

COLORADO ASSOCIATION OF SCHOOL EXECUTIVES

COLORADO ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS (CASSP) CONSTITUTION AND BYLAWS

The Colorado Association of Secondary School Principals is a department of the Colorado Association of School Executives.

ARTICLE I – NAME

The name of this department shall be the Colorado Association of Secondary School Principals affiliated with the National Association of Secondary School Principals and the Colorado Association of School Executives as an autonomous department

ARTICLE II – PURPOSES

A primary purpose of education is to provide for the maximum development of children toward better and more effective citizenship in our democratic society, and the purpose of the Colorado Association of Secondary School Principals is to assist in meeting this responsibility through professional organization. To this end CASSP:

1. Provides a communication network among members in CASSP regions across the state;
2. Provides an opportunity for cooperative study of the various problems common to the middle level/secondary schools of our state;
3. Aids in the development of more effective policies and procedures for the middle level/secondary schools in our state and serves as a center for interchange of ideas and information;
4. Strives to improve the status, legal and otherwise, of the middle level/secondary school principals of the state;
5. Promotes the professional, economic and social welfare of its members;
6. Cooperates with the other departments of the Colorado Association of School Executives; and
7. Functions as the Colorado arm affiliate of the National Association of Secondary School Principals.

ARTICLE III - MEMBERSHIP AND DUES

- Section 1. Active Membership.** Active members are persons who (1) are middle level/secondary school building level administrators, or (2) are middle level/secondary directors, or (3) are Colorado Department of Education personnel and/OR professional college personnel who teach middle level/secondary education who may become active members of CASE/CASSP by paying the annual dues, or (4) are identified as active by the Colorado Association of School Executives. Active membership shall entitle the holder to all of the rights and privileges common to such active membership. Active membership in CASSP shall be limited to members of the Colorado Association of School Executives. Joint membership in the National Association of Secondary School Principals is encouraged.
- Section 2. Emeritus Membership.** Retired members who were active members of CASE/CASSP at retirement may become Emeritus members of CASE/CASSP.
- Section 3. Associate Membership.** Individuals who are currently working toward their principal or administrator license or who hold those licenses and are not currently employed as a school administrator. Associate membership carries no legal assistance, carries no legal assistance, or voting privileges.
- Section 4. Student Membership.** Student members are non-administrators who are enrolled in a principal or administrator licensure program through a college or university. These

individuals may maintain this category of membership as long as they are enrolled in a degree program and until graduation.

Section 5. Institutional Membership. Institutional members are institutions of higher education, education groups and professional organizations that (1) are in a support relationship to education leaders or (2) provide training to school administrators.

Section 6. Dues of CASE/CASSP shall consist of the currently established dues of the Colorado Association of School Executives as approved by the CASE Coordinating Council.

ARTICLE IV - OFFICER/DIRECTORS AND THEIR ELECTION, TERMS, AND APPOINTMENT

Section 1. The Board of Directors of CASSP shall be members of the National Association of Secondary School Principals.

Section 2. a. The board of directors of CASSP shall consist of the President, President-elect, Past-President, Secretary, NASSP Coordinator, other NASSP representatives during their terms of office, CHSAA representative, eight (8) regional directors, and one (1) ex-officio Emeritus member.

b. The officers of CASSP shall consist of the President, President-elect, Past President and Secretary.

c. The executive committee shall consist of the President, Past President and President-elect.

d. Officers and directors shall be principals or assistant principals, and remain so for the remainder of their elected or appointed terms.

Section 3. Regional Director positions shall be determined by electronic or mail ballot. Voting shall be completed prior to June 30th each year. Elected members will take office, at the annual Board of Directors Retreat held prior to the summer leadership convention.

Section 4. Regional Directors shall be elected as follows:

Eight (8) directors shall be elected for three-year (3) terms from the following regions:

- One (1) from the Northwestern Region (Region 1): Moffat; Routt; Jackson; Rio Blanco; Grand; Garfield; Eagle; Summit; Mesa; and Pitkin Counties.
- One (1) from the North Central Region (Region 2a): Larimer; Boulder; Gilpin; Clear Creek; and Jefferson Counties.
- One (1) from the North Central Region (Region 2b): Adams, Arapahoe; Denver; and Elbert Counties.
- One (1) from the Northeastern Region (Region 3): Weld; Logan; Sedgwick; Phillips; Morgan; Washington; Yuma; and Kit Carson Counties.
- One (1) from the Southwestern Region (Region 4): Delta; Montrose; Gunnison; San Miguel; Dolores; Ouray; San Juan; Hinsdale; Montezuma; La Plata; and Archuleta Counties.
- One (1) from the South Central Region (Region 5a): El Paso, Teller; and Douglas Counties.
- One (1) from the South Central Region (Region 5b): Lake; Park; Chaffee; Fremont; Mineral; Alamosa; Rio Grande; Saguache; Custer; Conejos; and Costilla Counties.
- One (1) from the Southeastern Region (Region 6): Lincoln; Cheyenne; Pueblo; Crowley; Kiowa; Otero; Bent; Prowers; Huerfano; Las Animas; and Baca Counties.

Regional Directors shall be elected for three-year (3) terms, only by members voting in their region. Board directors may run for two (2) consecutive terms of office. They may not be re-elected as a board director until the lapse of one (1) year or more has expired if they hold two (2) consecutive terms.

Section 5. Officers shall be elected by the Board of Directors for one (1) term and may not hold the same office or be re-elected to that office until the lapse of one (1) year or more. The terms of each as officers of the board of directors are as follows:

- A. The individual who holds the position of President-elect must be a principal or assistant principal and a current member of the CASSP Board of Directors and shall serve a three-year (3) term; one-year (1) as President-elect; one-year (1) as President; and one-year (1) as immediate Past President.
- B. The secretary must be a current member of the CASSP Board of Directors and shall be elected for a three-year (3) term.
- C. Each candidate for president elect and secretary will submit a letter of interest and a current resume to the president of CASSP to indicate interest in becoming an officer prior to the final Board of Directors meeting each year. The Board of Directors will vote at the final board meeting of the school year to select the president elect (annual) and secretary (every three years).

Section 6. A. The President and the president-elect shall be the CASSP voting Representatives to the CASE Coordinating Council.

B. All members of the CASSP board are considered voting members of the board.

Section 7. The NASSP Coordinator is appointed by the board of directors. The term of appointment is for one (1) year, annually renewable at the discretion of the board of directors. The term of office is for three years and can be appointed for additional terms.

Section 8. The Emeritus Board Member shall be an ex-officio voting member of the board of directors and will be annually appointed by the board of directors. The term of this appointment will be one-year (1), annually renewable at the discretion of the board of directors.

Section 9. A Nominating Committee, chaired by the immediate Past President shall solicit from the director of each region a slate of one (1) or more nominees for the elected positions. Each director will be responsible for forwarding to the Past President the name(s) of candidate(s) from their region. Each candidate named must be a member of CASSP and NASSP and have agreed to serve for a three-year (3) term. Nominees for officers of the board of directors' slate may also be received from the membership at-large. The Nominating Committee shall, no later than one (1) month prior to the date required for completion of the balloting (see Article IV — Section 3), send a ballot to each member, identifying the office and the nominees for election.

Section 10. Any vacancies occurring in elected offices shall be filled by interim appointment by the board of directors.

- A. A vacancy occurring in the office of President shall be filled by the Past President.
- B. A vacancy occurring in the office of President-elect shall be filled by interim appointment by the board of directors until the next regular election of officers. This person shall be a member of the board of directors.

- C. A vacancy occurring in any of the other elected offices shall be filled by interim appointment for the remainder of the year by the board of directors until the next regular election.
- D. In the event a board member accepts a change in administrative assignment the said board member may complete his/her term of office at the discretion of the board.
- E. No board member shall hold more than one (1) elective office at the same time. However, in the event of an unfilled regional representative position, the executive committee may appoint a regional representative to fill the unfilled position for one year only. If a board member wishes to run for an open position on the board before her/his own term has expired, will follow election procedures. In the event they are elected to the new position, their current position will be filled by board appointment per CASSP bylaws. In the event they are not elected to the new position, they will continue for the remainder of their current term.

ARTICLE V - DUTIES OF OFFICERS AND DIRECTORS

- Section 1.** The President shall preside at all meetings of CASSP and of the board of directors. He/she shall have such other powers and perform such other duties as may be delegated to him/her by the Board of Directors. The President shall represent CASSP at the NASSP Convention. If he/she is unable to attend, the President-elect shall serve in this capacity.
- Section 2.** The President-elect shall act as an aide to the President and shall shadow the duties of the President and perform any other duties delegated to him/her. The President-elect shall chair the annual bylaws review committee.
- Section 3.** The Past President shall act as adviser to the President and shall perform the duties of the President in the absence of that officer. The Past President shall chair the nominating committee.
- Section 4.** The Secretary shall keep the minutes of each meeting.
- Section 5.** The duties and responsibilities of the NASSP Coordinator shall include service as liaison between the National Association of Secondary School Principals and the Colorado Association of Secondary School Principals and other duties as assigned by the board of directors. The NASSP Coordinator shall represent CASSP at the NASSP Convention. If he/she is unable to attend, the President-elect shall serve in this capacity.
- Section 6.** Each elected officer and director shall have been and remain an active member of the Colorado Association of School Executives, the Colorado Association of Secondary School Principals and the National Association of Secondary School Principals during his/her respective term of office. The failure of any officer or director to maintain his/her active membership status or Colorado residency during his/her term of office shall be construed as a resignation.
- Section 7.** The President and board of directors shall plan and supervise the meetings of CASSP; shall approve the annual budget of CASSP and otherwise supervise and direct the work of the department.
- Section 8.** There shall be one (1) active member of CASSP selected by the board and approved by the Coordinating Council to formally represent CASE on the Colorado High School Activities Association's Executive Committee. This position will be filled by the named individual for the full term as long as they fulfill the duties associated with this position and are in good standing and maintain active membership in CASSP and CASE. The CASSP board retains the right to recommend removal of the named individual to the Coordinating Council. The term of office is 4 years as defined by CHSAA.

ARTICLE VI - MEETINGS

- Section 1.** The CASSP department shall hold an annual meeting. A quorum shall consist of those members present.
- Section 2.** Other meetings of the CASSP department may be held at such times and places as determined by the board of directors.
- Section 3.** Meetings of CASSP and the board of directors shall be governed by Roberts' Rules of Order.

ARTICLE VII - RELATIONSHIP WITH THE COLORADO ASSOCIATION OF SCHOOL EXECUTIVES

Section 1 CASE President-elect Selection Process

The basic outlines of the nominating structure are as follows:

- a. CASSP and CAESP agree that every other nominating cycle that a nominee would be chosen by one of the two groups. (See CASE Bylaws Article IV, Section 3)
- b. The nominating committee, each cycle, would be composed of five members: two from the group not forwarding a nominee, and three from the group forwarding the nominee.
- c. The cycle was agreed to start, in the spring of 2005, with CASSP.
- d. When the next three-year cycle happens, in the spring of 2008, it will then be CAESP that will forward a nominee.
- e. Both groups agree to continue with this rotation until such a time as:
 1. the CASE bylaws change
 2. one or another of the groups requests a change
- f. Any change in this process would have to come about through a formal request from one Board to the other Board and both Boards would have to agree to the change.

ARTICLE VIII - AMENDMENTS

Amendments to the Constitution and Bylaws may be adopted by a two-thirds (2/3) majority of those members present and voting at any general meeting of the CASSP, or two-thirds (2/3) majority of those voting by electronic or mailed ballot.

Amended and approved May 2008