

**NORTH DAKOTA ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS**  
**CONSTITUTION AND BY-LAWS**  
**CONSTITUTION**

**UPDATED**  
**May 2010**

**Article I. Name**

This association shall be known as the North Dakota Association of Elementary School Principals.

**Article II. Mission**

The mission of the NDAESP is to assist, support, and serve elementary and middle level principals to provide a quality education for all children.

**Article III. Membership**

**Section 1.**

Elementary Principals and Middle Level Principals engaged in administration and supervision of elementary and middle schools, and those in professional education of elementary and middle school personnel are eligible to become active members upon paying the prescribed annual dues.

**Section 2.**

Those members of the organization who choose to return to school to further their education may maintain their membership by paying the prescribed annual dues.

**Section 3.**

Students who are not currently serving in administrative position, who are admitted to approved graduate programs in Elementary and Middle Level Education Administration and who are currently enrolled in such programs may become nonvoting student members without the right to serve on the Executive Board by paying the prescribed annual dues.

**Section 4.**

Retired principals and other retired persons who were engaged in the administration and supervision of elementary schools and middle level schools and those retired persons who were involved in the professional education of elementary and middle level personnel are eligible to become nonvoting members without the right to serve on the Executive Board by paying the prescribed annual dues.

**Article IV. Officers**

**Section 1. Executive Committee**

The Executive Committee shall be made up of the following elected officers: President, President- Elect, Vice President, Secretary/Treasurer, the Immediate Past President, the State Representative, the Federal Relations Officer, and the Regional Representatives. All of these positions have voting rights. Appointed positions to the Executive Committee shall include; the Editor and the NDCEL Representatives. These positions also have voting rights. Members of the Executive Committee must be actively employed as an elementary or middle school principal or assistant elementary or middle school principal.

**Section 2. Executive Board**

The Executive Board is made up of the following NDAESP positions; President, President-Elect, Vice President, and the Immediate Past President.

**Section 3. Assuming Duties**

In the absence of the President of the Association, the President-elect shall assume the duties of the President. In case of a vacancy in the office of both the President and President-elect, the Vice President shall assume the duties of President. In case of a vacancy in the office of President-elect, or Vice President, the office shall remain vacant until the next annual election. The Executive Committee shall fill all other vacancies.

# BY-LAWS

## Article I. Committees

### Section 1.

All the committee appointments shall be made by the Executive Committee. Formation of new committees and dissolving of old committees shall be the right of the Executive Committee. Duties of the committees shall be those usually devolved upon them. All committee appointments shall be for one year unless otherwise specified.

### Section 2.

There shall be a Nominating Committee consisting of three (3) members. The chairperson of this committee shall be the current Past President of NDAESP. They shall present a slate of candidates for office at the annual Mid-Winter Conference.

### The election process will be as follows;

1. All candidate biography information will be included in the December issue of "The Voice".
2. All candidates will be introduced and may share a few words with the general membership at the Mid-Winter conference during the general business meeting.
3. The election of officers will be completed through an on-line voting procedure. Invitation to vote will be made through each members email address.
4. The on-line voting will be conducted through a third party and all individual voting results will be kept anonymous.
5. The voting will take place from the first Monday after the Mid-Winter conference until the Friday of that week.
6. The nominating committee chairperson will contact all of the candidates regarding the results prior to those results becoming public.
7. Results from the elections will be announced through the NDAESP list-serve and website.

## **Article II. Other Official Positions**

### **Section 1. NDAESP Presidential Responsibilities**

1. Preside at the meetings of the association.
2. Call other meetings when deemed necessary by other members of the Executive Committee.
3. Serve a one-year term to begin July 1.
4. Appoint the “The Voice” Editor.
5. Appoint the representative to the Board of Directors of the North Dakota Council of Educational Leaders.
6. Represent NDAESP at the NAESP National Convention.
7. Attend the annual National Leaders’ Conference in Washington, DC.
8. Make use of e-mail list serve.
9. Serve as a liaison between the Department of Public Instruction and NDAESP and appoint DPI affiliate committee members when solicited from DPI.
10. Strategically lobby for national committee memberships and/or appointments.
11. Plan agendas for all Executive Board meetings and general membership meetings.
12. Write articles for the “The Voice”.
13. Encourage memberships in NDAESP, NAESP, and NDCEL.
14. May continue a special project during his/her term of office.
15. Call all meetings of the Executive Board and general membership of the association.
16. May invite NDCEL, LEAD, DPI (Title I, Director of Elementary Education), and graduate school representative, etc., to Executive Committee meetings in an ex-officio (nonvoting) capacity.
17. May visit each region once during the year before the Mid-Winter Conference.
18. Participate in the NDCEL/NDDPI “New Administrator” Conference and the NDCEL “Beginning Administrator” Conference when requested.
19. Provide an electronic summary to the State Editor of his/her experiences and responsibilities at the end of their term.
20. Appoint delegates to the NDCEL Delegate Assembly. (alternate years)
21. Facilitate the new principals roundtable discussion at the NDCEL Fall Conference

## **Section 2. NDAESP President-elect Responsibilities**

1. Serve as a liaison between the Board and the Midwinter Planning Committee.
2. Serve as chairperson of a three-person Budget Committee which shall submit to the business session of the Mid-Winter Conference a proposed budget for the current fiscal year.
3. Serve as President at meetings in the absence of the President.
4. Serve a one-year term to begin July 1.
5. Represent NDAESP at the NAESP Convention.
6. Attend the annual National Leaders' Conference in Washington, DC.
7. Arrange with the Awards Committee to have a plaque presented to the President at the Mid-Winter Conference.
8. Assist the President in other duties as requested.
9. Assume the duties of President in case of a vacancy in the office of the President.
10. Attend all the Executive Board meetings and general membership meetings of the association.
11. Serve as a liaison between the Executive Board and hosts for the Mid-Winter Conference.
12. May plan a special project during his/her term as president.
13. Provide an electronic summary to the State Editor of his/her experiences and responsibilities at the end of their term.

## **Section 3. NDAESP Vice Presidential Responsibilities**

1. Elected by the members of NDAESP through the voting procedure prescribed in the constitution.
2. Assist the President in other assigned duties.
3. Assume the duties of the President in case of a vacancy in the office of both the President and President-elect.
4. Attend the NAESP Convention should extra delegates be allowed by NDAESP if the budget allows.
5. Serve a one-year term to begin July 1.
6. Attend all Executive Board meetings and general membership meetings of the Association.
7. Serve on the Budget Committee.
8. Assist "The Voice" Editor in soliciting articles from regional representatives, committee chairs, and general membership.
9. The Vice-President will serve as a voting member on the NDAESP "Awards Committee".
10. Provide an electronic summary to the State Editor of his/her experiences and responsibilities at the end of their term.

#### **Section 4. NDAESP Secretary/Treasurer Responsibilities**

1. Elected by the members of NDAESP through the voting procedure prescribed in the constitution.
2. Keep records of the proceedings of the Association for a minimum of five years.
3. Minutes will be sent electronically to the State Editor to be posted on the association website.
4. Report on the proceedings of the Executive Board meetings and the general business meetings.
5. Serve office for a two-year term to begin July 1.
6. Answer correspondence as requested by the President.
7. Election for Secretary/Treasurer will be held on odd numbered years.
8. Report the financial status of the Association at the Executive Board & general business meetings.
9. Serve on the Budget committee.
10. Ensure that bills are paid and that the books get audited.
11. Attend NAESP National Convention during the second year of their two year term.
12. Provide a summary to the State Editor of his/her experiences and responsibilities at the end of their term.

#### **Section 5. NDAESP Past-Presidential Responsibilities**

1. Shall be a member of the Executive Committee.
2. Chair the Constitutional Review Committee.
3. Serve a one-year term to begin July 1.
4. Assist the President and Executive Board in any additional assigned duties.
5. Attend all Executive Board meetings and general membership meetings.
6. Shall be considered for NDCEL position/vacancy and report to the NDAESP Executive Board.
7. Provide a summary to the State Editor of his/her experiences and responsibilities at the end of their term.
8. Participate in the NDCEL/NDDPI "New Administrator" Conference and the NDCEL "Beginning Administrator" Conference when invited.
9. Will serve as chair for the Nominations Committee.

## **Section 6. NDAESP State Representative Responsibilities**

1. Elected by the members of NDAESP through the voting procedure prescribed in the constitution.
2. Serve as a member of the NDAESP Executive Committee.
3. Obtain a membership list from NDCEL and an elementary principal list from DPI, and distribute to regional representatives and Executive Committee.
4. Serve a three-year term, not to exceed two consecutive terms.
5. Represent NDAESP at the NAESP Convention.
6. Attend the Annual Leadership Conference in Washington, DC.
7. Serve as chairperson for the Membership Committee comprised of regional representatives.
8. The State Rep will be responsible to organize and facilitate the State Booth at the National Convention.
9. Provide a summary to the State Editor of his/her experiences and responsibilities at the end of their term.

## **Section 7. NDAESP “The Voice” Editor Responsibilities**

1. Appointed by the President for a three-year term. Number of terms may be unlimited.
2. Publish and distribute the state “The Voice” at least three times a year.
3. Serve as a voting member of the Executive Committee.
4. Solicit articles for the “The Voice” from the President, State Representative, committees, and principals at large.
5. Serve as the “Electronic Archivist” for NDAESP.
6. Ensure NDAESP website is maintained.
7. Ensure NDAESP list-serve is maintained.
8. Attend the Annual Leadership Conference in Washington, DC. and the NAESP National Convention.
9. Provide a summary to the State Editor of his/her experiences and responsibilities at the end of their term.

## **Section 8. Regional Representative Responsibilities**

1. Elected or appointed for two year term. Can be elected/appointed for two consecutive terms.
2. Elections will be held in the spring of the year as listed below. Regional Reps will begin serving on the Executive Board as of July 1st of that year.

ODD YEARS: Regions 1, 2, 5, 6  
EVEN YEARS: Regions 3,4,7,8
3. Nominations for “Bell Ringer,” “Golden Apple,” “National Distinguished Principal,” “Service to Children” are gathered in each region and forwarded to the Awards Committee chairperson by each regional representative.
4. Arrange up to three meetings each year. It is suggested that the first meeting should take place before the NDAESP Mid-Winter Conference. The second meeting should take place before the end of the school term.
5. Liaison between Executive Board and the region served. Attend all Executive Board meetings.
6. Serve on the Membership Committee.
7. Regional representatives are encouraged to submit one article per year from their region for “The Voice”.
8. Region Reps are to be considered to attend one NAESP National Convention during their second term. Reps who have completed their duties of attending Executive Board meetings as well as hosting the prescribed regional meetings would be the first to be considered. No more than one Region Rep would be eligible to attend on a given year.
9. Provide a summary to the State Editor of his/her experiences and responsibilities at the end of their term.
10. Assist the Nominating Committee in finding potential candidates.

## **Section 9. Federal Relations Office Responsibilities**

1. Elected by the members of NDAESP through the voting procedure prescribed in the constitution. Serve as a voting member of the NDAESP Executive Committee.
2. Serve a three year term, not to exceed; two consecutive terms.
3. Will attend National Federal Relations Coordinator Conference each year.
4. May attend State Leaders Conference
5. Coordinate and communicate regularly with Congressional Delegation, keeping them apprised of educational issues.
6. Increase involvement opportunities for North Dakota members.
7. Provide a summary to the State Editor of his/her experiences and responsibilities at the end of their term.

## **Section 10. NDAESP “NDCEL Representative” Responsibilities**

1. Appointed by the President for up to 2 terms of 3 years per term.
2. Represent NDAESP on the NDCEL Executive Committee as a voting member.
3. Report to the NDAESP Executive Board and the general membership the business of NDCEL as it pertains to NDAESP.
4. Attend all Executive Board meetings of the NDAESP & NDCEL Executive Committee.
5. The NDAESP “NDCEL Representative” shall be a voting member on the NDAESP Executive Board.
6. Assist “The Voice” Editor in soliciting articles from regional representatives, committee chairs, and general membership.
7. Provide a summary to the State Editor of his/her experiences and responsibilities at the end of their term.

## **Article III. Dues and Fees**

### Section 1.

The membership year shall be considered as September 1 through August 31. The annual dues of the Association for active members shall be \$125 payable to the NDCEL by October 1 of each year.

### Section 2.

The registration fee for the Mid-Winter Conference shall be determined each year by the Mid-Winter Planning Committee.

### Section 3.

The membership fee for an “Aspiring” elementary/middle school administrator shall be \$10 per year. An “Aspiring” member is defined as a student who is not currently serving in an administrative position, who is admitted to an approved graduate programs in Elementary and Middle Level Education Administration and who is currently enrolled in said program.

### Section 4.

The membership fee for retired and other persons who were engaged in the administration and supervision of elementary and middle schools and those retired persons who were engaged in the professional education of elementary personnel shall be \$10 per year.

## **Article IV. Amendments**

### Section 1.

Amendments to the By-Laws can be voted on by the NDAESP Executive Board after a 30-day notice has been provided in writing directly to the members of that board, or through the minutes of an Executive Board meeting mailed to members 30 days or more prior to the meeting at which the vote is to occur. Amendments to the By-Laws require only a majority vote to pass.

### Section 2.

Amendments to the By-Laws may also be proposed in writing by any member of the association at a general business meeting, and may be approved by a majority vote of members present at the next general business meeting, provided that 30 days official notice has been mailed to all members through the NDAESP list-serve prior to the meeting at which the vote will occur. Amendments to the By-Laws require only a majority vote to pass.

### Section 3.

An amendment of the Constitution should be proposed in writing to the Executive Committee by a member or members of the Association. Any such amendment shall be submitted to the Executive Committee at the next business meeting.

### Section 4.

All proposed amendments to the Constitution shall be presented at a prior business meeting and/or published in "The Voice" before the business meeting at which the proposed amendments may be acted upon and adopted. Amendments to the Constitution require a 2/3 vote of members present to pass.

## **Article V. Meetings**

### Section 1.

The Association shall hold at least two general membership meetings each year. One shall be held in the fall and the second meeting shall be at the Mid-Winter Conference.

### Section 2.

Twenty-five members shall constitute a quorum for the transaction of business.

## **Article VI. Finance**

### Section 1.

The Executive Committee or its designee shall audit the books of the Treasurer and report conditions to the membership.

### Section 2.

The fiscal year shall be from July 1 to June 30.

## **Article VII. Awards**

### **Section 1.**

NDAESP recognizes principals and individuals who promote quality educational leadership in North Dakota. Nominations are accepted each year in order to honor individuals who serve children in the elementary and middle years. NDAESP presents six awards and invites nominations from our membership.

### **Section 2. National Distinguished Principal (NDP) Award:**

The National Distinguished Principal's Award program was established in 1984 to recognizing exemplary elementary school principals. This award is sponsored by the National Association of elementary school principals, the US Department of Education in corporate partnership with the Variable Annuity Life Insurance Company (VALIC) of the American General Financial Group.

The goals of this awards program are:

- to obtain national recognition for exemplary public and private elementary and middle school principals
- to inspire the educational community to pay tribute to its outstanding leaders
- to increase public awareness of the importance of the principalship through broad media coverage of the event
- to offer the opportunity for professionals to meet and share their experiences in solving problems and meeting common goals.

The North Dakota National Distinguished Principal Award is given in accordance with the NAESP criteria.

These include:

1. Active membership in NAESP the year in which the award is conferred.
2. Membership in BOTH NDAESP and NAESP
3. At least 5 years as an elementary principal
4. Highly regarded by students, staff, and parents,
5. Active in professional organizations and in their community

Ineligible persons include: current NDAESP President, President-Elect, Vice President, Immediate Past President, Zone Director, and State Representative.

The NDP will be chosen from one of the Regional Principals of the Year recipients.

### **Section 3. Regional Principal of the Year**

A study of the number of elementary principals in each region was conducted. In an effort to be more equitable the following format will be followed in naming Regional Principals of the Year. Regions 1 & 2 will be combined. Regions 3 & 4 will be combined. Regions 6 & 8 will be combined. Regions 5 & 7 will remain separate. Nominations are still being sought from all regions. Regional Principal of the Year nominees do not have to be NAESP members in order to be considered for that award. The Regional Principal of the Year must meet the NDP criteria which includes membership in NAESP in order to be considered for that award. That person will be asked to fill out the "National Distinguished Principal" paperwork. If they choose to not fill out the paperwork they will not be eligible to receive the NDP award. Equity amongst the regions will be reviewed on a yearly basis.

#### **Section 4. Bell Ringer Award**

This award was established by Clarence Corneil during his leadership in our association. The award was originally called the “You Done Good” Award and was intended to recognize and celebrate some accomplishment or contribution by an association member.

Clarence was a long time leader in our association. He was our first National Distinguished Principal. A number of years after establishing the award, it was changed to the Bell Ringer Award. The bell ringer award identifies those individuals who are nominated by their peers for their positive contributions, for making a difference, for “doing good.”

#### **Section 5. Golden Apple Award**

Before the ND National Distinguished Principals award was created, the Golden Apple Award was the highest honor given by the ND Association of Elementary School Principals. This award was created to honor individuals who had served our association and our profession through their involvement in (or service to) our association, our colleagues in education, and through their efforts improved the lives of children in a meaningful way. This award is given for meritorious service to the North Dakota Association of Elementary principals, to other principals, students and staff over an extended period of time. The person may or may not be a member of NDAESP, but must represent the ideals and goals of our association.

Ineligible persons include: Current NDAESP board members.

There are not a minimum number of awards that are to be given, and no more than four awards may be given in any year.

#### **Section 6. Quarter Century Award**

This award is given to recognize 25 years of cumulative service to and membership in NDAESP.

Criteria Include:

1. Membership in NDAESP for 25 years or be in the process of completing the 25th year of membership.
2. Must be a member of NDAESP during the current year in which the award is presented.
3. Military service, if it interrupted the nominee’s service as an elementary school principal, may be counted in the 25 qualifying years. Qualifying members are urged to notify the committee when they are in their qualifying year.

#### **Section 7. Service to Children**

This award is given to individuals who are leaving the education profession.

Criteria Include:

1. Membership in NDAESP
2. Membership in NDAESP during the year prior to retirement.

This award is designed to honor individuals who are retiring or leaving the principalship for their years of service to education of children in our state and for their professional involvement in NDAESP.

## **Section 8. NDAESP Awards Committee Practices and Procedures**

### **A. Timeline Of Events**

May 1st	Contact the committee members to review due dates & criteria.
September 1st	Nomination information and forms out to each region and then to general membership
October	Meet with Awards Committee at the NDCEL Fall Conference
October	Update Region Reps on the number of nominations received from each region.
November 1st	Nominations for NDP and Regional Principals Due Date
November	Award's Committee Phone Conference to Select RPY & NDP Finalists
November	Update Region Reps on the number of nominations received from each region.
Nov-Dec	Committee members visitations to NDP Finalists schools
December 1st	All other awards due date
December	Award's Committee Phone Conference to Select NDP & Finalize all other awards.
December	Award's Committee chair and Mid-Winter Conference Chair Phone Visitation
January 1st	All Awards Ordered
February	Programs are made – inserts for current winners are made but not added to the programs
February	NDAESP Mid-Winter Conference
March	Completed NDP Form to NDCEL Executive Director-NAESP

### **B. Members**

The NDAESP Awards Committee is made up of the four-most recent NDP's and the NDAESP Vice-President. NDP's will serve on the committee for four years. The chairperson of the committee will be the NDP that is serving in their final year on that committee. All members of the committee have voting privileges. In the event an NDP is not able to complete their four year term on this committee, the most recent NDP to go off the committee will be asked to complete that person's term. If that NDP is not available the next in line will be asked until the vacancy is filled. If the Vice-President is unable to serve their one-year term, the NDAESP President will assign someone to fill in for that year.

### **C. Practices and Procedural Changes**

Practices and procedural changes regarding NDAESP awards and the Awards Committee must have approval from the NDAESP Executive Board. Minor house keeping decisions can be made within the Awards Committee itself.

### **D. Nominations Forms-Awards Criteria- Strategies to Seek Nominee's**

The forms used to nominate a candidate and the awards criteria document will be archived by the NDAESP State Editor and will be made available to the Award's Committee before the September release date. The Awards Committee will utilize the NDAESP List-Serve, NDAESP Website and will share the awards criteria and nominations form with the Regional Representatives in order to seek nominees for each of the awards being given.

## **F. Award's Banquet**

The Regional Principals of the Year Award and National Distinguished Principal Award will be named at the NDAESP Mid-Winter Banquet each year. The other awards may be given out at other times during the Mid-Winter Conference. A decision regarding when the other awards will be handed out will be worked out between the Award's Committee chairperson and the Mid-Winter Conference Committee chairperson.

The amount of information shared regarding each nominee will be reflective of the level of the award. Sharing information about each award winner will help give ideas to those who might nominate someone for a similar award in the years to come.

All award winners with the exception of the NDP will be notified that they have won their award as soon as the Award's Committee has finalized the slate of winners during their December meeting. The rationale for informing the recipients is to help assure that they will be present to receive their award.

The banquet programs are the responsibility of the Awards Committee chairperson. This duty may be assigned to another award committee member. The format for the program will be archived by the NDAESP State Editor and will be made available to the award's committee in a timely manner. The programs are to be printed in a professional manner that is fitting with this event. The award winners for the current year will not be included in the banquet program. An insert with the current year's winners will be handed out at the conclusion of the banquet.

The Mid-Winter Conference Committee is responsible for the setup for the awards banquet. The Awards Committee is responsible for anything having to do with the awards.

The awards committee chairperson is responsible for the ordering of all awards. This includes the outgoing NDAESP President's award. The chairperson is also responsible for the delivery of the awards to the Mid-Winter Conference site.

## **G. Awards Press Release-Archive Previous Awards**

The NDAESP State Editor will be responsible to archive the names of the award winners for each year. These past winners will be included on the NDAESP website. The Awards Committee chairperson is responsible to assure that the State Editor has all pertinent information regarding all award winners. The State Editor is responsible for sending out new releases for each award winner as per their nominations form.

## **Article VIII. NDAESP Nominating Committee Guidelines**

### **Section 1. Committee Members**

1. The nominating committee is made up of the current past president and the two most recent past presidents of NDAESP. The current past president will serve as chairperson of the committee.
2. Regional reps are ex-officio members and should encourage members to run and/or forward names of potential candidates to the nominating committee.

### **Section 2. Role Of Committee**

1. Recruit candidates with consideration given to geographical location/large-small school, interest, support of local district.
2. At least two names for each office should be considered
3. Offices to fill: Vice President (annually), Federal Relations Rep, State Rep, and Secretary-Treasurer (as terms expire)
4. Regional reps are elected within each region and candidates are nominated by members of the region.
5. Advise the president of potential candidates to be considered for appointment should a vacancy occur in the position of Vice President, Secretary/Treasurer, Federal Relations Representative or State Representative during the term of office.

### **Section 3. Resignation/Retirement Of Board Member**

1. Should a vacancy occur during the term of office for the President Elect or President, the vacant position would be filled by the succession of officers, (VP to Pres. Elect, Pres. Elect to Pres.), leaving the Vice presidency vacant until the next NDAESP election.
2. Should a vacancy occur in the position of Vice President, Secretary/Treasurer, Federal Relations Representative or State Representative, the President would convene a special session of the Executive Committee for the purpose of appointing a replacement to complete the term of office.
3. Should a vacancy occur in the position of Regional Representative an election will be held at the next regional meeting. The President or designee from the Executive Committee will help facilitate this process.

## **Article IX. Rules of Order**

### Section 1.

*Robert's Rules of Order, Revised*, in so far as they are not inconsistent with this Constitution and By-laws, shall govern the meetings of this Association and its committees.