

## **CONSTITUTION**

### **ARTICLE I – NAME**

The name of this Association shall be (HASA) Hillsborough Association of School Administrators, Inc.

### **ARTICLE II – VISION AND MISSION**

**VISION:** HASA is Working for You

**MISSION:** To promote the general welfare, encourage unity, and establish communication between the components and to exercise leadership forwarding the purposes and needs of the membership and of the public schools.

### **ARTICLE III – MEMBERSHIP**

#### **Section 1, Active Members:**

- (a) Active membership shall include district level administrative and supervisory personnel including the Superintendent, Deputy Superintendents, Assistant Superintendents, Chief Officers, General Directors, Directors, Supervisors, Coordinators, and Instructional Support Managers, Coordinators, Supervisors, Administrators or positions of similar title, and building level administrative and supervisory personnel including Principals, Assistant Principals II, Assistant Principals I, Elementary Assistant Principals, and technical, career and adult education administrators currently employed by or under leave of absence granted by the School Board of Hillsborough County, Florida, and any active members who have retired from the School District. Membership shall be deemed a privilege and not a right.
- (b) Active members shall have the right to hold office, the privilege of participating in discussion at any meeting, and the right to vote in elections and at general membership meetings.
- (c) Active membership shall be continuous until the member resigns from the Association, or fails to pay membership dues to the Association within the time period as specified in the By-Laws.

#### **Section 2, Honorary Members:**

An honorary member shall be such persons as the Association through the Representative Board of Directors shall desire to honor by admission to membership. An honorary member may not hold office or vote.

## **ARTICLE IV – REPRESENTATIVE BOARD**

### **Section 1:**

The Representative Board shall be the policy-making body of this Association. Members of this Board shall be active members.

### **Section 2:**

- (a) The Representative Board shall consist of the elected officers and one elected representative from each of the following components:
- (1) The Superintendent and his/her immediate staff, to include Deputy Superintendents, Assistant Superintendents, Chief Officers and General Directors.
  - (2) Directors and Managers
  - (3) Supervisors and Assistant Directors
  - (4) District and Site-level Coordinators, Assistant Managers, Site Administrators
  - (5) Elementary School Principals
  - (6) Middle School Principals
  - (7) Senior High School Principals
  - (8) Assistant Principals II
  - (9) Assistant Principals I
  - (10) Elementary Assistant Principals
  - (11) Retired Administrators and Supervisors
  - (12) Instructional Support Personnel
  - (13) Technical, Career and Adult Administrators and Supervisors.
- (b) Association members of each component group shall elect one representative and one alternate representative by plurality for two-year terms beginning July 1 and ending June 30. Alternate representatives shall serve in the absence of representatives. If a representative changes job title to reflect inclusion in a component other than that from which elected, the alternate representative shall assume the duties of representative. If both the representative and alternate change job titles, the President, upon conferring with the Chairman of said component group or council will recommend to the Representative Board a replacement/replacements to fill the vacancy/vacancies.

### **Section 3:**

The President of the Association shall preside at meetings of the Representative Board.

## **ARTICLE V – OFFICERS**

The Executive Board of this Association shall be: President, President-Elect, Immediate Past President, Secretary, and Treasurer. Each shall serve one-year terms beginning July 1 and ending June 30.

## **ARTICLE VI – EXECUTIVE BOARD**

### **Section 1:**

The Executive Board shall consist of the officers of this Association, which shall constitute the executive authority of the Association.

### **Section 2:**

Under personnel policies adopted by the Representative Board, the Executive Board shall have the authority to employ a staff.

## **ARTICLE VII – EXECUTIVE DIRECTOR**

The Association shall have an Executive Director. This person shall be employed by the Association and shall perform duties and receive compensation as determined in the Employment Agreement. The Executive Board and the Representative Board shall determine the process for employing the Executive Director.

## **ARTICLE VIII – TERM OF EXISTENCE**

This Association shall have perpetual existence.

## **ARTICLE IX – AMENDMENTS**

### **Section 1:**

The Representative Board shall, by a two-thirds vote of its members present at any meeting of the Board, propose amendments to this constitution. The proposed amendments may be ratified by a three-fourths vote of those present at the next general membership meeting, provided notice of said amendments has been given, in writing, to each member at least seven days before said general membership meeting.

### **Section 2:**

The general membership may, by a two-thirds vote of those present at a general membership meeting, propose amendments to this Constitution. The proposed amendments shall be ratified by a three-fourths vote of those present at the next meeting of the membership; provided notice of said amendments has been given, in writing, to each member at least seven days before said meeting of the membership.

# **BY-LAWS**

## **ARTICLE I – MEETINGS**

### **Section 1:**

There shall be a meeting of the Representative Board each school month.

### **Section 2:**

There shall be two meetings of the general membership each year. The first one shall be held in the Fall and the second one shall be held in the Spring. Members shall receive at least seven days notice for any general membership meeting.

### **Section 3:**

There may be a scheduled meeting of the Executive Board prior to the Representative Board meetings.

### **Section 4:**

Special meeting of the Representative Board, general membership, and Executive Board may be called by the President or on request of two members of the Executive Board, five members of the Representative Board, or ten members of the Association, respectively.

### **Section 5:**

The topic of business for which a special meeting is called must be stated.

## **ARTICLE II – QUORUM**

### **Section 1:**

A quorum for meetings of the Executive Board or any committee shall be a majority of its members.

### **Section 2:**

A quorum for the Representative Board shall consist of the number of Representatives which are equal to a majority of membership components having at least one Association member.

## **ARTICLE III – DUES AND MEMBERSHIP**

### **Section 1:**

The Representative Board shall approve all matters related to annual dues of members.

### **Section 2:**

The fiscal year of this Association shall begin on July 1 and end on June 30. The membership year shall begin on July 1 and end on June 30.

### **Section 3:**

Active membership shall be established when the member submits his or her dues payment in full, or when the member enrolls in the payroll deduction plan. Honorary membership shall require no payment of annual dues.

## **ARTICLE IV – DUTIES OF OFFICERS**

### **Section 1 – President:**

The President shall preside over all meetings of the Executive Board, Representative Board, and general membership. The President shall appoint a member of the Representative Board to act as Parliamentarian. The President shall appoint the chairman and members of all standing committees with the advice and consent of the Representative Board and shall be an ex-officio member of all committees. The President shall be the executive officer of the Association and shall represent the Association before the public either personally or through delegates. The President shall perform all other duties as herein provided and generally incident to the office.

### **Section 2 – President Elect:**

The President-Elect shall preside at meetings in the absence of the President and shall perform all other functions usually attributed to this office and assigned by the President. The President-Elect shall assume the office of President upon the inability of the President to complete his or her term of office. The President-Elect shall begin a one-year term as President following completion of a President's term. The President Elect will chair the annual Membership Drive. Only persons who have served as current or past members of the Representative Board may be elected to the office of President-Elect.

### **Section 3 – Immediate Past President:**

The Immediate Past President shall serve as a member of the Executive Board. The Immediate Past President will chair the annual recognition awards committee.

### **Section 4 – Secretary:**

The Secretary shall keep accurate minutes of the meetings of the Representative Board and the general membership meetings. Recommendations made by the Executive Board shall be reflected in the Representative Board meeting. The Secretary shall assist the President with official correspondence and maintain office files of correspondence and other records pertaining to the Association.

### **Section 5 – Treasurer:**

The Treasurer shall hold the funds of the Association and disburse them upon authorization of the Executive Board within the approved budget. The Executive Director, President, and Treasurer will be authorized to sign checks. All checks will require two signatures.

An itemized, signed invoice or receipt must be submitted prior to reimbursement. A bank reconciliation will be done monthly. Voided checks shall be kept for audit. For audit purposes,

the check number, date paid, and amount of the check will be written on all invoices when paid. Reason for payment will appear on all checks. An Auditor will be hired each year for the purpose of auditing the financial records. This audit will be conducted in the month of July. The audit report will be filed with the President with a written report to the Representative Board.

## **ARTICLE V – DUTIES OF THE EXECUTIVE BOARD**

### **Section 1:**

The Executive Board shall be responsible for the management of the Association, approve all expenditures not within the budget, carry out policies established by the Representative Board, suggest policies for consideration by the Representative Board, and exercise the right to approve or disapprove membership in this Association in accordance with any policy established by the Representative Board. The Executive Board shall prepare a fiscal year budget based on the July membership and present such budget at the first meeting of the Representative Board.

## **ARTICLE VI – DUTIES OF THE REPRESENTATIVE BOARD OF DIRECTORS**

### **Section 1:**

The Representative Board shall approve the budget, set amount of dues, act on reports of committees, approve resolutions and other policy statements, adopt procedures for implementing the Code of Ethics of this Association, establish standing committees and give advice and consent to the President's appointments to such committees. It shall adopt rules governing employment of staff.

### **Section 2:**

Powers not delegated to the officers of the Association shall be vested in the Representative Board.

## **ARTICLE VII – ELECTIONS**

### **Section 1:**

Prior to April 15 of each year, the President shall appoint three members of the Association as the Elections Committee.

### **Section 2:**

The Elections Committee shall notify each member of the Association by school or US mail that elections are forthcoming and request nominations for the offices of President-Elect, Secretary, and Treasurer. Each member shall be given an opportunity to nominate one member of his or her component to serve as a representative on the Representative Board if the term of office for the component seat will be completed as of June 30.

**Section 3:**

The Elections Committee shall determine that each nominee is an active member and that each nominee is willing to serve in the office to which nominated. The Committee shall seek at least one nominee for each vacancy if no nominations are received from the membership. The Committee shall prepare and forward an appropriate ballot to each Association member prior to June 1. All ballots should be received by the Committee on or before a date established by the elections committee each year. Voting for write-in candidates will be permitted.

**Section 4:**

All elections shall be by popularity. In the case of component representation, the candidate receiving the highest number of votes will be declared Representative, and the candidate receiving the next highest number of votes will be declared Alternate Representative.

**ARTICLE VIII – VACANCIES**

**Section 1:**

The Representative Board, by a majority vote of those present at an official meeting of the Representative Board, may declare a seat vacant for one or more of the following reasons: Excessive absences from meetings of the Board; Removal from membership in the Association; Failure to maintain active membership in good standing; A resignation in writing; and/or in the case of component representative, a job change which places the representative in another component.

**Section 2:**

If the office of the President is declared vacant, the President-Elect shall automatically fill this vacancy. All other Executive Board offices declared vacant shall be filled by the Representative Board.

**Section 3:**

All Representative Board positions that are declared vacant shall be filled by the alternate representative. Special elections may be called to fill representative positions declared vacant for which no alternate representative is available to serve.

**ARTICLE IX – STANDING RULES**

Any standing rules adopted by the Representative Board of Directors shall be written and filed with the Constitution and By-Laws to provide a basis for operational procedure.