



ASASP Bylaws

ARTICLE I: NAME

The name of this organization shall be the Association of Supervisory and Administrative School Personnel herein after called the Association.

ARTICLE II: PURPOSE

The purposes of this Association are to:

- improve the educational process for students by helping members become more effective in their various roles as educational leaders.
- provide a single, coordinated voice for members in working with the Board of Education and the Superintendent of Schools to promote and preserve sound administrative practices in the Prince George's County Public Schools.
- initiate and encourage cooperative efforts with professional organizations and other groups having educational interests in order to promote and give leadership in matters of mutual concern.
- represent members on positions pertinent to educational and professional concerns and to advance and protect the professional status and welfare of members.
- serve as the collective negotiations representative of its members for purposes of improving their terms and conditions of employment in consonance with the principles of the laws of the State of Maryland.

ARTICLE III: MEMBERSHIP

SECTION 1. Membership in this Association shall be open to all administrators, supervisors, and other professionals employed by the Prince George's County Public Schools who are designated by the Board of Education as members of Unit II and Unit III with the exception of such employees as are excluded by the laws of the State of Maryland for collective bargaining.

SECTION 2. A member in good standing is one who is no more than 30 days delinquent in payment of dues.

SECTION 3. Only members in good standing may participate in the affairs of the Association. This shall include but not be limited to running for office, voting, and serving on committees.

ARTICLE IV: DUES AND FISCAL YEAR

SECTION 1. The annual dues of this organization shall be set yearly and shall be structured so that membership shall commence on the date of payment and continue for the duration of the fiscal year. Persons becoming eligible during the year shall have both their dues and membership pro-rated if they apply for membership within 30 days of becoming a bargaining unit employee.

SECTION 2. Annual dues shall be 1% of each unit member's annual salary, effective July 1, 2003. Thereafter, dues will automatically increase whenever a salary change for a unit member becomes effective.

SECTION 3. The Board of Directors may authorize a dues increase where there is no increase pursuant to Section 2 above or where the automatic dues increase is insufficient to enable the Association to meet its financial obligations. Any such dues increase must be ratified by a majority of the voting membership.

SECTION 4. Changes in the dues structure shall be determined by the Board of Directors and ratified by a majority of the voting membership.

SECTION 5. The Association shall operate on a fiscal year basis, July 1 through June 30 of the succeeding year.

SECTION 6. There shall be an annual report and an audit of the records each year. The annual report shall be submitted at the May general membership meeting. The audit shall be conducted prior to July 1.

ARTICLE V: BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall be composed of the officers of the Association and ten (10) elective Directors. There shall be at least one (1) representative from each of the administrative and supervisory categories: High School Principal, Middle School Principal, Elementary School Principal, Secondary Vice Principal, Elementary Vice Principal/Wing Coordinator, Regional Instructional Specialist, Instructional Supervisor, two (2) Unit III and one (1) At-Large. All members of the Board of Directors shall be elected by written ballot sent to all members in good standing. A plurality of ballots returned by a date set by the Board of Directors and communicated to members with ballots shall decide the election for each office.

SECTION 2. Elected members of the Board of Directors shall serve two-year terms. They may succeed themselves for one consecutive two-year term. The Immediate Past President shall serve one (1) year.

SECTION 3. The Board of Directors shall have general control and direction of the affairs of the Association, shall determine its policies or changes therein, and shall perform such other duties as are specified in these Bylaws. In this regard, the Board of Directors shall be empowered to hire professional employees including counsel and to take any and all other actions necessary for the proper implementation of its responsibilities.

SECTION 4. The duties of the Board of Directors shall be to serve as a liaison and represent the will of the membership in all matters affecting the Association and participate on standing committees as designated by the President.

SECTION 5. The Board shall be responsible for approving the budget to be drawn up by the Budget and Finance Committee before it is presented for acceptance at the May general membership meeting.

SECTION 6. The Board of Directors shall interpret the meaning or intent of any provision of the Bylaws, with the advice of counsel.

SECTION 7. The Board of Directors shall be empowered to make decisions for the Association in emergency situations.

SECTION 8. The Board of Directors shall have authority to establish bank accounts and other investments. Signatories on said accounts shall be the President, Vice President, Secretary and Treasurer and all drafts, checks, etc. shall be signed by at least two (2) of said individuals.

SECTION 9. If members of the Board of Directors change professional positions yet remain in Unit II or Unit III during their tenure, they may continue their service on the Board for the remainder of their term.

SECTION 10. Any member of the Board of Directors may resign at any time giving written notice to the Board of Directors.

SECTION 11. Any member of the Board of Directors may be removed by a two-thirds (2/3) majority vote of the Board for cause. Sufficient cause shall be violation of the Bylaws or any lawful rule or practice duly adopted by the Association, or any conduct prejudicial to the interests of the Association. The member shall have the opportunity to present any defense to such charges before action is taken thereon.

ARTICLE VI: OFFICERS

SECTION 1. The officers of this Association shall be President, Vice-President, Secretary and Treasurer.

SECTION 2. Officers shall serve three-year terms.

SECTION 3. Officers may succeed themselves for one (1) additional three-year term.

SECTION 4. Officers shall be elected during the month of August and shall assume office on the 2nd Monday in September.

ARTICLE VII: DUTIES OF OFFICERS

SECTION 1. The President shall perform duties as prescribed by the Association Bylaws and shall preside over all meetings of the Board and the general membership.

The President shall be a member ex-officio of all committees and shall be the delegate leader at all conventions or assemblies to which the Association may send delegates. No member other than the President or the President's official designee or a person authorized by a vote of the membership of the Board may speak for or represent the official position of the Association.

SECTION 2. The Vice-President shall assist the President in carrying out the work of the Association and shall perform the duties of the President when the President is absent. Should the office of the President become vacant for any reason, the Vice-President will assume all duties of the President.

SECTION 3. The Treasurer shall be responsible for keeping the financial records of the Association and shall submit a monthly report to the Board of Directors. The Treasurer shall serve as a member of the Membership and Finance Committees. The Treasurer will work in conjunction with the Executive Director to prepare and keep on file a complete and current list of the names and addresses of the full membership, plus separate lists of the Board members and the membership of all committees.

SECTION 4. The Secretary shall keep the minutes of all meetings of the Association and shall be responsible for distributing notification and agendas of future meetings.

ARTICLE VIII: EXECUTIVE DIRECTOR

The administration and management of the Association shall be in a salaried staff head, employed by, and directly responsible to the President and the Board of Directors. He/She shall have the title of Executive Director. He/She shall be the chief executive and operating officer of the Association, with responsibility for the management and direction of all operations, programs, activities, and affairs of the Association. He/She shall have such other duties as may be prescribed by the Board.

ARTICLE IX: MEETINGS

SECTION 1. General membership meetings shall be held not less than one (1) time each year. The Board of Directors shall determine the time and place of all meetings.

SECTION 2. The Board of Directors shall meet no less than six (6) times a year, or as often as the President deems necessary.

SECTION 3. Notice of general membership meetings shall be mailed at least ten (10) days in advance.

SECTION 4. The President shall be responsible for preparing the agenda for all Board of Directors and general membership meetings.

SECTION 5. Special membership meetings shall be called by the President upon the written request of ten percent (10%) of the members in good standing. Notice of special meetings shall be mailed at least ten (10) days in advance. In an emergency requiring immediate membership action, a meeting may be scheduled with reasonable notice under the circumstances.

SECTION 6. All meetings shall be open to any member in good standing who wishes to attend.

ARTICLE X: STANDING COMMITTEES

SECTION 1. It is the policy of this Association to establish committees to make recommendations to the Board of Directors and to carry out any functions assigned to them by the Board of Directors.

SECTION 2. Committee functions, as approved by the Board of Directors, shall be published and made available to the members of the Association by October 1.

SECTION 3. The Board of Directors may establish such committees as may be necessary to accomplish the purposes of the Association.

SECTION 4. The President shall appoint the chairperson of all committees, members of the Negotiation team and the Nominations and Elections Committee, as well as ad hoc committees or task forces as may be necessary. The President may also appoint a Parliamentarian, if and when one is needed.

SECTION 5. Standing committees of the Association and their duties shall be:

MEMBERSHIP

Duties:

- solicit and promote membership in the Association
- other duties as assigned by the Board of Directors
- investigate charges against members and refer to the Board for discipline.

BUDGET & FINANCE

Duties:

- develop an annual budget for the organization
- other duties as assigned by the Board

NEGOTIATION CONCEPTS

Duties:

- develop concepts for contract negotiation with the Board of Education
- other duties as assigned by the Board of Directors.

NOMINATIONS AND ELECTIONS

Duties:

- perform duties as defined by Article XII of the Bylaws
- other duties as assigned by the Board

BYLAWS

Duties:

- review the organization's Bylaws annually and make recommendations for amendment
- other duties as assigned by the Board of Directors

SCHOLARSHIP

Duties:

- review procedures to be used
- disseminate information to all high schools regarding the availability of the award
- review applications
- make recommendations to the Board of Directors

SECTION 6. Special committees or appointments to committees shall be made as the need arises.

ARTICLE XI: VACANCIES

SECTION 1. In the event of a vacancy in the office of President, the Vice-President shall become the President until the completion of the elected term of office of the President.

SECTION 2. In the event of a vacancy in both the offices of President and Vice-President, the Secretary shall assume the duties of the President until an interim election to elect a President and Vice-President can be conducted by the Nominations and Elections Committee.

SECTION 3. Vacancies in the offices of Secretary and Treasurer shall be filled by an interim election to be conducted by the Nominations and Elections Committee.

SECTION 4. If a Board of Directors member is absent from three (3) scheduled meetings, his/her resignation shall be deemed to have been tendered and accepted.

SECTION 5. Other vacancies occurring on the Board of Directors shall be filled by a majority vote of the Board of Directors for a period not to exceed the remainder of the term of the elected representative.

SECTION 6. An interim election must be conducted within 60 days of a vacancy as described in Sections 2 and 3 above.

ARTICLE XII: NOMINATIONS AND ELECTIONS

SECTION 1. Candidates for the offices of President, Vice-President, Secretary and Treasurer must be members of the Association in good standing for a period not less than 12 months immediately preceding their nomination. Candidates for President must meet the above qualifications and have served a term on the Board of Directors of the Association.

SECTION 2. The Nominations and Elections Committee shall consist of five (5) members. No members of the Board of Directors may serve on the Nominations and Elections Committee.

SECTION 3. The Nominations and Elections Committee must obtain the written consent of each nominee, must insure at least one nominee for each office, and must submit slate of eligible nominees to all members in good standing during August. No individual may run for more than one office on the Board of Directors. The Chairperson of the Nominations and Elections Committee shall notify any member nominated for more than one office and said member shall elect to which office he/she stands for election. Committee members may not be candidates for current office. Any individual not eligible to stand for the office so nominated shall be advised of such in writing and given opportunity to appeal. The Nominations and Elections Committee will notify the President of any appeals and results thereof. The nomination period must be at least two weeks in duration.

SECTION 4. It shall be the duty of the Nominations and Elections Committee to distribute ballots containing the slate of candidates in August.

SECTION 5. Voting shall be done by secret ballot and the election to each office shall be determined by a plurality of votes cast. The ballots shall be counted by the Nominations and Elections Committee. Ballots shall be preserved for one year.

SECTION 6. No nomination forms or ballots will be accepted after the posted deadline date.

SECTION 7. Election appeal - The Nominations and Elections Committee based upon findings made pursuant to appeal by a candidate may, with the approval of the Board of Directors, set aside the election in whole or part and schedule and conduct a new election for the offices involved. In the event that such new election is conducted, the previous Board of Directors shall continue in office until such new election is satisfactorily conducted and new officers are certified and installed.

ARTICLE XIII: QUORUM AND PARLIAMENTARY AUTHORITY

SECTION 1. Four (4) members shall constitute a quorum for a meeting of the Board of Directors.

SECTION 2. Members present at general membership and special meetings shall constitute a quorum.

SECTION 3. The rules contained in Robert's Rules of Order (revised) shall govern the Association in all cases where they are applicable and consistent with the Association Bylaws.

ARTICLE XIV: MAIL VOTE

Voting on any matter, including the election of Officers and Directors, may be conducted by mail. Except as provided otherwise in these Bylaws, the question thus presented shall be determined according to a majority of the votes received by mail by the deadline date. Any and all action taken in pursuance of a mail vote shall be binding upon the Association to the same degree as action taken at a duly called meeting.

ARTICLE XV: FISCAL YEAR

The fiscal year shall commence on the 1st day of July and shall end on the 30th day of June.

ARTICLE XVI: AMENDMENTS

SECTION 1. Amendments to the Association Bylaws may be proposed in writing by any member of the Association.

SECTION 2. The proposed amendment shall be sent to each member of the Association at least ten (10) days in advance of any general meeting, at which time it will be voted upon.

SECTION 3. These Bylaws may be amended by a two-thirds (2/3) vote of the membership at a membership meeting where prior notice has been given members of the proposed amendment to be voted upon or a two-thirds (2/3) vote of the membership returning ballots in a mail referendum.

SECTION 4. An amendment shall become effective immediately upon adoption.

ARTICLE XVII: DISCIPLINE AND DISMISSAL

SECTION 1. Members who are in contravention of the By Laws or demonstrate conduct that undermines the mission of ASASP shall be promptly warned in writing by the Board of Directors and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violations or the law, a member may not necessarily need to be warned.

SECTION 2. If the deficiency is not rectified, Charges shall be filed with the Recording Corresponding Secretary. A hearing will be held by the Membership Committee or other special Board of Directors appointed for this purpose by the President. The member will be presented the opportunity to respond to the Charge(s).

SECTION 3. In the event the Membership Committee or special Board of Directors determines probable cause by a majority vote, the matter shall be referred to the Board of Directors for trial.

SECTION 4. The member shall be permitted to present evidence and witnesses during the trial phase.

SECTION 5. If the Board of Directors determines probable cause to the Charge(s), the member will be liable for discipline, suspension or dismissal. No member shall be expelled or dismissed by less than a majority vote.

SECTION 6. A member who is dismissed or expelled, may not petition the Board of Directors for readmission for membership for a two (2) year period. Readmission requires two third's majority vote by the Board (or, General Members?).

SECTION 7. The general members shall be promptly notified of all Charges against members and the outcome throughout the hearing and trial proceedings.

ARTICLE XVIII: ENABLING PROVISION

The Bylaws shall become effective upon the affirmative majority vote of the active membership.

ADOPTED
SEPTEMBER/OCTOBER __ 2013.

INCLUDING AMENDMENTS OF MARCH 21, 1989, OCTOBER 30, 1989, MAY 22, 1990, MAY 27, 1993,
MAY 26, 1994, DECEMBER 2, 1994, MARCH 31, 1999, MARCH 19, 2003