NORTH DAKOTA ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS

CONSTITUTION AND BYLAWS
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NORTH DAKOTA ASSOCIATION
OF
ELEMENTARY SCHOOL PRINCIPALS

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, the Regional Representatives and the NDCEL Representatives. 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.

**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.

The Election Process will be as follows:

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 Midwinter Conference.

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 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. Results from the elections will be announced through the NDAESP list-serve and 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 the representatives to the Board of Directors of the North Dakota Council of Educational Leaders. The President should make any new appointment by July 1 so the new appointee can attend the July/August NDCEL Board meeting.

6. Make use of e-mail list serve.

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 NDCEL, LEAD, DPI (Title I, Director of Elementary Education), and graduate school representative, etc., to Executive Committee meetings in an ex-officio (nonvoting) capacity.

13. May visit each region once during the year before the Mid-Winter Conference.

14. Appoint delegates to the NDCEL Delegate Assembly (alternate years).
15. Facilitate the “new principals” roundtable discussion at the NDCEL Fall Conference.

Section 2.   NDAESP President-Elect Responsibilities

1. Serve as chairperson of a three-person Budget Committee, which shall submit to the business session of the Fall Conference a proposed budget for the current fiscal year (President-Elect, Vice-President, Treasurer).

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 if a vacancy in the office of the President should occur during the term.

6. Attend all the Executive Board meetings and general membership meetings of the association.

7. 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 constitution every year.

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

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 the general membership.

8. Serve as a voting member on the NDAESP “Awards Committee”.
Section 4. **NDAESP Secretary/Treasurer Responsibilities**

1. Elected by the members of NDAESP through the voting procedure prescribed in the constitution to be held on odd-numbered years.

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

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

4. Share 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 & general business meetings.

8. Work with the NDCEL office to ensure that bills are paid and that the books are audited.

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

1. Serve as a member of the Executive Committee.

2. Serve as chair the Constitutional Review Committee.

3. Serve a one-year term to begin August 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. 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. Serve a three-year term, beginning August 1, not to exceed two consecutive terms.

4. Obtain and distribute the membership lists to the Regional Reps to assist with recruitment of new members. These lists include all principals, NDAESP members and NAESP members.

5. Serve as chairperson for the Membership Committee comprised of regional representatives.

6. Be responsible to organize and facilitate the State Booth and any other activities for our state at the National Convention. Zone Booth responsibilities include door prizes and booth workers.

   **Section 7. Federal Relations Office Responsibilities**

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

   2. Serve as a voting 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 apprised of educational issues.

   5. Increase federal involvement opportunities for North Dakota members.

   **Section 8. NDAESP “The Voice” Editor Responsibilities**

   1. Appointed by the President for a three-year term. Number of terms are unlimited.

   2. Serve as a voting member of the Executive Committee.

   3. Publish and distribute the state “The Voice” at least three times a year.

   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.


   7. Maintain NDAESP list-serve.
8. Facilitate the NDAESP on-line election process and communicate the election results to the Nominating Committee Chairperson.

9. Facilitate on-line surveys of the NDAESP membership as needed.

**Section 9. Regional Representative Responsibilities**

1. Elected or appointed term by region members in the spring of the year to serve a maximum of two consecutive terms.

2. Serve a two year term to begin on August 1.
   a. ODD YEARS: Regions 1, 2, 5, 6
   b. EVEN YEARS: Regions 3, 4, 7, 8

3. Arrange two regional meetings each year.
   a. The first is to be held by November 15th. Distribute awards criteria and nomination forms at this meeting. Forward nominations to the Awards Committee chairperson prior to awards due dates.
   b. The second meeting should occur before the end of the school term. Agenda items should include the election of a new region representative 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.

6. Serve as the chair of the Midwinter Conference Planning Committee if the respective region is in charge of planning the Midwinter Conference.

7. Serve as a liaison between the Board and the Midwinter Planning Committee.

8. Serve on the Membership Committee.

9. Region Reps may be considered to attend one NAESP National Convention (paid for by NDAESP – see Appendix).

10. Assist the Nominating Committee in finding potential candidates.
Section 10.  NDAESP “NDCEL Representative” Responsibilities

1. Appointed by the President in the spring of the year to serve a maximum of two consecutive terms.

2. Serve a three year term to begin on August 1.

3. Serve as a voting member on the NDAESP Executive Board.

4. Represent NDAESP on the NDCEL Executive Committee as a voting member.

5. Report to the NDAESP Executive Board and the general membership the business of NDCEL as it pertains to NDAESP.

6. Attend all Executive Board meetings of the NDAESP & NDCEL Executive Committee.

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. 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 the program.

Section 2.

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 the program.

Section 3.

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.
Section 4.

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

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 mailed 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 mailed to all members through the NDAESP list-serve 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 should 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 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, 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 Rep, State Rep, and Secretary-Treasurer (as terms expire)

4. Regional representatives are elected within each region and members of the region nominate those candidates.

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 VIII. Rules of Order

Section 1.

*Robert's Rules of Order, Revised,* shall govern the meetings of this Association and its committees.
Administrative Rules

Awards

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.

Members of the Awards Committee

The NDAESP Awards Committee is made up of the five most-recent NDP’s 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.

Each member of the Awards Committee will score nominations individually. The Awards Committee will then collectively tally 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, and market these awards throughout the year.

Any requests on behalf of NDAESP for award nominations will cease one week from the final deadline.

1. National Distinguished Principal (NDP) Award

The National Distinguished Principal's Award program was established in 1984 to recognizing 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. Must be a member of NAESP at the time of the award.
5. Is 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.

2. Regional Principal of the Year

The Regional Principal of the Year Award was established in 2009. The following criteria must be met addressed in the nomination of all Regional Principals of the Year recipients:

Criteria:

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

**Rules for Regional Principal of the Year nominations:**

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.

### 3. 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.”

**Criteria:**

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

### 4. 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.

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

_Rules for Golden Apple nominations:_
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.

5. **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 qualifying years. Qualifying members are urged to notify the committee when they are in their qualifying year.

6. **Service to Children**

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

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

1. 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.
NDAESP Awards Committee Practices and Procedures

Suggested 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.
December 1st  NDP Finalists Due Date for NDP Applications
Dec-Jan  Committee members visitations to NDP Finalists schools
January 10th  Nominations for all other awards Due Date.
January  Award’s Committee Phone Conference to Select NDP & Finalize all other awards.
January  Award’s Committee chair and Mid-Winter Conference Chair Phone Visitation
January  All Plaques Ordered (including outgoing president’s plaque)
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

Practices and Procedural Changes

The NDAESP Awards will be awarded at the NDAESP Mid-Winter Conference each year.

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.
(Note*** The script has been written by the chair (and appointees in the past so that the information is similar amongst the awards).

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 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.

The Awards Program Booklets are the responsibility of the Awards Committee chairperson. The award winners for the current year will not be included in the Program Booklets. Practices and procedural changes regarding NDAESP awards and the Awards Committee must have approval from the NDAESP Executive Board.

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.

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.
## Administrative Rules

### Travel to National Leadership Conference and National Conference

<table>
<thead>
<tr>
<th>Position</th>
<th>NAESP National Conference</th>
<th>National Leadership Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>X</td>
<td>X (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>State Representative</td>
<td>X</td>
<td>X (100% pd. by NAESP)</td>
</tr>
<tr>
<td>Editor</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Federal Relations</td>
<td>X</td>
<td>X (50% hotel, 10% per diem pd. by NAESP)</td>
</tr>
<tr>
<td>Secretary/Treasurer</td>
<td>X - First Year of the Term (may go twice if serving 2 terms)</td>
<td></td>
</tr>
<tr>
<td>Regional Representative</td>
<td>X - First year of second term with stipulations</td>
<td></td>
</tr>
</tbody>
</table>

At least one Regional Representative may attend the NAESP National Conference (registrations and travel expenses paid by NDAESP) during either year of their second term. If the budget allows, additional regional representatives will be invited to attend if criteria is met. Reimbursement will be based on current NDAESP protocols.

The following criteria must be met prior to consideration:

* Conduct (2) regional meetings per year, provide meeting minutes to the president of NDAESP and share the highlights of the meetings at the following Executive Board Meeting.

* Attend NDAESP Executive Board Meetings going into their second term as a Regional Representative.
If someone is not able to attend the National Leadership Conference, another board member will be invited to attend based on the recommendation of the NDAESP Board.