CONSTITUTION

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 Board

The Executive Board 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. Any North Dakota Principal who is currently serving as a Board Member for the National Association of Elementary School Principals shall serve on the Executive Board with no voting rights.

Section 2. Executive Committee

The Executive Committee 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.
NORTH DAKOTA ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS

BYLAWS

Article I. Committees

Section 1.

The Executive Committee shall make all committee appointments. 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.

Section 3. Election Process

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

1. All candidate biography information will be included in the December issue of “The Voice”.

2. The slate of candidates will be presented at the general business at the Mid-Winter Conference.

3. The election of officers will be completed through an on-line voting procedure. An invitation to vote will be made through individual 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 the first Monday after the Mid-Winter Conference through 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. The results from the elections will be announced through the NDAESP list-serve and the website.

8. Ties will be broken by the flip of coin. The coin flip would take place at the next NDAESP Executive Board meeting.

9. In the event that only one candidate is available to run for a position, a write in candidate will be allowed.
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 August 1.
4. Appoint the “The Voice” Editor.
5. Appoint representatives to the Board of Directors of the North Dakota Council of Educational Leaders. The incoming President will make the appointment by July 30th and the appointee will represent NDAESP at the next NDCEL meeting.
7. Strategically lobby for national committee memberships and/or appointments.
8. Plan agendas for all Executive Board meetings and general membership meetings.
9. Write articles for the “The Voice”.
10. Encourage memberships in NDAESP, NAESP, and NDCEL.
11. Call all meetings of the Executive Board and general membership of the association.
12. May invite NDDPI and graduate school representatives to Executive Committee meetings in an ex-officio (non-voting) capacity.
13. May visit each region once during the year before the Mid-Winter Conference.
14. Participate in the NDCEL/NDDPI Fall Administrator Conference.
15. Provide an electronic summary to the State Editor of his/her experiences and responsibilities at the end of their term.
16. Appoint delegates to the NDCEL Delegate Assembly (alternate years).

Section 2. NDAESP President-Elect Responsibilities

1. Serve as chairperson of a three-person Budget Committee (President-Elect, Vice-President, and Treasurer) and submit a proposed budget at the Executive Board Meeting for the current fiscal year.
2. Serve as President at meetings in the absence of the President.
3. Serve a one-year term to begin August 1.
4. Assist the President in other duties as requested.
5. Assume the duties of President in the case of a vacancy in the Office of the President.
6. Attend all the Executive Board meetings and general membership meetings of the association.

7. Provide an electronic summary to the State Editor of his/her experiences and responsibilities at the end of their term.

8. Assist the State Representative with all National Convention duties.

Section 3. NDAESP Vice-Presidential Responsibilities

1. Elected by the members of NDAESP through the voting procedure prescribed in the bylaws.

2. Serve a one-year term to begin August 1.

3. Assist the President in other assigned duties.

4. Assume the duties of the President in case of a vacancy in the office of both the President and President-Elect.

5. Attend all Executive Board meetings and general membership meetings of the Association.

6. Serve on the Budget Committee.

7. Assist “The Voice” Editor in soliciting articles from regional representatives, committee chairs, and general membership.

8. Serve as a voting member on the NDAESP Awards Committee.

9. 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 bylaws. Election to be held on odd numbered years.

2. Serve a two-year term to begin August 1.

3. Keep records of the proceedings of the Association for a minimum of five years.

4. Send minutes electronically to the State Editor to be posted on the association website.

5. Report on the proceedings of the Executive Board meetings and the general business meetings.

6. Answer correspondence as requested by the President.

7. Report the financial status of the Association at the Executive Board Meeting and general business meetings.

8. Serve on the Budget committee.
9. Collaborate with the NDCEL office to ensure that bills are paid and that the books are audited.

10. Provide an electronic summary to the State Editor of his/her experiences and responsibilities at the end of their term.

Section 5. **NDAESP Past-President Responsibilities**

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

Section 6. **NDAESP State Representative Responsibilities**

1. Elected by the members of NDAESP through the voting procedure prescribed in the bylaws.
2. Serve a three-year term, not to exceed two consecutive terms, beginning August 1.
3. Serve as a member of the NDAESP Executive Committee.
4. Obtain and distribute the membership lists which include all principals, NDAESP members and NAESP members to the Regional Representatives to assist with recruitment of new members.
5. Serve as chairperson for the Membership Committee comprised of regional representatives.
6. Collaborate with the NDAESP Executive Board to organize and facilitate the Zone Breakfast based on the state rotation at the NAESP National Conference. Purchase door prize(s) for state. Organize and facilitate the State Booth at the NAESP National Conference when applicable.
7. Provide an electronic 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 unlimited.
2. Publish and distribute the state “The Voice” at least three times a year.
3. Solicit articles for the “The Voice” from the President, State Representative, committees, and principals at large.
4. Serve as the “Electronic Archivist” for NDAESP.
5. Ensure NDAESP website is maintained.
6. Ensure NDAESP listserv is maintained.
7. Facilitate the NDAESP on-line election process and communicate the election results to the Nominating Committee Chairperson.
8. Facilitate on-line surveys of the NDAESP membership as needed.
9. Provide an electronic 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, not to exceed 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 on August 1 of that year.
   
   ODD YEARS: Regions 1, 2, 5, 6
   EVEN YEARS: Regions 3, 4, 7, 8

3. Arrange two regional meetings each year with the first meeting to be held by November 15. Agenda items should include awards information. Ensure that nominations are forwarded to the Awards Committee chairperson prior to each awards due dates. The second meeting should take place before the end of the school year. Agenda items should include the election of a new region rep upon the expiration of that person’s term. Funds are available through NDAESP for refreshments.

4. Invite the NDAESP President to a regional meeting.
5. Attend all Executive Board meetings and serve as a liaison between Executive Board and the region served.
7. Regional Representatives are encouraged to submit one article per year from their region to the Editor of “The Voice”.
8. Assist the Nominating Committee in finding potential candidates.
9. Serve as a liaison between the Board and the Midwinter Planning Committee.
10. Provide an electronic summary to the State Editor of his/her experiences and responsibilities at the end of their term.
11. Regional Representatives may be considered to attend one NAESP National Conference (registration fee, transportation, motel, and daily per diem reimbursed by NDAESP) during either year of their second term. The following criteria must be met prior to consideration:

- Conduct (2) regional meetings per year and provide meeting minutes to NDAESP.
- Share the highlights of the meetings at the following Executive Board Meeting.
- Attend NDAESP Executive Board Meetings (1 absence only) prior to the NAESP National Conference
- Complete Regional Representative Documentation Form at the February Executive Board Meeting to be considered to attend the next NAESP National Conference.

**No more than two Region Representatives will be chosen in a given year. If more than two are eligible, the others will be considered the following year.**

Section 9. Federal Relations Office Responsibilities

1. Elected by the members of NDAESP through the voting procedure prescribed in the bylaws.
2. Serve as a member of the NDAESP Executive Committee.
3. Serve a three-year term, not to exceed two consecutive terms.
4. Coordinate and communicate regularly with Congressional Delegation, keeping them informed of educational issues.
5. Work to increase federal involvement opportunities for North Dakota members.
6. Provide an electronic 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 and NDCEL Executive Committees.
5. Assist “The Voice” Editor in soliciting articles from regional representatives, committee chairs, and general membership.
6. Provide an electronic 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 not currently serving in an administrative position, who is admitted and currently enrolled in an approved graduate program in Elementary and Middle Level Education Administration.

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 Bylaws 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 emailed to members 30 days or more prior to the meeting at which the vote is to occur. Amendments to the Bylaws require only a majority vote to pass.

Section 2.

Amendments to the Bylaws 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 emailed to all members through the NDAESP listserv prior to the meeting at which the vote will occur. Amendments to the Bylaws require only a majority vote to pass.

Section 3.

A member or members of the Association may propose an amendment of the Constitution in writing to the Executive Committee. 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.   NDAESP Nominating Committee Guidelines

Section 1.   Committee Members

1. The nominating committee is made up of the current past president and two designees. The current past president will serve as chairperson of the committee and will select the two committee members.

2. Regional representatives 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, and support of local district.

2. At least two names for each office should be considered.

3. Offices to fill:

   Vice President (annually)
   Federal Relations Representative
   State Representative
   Secretary-Treasurer (as terms expire)
4. 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.

5. Regional Representatives are elected within each region and members of the region nominate those candidates.

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, (Vice President to President-Elect, President-Elect to President), 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 VIII. Rules of Order

Section 1.

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

NDAESP 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.

Each member of the Awards Committee will score nominations individually. The Awards Committee will then collectively compile points and rank each nomination. In the event of a tie for the Golden Apple Award or the Regional Principal of the Year Award, the members will review the first two Rubric Criteria Categories for the highest scores. If the tie is not broken, a vote will be taken by the Awards Committee to identify the final award recipient. Nominations will only be scored in the category for which they are nominated. NDAESP board members will encourage, publicize the awards throughout the year. Final communication on behalf of NDAESP for these awards will cease one week from the final deadline.

Section 2. National Distinguished Principal (NDP) Award

The National Distinguished Principal’s Award program was established in 1984 to recognize exemplary elementary school principals.

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:

1. Practicing principal for at least five years.
2. Plans to continue as a practicing principal.
3. Demonstrate evidence of outstanding contributions to the community and education profession.
4. Be a member of NAESP at the time of the award.
5. Clearly committed to excellence.
6. Has programs designed to meet the academic and social needs of all students.
7. Has firm ties to parents and the community.

At large nominations for the NDP award will be accepted and considered.
Section 3. Regional Principal of the Year

The Regional Principal of the Year Award was established in 2009. The Regional Principals of the Year Awards are given in accordance with the criteria:

1. Active Principal for at least five years.
2. Active memberships in professional associations
3. Respected by students, colleagues, parents, and community at large
4. The school is committed to excellence, which is evidenced through programs designed to meet the academic and social needs of all students.
5. Parents and local organizations are tied to the school community
6. Active role in the community through civic leadership or religious or humanitarian activities
7. Sets high expectations for school staff, students, and themselves
8. Learning environment is orderly and purposeful

All Regional Principal of the Year recipients that meet the minimum NDP criteria will be considered a finalist for that award as well. NAESP Zone Directors are ineligible.

Section 4. Bell Ringer Award

Clarence Corneil established this award 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.” The Bell Ringer Awards are given in accordance with the criteria:

1. A peer must complete the nomination.
2. The nomination documents a positive educational contribution or accomplishment of the nominee.

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.
There are not a minimum number of awards that are to be given, but no more than four awards may be given in any year. The Golden Apple Awards are given in accordance with the criteria:

1. Service to NDAESP
2. Service to the Educational Leadership Profession
3. Service to Educational Community
4. Improvement to the lives of children

Nomination must include all five criteria to be considered. No more than four awards may be given in any one-year. NDAESP membership is not required.

**Section 6. Quarter Century Award**

This award is given to recognize 25 years of cumulative service to and membership in NDAESP. The Quarter Century Awards are given in accordance with the criteria:

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 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. The Service to Children Awards are given in accordance with the criteria:

1. A member of NDAESP at the time of retirement or during the school year when retirement was announced.

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

**A. Timeline of Events**

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>Contact the committee members to review due dates &amp; criteria.</td>
</tr>
<tr>
<td>September 1</td>
<td>Nomination information and forms out to each region and then to general membership</td>
</tr>
<tr>
<td>October</td>
<td>Meet with Awards Committee at the NDCEL Fall Conference</td>
</tr>
<tr>
<td>October</td>
<td>Update Region Reps on the number of nominations received from each region.</td>
</tr>
<tr>
<td>November 1</td>
<td>Nominations for NDP and Regional Principals Due Date</td>
</tr>
<tr>
<td>November</td>
<td>Award Committee Phone Conference to Select RPY &amp; NDP Finalists</td>
</tr>
<tr>
<td>November</td>
<td>Update Region Reps on the number of nominations received from each region.</td>
</tr>
<tr>
<td>December 1</td>
<td>NDP Finalists Due Date for NDP Applications</td>
</tr>
<tr>
<td>Dec-Jan</td>
<td>Committee members visitations to NDP Finalists schools</td>
</tr>
<tr>
<td>January 10</td>
<td>Nominations for all other awards Due Date.</td>
</tr>
</tbody>
</table>
B. Members

The NDAESP Awards Committee is made up of the five most recent National Distinguished Principals and the NDAESP Vice President. NDP’s will serve on the committee for five years. The person serving their fifth year on the committee will serve as the "Lead Chair". The person serving their fourth year will serve as the "Co-Chair". All members of the committee have voting privileges. In the event an NDP is not able to complete their five-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 his or her one-year term, the NDAESP President will assign someone to fill in for that year. Awards Committee members are not allowed to make nominations during their tenure on that committee.

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 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 Awards Committee before the September release date. The Awards Committee will utilize the NDAESP Listserv, 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.

E. Award Announcements

The NDAESP Awards will be announced during the Mid-Winter Conference at a time determined by the Awards 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 Awards 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 Awards 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 Awards Committee Chairperson is responsible for the ordering of all awards/plaques and the banner for the NDP. 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.

F. 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.
## Appendix B

**NDAESP Conference Travel**

<table>
<thead>
<tr>
<th>Role</th>
<th>NAESP National Conference</th>
<th>Leadership Conference in Washington, DC</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td>50% airfare pd. by NAESP</td>
</tr>
<tr>
<td>President-Elect</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Vice-President</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Secretary/Treasurer</td>
<td>X</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>First Year each term only</td>
<td></td>
</tr>
<tr>
<td>State Representative</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>100% of trip pd. by NAESP</td>
<td></td>
</tr>
<tr>
<td>Editor</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Federal Relations</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>50% hotel, 100% per diem pd. by NAESP</td>
<td></td>
</tr>
<tr>
<td>Regional Rep (No more than 2)</td>
<td>XX</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Either year of second term with criteria met</td>
<td></td>
</tr>
</tbody>
</table>

- **NDAESP prefers to send 9 members to the NAESP Conference. If funding is an issue, Board Members will have first preference to attend.**

- **Region Reps attending NAESP National Conference must meet Bylaw requirements to attend the conference. Complete Regional Representative Documentation Form at the February Executive Board Meeting to be considered to attend the next NAESP National Conference. See Article II, Section 8**