELECT NOMINATION PROCESS

A. FILING PROCESS

Candidates for the office of AASA president-elect must submit all of the materials required in the Candidate Filing Packet to the AASA election coordinator on or before 5:00 p.m. eastern time on the first Friday in December. A copy of the statement of intent shall also be submitted to the executive director of the AASA chartered affiliate of which the candidate is a member prior to submitting the Candidate Filing Packet to AASA.

In addition, the candidate shall submit a $500 filing fee. The filing fee may be paid in all or part by the candidate or the AASA chartered affiliate of which the candidate is a member.

B. CREDENTIALING PROCESS

Candidates seeking to be nominated for the office of AASA president-elect must submit materials and participate in activities as described below. Only information about those candidates nominated by the AASA Governing Board will be distributed to eligible AASA voting members. AASA’s website will serve as the official election communication vehicle.

All AASA president-elect candidates must submit the following items as part of the filing documentation. Responses are to be provided in hard copy or in a Word or Text format via e-mail to creid@aasa.org

Filing Documentation

1. Mini-resume describing qualifications and demographic information (submitted as part of the filing documentation)
   a. Name
   b. Number of years as an AASA Member; number of years as a chartered affiliate member; and the term(s) of service on the AASA Executive Committee and/or the AASA Governing Board
   c. Current position, including title, school district or other organization, city, and state with starting date
   d. Most recent previous position, including title, school district or other organization, city, and state with starting and ending dates
e. Post-secondary education (Bachelor’s, Master’s, Advanced Certificate, Doctorate). Please include names of institutions, city, and state, and the year(s) in which degree(s) was received. Please provide this in reverse order with the most recent degree listed first.

f. AASA activities and other activities. Please provide this in reverse order with the most recent activities listed first. *(Limit to 10 items total. May include volunteer leadership, affiliations, conference presentations)*

2. **Respond to the following two questions (submitted as part of the filing documentation):**
   a. Why are you seeking election as AASA’s president-elect? (100 words or fewer)
   b. If nominated and elected, what will be your #1 priority? (50 words or fewer)

   *It is advisable not to repeat the questions in your answers, to facilitate staying within the word limits as noted.*

3. Each candidate will write and submit a 600 – 650 word essay on a topic of their own choosing as if it were to be used as a monthly “AASA President’s Column” found in *The School Administrator.*

4. Candidates are to submit a color photograph, digital or hard-copy, to be included with materials distributed to AASA Governing Board members. Candidates should select photographs carefully, looking for clarity, sharpness and technical quality. Nominated AASA president-elect candidates will have their pictures printed on the biographical materials included with the ballots and on the AASA website.

**Certification**

The Election Committee will certify the eligibility of all candidates by mid-January. The Election Committee will convene to certify the candidates and determine the question which certified candidates will address during their remarks to the Governing Board.

**Conference Call with Candidates and their State Association Executives**

After the candidates are certified by the election committee, and prior to the winter Governing Board meeting, the Election Committee Chairperson and the election coordinator shall have a conference call with the candidates and their state association executives. The purpose of this call is to answer questions about the election process and review the details of the activities which take place during the winter Governing Board meeting and the National Conference on Education.

**Presentation at the Governing Board Meeting**

The purpose of the essay and presentation at the Governing Board meeting is to determine if a candidate can represent AASA credibly in written communications, prepared spoken remarks and in situations that require extemporaneous responses.

1. This activity will be suspended, in the event that there is only one candidate seeking nomination as a candidate for AASA president-elect.

2. All candidates will deliver prepared remarks, no longer than 3 minutes, on a topic to be selected in advance. The same topic will be given to all candidates no later than ten days prior to the Governing Board meeting. The prepared remarks will be delivered during the winter meeting of the AASA Governing Board.

3. After the candidates have presented their remarks, they will be asked to answer one question that they could reasonably expect to be asked as an AASA president. The topics will be randomly selected from questions prepared in advance and unknown to the candidates. Each candidate will have no more than two minutes to answer the question.
C. NOMINATING PROCESS

Testimonials

Following the presentation of the prepared remarks and responses to the one follow-up question, all candidates, even if a candidate is a current voting or ex-officio member of the Governing Board, will be asked to leave the meeting room during the nomination deliberations. The chair will allow for a five-minute discussion regarding the qualifications of each candidate, one candidate at a time.

Voting

1. Voting to finalize the nominations will be at a designated time on the Governing Board agenda.

2. If only one candidate files for the position of AASA president-elect by 5:00 p.m. E.S.T. on the first Friday in December, then that candidate shall be the only candidate for the position of AASA president-elect.

3. If no candidate files for the position of AASA president-elect by 5:00 p.m. E.S.T. on the first Friday in December, it will be the responsibility of the AASA Governing Board to nominate two candidates for this position. Should this occur, the Election Committee will develop the appropriate procedures and processes.

4. If there are one, two or three candidates seeking nomination for the position of AASA president-elect, the default process will be to accept all candidates.

5. If there are more than three candidates for the position of AASA president-elect, then a series of balloting shall take place. Each Governing Board member will vote for their three choices of candidates to be nominated. With each ballot the individual receiving the fewest number of votes will be eliminated. For example, if there are 5 candidates, each Governing Board member will vote for their three choices of candidates to be nominated. The individual receiving the fewest number of votes will be eliminated. Subsequently, there will be 4 candidates remaining. Then, each Governing Board member will again vote for their three choices among the remaining 4 candidates. The individual receiving the fewest number of votes will be eliminated. There will then be 3 candidates remaining. If at any time more than one candidate receives the fewest number of votes an additional vote shall be taken to determine the candidate to be removed from subsequent ballots. Balloting will continue until such time as the maximum number of candidates (3) has been nominated by the Governing Board.

6. The Governing Board may, by a 2/3 vote, decide to reduce the number of nominated candidates but may not vote to increase the number of nominated candidates.

7. Candidate eligibility to vote: If any of the candidates for president-elect are currently serving on the Governing Board, they may cast their vote and stay in the room during the voting process through which the final candidates for president-elect are selected. They may not be present for the testimonials or any other portion of the discussion prior to the voting.

CAMPAIGNING AT THE NATIONAL CONFERENCE ON EDUCATION

A. CAMPAIGNING, INCLUDING REMARKS AT THE NATIONAL CONFERENCE ON EDUCATION

Campaigning will be done only at the National Conference on Education.

Each credentialed candidate nominated by the Governing Board will be provided with the opportunity to present remarks on a topic of their choice at a General Session of the National Conference on Education. These remarks are limited to a total time of up to five minutes.
B. CANDIDATE IDENTIFICATION

Each credentialed candidate eligible to be nominated by the Governing Board will be given an identification ribbon to be worn with the AASA conference nametag. The ribbon will identify the member as a candidate for AASA president-elect. This ribbon may be worn at the Governing Board reception, should this event take place prior to the Governing Board meeting, as well as during the Governing Board presentation. This ribbon may be worn by those candidates nominated by the Governing Board at all times during the National Conference on Education but not before or after.

C. CONFERENCE NEWSPAPER

The AASA newspaper (print or electronic version) covering the National Conference on Education may cover certain aspects of the election. This may include coverage of the candidates, biographical and/or professional information, and/or their views and opinions on a variety of topics. This is considered news coverage and not campaigning.

D. OTHER CAMPAIGN VENUES

Any and all campaigning at AASA meetings other than the National Conference on Education is strictly forbidden.

E. INFORMAL GATHERING

There will be no candidates’ reception at the National Conference on Education. However, all candidates will be invited to attend the Governing Board reception at the National Conference on Education, along with their state executives.

F. CANDIDATE APPEARANCES

CANDIDATE INTRODUCTIONS: The candidates for president-elect will be introduced at the Opening General Session and asked to stand from designated seats on the floor. No remarks will be made by the candidates at this time. Time will be allocated at this or another General Session for the candidates to present remarks on a topic of their choice for up to a total of five minutes.

CANDIDATES FORUM: Candidates will have the opportunity to participate in a break-out session at the National Conference on Education during which time they may make a two minute opening statement and a one minute closing statement. The candidates will also be able to respond to questions from the audience. The AASA immediate past president will serve as the moderator for this panel. If this individual is unable to attend, the current President will designate a moderator.

BREAKFASTS AND RECEPTIONS: Candidates will also receive a list of appropriate receptions and breakfasts being held during the AASA National Conference on Education. Candidates may choose to attend any breakfast or reception. Candidates shall not interrupt a program or presentation in progress.

OTHER SESSIONS: At the AASA National Conference on Education, a candidate for AASA president-elect may not preside over a session or be a program presenter, moderator or facilitator. A candidate may, however, continue his or her official AASA related responsibilities as specified in II. C. AASA Related Activities (page 4) and as confirmed by the AASA Executive Officers. Participation in the “Singing Superintendents” is permissible.

VI. CAMPAIGN PROCESS – AASA COMMUNICATIONS AFTER THE NATIONAL CONFERENCE ON EDUCATION

In order to promote their candidacy prior to the election and following the AASA National Conference on Education, information on all the president-elect candidates will be available on the AASA website.

Those candidates nominated for the office of AASA president-elect will be permitted to communicate through AASA with eligible AASA voters via e-mail twice during the election period, defined as the time between the National Conference on Education and
the day that ballots are counted. AASA will send the first e-mail approximately one week following the end of the National Conference on Education and the second, two weeks later.

Each candidate will be responsible for the content of their message and it will be limited to a maximum of 300 words. In addition to hearing from the candidates, voters will be encouraged to visit the AASA website for additional election information.

VII. ELECTION PROCESS

KEY ROLES, RESPONSIBILITIES AND PROCESS OVERSIGHT

The AASA Executive Director provides oversight for the election process and designates an AASA staff member to serve as the election coordinator. The election process can be conducted electronically or via a hybrid process providing for both electronic voting and mailed in ballots.

BALLOT INFORMATION

When more than one candidate is running for AASA office, the order of the names on the ballot will be changed periodically so that each candidate will have his/her name in the first position an equal number of times.

If printed ballots are used, the ballot will be printed so that it will fit flat inside an envelope with “Election Material” printed on the outside. The names of all candidates will be printed on the same side of the ballot.

Since biographical material will be sent with all ballots, only the candidate’s name and state will appear on the ballot.

MAILING BALLOTS

Ballots will be distributed to AASA members following the National Conference on Education. Included with the ballot will be summary information about the candidates (biographical information submitted by each candidate in accordance with these guidelines). AASA members will be notified when the ballots have been distributed. This notification may be in the form of a notice on the AASA website or via e-mail.

RETURNING BALLOTS

If ballots have been mailed they must be returned to the designated return mailing address on or before the deadline date for receipt printed on the ballot to be valid and counted. Ballots may be cast electronically via the internet or sent via U.S. mail directly from individual AASA members qualified to cast a ballot.

Electronic ballots must be submitted on or before the stated deadline for voting.

COUNTING BALLOTS

A third-party firm election specialist company will conduct the entire election process including the counting of the ballots and will certify the election results. The third-party firm will provide the assurances needed relative to the security and integrity of the system being used to count the ballots.

The election coordinator serves as the contact for the representatives of the third-party firm conducting the counting process, raising any issues or concerns that might impact the process and its validity. The election coordinator makes all final decisions regarding the election process. At all times the ballots shall remain under the control of the third-party firm.
CERTIFYING THE ELECTION RESULTS

Ballots should be counted no later than April 30 each year. The results are certified by representatives of the third-party firm conducting the election on behalf of AASA. As soon as possible after the ballots have been counted, the chair of the Election Committee will certify the election results. If the chair of the Election Committee is not present at the ballot counting, the election coordinator contacts the chair of the Election Committee to certify the election results. The election coordinator then contacts the AASA executive director who calls each candidate to communicate the results. The AASA executive director may authorize the election coordinator or other individual to report the results to the candidates if he/she is unable to do so. The Executive Committee receives the certified results at the May meeting.

TIES

Any ties will be settled by a coin toss. The candidates are to be notified that the coin toss will take place the next day. The AASA executive director will supervise a coin toss to determine the winner. Candidates or their representatives may be present if they are able to travel to AASA in time for the coin toss. All travel costs are to be at the expense of the candidate or their designee.

REPORTING OF ELECTION RESULTS

Once the results have been certified, and the AASA executive director has notified the candidates of the results, the elections coordinator will report the results to the Executive Committee and the Governing Board. Once this has been completed, the results, specifically the names of the president-elect and incoming Executive Committee members, will be listed on the AASA website.

When available, the AASA executive director shall report official national election results, by candidate and by state. Election results by state will be reported in the aggregate with the total state votes cast compared to the total membership qualified to vote and by number of votes cast for each candidate within the state. Election reports will be sent to: all candidates, members of the Election Committee, members of the Executive Committee, and chartered affiliate executive directors. The results will also be published on the AASA website. Note that there is a time lag of several weeks between the announcement of the results and the time when this report is ready for distribution.

ELECTION COMPLAINTS

All problems, complaints and discrepancies are to be reported and forwarded to the Election Committee.

VIII. CAMPAIGN RULES AND PROHIBITIONS

A. DISTRIBUTIONS/MAILINGS

Mass campaign mailings, distributions, and/or communications made to eligible voters for candidates including electronic media such as, e-mails, faxes, telephone or other electronic communications shall be permitted so long as the mailings are not initiated by a candidate running for office and are conducted by someone who knows the candidate personally (adhering to the “reasonable person standard” – what a reasonable person would do under the same or similar circumstances).

Any member, including: state association executive directors, past presidents of AASA, current Executive Committee members (except for the three AASA officers) and current Governing Board members, may discuss a candidate on a personal, one-to-one individual basis with another member. A member may, on an individual basis, answer a personal question about a candidate, including “Who are you going to vote for?” without being in violation of the AASA Election Guidelines.
However, when speaking before a public group(s), endorsement of a candidate by a state association executive director, past president of AASA, current Executive Committee member or current Governing Board member is prohibited. (See B – Endorsements below.)

Individual active members, including state association executive directors, past presidents of AASA, current Executive Committee members (except for the three AASA officers) and current Governing Board members, may communicate with other AASA active members (on an individual, one-to-one basis), about a single candidate and support of that candidate by letter, fax or electronic transmission. Any cost of the mailings, faxes or electronic transmissions must be the responsibility of the individual and cannot be that of the candidate or other third party. No enclosure, attachment or brochure may be distributed with the letter, fax or electronic transmission.

AASA employees and current association officers cannot participate in the election process.

B. ENDORSEMENTS

There shall be no public endorsement(s) made of an AASA candidate by a state association or state association executive director, past president of AASA, current Executive Committee member, current Governing Board member, caucus, committee, group or corporation.

C. ATTENDANCE AT OTHER MEETINGS

A candidate for AASA President-elect may be recognized at a statewide or intra-state regional meeting in the resident state of the candidate and the association, without extending the same privilege to other candidate(s) for the same position.

A state association may invite or allow a candidate for AASA office from within the state, to address a statewide or intra-state regional meeting within the state without extending the same privilege to other candidate(s) for the same position so long as the address is not a campaign speech, there is no mention of his or her candidacy, nor is there a request for support.

With prior approval from the chair of the Election Committee, candidates may participate in or attend meetings outside their home state during the election period defined as the time between the National Conference on Education and the day that ballots are counted.

National Conference on Education rules will apply to state meetings regarding candidates. (See V. Campaigning at the National Conference on Education, page 10)

D. EXECUTIVE COMMITTEE AND AASA STAFF

Members of the AASA Executive Committee and all AASA staff members are specifically prohibited from candidate endorsements. Executive Committee members may not serve as consultants of any kind to any candidate during the election period. Further, AASA staff is prohibited from assisting any candidate in their election efforts.

E. CAMPAIGN CONSULTANTS

Candidates are prohibited from using paid campaign consultants.

F. MEMBERSHIP LISTS

No candidate or their supporters may use AASA membership lists in any way for campaign purposes.
G. "DEAL MAKING"

An arrangement to exchange support for votes among state associations, their Executive Directors or their representatives is prohibited.

H. PROMOTIONALS, HANDOUTS AND GIVE-AWAYS

Candidates shall not give anything promoting their candidacy to prospective voters.

I. OTHER CAMPAIGNING

Campaigning may only occur at the National Conference on Education as described herein. All and any other campaign activities at any location are prohibited.

J. "CAN DO" LIST AND "CANNOT DO" LIST

AASA will maintain a "can do" list of appropriate campaign activities as well as a “cannot do” list of inappropriate activities (Appendix E – page 27) for candidates and make such list available to candidates in the candidate-filing packet.

IX. COMPLAINTS AND ENFORCEMENT

A. FILING A COMPLAINT

All complaints must be submitted in writing on a form (Appendix F – page 30) provided by AASA and signed by the complainant. The form is also available from the election coordinator at AASA.

B. ELIGIBILITY

Only Active AASA Members may make an election complaint.

C. TIMELINE

Written complaints must be made within 15 calendar days of an election violation or knowledge of such violation.

D. COMPLAINT PROCESS

All complaints shall be directed to the AASA Election Committee through the AASA election coordinator at headquarters.

Complaints will be reviewed and ruled upon within 15 calendar days following receipt of the complaint.

By mutual consent of all candidates, the chair of the Election Committee may extend the complaint process timeline as needed.

Any candidate charged with an alleged violation will be given the opportunity to discuss the alleged violation with the Election Committee.

E. APPEAL OF ELECTION COMMITTEE DECISION

Appeal of the Election Committee's decision will go to the AASA Appeals Board for ruling. The appeal will be decided within 15 calendar days.
The AASA Appeals Board will be composed of three Active Members, two of whom shall be past presidents of AASA (excluding the current past president of AASA) and one who shall be a past president of the Association of State Executives (ASE). The Appeals Board will be appointed annually by the AASA president to serve for one year. The appointment will be made between the date election results are known and July 1. The AASA president shall designate one of the Appeals Board members to serve as the chair of the Appeals Board. Board members may serve more than one term.

Two additional past presidents of AASA (excluding the current past president of AASA) and one past president of ASE will be asked to serve in a reserve capacity in the event that an Appeals Board member is either directly or indirectly involved with the election complaint. In such a case the Appeals Board member must be replaced. At no time shall an appeal be heard without three board members.

By mutual consent of all candidates, the chair of the Appeals Board may extend the complaint process timeline as needed

F. CONFIDENTIALITY

All complaints will be kept confidential unless the investigation itself or the eventual remedy might reveal the source. When confidentiality cannot be maintained for these or any other reason, the Election Committee (or the AASA Appeals Board, in the case of an appeal), shall notify the complainant of the circumstances and offer the complainant the opportunity to withdraw or amend the complaint.

G. SANCTIONS

Non-compliance or violations of the election rules and/or the candidate's pledge, may result in actions by the Election Committee (or the Appeals Board, in the case of an appeal), ranging from oral correction to disqualification. The candidate found to be in violation will be notified immediately of the consequences.
PART TWO: ELECTION GUIDELINES FOR EXECUTIVE COMMITTEE

I. NOMINATING PROCESS FOR STATE/CHARTERED AFFILIATES ELIGIBLE FOR AN AUTOMATIC SEAT

AASA Governing Board members from each state or chartered affiliate that is eligible for an automatic seat on the AASA Executive Committee shall nominate an eligible candidate from that state or chartered affiliate to be elected to the AASA Executive Committee. The Executive Committee eligibility rules apply to this candidate as they do to all others, however, instead of the nomination form, the state executive will send the director of governance a letter indicating the name or names of the candidates from their state and the date when the Governing Board members from the state selected them. The nominee will be affirmed by the AASA Governing Board representatives from within the appropriate region.

Following the announcement of membership numbers at the end of a fiscal year on September 30, if AASA membership in a state has declined to a level at which the state is no longer automatically eligible for a seat on the Executive Committee then the affected Executive Committee members must resign his/her position at that time. If this occurs in a region with more than two elected Executive Committee members no election is needed.

However, if this occurs in a region with only two elected Executive Committee members then the Governing Board members from the region must elect another Executive Committee member. The “former” Executive Committee member may be elected to this position. It will be incumbent upon AASA staff to keep state association executive directors apprised of the membership numbers and the potential impact.

II. NOMINATING PROCESS FOR OTHER STATE/CHARTERED AFFILIATES

A nominee for the AASA Executive Committee may be nominated by any Governing Board representative from within the region, and shall include signatures of support from two additional representatives from each of two states from within the region. This requirement does not apply to #1 above. An Executive Committee Nomination Form will be available on AASA’s website in October. Nominations may be submitted to the AASA election coordinator between the first of November and the Friday of the week after the National Conference on Education. The due date will be published on the form for the year.

Once nominated, nominees will be asked to provide biographical information and responses to 3 questions prepared by the Election Committee. This material is to be submitted to the AASA election coordinator and will be shared with all Governing Board representatives within a region.

III. CAMPAIGNING

To promote their candidacy prior to the election, Executive Committee candidates may correspond personally by telephone, letter or e-mail with the other Governing Board representatives within their region. A candidate may not travel to other states within the region expressly to promote his/her candidacy, nor will the candidate establish an advisory committee or group to assist with the campaign.

Other than for the purpose of communications as noted above, a candidate may not spend any funds from any source to promote their candidacy. This includes such things as: flyers, newsletters, pins, pens, pencils, buttons, compact discs, trinkets or any other tangible items such as receptions, complimentary drinks or dinner, etc. If in doubt a candidate should contact either the election coordinator or the chair of the Election Committee.

Any campaign related activity is to be done solely by the candidate.

Candidates may not be endorsed by:
- State associations or state association executive directors from within or outside the region
- Current or past presidents of AASA
- Current Executive Committee members, including AASA president-elect
- Governing Board representatives from within or outside the region (other than signing a nomination form)

IV. BALLOTS

Ballots will include the names of all nominated candidates, including the candidate from the state/chartered affiliate eligible for an automatic seat on the Executive Committee.

Governing Board representatives will be asked to affirm the candidate from the state/chartered affiliate with an automatic seat in addition to voting for their other choice. Should a candidate from a state/chartered affiliate with an automatic seat on the Executive Committee not receive the affirmation from a majority of the Governing Board representatives from the region, the state/chartered affiliate shall nominate another candidate for affirmation.

Ballots will be prepared and distributed by the AASA election coordinator to the Governing Board representatives in each region in such time as to allow for the ballots to be counted at the same time as the ballots for the AASA president-elect. Ballots will be counted under the provisions established by the AASA Election Guidelines, unless the state doesn’t have its candidates finalized, in which case a separate timeline shall be established.

All ballots must have votes equal to the number of vacancies for each position on the ballot in order to be valid, i.e. if there are two Executive Committee positions open, there would be two votes.

In order for an election to be valid, ¾ of the Governing Board representatives within a region must participate in the election. The candidate(s) receiving a plurality of the votes cast shall be declared duly elected. Any ties will be settled by a coin toss. The candidates are to be notified that the coin toss will take place the next day. The AASA executive director will supervise a coin toss to determine the winner. Candidates or their representatives may be present if they are able to travel to AASA in time for the coin toss. All travel costs are to be at the expense of the candidate or their designee.

All other rules and conditions affecting the AASA election process may be found in the AASA Bylaws. Other questions or inquiries should be directed to:

C.J. Reid
Associate Executive Director for Governance, Membership and Affiliate Services
AASA
1615 Duke Street
Alexandria, Va. 22314
creid@aasa.org
Telephone: 1-703-875-0741
Fax: 1-703-841-1543
PART THREE: ELECTION GUIDELINES FOR
GOVERNING BOARD

I. MEMBERSHIP

The Governing Board of the Association shall be composed of the duly elected representatives of each chartered affiliate. Each chartered affiliate is entitled to a minimum of two (2) representatives on the Governing Board for up to 100 eligible voting AASA members. The chartered affiliate shall be entitled to an additional representative for every 100 additional eligible AASA voting members from within the chartered affiliate.

The number of representatives allocated to a chartered affiliate shall be based on the number of eligible voting AASA members within the chartered affiliate on September 30 of any given year. Proposals for the timing of adding or removing a Governing Board representative shall be developed by the Election Committee and approved by the Executive Committee.

The adjustment to the number of representatives serving on the Governing Board, either an increase or a decrease in the number of representatives, shall become effective on July 1st each year. Should a chartered affiliate need to reduce the number of representatives, the chartered affiliate will determine which representatives will continue to serve on the Governing Board.

II. CHARTER AFFILIATE RESPONSIBILITY

Each chartered affiliate shall develop a plan for electing members to the Governing Board, including procedures for filling vacancies when necessary. Once developed, or revised, the election plan shall be sent to the AASA executive director who has the authority to accept or reject the plan. Additionally, the executive director has the authority to monitor the implementation of said plan.

III. TIMELINE FOR NOTIFYING AASA OF NEW GOVERNING BOARD MEMBERS

Chartered affiliates should identify new Governing Board members with terms starting July 1 no later than June 1 in order to accommodate their participation in the summer Governing Board meeting. Contact information for new members should be reported to the AASA director of governance.
**Useful Information**

**GOVERNANCE, MEETINGS AND EVENTS CALENDAR:**

**JULY 2013 – JULY 2014**

**2013**

**July:**

**Executive Committee Meeting**
July 8
Crystal City Gateway Marriott
Arlington, Va.
(Meeting in the evening)

**Governing Board Meeting**
July 9-11
Crystal City Gateway Marriott
Arlington, Va.
(Governing Board meeting, Tuesday morning, July 9; Hill visits all day Wednesday [Presidential Installation and Reception], July 10; Thursday morning, July 11)

**Advocacy Conference**
July 9-11
Crystal City Gateway Marriott
Arlington, Va.

**Association of State Executive Directors Summer Retreat**
July 17-20
Wort Hotel
Jackson Hole, Wyo.

August:

September:

**October:**

**Executive Committee Meeting**
October 3-5
Marriott Kansas City Airport Hotel
Kansas City, Mo.

**Women in School Leadership Conference**
[Co-sponsor: Association of California School Administrators]
October 17-18
Coronado Island Marriott Resort & Spa
Coronado, Calif.

**Women’s Leadership Conference**
October 25-26
Hilton Alexandria
Alexandria, Va.
November:

December: **Running the Store (State Association Executive Directors)**

- December 5-8
- Williamsburg Lodge
- Williamsburg, Va.

2014

January: **Executive Committee Meeting**

- January 15-18
- Hilton Alexandria
- Alexandria, VA

February: **National Conference on Education**

- February 13-15
- Music City Center
- Nashville, Tenn.

- **Governing Board Meeting**
  - February 11 (p.m.) and 12 (a.m.)
  - Music City Center
  - Nashville, Tenn.

- **Executive Committee Briefing**
  - February 11 (5 p.m.)
  - Music City Center
  - Nashville, Tenn.

March: **President-Elect Election**

- **Executive Committee Election**

April: **Executive Committee Meeting**

- April 30 – May 1
- San Diego Marriott Marquis and Marina
- San Diego, Calif.  [Site of 2015 National Conference on Education]

May: **State Leadership Conference**

- May 1-3
- San Diego Marriott Marquis and Marina
- San Diego, Calif.  [Site of 2015 National Conference on Education]

June:
July:  

**Executive Committee Meeting**  
July 7  
Hyatt Regency Capitol Hill  
Washington, D. C.  
(Meeting in the evening)  

**Governing Board Meeting**  
July 8-10  
Hyatt Regency Capitol Hill  
Washington, D. C.  
(Governing Board meeting, Tuesday morning, July 8; Hill visits all day Wednesday [Presidential Installation and Reception], July 9; Thursday morning, July 10)  

**Advocacy Conference**  
July 8-10  
Hyatt Regency Capitol Hill  
Washington, D. C.  

**Association of State Executive Directors Summer Retreat**  
July 15-18  
Grove Park Hotel  
Asheville, N.C.
2013-14 Executive Committee: Officers

President – Amy F. Sichel, superintendent, Abington School District, Penn.
President-Elect – David K. Pennington, superintendent, Ponca City, Okla.
Immediate Past President – Benny L. Gooden, superintendent, Fort Smith Public Schools, Ark.

Executive Committee

Region 1
- Garn G. Christensen, superintendent, Eastmont School District, Wash.
- Robert M. Slaby, superintendent, Storey County School District, Nev.

Region 2
- Alton L. Frailey, superintendent, Katy Independent School District, Texas

Region 3
- Wayne R. Anderson, superintendent, Mount Horeb Area School District, Wis.
- Timothy M. Mitchell, superintendent, Rapid City Area School District 51-4, S.D.

Region 4
- Robert T. Mills, director general, Lester B. Pearson School Board, Quebec
- David R. Schuler, superintendent, Township High School District 214, Ill.

Region 5
- Lyle C. Ailshie, superintendent, Kingsport City School District, Tenn.
- Yvonne W. Brandon, former superintendent, Richmond Public Schools, Va.
- M. Brock Womble, superintendent, Alexander County School District, N.C.

Region 6
- TBD
- Deborah S. Akers, superintendent, Mercer County Schools, W.Va.

Region 7
- Charles S. Dedrick, superintendent, Capital Region BOCES, N.Y.

Ex Officio Members
- Daniel A. Domenech, executive director, AASA, Va.
- Jeffrey D. Francis, liaison, Association of State Executives, Vt.
### Governing Board: Members

<table>
<thead>
<tr>
<th>Region 1</th>
<th>Member</th>
<th>State</th>
<th>Name</th>
<th>State</th>
<th>Name</th>
<th>State</th>
<th>Name</th>
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<tbody>
<tr>
<td>Region 1</td>
<td>Lisa Skiles Parady</td>
<td>Alaska</td>
<td>Richard Bauscher</td>
<td>Idaho</td>
<td>Maryalice Russell</td>
<td>Ore</td>
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<tr>
<td>Region 1</td>
<td>Jack Walsh</td>
<td>Alaska</td>
<td>Julie Walker</td>
<td>Mont.</td>
<td>Frank Hewins</td>
<td>Wash.</td>
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<tr>
<td>Region 1</td>
<td>Marc Jackson</td>
<td>Calif.</td>
<td>Ronald Whitmoyer</td>
<td>Mont.</td>
<td>Michelle Price</td>
<td>Wash.</td>
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<tr>
<td>Region 1</td>
<td>TBD</td>
<td>Idaho</td>
<td>Sandra Husk</td>
<td>Ore.</td>
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<tr>
<td>Region 2</td>
<td>Jimmy Cunningham</td>
<td>Ark.</td>
<td>TBD</td>
<td>Kan.</td>
<td>D. Scott Elliff</td>
<td>Texas</td>
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<tr>
<td>Region 2</td>
<td>Rhonda Frueauff</td>
<td>Ariz.</td>
<td>V. Sue Cleveland</td>
<td>N.M.</td>
<td>Kay Waggoner</td>
<td>Texas</td>
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<tr>
<td>Region 2</td>
<td>Patricia Gillespie</td>
<td>Ariz.</td>
<td>Mike Chambers</td>
<td>N.M.</td>
<td>Vern Henshaw</td>
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<tr>
<td>Region 2</td>
<td>Gail Pletnick</td>
<td>Ariz.</td>
<td>Terry Davidson</td>
<td>Okla.</td>
<td>McKell Withers</td>
<td>Utah</td>
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<tr>
<td>Region 2</td>
<td>Brad Meeks</td>
<td>Colo.</td>
<td>Jerry Needham</td>
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<td>Tom Turrell</td>
<td>Colo.</td>
<td>Kent Shellenberger</td>
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<tr>
<td>Region 3</td>
<td>Ed Klamfoth</td>
<td>Iowa</td>
<td>Daniel Brooks</td>
<td>Minn.</td>
<td>Roger DeGroot</td>
<td>S.D.</td>
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<tr>
<td>Region 3</td>
<td>Tim Kuehl</td>
<td>Iowa</td>
<td>Luther Heller</td>
<td>Minn.</td>
<td>Alvin L. Leber</td>
<td>S.D.</td>
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<tr>
<td>Region 3</td>
<td>Theron J. Schutte</td>
<td>Iowa</td>
<td>Curt Tryggestad</td>
<td>Minn.</td>
<td>Ken Bates</td>
<td>Wis.</td>
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<td>Region 3</td>
<td>Nicholas Ceglarek</td>
<td>Mich.</td>
<td>Steve Hall</td>
<td>N.D.</td>
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<td>Region 3</td>
<td>Mark Bezek</td>
<td>Minn.</td>
<td>Mike Teahon</td>
<td>Neb.</td>
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<tr>
<td>Region 4</td>
<td>Nick J. Milanetti</td>
<td>Canada</td>
<td>Jane Westerhold</td>
<td>Ill.</td>
<td>Chris Gaines</td>
<td>Mo.</td>
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<tr>
<td>Region 4</td>
<td>Barry Wowk</td>
<td>Canada</td>
<td>Thomas J. Little, Jr.</td>
<td>Ind.</td>
<td>Doug Hayter</td>
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<td>Catherine M. Finger</td>
<td>Ill.</td>
<td>Ryan Snoddy</td>
<td>Ind.</td>
<td>David McGehee</td>
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<tr>
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<td>Sheila Harrison-Williams</td>
<td>Ill.</td>
<td>Tom Shelton</td>
<td>Ky.</td>
<td>Dave Distel</td>
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<tr>
<td>Region 4</td>
<td>Gary Kelly</td>
<td>Ill.</td>
<td>Lu Young</td>
<td>Ky.</td>
<td>Todd Hoadley</td>
<td>Ohio</td>
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<td>Region 4</td>
<td>Daniel F. Marenda</td>
<td>Ill.</td>
<td>Michael Fulton</td>
<td>Mo.</td>
<td>Paul Imhoff</td>
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<tr>
<td>Region 5</td>
<td>Alan Lee</td>
<td>Ala.</td>
<td>John Bourque</td>
<td>La.</td>
<td>Scott C. Turner</td>
<td>S.C.</td>
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<tr>
<td>Region 5</td>
<td>Barbara W. Thompson</td>
<td>Ala.</td>
<td>Wayne Savoy</td>
<td>La.</td>
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<td>Ala.</td>
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<td>Region 5</td>
<td>Margaret A. Smith</td>
<td>Fla.</td>
<td>Rebecca Ladner</td>
<td>Miss.</td>
<td>Scott R. Kizer</td>
<td>Va.</td>
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<tr>
<td>Region 5</td>
<td>Curtis Jones</td>
<td>Ga.</td>
<td>Kathy Spencer</td>
<td>N.C.</td>
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<tr>
<td>Region 5</td>
<td>Lawrence T. Walters</td>
<td>Ga.</td>
<td>Russell Booker</td>
<td>S.C.</td>
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<tr>
<td>Region 7</td>
<td>Mark Benigni</td>
<td>Conn.</td>
<td>Jerry Frew</td>
<td>N.H.</td>
<td>Marie Wiles</td>
<td>N.Y.</td>
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<tr>
<td>Region 7</td>
<td>Eleanor Cruz</td>
<td>Conn.</td>
<td>Michael J. Martin</td>
<td>N.H.</td>
<td>Robert O’Brien</td>
<td>R.I.</td>
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<tr>
<td>Region 7</td>
<td>Joseph Erardi</td>
<td>Conn.</td>
<td>Robert Christman</td>
<td>N.Y.</td>
<td>Katherine E. Sipala</td>
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<tr>
<td>Region 7</td>
<td>Margaret Frieswyk</td>
<td>Mass.</td>
<td>Clark Godshall</td>
<td>N.Y.</td>
<td>Jeanne Collins</td>
<td>Vt.</td>
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<tr>
<td>Region 7</td>
<td>Betsy M. Webb</td>
<td>Maine</td>
<td>Ralph Marino, Jr.</td>
<td>N.Y.</td>
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<tr>
<td>Region 7</td>
<td>Shannon Welsh</td>
<td>Maine</td>
<td>L. Oliver Robinson</td>
<td>N.Y.</td>
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</tr>
</tbody>
</table>
New positions for FY14 at no additional cost to AASA due to funds being redistributed from consulting services.
AASA Staff Contact Information

Executive Staff

Daniel A. Domenech
Executive Director
Serves as national spokesperson and advocate for public education, superintendents and other school system leaders; provides thought leadership in the education arena through public appearances, media interviews and published articles; and is the chief executive officer for the association and staff liaison to the AASA governance structure

703-875-0722
ddomenech@aasa.org

Bruce Hunter
Associate Executive Director, Advocacy, Policy & Communications
Directs legislative activities and AASA communications; works with staff on federal policy; represents AASA with other organizations

703-875-0738
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Sharon Adams-Taylor
Associate Executive Director, Children's Initiatives & Program Development
Oversees federal, foundation and corporate grant programs related to children, as well as the organization's program development

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C.J. Reid
Associate Executive Director, Governance, Membership & Affiliate Services
Directs all aspects of AASA membership and the AASA Governance structure, including the Governing Board, Executive Committee and Advisory Committees; oversees activities related to membership recruitment and retention; and facilitates activities and collaborations with chartered affiliate organizations

703-875-0741
creid@aasa.org

Denny Dearden
Associate Executive Director, Member Services
Oversees leadership development, and marketing of meetings, conferences, and awards

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Chuck Woodruff
Chief Operating Officer
Oversees finance, information technology, facilities and human resources

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Staff

Sapna Batheja
Project Manager, Child Nutrition
Manages AASA funded programs related to nutrition and the prevention of childhood hunger and obesity
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Directs AASA funded programs related to nutrition and the prevention of childhood hunger and obesity
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Manages special projects relating to AASA facilities
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Carolyn Conoboy
Administrative Assistant/Receptionist
Provides administrative support to the Member Services Department
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Christopher Daw
Director, Meetings
Directs all meetings and conferences logistics for AASA
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Francesca Duffy
Communications & Advocacy Specialist
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Julie Hance
Director, Corporate & Strategic Alliances
Develops alliances and stewards relationships designed to advance the mission of AASA; coordinates sponsorships for the association’s education programs; and manages the exhibits for the National Conference on Education
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Noelle Ellerson
Assistant Director, Policy Analysis & Advocacy
Assists with planning, developing and managing AASA’s federal policy and advocacy with Congress and federal agencies
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Evelyn Gilliam
Director, Finance & Administration
Directs the organization’s financial operations and oversees administrative functions within the limits of established policies and procedures
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Jay Goldman
Editor, School Administrator
Manages the School Administrator, the association’s monthly magazine; serves as editor-in-chief of The Conference Daily
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Liz Griffin
Managing Editor, School Administrator
Oversees production of the School Administrator, including editing, layout, design and advertising
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Kayla Jackson  
Project Director, Coordinated School Health  
Leads AASA’s work on healthy school environments, facilitates district engagement in coordinated school health  
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MaryAnn Jobe  
Director, Leadership Development  
Leads the work of the AASA Center for System Leadership; serves as a key AASA resource for association education and leadership development programming  
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Bryan Joffe  
Project Director, Youth Development & Education  
Directs the day-to-day activities in the implementation of work related to Ready by 21®  
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bjoffe@aasa.org

George Karamihas  
Finance & Operations Specialist  
Assists in the preparation, analysis and distribution of financial statements; manages special projects; and coordinates cash receipts/income and processes membership, meetings and exhibits  
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gkaramihas@aasa.org

Sonnie Lee  
Business Partner Associate  
Assists in the development of business partnerships and manages ongoing activities associated with these partnerships  
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slee@aasa.org

Julie Luetjen  
Human Resources Manager  
Manages the human resources activities of the association  
703-875-0754  
jluetjen@aasa.org

Gayane Minasyan  
Web & Electronic Communications Manager  
Manages the posting, delivery and development of all association website and electronic communications; oversees electronic media advertising and serves as information technology liaison  
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Jimmy Minichello  
Manager, Public & Media Relations  
Oversees public and media relations, social media and online publications  
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703-875-0723

Sherri Montgomery  
Executive Assistant  
Provides assistance to the executive director  
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smontgomery@aasa.org

Aimee Peterson  
Development & Exhibits Specialist  
Manages logistics and assists in the marketing and promotion of industry supported events and exhibits  
703-875-0763  
apeterson@aasa.org
Sasha Pudelski  
**Government Affairs Manager**  
Monitors, evaluates and influences the legislative and regulatory actions of the federal government; serves as a resource to AASA members regarding legislative matters

703-875-0733  
spudelski@aasa.org

Katie Regan  
**Editorial Assistant**  
Provides editorial, administrative and advertising support to the editors of the *School Administrator* magazine and *The Conference Daily*

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kregan@aasa.org

Jennifer Rooney  
**Meetings Manager**  
Manages registration, housing, affiliate events, special events, headquarter hotel functions and logistics for the AASA National Conference on Education (NCE) and oversees the program development and logistics for designated educational meetings

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jrooney@aasa.org

Karen Samara  
**Project Manager, School Outreach & Engagement**  
Manages AASA funded programs on school outreach to enroll eligible students in Medicaid and the Child Health Insurance Program

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ksamara@aasa.org

Mlatibe Seidou  
**Administrative Assistant/Receptionist**  
Provides administrative support to the Children’s Programs Department

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Vera Turner  
**Project Manager, Education & Communications**  
Manages the AASA activities focusing on how best to review, procure and deploy school information systems (SIS) and learning management systems (LMS) solutions and supports the work with the National Student Clearinghouse aimed at benchmarking postsecondary education progression

703-875-0710  
vturner@aasa.org

Lori Vines  
**Assistant Director, Membership & Affiliate Services**  
Assists in the direction of all aspects of AASA membership and with affiliate charter organization activities and communications; and coordinates and manages AASA’s information processing and database needs

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Nguyet Williams  
**Accounting Assistant**  
Provides accounts payable and payroll services

703-875-0743  
nwilliams@aasa.org

Wendell Younce  
**Senior Accountant**  
Provides accounting services for the Finance Department

703-875-0773  
wynounce@aasa.org
Consultants

Paula Dearden
Superintendent of the Year Consultant
Oversees the AASA awards and scholarship programs

pdearden@aasa.org
703-875-0717
At the meeting of the National Teachers’ Association in Harrisburg, Pennsylvania, August 1865, the state and city superintendents present decided to form an organization to be composed exclusively of those engaged in supervisory work in the schools.

This group met in Washington, D. C. in February, 1866, at which time the work of organizing was completed. The new organization was called the National Association of School Superintendents. Nine states and twenty cities were represented.

The National Association of School Superintendents became the Department of School Superintendence of the National Education Association at a convention held in Cleveland, Ohio, in August, 1870.

In 1907, a new act of incorporation which had been passed by Congress and approved by the President of the United States was accepted and adopted at the summer meeting of the parent association in Los Angeles, California. According to one of the provisions of the new act, the name was changed to the Department of Superintendence of the National Education Association.

Following an amendment to the bylaws of the National Education Association in Des Moines, Iowa, in July, 1921, the Department of Superintendence was reorganized under a new constitution of its own with a full-time executive secretary.

The 1937 convention in New Orleans adopted a new constitution changing the name from the Department of Superintendence to the American Association of School Administrators, a Department of the National Education Association of the United States.

In April, 1969, by mail ballot of its members, the American Association of School Administrators changed its relationship to the NEA effective July 1, 1969, becoming an associated organization rather than a department, and adopted the name of the American Association of School Administrators, an associated organization with the National Education Association of the United States.

In 1973, the American Association of School Administrators severed all relationships with the National Education Association and become a totally independent and autonomous organization known as the American Association of School Administrators.

The AASA has had exceptional executive secretaries. It should be noted that the title of the position was changed from executive secretary to executive director in November 1974. Those serving in this demanding position have been:

Sherwood D. Shankland (1921-1946)
Worth McClure (1946-1956)
Finis E. Engleman (1956-1963)
Forrest E. Conner (1963-1971)
Paul B. Salmon (1971-1985)
Paul D. Houston (1994-2008)

Daniel A. Domenech assumed office as the current Executive Director on July 1, 2008.

By a vote of the membership, AASA became incorporated under the laws of the Commonwealth of Virginia in the spring of 2002. The American Association of School Administrators, Inc. (AASA) is the professional organization for over 12,000 educational leaders across the United States and Canada and in many other parts of the world. Founded in 1865, members of the association include: superintendents of schools, other central office administrators, building level administrators (principals), college and university administrators and professors, administrators from other local, regional, state and national education agencies.

Major activities of the association include: the National Conference on Education (the annual meeting), advocacy and government relations, publications and a variety of media materials designed to increase the knowledge and skills of educational leaders.

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leaders. The AASA National Conference on Education is designed to provide educational leaders with knowledge and skills that will ultimately assure an even better education for students.

The national headquarters of the American Association of School Administrators, Inc. is located at 1615 Duke Street, Alexandria, Va., 22314. The phone number is 703-528-0700.
FOR $436, YOU’LL RECEIVE MORE THAN $3,600 IN BENEFITS YOU AND YOUR DISTRICT CAN USE ALL YEAR LONG:

LEGAL SUPPORT PROGRAM
($1 million in individual professional liability coverage/ up to $10,000 for job protection defense claims based on continuous years of membership, $500 deductible)
Only available for Active Members of AASA

SUBTOTAL $1,200+

Leader’s Edge, 2/month e-newsletter
$100
News of the Nation, 4/month e-newsletter
$150
AASA Conference Daily Online
$125
AASA New Superintendent’s E-Journal
$25
AASA Social Media Connections
AASA Leading Edge Blog
AASA Multi-Media

School Administrator magazine subscription
$110
School Governance and Leadership
$50

SUBTOTAL $594+

Member discount on National Conference on Education registration
$200
Member discount on Summer Leadership Institute registration
$100
Member discount on Women in School Leadership Forum registration
$50
2012 Superintendents Salary and Benefits Study
$65
Exclusive Research Reports
$30
Participation in member webinars...each
$49

SUBTOTAL $660+

Representation on Capitol Hill
$150
Direct access to AASAs Advocacy Team
$100
Legislative Corps Weekly Report
$100
Legislative Trends reports

SUBTOTAL $350+

$40,000 Life Insurance Policy, for new members only
$416
GEICO Auto Insurance, discount available in most states
$160

SUBTOTAL $576+

Connection to colleagues from across the nation
School Solutions Center: Reduce costs and improve student performance
District grants ranging from $400 to $400,000

Exclusive credit card
AchieveLinks: Receive valuable rewards with each purchase
Discount on purchase of books

Become an AASA member and join thousands of other superintendents leading the way with the best resources and connections. The return on your investment is easily recouped through discounts and services, but the bigger return shines through in student achievement and career advancement.

JOIN TODAY
WWW.AASA.ORG/JOIN.ASPX OR CALL 703.875.0748