

# **COLORADO ASSOCIATION OF SCHOOL EXECUTIVES**

## **COLORADO ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS (CASPA) BYLAWS**

### **ARTICLE I - NAME**

The name of this organization shall be the Colorado Association of School Personnel/Human Resource Administrators (CASPA). The Association is a department under the umbrella of the Colorado Association of School Executives (CASE).

### **ARTICLE II - PURPOSES**

- Section 1** It shall be a general purpose of this department to promote and advance public education in Colorado through the cooperative efforts of public school administrators within the area who have a professional responsibility for administering personnel programs involving licensed and/or classified school employees.
- Section 2** To this end it shall be a purpose of the department to hold periodic meetings for the discussion of common problems and for the exchange of pertinent information in the field of public school personnel administration.
- Section 3** To this end also, it shall be a purpose of this department to engage in or recommend to other appropriate professional groups or governmental agencies specific action programs and legislation, the implementation of which would promote a stronger system of public education through adoption of sound school personnel policies and practices.

### **ARTICLE III - MEMBERSHIP**

- Section 1** There shall be three classes of membership in CASPA: Active, Associate and Emeritus. (Effective January 1, 1998, all new CASPA active members must also be members of CASE. Individuals, who were members of CASPA prior to January 1, 1998, do not have to join CASE to maintain their CASPA membership status. If these members wish to hold office or serve on a CASE Standing or Ad Hoc Committee, they then must join CASE/CASPA and maintain active membership status throughout the term of their office or committee appointment.)
- Section 2** Active memberships may be held by current public school administrators in Colorado whose professional duties include the administration of personnel/HR programs involving licensed and/or classified employees, or State Department of Education administrators. Such classifications of membership shall be the only members to hold office or to vote.
- Section 3** Associate membership may be held by any administrator training faculty member, other professional firms or individuals who have an interest in supporting the purposes of CASPA. Such classifications of membership shall have no voting privileges or the right to hold office.
- Section 4** Emeritus membership may be held by any formerly active member of CASPA. An Emeritus member shall not have the right to vote or to hold office.

**Section 5** Active CASPA only Membership dues shall be \$25 per year. Associate and Emeritus CASPA only Membership dues shall be \$15 each. Dues shall be payable to the department. Membership year shall match the Colorado Association of School Executives' membership year.

**ARTICLE IV - OFFICERS/DIRECTORS AND THEIR NOMINATION, ELECTION,  
TERM AND APPOINTMENT**

**Section 1** The four (4) elected officers of this department are President, President-elect Past President and Secretary/Treasurer. These officers shall constitute the Board of Directors along with Four (4) Regional Representatives: (Southern Area, Metro Area, Northern Area, Western Area), and an Emeritus Representative.

**Section 2** The term of all officers and area representatives shall be in effect from September 1 of the elected year for the remainder of the following terms:

<u>Position</u>	<u>Terms in years</u>
President	One
President-elect	One
Past President	One
Secretary/Treasurer	Two
Southern Area Representatives	Two
Metro Area Representatives	Two
Northern Area Representatives	Two
Western Area Representatives	Two
Emeritus Representative	One

- a. The President-elect shall serve a three-year (3) term; one (1) year as President-elect; one (1) year as President and one (1) year as Past President.
- b. The Secretary/Treasurer will be elected for a two-year (2) term.
- c. The four (4) Area Representatives will serve two-year (2) staggered terms, with not more than two (2) elected in any given year.
- d. Each Officer must be an active member of CASE/CASPA and remain so throughout the term of office. Failure to maintain active CASE/CASPA membership status shall constitute resignation from the Board.

**Section 3** The President shall be the Chief Executive Officer of the department, shall preside at all meetings, shall be empowered to speak for the department subject to the direction of the Board of Directors and CASPA members, and shall jointly, with the Secretary/Treasurer, be authorized to direct CASE to expend department funds.

**Section 4** The President-elect shall serve in the absence of the President and shall serve as Program Chairman of the department.

**Section 5** The Secretary/Treasurer shall record all the proceedings of the Board of Directors and membership meetings and perform other duties and responsibilities that attach to the Office of Secretary. The Secretary/Treasurer shall perform other duties as delegated by the Board of Directors. In the role of Treasurer to the department, the Secretary/Treasurer shall share copies of the monthly department financial statements provided by CASE staff to the Board of Directors at their regular meetings.

**Section 6** Representatives to CASE Coordinating Council shall be the President and the President-elect, and both shall be voting members.

**Section 7** Any CASPA Committee deemed necessary, including the CASPA Nominating Committee, shall be appointed by the Board of Directors.

Any CASPA member appointed by the Board of Directors to a CASE Standing or Ad Hoc Committee must be an active member of CASE and CASPA and remain so throughout the term of that appointment.

**Section 8** A nominating committee, chaired by the Past President and comprised of five (5) CASPA department members, shall be formed by the Board of Directors at the fall conference each year. The role of the nominating committee shall be to solicit and/or take recommendations for the President-elect and any other positions open during that year to be brought to the Board of Directors for approval at the March meeting. The nominating committee shall confirm the nominees' willingness to hold office prior to the March meeting. Nominees for Officers and Area Representatives may also be received from CASPA membership from the floor at the March meeting. A written ballot will then be completed and mailed to CASPA membership, identifying the open positions and the nominees for the election. The election will occur at the May regular meeting. A plurality of the votes cast by those CASPA members present at the May meeting will determine the outcome of the election. The Board at the May regular meeting shall appoint the Emeritus Representative.

**Section 9 VACANCIES IN BOARD POSITIONS:**

- a. President: In the event of a vacancy in the Office of the President, the President-elect shall assume the presidency for the remainder of the term plus the successive full term of his/her presidency.
- b. President-elect: Should a vacancy occur in the Office of President-elect, the Board of Directors shall provide for a special election at a regularly scheduled meeting. CASPA membership will be given at least five (5) calendar days notice of this meeting.
- c. Board vacancies occurring in the Secretary/Treasurer or Area Representatives positions shall be filled by Board appointment for the remainder of the term. Such appointees may then be elected in their own right at the next regular election.
- d. In the event an elected Board member accepts a change in administrative assignment, the said elected Board member may complete his/her term of office at the discretion of the Board.

**ARTICLE V - MEETINGS**

**Section 1** Meetings of the department shall be held at such times and places as determined by the Board of Directors

**Section 2** The Officers and Area Representatives shall be elected at the May meeting and take office effective September 1. Installation of these individuals will occur at the CASPA Fall Conference.

**Section 3** Special meetings may be called by the Board of Directors with five (5) calendar days notice in writing to CASPA membership.

**Section 4** The time, place, minutes and an agenda for all regular meetings shall be reported to all members at least five (5) days in advance.

## **ARTICLE VI - AMENDMENTS AND BY-LAWS**

**Section 1** This constitution may be amended at the annual meeting of this department or at a special meeting specifically called in writing for such purposes by a two-thirds (2/3) majority of the members eligible, present and voting at said meeting.

**Section 2** In all matters of parliamentary procedure not covered by this constitution and section of by-laws, the department shall be governed by the provisions of "Robert's Rules and Order, Newly Revised".