AMERICAN ASSOCIATION OF SCHOOL
PERSONNEL ADMINISTRATORS

Operational Handbook

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AASPA's Mission

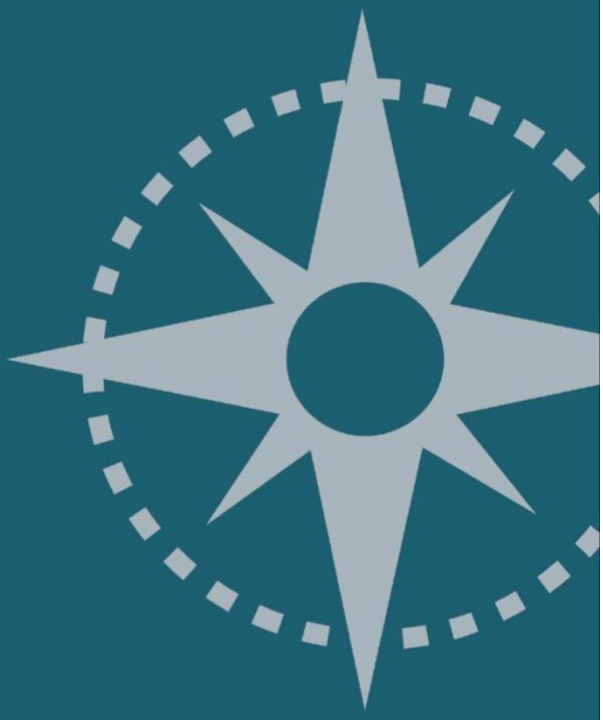
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7285 W. 132ND ST., SUITE 100
OVERLAND PARK, KS 66213
PHONE: 913.327.1222
WWW.AASPA.ORG

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FOREWORD

The Operational Handbook for AASPA is designed to assist members of the Executive Board and committee chairpersons in conducting the business of the American Association of School Personnel Administrators. The Operational Handbook contains general Executive Board and committee procedures, statements of specific committee purposes and procedures, timelines for the preparation and submission of committee reports, position descriptions and codes of ethics for members of the Executive Board.

Special attention should be drawn to timelines set forth in the Operational Handbook for reporting the activities of the various committees and the channels through which reports are submitted to the Executive Board. Generally, written committee progress reports are provided to the Board through the Liaison at the summer meeting. Tentative final reports are submitted in June, and final reports are prepared for appropriate action in October at the annual conference. It is the responsibility of each Executive Board Liaison to communicate with his/her committee chairperson concerning specific reporting dates and to communicate the Board's charge to each committee and its reactions to recommendations of the committees.

The Operational Handbook should serve also as a basis for coordination by the Executive Board of all committee activity and, more specifically, by the President, Executive Director and Liaison.

As present and future members of the Executive Board and committee chairpersons use this Operational Handbook, it is certain that each will have suggestions for its improvement. Suggestions are most sincerely welcomed and encouraged. Such suggestions should be sent to the President, Executive Director or Committee's Liaison.

The contents of AASPA's Operational Handbook have been reviewed and adopted by the Executive Board. All additions, deletions and revisions must be approved by a majority vote of the Executive Board.

Revised June 28, 2001

AASPA

American Association of School Personnel Administrators | Est. 1938

AASPA MISSION STATEMENT

The mission of the American Association of School Personnel Administrators is to be the leader in the education, support and advocacy for our membership and the students they serve.

CONSTITUTION AND BY-LAWS

[Incorporating Amendments of October, 2002, 2005, 2006, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2023, 2024]

Article I – Name

The name of this organization shall be the American Association of School Personnel Administrators.

Article II – Purpose

Section 1. The organization is organized and shall at all times be operated exclusively for educational and charitable purposes as described in Section 501(c)(3) of the Internal Revenue Code of 1954 and the Regulations thereunder.

Section 2. In furtherance of the foregoing purposes, this organization shall:

a. Foster the staffing of school systems with the highest qualified individuals available by:

i. Encouraging the use of high standards for recruitment, selection, retention, and promotion of all school personnel.
ii. Promoting the concept that all candidates will have an equal opportunity for employment including promotion and advancement regardless of culture, ethnicity, gender identity including transgender, race, to include all protected classes.
iii. Promoting sound training and certification practices.
iv. Cooperating with school, college, university, and other placement agencies.

b. Encourage and assist in the development and utilization of sound school personnel administration practices by:

i. Supporting laws and procedures designed to promote positive employer-employee relations.
ii. Assisting members in becoming knowledgeable in the legal aspects of the employer-employee relations and of collective agreement administration.
iii. Promoting employee assistance and counseling programs.

c. Advance the cause of public education generally by:

i. Developing professional standards for school personnel administrators.
ii. Improving the competency of school personnel administrators.
iii. Cooperating with other professional national administrator groups and with regional and state personnel administrator associations.

Section 3. This organization shall not engage, otherwise than as an insubstantial part of its activities, in activities which in themselves are not in furtherance of the purposes described in Section 2 above.

Section 4. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers, employees or other private persons, except that the organization is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 2, above.

Section 5. The organization shall not make any excess benefit transactions in which an economic benefit is provided directly or indirectly to or for the use of any disqualified person (any person who was, at any time during

the five (5) year period ending on the date of such transaction, in a family of such person; or an entity in which at least thirty-five percent (35%) of the control or beneficial interest is held by such person or member of the family of such person) such that the economic benefit provided exceeds the value of the consideration received by the organization in exchange for such benefit.

Article III – Membership

Section 1. Professional Memberships. There are four (4) individual categories of membership:

a. Individual. For school personnel whose responsibilities totally or primarily include school and district personnel administration, as a leader or in a support role, and individuals whose assigned work includes personnel functions in other educational institutions, including university professors. Full voting and office holding rights.

b. Institutional. For school systems or educational institutions that may elect to obtain multiple memberships. An Institutional Membership provides one (1) Institutional Individual Primary membership and three (3) Institutional Associate memberships. Additional Institutional Associate memberships may be added to the Institutional Membership. Full voting and office holding rights for all Institutional members.

c. Retired. Any retiring member is eligible for retired membership provided he/she has had one year of Individual, Associate, or Institutional membership in the Association, and is not a current school system leader. Retired members shall be entitled to participate in all activities of the Association including full voting rights but not standing for election to an Executive Board office.

d. Honorary. Honorary membership may be accorded to persons who have distinguished themselves in school personnel work. Honorary members shall be entitled to participate in all activities of the Association including full voting rights but not standing for election to an Executive Board office.

Section 2. Business Memberships. There are two categories of membership:

a. Individual Business. Membership for supporting businesses, including teacher testing and placement as well as educational research, consultants, vendors, and exhibitors. Business partners shall be entitled to participate in all activities of the Association except voting and holding elective office.

b. Institutional Business. For businesses that may elect to obtain multiple memberships. An Institutional Business Membership provides one (1) Institutional Business Primary membership and three (3) Institutional Business Associate memberships. Additional Institutional Business Associate memberships may be added to the Institutional Membership. Business partners shall be entitled to participate in all activities of the Association except voting and holding elective office.

Section 3. Should an elected member no longer qualify for elected office due to retirement prior to the completion of their elected term, the retired member will be allowed to complete his/her elected term.

Section 4. The Executive Board shall have the power to review and determine the eligibility of all applicants for membership except that no individual may be denied membership on basis of race, color, creed, ancestry, familial status, religion, national origin, gender, sexual orientation, age, disability, or other legally protected classification.

Article IV – Dues and Fees

Section 1. The membership fee will be for one year based on the anniversary date of the active individual, institution, business, or retiree payment date beginning October 1, 2010.

Section 2. Membership Dues. Annual membership dues for each membership category and any changes in dues for a membership category shall be determined by the Executive Board.

Section 3. Conference Registration. Registration fees shall be established by the Executive Board after consultation with the AASPA staff. Each year the fees shall be paid as part of the registration procedure for the annual conference. The institutional fee shall be paid for each school system or organization whose representatives are eligible for membership and which has at least one representative in attendance at the annual conference. The individual registration fee shall be paid by each active member in attendance at the conference. Qualified retirees and honorary members in attendance at the conference will be exempt from paying the conference registration fee exclusive of meals and events.

Section 4. Assessments. Assessments may be added to the annual dues upon recommendation of the Executive Board provided that these are approved by a majority vote of the active membership and the reason(s) thereof are set forth in writing to the members not less than seven (7) days before the voting.

Section 5. Retired Members. Annual membership dues for retired members shall be paid at a rate approved by the Executive Board. Retired members shall be exempt from payment of special assessments, and conference registration fees (exclusive of meals and events).

Section 6. Exemption of Honorary Members. Honorary members shall be exempt from payment of membership dues, special assessments, and conference registration fee (exclusive of meals and events).

Article V – Officers

Section 1. The officers of the Association shall be the President, President-Elect, Immediate Past-President, six Regional Representatives (one for each designated region), and a Recording Secretary.

Section 2. The President-Elect shall automatically succeed to the office of President. The President shall automatically succeed to the office of Immediate Past-President.

Section 3. The elected officers shall take office at the close of the annual conference.

Section 4. Terms.

a. The term of office for Immediate Past President, President and President-Elect shall be one year.

b. The term of office for Recording Secretary shall be three years and cannot be elected for more than two consecutive terms.

c. The term of office for Regional Representatives shall be three years and cannot be elected for a consecutive term. Regional Representatives, who have been elected to an unexpired term with 2 or more years remaining in the term, cannot be re-elected to a consecutive term.

Section 5. If an elected officer dies, resigns, is elected to another office, or is unable to complete their term of office, a replacement shall be selected as follows:

a. The President-Elect shall assume the duties of the President for the remainder of the President's term as well as for the term to which the individual was elected. The Immediate Past-President will continue to serve an additional term on the Board in lieu of a presidential succession replacement.

b. The Board shall appoint an active member to act as the Recording Secretary until the next election whereas the majority of the active voting members elect a member for the completion of the term as per Article VIII of the Constitution and By-laws. The person selected to complete the unfulfilled term shall be eligible for but limited to be elected to the next full term as the Recording Secretary.

c. The Board may appoint an active member from the region to represent that region until the next election whereas the majority vote of the active regional voting members elect a region member to complete the term as per Article VIII of the Constitution and By-laws. The person elected to complete the unfulfilled term shall be eligible to be elected to the next full term as the representative for the region if 1 year or less is remaining in the term.

Section 6. If no candidate is elected by the active membership as an officer of the association according to Article VIII of the Constitution and By-laws, the Executive Board shall call a meeting after the annual business meeting for the said purpose of appointing an active member to fulfill the duties of the office until the next election whereby the majority vote of eligible members may elect an officer to complete the term per Article VIII of the Constitution and By-laws.

Section 7. Each officer must comply with the Association's Conflicts of Interest Policy described in Article VII, below.

Article VI – Duties of Officers and Expenditures

Section 1. Duties.

a. The President shall preside at the annual conference following their succession to the position of President and at any special meeting during the interim between their election and this conference. As chief executive of the Association, they shall appoint and supervise all committees and the committees' work and perform such other duties as pertain to the office.

b. The President-Elect shall assume and perform the duties of President during the President's absence.

c. The Recording Secretary shall keep the minutes of each business session of the annual conference and each Executive Board meeting and will forward approved minutes to the Executive Director who will retain them on permanent file.

d. The Regional Representatives shall serve as voting members of the Executive Board; assist in evaluating, interpreting, implementing, and making recommendations regarding Association policies, procedures, goals and objectives; participate in analyzing and planning for immediate and long range Association needs; assist in the coordination of Association activities in the geographical area assigned by the President such as: assisting area, state, or provincial personnel associations, identifying and sharing information about outstanding achievements in the field of personnel administration; developing and carrying out procedures to encourage contributions for publication; provide liaison between the Executive Board and specific committee to be assigned by the President and perform other duties as may be delegated by the President, or the Executive Board.

Section 2. Expenditures.

a. All elected officers shall serve without compensation.

Article VII – Conflicts of Interest

In order to protect the interests of the Association when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer, director, employee or committee member, each officer, director, employee and committee member must comply with the Association's current Conflicts of Interest Policy, the contents of which Policy are incorporated by reference herein.

Article VIII – Nominating and Elections

Section 1. Nominations. Nomination from the memberships-at-large for the office of President-Elect and Recording Secretary shall be made to the Nominating Committee by any member. Members nominating and members being nominated for the office of Regional Representative must live within that Region. Members nominated for the office of President-Elect must hold a Professional Membership at the time of election as defined in Article III, Section 1a or 1b. The Nominating Committee shall nominate a minimum of one (1) and a maximum of three (3) candidates for the offices to be filled annually. There will be no provision for write-in candidates.

Section 2. Elections.

a. Election of the President-Elect and the Recording Secretary shall be by electronic ballot no later than one week prior to the annual business meeting. A plurality of the active voting members is required for the election of each Association office.
b. Election of the Regional Representatives shall be conducted by electronic ballot no later than one week prior to the annual business meeting. A plurality of the active voting members in the Region is required for the election of the respective Regional Representative.

Article IX – Executive Board and Executive Director

Section 1. The President, President-Elect, Immediate Past-President, Recording Secretary, and the six Regional Representatives shall constitute the Executive Board.

Section 2. An Executive Director shall be selected by the Executive Board. The terms of employment of the Executive Director shall be determined by the Executive Board. The Executive Director shall coordinate the ongoing activities of the Association in accordance with the description for this position. The compensation of the Executive Director shall be as provided in the budget approved by the members present at the annual conference and upon a recommendation from the Executive Board.

Section 3. The Executive Board may empower the Executive Director to employ such personnel as needed to carry out the necessary operations of the Association within the budgetary allowance for such assistance.

Section 4. The Executive Board shall have the authority to act, in accordance with the Constitution and By-laws, on such other matters as do not require action of the membership.

Section 5. The members of the Executive Board must comply with the Association's Conflicts of Interest Policy (described in Article VII, above).

Section 6. Any member of the Executive Board may be removed from the Executive Board only for cause, upon recommendation of the remaining members of the Executive Board, by a majority vote of the voting group of members qualified to vote to elect that member of the Executive Board present and voting at a regular or special meeting of the membership, provided that the notice given of such meeting shall have apprised the members that the purpose (or one of the purposes) of that meeting is the removal of that member of the Executive Board.

Article X – Meetings

Section 1. The Association shall hold an annual business meeting.

a. The Executive Board shall have the authority to set the time and date of the annual business meeting.

b. The annual business meeting may be held in-person or virtually.

c. A virtual annual business meeting shall not occur earlier than 30 days prior to close of the annual conference.

Section 2. The time and place for holding the annual AASPA conferences shall be determined by the Executive Board and announced at the annual AASPA Business Meeting. Members may offer recommendations to the Executive Board for review in selecting a destination based on several factors: (1) goals or needs of the conference, (2) location based on travel and hotel accommodations, (3) and other factors such as weather, security, and political/social climate that may affect participation and/or cost of the event. The times and places for more than one future annual conference may be authorized by the Executive Board at one time.

Section 3. In planning the annual conference, the Executive Board and AASPA staff shall be guided by the statement of objectives outlined in Article II of the Constitution and By-laws.

Section 4. The President, with the advice and authority of the Executive Board, may call special meetings to give consideration to the specific problems. Any action or recommendation for action taken at such special meetings shall be subject to adoption, modification, or rejection by the membership of the Association at its next annual business meeting.

Section 5. All members with full voting rights who are present at the annual business meeting or special meetings shall constitute a quorum for the conduct of business.

Article XI – Committees

Section 1. In order to facilitate the conduct of the internal affairs of the Association, the President shall appoint the chairs and members of operational committees.

Section 2. The President may appoint such special committees necessary in their judgment or as authorized by the membership in the annual business meeting.

Section 3. Committee members shall serve on no more than two committees during any membership year, and committee chairpersons shall not be eligible to serve on a second committee during the membership year, unless approval by the Executive Board.

Section 4. Each member of a committee must comply with the Association's Conflicts of Interest Policy described in Article VII, above.

These committees shall serve for the year following the annual conference at which they were appointed, or if appointed during the year, until the conclusion of the subsequent annual conference.

The President shall be an ex officio member of all committees.

Article XII – Affiliates

Section 1. Organizations that may Affiliate.

a. Any local, state, provincial, regional, or national organization of school personnel administrators may become an Affiliate of the American Association of School Personnel Administrators.

Section 2. Requirement for Affiliation.

a. The organization shall make application for affiliation through the Executive Director of AASPA for approval by the Executive Board. An Affiliate must certify that it is an organization composed of individuals with major responsibility for school personnel administration.

b. Members of an Affiliate will be encouraged to join AASPA.

c. The Affiliate shall furnish to the AASPA Executive Director a copy of its By-laws and/or Constitution at the time of application for affiliation.

d. Both AASPA and the Affiliate will have freedom to act independently, and they shall keep each other informed of their organizational goals, objectives, and activities.

Section 3. Responsibilities of the Affiliate.

a. The Affiliate shall provide a list of leadership and designate at minimum one member who will be required to hold an active AASPA membership as a representative to AASPA.

b. The Affiliate is encouraged to assist AASPA in fulfilling association goals as outlined in the AASPA Strategic Plan.

c. The Affiliate will be requested to support any program approved by AASPA. The response to such request is subject to approval by the Affiliate.

d. The Affiliate provide meaningful input into AASPA planning, research, study, and other projects undertaken by AASPA.

e. The Affiliate shall furnish AASPA a current list of members on an annual basis.

f. The Affiliates will be encouraged to assist AASPA with the Annual Conference.

Section 4. Responsibilities of AASPA.

a. AASPA will officially recognize the state, provincial, local, regional or national affiliate organization through their website and communications with its membership.

b. AASPA will provide the Affiliate with a copy of the annual report of its convention, and a copy of any resolutions, recommendations, or position papers it might adopt.

c. AASPA may provide upon request one member, generally an officer of AASPA or the Executive Director, to attend Affiliate meetings as an observer and reporter, or to represent AASPA officially when need arises.

d. AASPA will make available a variety of Affiliate Benefits, which may be accessed at no cost upon request by an Affiliate in good standing. A list of benefits will be provide to each Affiliate on an annual basis.

e. AASPA may provide assistance or support to the Affiliate once a formal requests has been made through the Executive Board. Such requests for assistance shall be referred by the AASPA Executive Board to the proper committee of AASPA.

f. AASPA shall furnish the Affiliate a current list of members per request on an annual basis.

Article XIII – Dissolution

In the event of dissolution, the assets of this organization remaining after the payment of all the organization's liabilities shall be distributed by the final Executive Board only to the organizations exempt under or described in Sections 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provisions of a future United States Revenue Law.

Article XIV – Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised shall govern this Association in all cases in which they are applicable and in which they are not inconsistent with this Constitution and By-laws and with any special rules of order the Association may adopt.

Article XV – Amendments

The Constitution and By-laws may be amended as follows:

a. By a two-thirds vote of the active members with full voting rights present and voting, provided the proposed amendment(s) shall have been sent to each active member prior to the first day of September preceding the annual business meeting; or

b. By a three-fourths vote of the active members with full voting rights present and voting, provided the proposed amendment(s) shall have been submitted to the active members present at the annual business meeting at least twenty-four (24) hours prior to the voting on the proposed amendment(s) and provided also that the proposed amendment(s) shall have been approved by the Executive Board; or

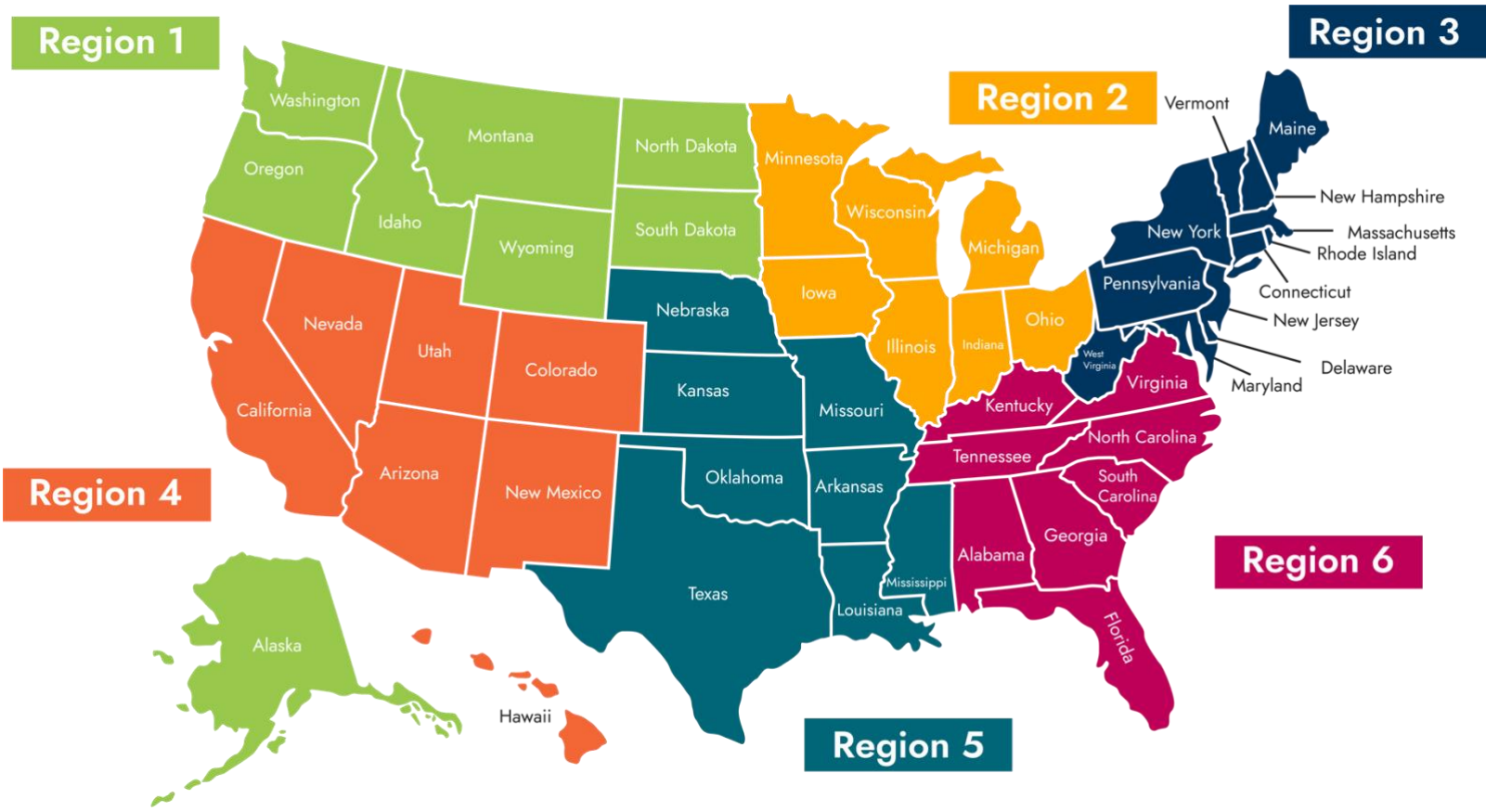
c. By a two-thirds vote of the active members with full voting rights by electronic ballot no earlier than 90 days nor later than one week prior to the annual business meeting.

d. The Constitution & By-laws Committee, by a majority vote of committee members in attendance at a given meeting, may make grammatical changes to the Constitution & By-laws as they determine necessary.

An amendment to the Constitution and By-laws shall become effective immediately upon an affirmative vote unless the amendment itself specifies a date upon which it will become effective.

As of October 2002, in Glenshaw, Pennsylvania
Craig E. Von Behren, Director and President
American Association of School Personnel Administrators
As of October 7, 2005, in San Diego, California
Dr. Mary Hopkins, President
American Association of School Personnel Administrators
As of October 20, 2006, in Detroit, Michigan
Dr. Winston Odom, President
American Association of School Personnel Administrators
As of October 14, 2010, in Myrtle Beach, South Carolina
Dr. Jane Webb, President
American Association of School Personnel Administrators
As of October 13, 2011, in Reno, Nevada
Dr. Cathy Skinner, President
American Association of School Personnel Administrators
As of November 2, 2012, in Chicago, Illinois
Dr. Sanita Savage, President
American Association of School Personnel Administrators
As of October 3, 2013, in San Antonio, Texas
Dr. Addie Swinney, President
American Association of School Personnel Administrators
As of October 16, 2014, in Portland, Oregon
Dr. Paul Hertel, President

American Association of School Personnel Administrators
As of October 15, 2015, in Baltimore, Maryland
Dr. Richard Valenta, President
American Association of School Personnel Administrators
As of October 14, 2016, in Orlando, Florida
Dr. Larry Reznicek, President
American Association of School Personnel Administrators
As of October 19, 2017, in Phoenix, Arizona
Rick Arnett, President
American Association of School Personnel Administrators
As of October 12, 2018, in Minneapolis, Minnesota
Dr. Justin Schooley, President
American Association of School Personnel Administrators
As of October 10, 2019, in New Orleans, Louisiana
Dr. Beth Dalton, President-Elect
American Association of School Personnel Administrators
As of October 1, 2020, Virtual Meeting
Dr. Beth Dalton, President
American Association of School Personnel Administrators
As of October 5, 2023, in Anaheim, California
Dr. Dale Fisher, President
American Association of School Personnel Administrators
As of October 17, 2024, in Seattle, Washington
Kevin Walton, President
American Association of School Personnel Administrators
As of September 29, 2026, Virtual Meeting
Dr. Vincent Citarelli, President
American Association of School Personnel Administrators



REGIONAL MAP

SECTION 2.0 – THE EXECUTIVE BOARD

2.10 – MEMBERS

The Executive Board is made up of ten members whose major responsibilities include the setting of goals and determining the direction of the organization. The Executive Board determines how those needs can best be assessed and met and at the same time keep the association on track with the strategic plans and goals of the association.

The composition of the Executive Board is as follows:

1 - President
1 - Immediate Past-President
1 - President-Elect
1 - Recording Secretary
6 - Region Representatives

The Executive Director is a non-voting member.

Revised June 28, 2001

2.11 – ROLE

All general committee reports and/or recommendations pass through the Executive Board, particularly at the winter and summer meetings. The Executive Board, through its committee liaison and/or President, will provide immediate feedback to the committee. Each committee's final report goes to the membership as only a report. The only report received and acted upon by the membership present at the business meeting, is that of the Constitution and By-laws Committee. Further, the report of the Nominating Committee is acted upon via the election results.

The Executive Board establishes policies to supervise, control and direct the business of the American Association of School Personnel Administrators within the limits of and consistent with the Constitution and By-laws of the Association and applicable laws. Within these limits, the Executive Board:

1. Actively promotes the mission of the Association; to be the leader in the education, support and advocacy for our membership and the students they serve. and the core values of the Association;
2. Communicates, collaborates with, and provides support to Affiliates from states, provinces and other nations;
3. 3. Approves the affiliation of a province, state, national association, or autonomous organization;
4. Interprets and performs all responsibilities set forth in the Constitution and By-laws;
5. Approves a proposed annual budget to be presented to the membership for adoption at the Annual Conference's business meeting;
6. Manages the fiscal affairs of the Association including the operational and reserve funds;
7. Employs, determines the terms and conditions of employment, and supervises, terminates or renews the employment of an executive director;
8. Authorizes the Executive Director to employ staff members for the national office within the appropriate personnel accounts of the budget.
9. Contributes to the evaluation of the Executive Director coordinated by the President and President-Elect;
10. Approves the policies and procedures governing the operation of the Association;
11. Authorizes the appointment of special commissions, committees, or outside contractors to investigate, research, and/or perform services for the Association;
12. Maintains operation manuals for the Association;
13. Recommends and approves the amount of dues for active, retired and other memberships;
14. Approves and recognizes individuals who have made significant contributions to the Association with honorary membership;
15. Reviews all reports of Association officers, employees, region representatives, committees and outside organizations and acts upon and/or transmits the information to the membership;
16. Approves and directs contacts on behalf of the Association with the general public, other non-profit organizations, and businesses.

17. Approves hours and dates the national office will be open for business.

Revised June 23, 2026

2.12 – MEETING SCHEDULE

The Executive Board holds three regular meetings (winter, summer, and before/immediately after the Annual Conference) annually. Prior to each meeting, the President/Executive Director will notify the board members of the number of hotel nights authorized to be paid by the Executive Board. The President will take into consideration the distance traveled, the location of the meeting and the time of the beginning first session. Any hotel nights utilized above the approved number of nights authorized will be at the member's expense. Members should notify the Executive Director of the anticipated date of arrival and departure as soon as it is known. The Executive Director will make hotel reservations and will establish a hotel master account covering charges only.

The winter meeting is usually held at the location of the next conference site. This provides the Executive Board the opportunity to review the site and hotel accommodations. Following that meeting the Executive Board usually gives guidance to move ahead with conference planning.

The summer meeting is usually held at the site of the AASPA headquarters.

Revised January 23, 2015

2.13 – AGENDAS

Agendas are drafted approximately one month prior to each board meeting. The President will solicit agenda items from board members with an estimated time frame needed for discussion. Once the President has finalized the agenda, he/she will make it available for review at least seven days prior to the meeting to the members of the board along with the available supporting documents. Visiting guests approved by the President and/or the President-Elect will be included on the agenda.

Reports from Regional Representatives on the regions' activities may be provided to the board but are not required to be presented on the agenda.

Revised January 23, 2015

2.14 – MEETING FORMAT

Meetings of the Executive Board are closed with only members of the board and invited guests present. The board meetings will be conducted according to Roberts Rules of Order's informal meeting rules. This also permits the President to implement formal parliamentary meeting rules if the President deems it necessary to complete the meeting's agenda in the time allotted.

No meeting of the Executive Board or a committee of the Executive Board may be electronically recorded without the knowledge of and approval of the majority of the board. If an electronic recording of a meeting is made a copy of that recording must be provided to the Recording Secretary who will maintain it at the direction of the board.

Revised October 1, 2001

2.15 – EXECUTIVE SESSION

The board may meet without the Executive Director present to discuss the director's annual goals, annual evaluation, compensation/benefits/other contract issues, legal matters, or for other similar reasons deemed necessary to promote the interests of the Association. The Executive Director shall be informed of the topics to be discussed and allowed to make a presentation to the board prior to the board moving to executive session.

Adopted June 28, 2001

2.16 – SPECIAL MEETINGS

The Executive Board may meet at a time other than the regularly scheduled meetings. This may be done in person, through web conferencing or conference call. Any action required of the Board may be taken without a meeting, if there is a unanimous written (such as e-mail) consent, setting forth the action, and filed with the Secretary of the association. Such consent shall have the same force and effect as a unanimous vote and shall be ratified by consent acknowledging and recording the action at the next regular Board meeting.

Revised January 23, 2015

2.17 – LEGAL COUNSEL

The board may retain legal counsel. Direct contact with legal counsel shall be made by or though the President, President-Elect, and/or the Executive Director.

Adopted October 1, 2001

2.18 – COMPLIMENTARY ASSOCIATE MEMBERSHIPS

All complimentary memberships in AASPA must be approved by the association's Executive Board. The purpose of a complimentary membership is to foster relationships to other professional associations by extending the associate membership to the other association's Executive Director or equivalent officer. Complimentary membership is approved annually.

Adopted June 23, 2026

2.20 – EVALUATION OF THE EXECUTIVE DIRECTOR

In accordance with the Executive Director's contract an evaluation will be conducted and feedback provided at least annually.

Adopted June 28, 2001

2.40 – EXECUTIVE BOARD'S STATEMENT OF ETHICS

We, the elected officers and representatives of the American Association of School Personnel Administrators, do hereby adopt the Executive Board's Statement of Ethics, and in accepting a personal obligation to the organization and its members, do hereby commit ourselves to the highest ethical and professional conduct and agree;

1) To exercise sensitive professional and moral judgments in all board activities;
2) To accept the obligation to act in a way that will serve the organization's interests, honor the trust of the membership, and demonstrate commitment to the organization and our profession;
3) To perform the duties and responsibilities of the office with integrity;
4) To disclose and appropriately manage any real, potential, or perceived conflicts of interest in accordance with Association policy.
5) To support the organization's goals and objectives;
6) To refrain from using official position to secure special privileges for ourselves or others, or to gain other benefits;
7) To represent and support the interests of the full membership rather than individual, regional, or personal interests.
8) To uphold all laws and regulations relating to association activities;
9) To uphold the organization's constitution and By-laws;
10) To exercise sound business principles and fiscal responsibilities in conducting the organization's business;
11) To issue no false or misleading information to the membership regarding association business;
12) To avoid injuring others, including employees of the association, fellow board members, and organization members, by false or malicious statements;
13) To treat all persons fairly, regardless of race, religion, gender, disability, age, or national origin.
14) To communicate regularly with the membership as to the organization's fiscal health, progress on goals and objectives, and other items of concern to the membership while maintaining confidentiality of privileged information.

15) To fulfill our fiduciary duties of care, loyalty, and obedience, acting in good faith, with due diligence, and in the best interests of the Association.
16) To protect the confidentiality of non-public, privileged, or sensitive information entrusted to the Executive Board, including personnel, legal, financial, and strategic matters.
17) To respect the distinction between governance and management and to support the Executive Director and staff through appropriate channels.
18) To support decisions of the Executive Board once duly adopted, even when holding a differing personal viewpoint.
19) Failure to adhere to this Statement of Ethics may result in corrective action consistent with the Association's bylaws and policies.

By adopting this Statement of Ethics, we affirm our collective responsibility to lead the Association with integrity, transparency, and respect in service to its mission and members.

Adopted June 23, 2026

2.50 – AASPA ENDORSEMENT GUIDELINES

Any vendor, organization, or individual seeking AASPA's endorsement or AASPA's name and/or logo in marketing, soliciting or advertising products, services, seminars, workshops, or other types of ventures, whether for profit or nonprofit, would present such proposals for approval to the ad hoc committee of the AASPA Executive Board appointed by the President.

PROCEDURE

1) The Executive Director shall direct such requests to an ad/hoc committee.
2) The ad hoc committee shall review such requests according to the following criteria:
    - The financial gain or liability to AASPA
    - The appropriateness of the product and/or service in relation to the goals and mission of AASPA
    - The past history of the organization, group or individual seeking endorsement
    - Any liabilities that may accrue to AASPA as a result of allowing its name and/or logo to be attached to any such activity or product
    - Conflicting interests should the individual(s) involved be a present or former AASPA board members/officers
    - The manner of solicitation and the targeted audience
3) The committee shall consist of three (3) Executive Board members appointed by the President who will consider each request and act as follows:
    - Deny the request for endorsement
    - Approve the request for endorsement
    - Request more information
4) The President and Executive Director shall be apprised on an ongoing basis of activities/actions of the committee.
5) The entire Executive Board may, on occasion, be polled via, but not limited to email or telephone, regarding certain proposals if deemed appropriate by the ad hoc committee.

"The Executive Board of AASPA believes the _____ product and/or service is worthy of members' consideration. However, members are encouraged to review and make inquiries on their own prior to purchasing or contracting with any vendor, organization, or individual."

The chair of the subcommittee shall submit written reports to the President regarding committee actions and the reasons for such action.

Revised January 23, 2015

2.51 – AASPA BUSINESS PARTNERSHIPS POLICY

The mission of the American Association of School Personnel Administrators is to be the leader in the education, support and advocacy for our membership and the students they serve.

AASPA is a tax-exempt organization under Section 501c (3) and is organized and operated exclusive for educational purposes.

As a tax-exempt organization, AASPA must control partnership projects and administer them for education and not-for-profit purposes.

To accomplish its mission AASPA actively seeks sponsorships of cash or in-kind fees from businesses, nonprofits and corporations to provide education programs.

The sponsorships are designed to promote AASPA's mission and the sponsoring company products and/or services. AASPA considers any organization that collects payment from our members for the purpose of a product or a service to be a business partner. These organizations include:
Business partner: A company that serves our members by selling a product or service. Eligible for Business membership
Consultant partner: An "individual" who provides a service to our members that requires payment. Includes but not limited to a sole proprietor or LLC's. Eligible for Business membership
Nonprofit partner: Organized for purposes that don't generate profit, but do provide a product or service for our members that requires payment - Eligible for Business membership

AASPA Partnership Guidelines

- The purpose of all partnerships must be compatible and consistent with the mission and focus of AASPA.
- The image, ethics, and reputation of the sponsoring corporation/organization must be compatible and consistent with the philosophy of AASPA.
- AASPA is fully involved in the development of the sponsored program and reserves the right to exercise policy control over marketing and communications.
- AASPA is not obligated to support products, programs or activities of the funding organization that are perceived to be not in the best interest of the members or the Association.

AASPA Partnership Goals

- To increase non-dues revenue to support the mission of the Association.
- To build bridges with companies that are specifically designed to promote AASPA as well as the goals, goods, or services of the partnering organization.

AASPA's Due Diligence

- Assure our members and partners that:
  - We are not infringing on national or state regulations regarding capital bid process or purchase compliance issue.
  - We are in compliance with all Federal assurances and Foundation guidance.
- Structure programs that comply with the IRS and other Federal regulations for our nonprofit tax status.
- Create solid relations with responsible partners for long term commitments.
- Provide the highest quality turnkey programs that support the AASPA mission and provide quality benefits and services to our members and our partners.
- Partner with companies and organizations that share the AASPA values.
- Provide a better vision and greater impact for each partner.

Revised June 22, 2023

2.60 – ROLE AND RESPONSIBILITIES OF THE PRESIDENT-ELECT

The President-Elect is an officer of the Association and is elected through an electronic voting procedure prior to the annual conference. The President-Elect shall take office for a one year term, or until a successor is elected. The President-Elect automatically succeeds to the office of President. As a member of the Executive Board the President-Elect shares responsibility for establishing policies to supervise, control, and direct the business of the Association, consistent with the Constitution and By-laws. The President-Elect prepares for the office of President by engaging in leadership development, strategic planning, and governance activities that advance the mission and core values of AASPA,

Within these limits, the President-Elect shall:

Leadership Continuity

1. Assume and perform the duties of the President during the President's absence or when the President wishes to make a motion
2. Support leadership continuity and stability by preparing for the transition to the presidency.

Governance & Board Service

3. Serve as an active and engaged member of the Executive Board, contributing to policy development and strategic decision-making.
4. Interpret and perform all responsibilities set forth in the Constitution and By-laws of the Association.
5. Support decisions of the Executive Board once duly adopted.

Personnel & Executive Leadership

6. Serve on the Executive Board's Personnel Committee.
7. Assist the President in the evaluation of the Executive Director, supporting effective governance and leadership oversight.

Finance & Fiscal Stewardship

8. Serve on the Board Finance Committee, which shall consist of the President and two other members of the Board recommended by the President-Elect and appointed by the President, with the Executive Director serving as an ad hoc member.
9. Collaborate in the development and oversight of the Association's budget.
   Present the annual budget to the membership at the Annual Conference.

Advocacy & Professional Leadership

10. Actively promote the purposes of the Association and advocate for the profession of human capital leadership in education.
11. Support Association advocacy priorities that strengthen educator workforce practices and positively impact students.

In fulfilling these responsibilities, the President-elect models AASPA's commitment to ethical leadership, advocacy, engagement, and student-centered impact.

Revised June 23, 2026

2.61 – ROLE AND RESPONSIBILITIES OF THE PRESIDENT

The President is an officer of the Association and moves into this position after serving as the President-Elect for one year. The President shall serve a term of one year. As a member of the Executive Board the President provides strategic leadership and governance oversight for the Association and is responsible for establishing administrative procedures to supervise, control, and direct the business of the Association within the limits of the Constitution and By-laws.

Within these limits, the President shall:

Leadership & Governance

1. Actively promote the mission, purpose, and activities of the Association.
2. Interpret and perform all responsibilities set forth in the Constitution and By-laws.
3. Preside over all meetings of the Executive Board and the Annual Meeting of the Association in a fair, inclusive, and efficient manner.

4. Set agendas for Executive Board meetings and the Annual Meeting, ensuring alignment with strategic priorities and core values.
5. Call special meetings of the Executive Board as necessary.
6. Support decisions of the Executive Board once duly adopted.

Committees & Board Structure

7. Appoint committee chairs for committees designated by the By-laws.
8. Provide committees with clear goals and expectations to focus their work in support of the Association's strategic priorities.
9. Appoint an Executive Board liaison to each committee.
10. Serve on the Executive Board's Personnel Committee.
11. Chair the Board Finance Committee and appoint or chair ad hoc committees as needed by the Association.
12. Serve on committees, subcommittees, or ad hoc committees as necessary to advance the work of the Association.

Executive Director & Operational Oversight

13. Provide governance oversight of the operations of the national office in partnership with the Executive Director.
14. Review monthly financial expenditures and ensure appropriate fiscal stewardship.
15. Approve travel, leave, and expenditures of the Executive Director in accordance with Association policy.
16. Lead the evaluation of the Executive Director in collaboration with the Personnel Committee and with input from the full Executive Board.
17. Maintain the AASPA Operations Handbook and recommend revisions as needed.
18. Serve as the Executive Board liaison to AASPA legal counsel.

Representation & Stewardship

19. Serve as a visible ambassador for the Association, representing AASPA with integrity, professionalism, and credibility.
20. Uphold fiduciary responsibilities, ethical standards, and sound governance practices.

21. In fulfilling these responsibilities, the President models AASPA's commitment to ethical leadership, advocacy, engagement, and student-centered impact.

Revised June 23, 2026

2.62 – ROLE AND RESPONSIBILITIES OF THE IMMEDIATE PAST-PRESIDENT

The Immediate Past-President is an officer of the Association and assumes this role after serving a one-year term as President. The Immediate Past President shall serve a one-year term, or until a presidential succession replacement occurs.

As a member of the Executive Board, the Immediate Past President provides leadership continuity, institutional knowledge, and governance support consistent with the Constitution and By-laws of the Association.

Within these limits, the Immediate Past President shall:

Governance & Board Service

1. Serve as an active and engaged member of the Executive Board.
   Support the establishment of policies that supervise, control, and direct the business of the Association in accordance with the Constitution and By-laws.

2. Support decisions of the Executive Board once duly adopted.

Personnel & Leadership Support

3. Serve on the Executive Board's Personnel Committee.
4. Provide guidance and perspective to support effective governance and executive leadership oversight.

Continuity & Institutional Knowledge

5. Provide institutional memory and historical context related to past AASPA initiatives, events, and decisions.
6. Advise the President and Executive Board on precedent, best practices, and lessons learned to support informed decision-making.

Board Development & Mentorship

7. Assist the President with the orientation and onboarding of new Executive Board members.
8. Serve as a mentor to board members, supporting leadership development and continuity across the presidential cycle.

Committees & Coordination

9. Serve as the coordinator for Executive Board committee liaisons in collaboration with the Executive Director, who coordinates AASPA staff committee liaisons.
10. Support effective communication and alignment between the Executive Board, committees, and staff.

In fulfilling these responsibilities, the Immediate Past President supports leadership continuity, governance excellence, and the sustained advancement of AASPA's mission.

Revised June 23, 2026

2.63 – ROLE AND RESPONSIBILITIES OF THE RECORDING SECRETARY

The Recording Secretary is an officer of the Association and is elected by the membership through an electronic voting process prior to the Annual Business Meeting.

The Recording Secretary is responsible for maintaining accurate, complete, and accessible records of the Association, supporting transparent governance, informed decision-making, and continuity of institutional knowledge.

Within these limits, the Recording Secretary shall:

Records & Documentation

1. Maintain official records of the Executive Board and Association, including minutes, committee reports, resolutions, correspondence, and other governance documents.
2. Take, prepare, and provide minutes of all Executive Board meetings, Annual Meetings, and other official business meetings of the Association.
3. Ensure past records are preserved and archived at AASPA headquarters for future reference.
4. Convey all written and electronic records to AASPA headquarters for archiving at the conclusion of the elected term.
5. Support continuity of governance by ensuring records are well organized, accessible, and complete for incoming officers.

Meeting Support & Governance Readiness

6. Bring to each Executive Board and Association meeting the prior meeting's minutes, Constitution and By-laws, agenda, and other necessary records in electronic format.

7. Support orderly, efficient, and inclusive meetings by ensuring accurate documentation and procedural consistency.

Membership Communication & Transparency

8. Work with the national office to notify the membership of the Annual Meeting of the corporation no sooner than thirty (30) days and no later than ten (10) days prior to the meeting.
9. Support transparent communication with members by ensuring accurate documentation of official Association actions while maintaining confidentiality of privileged information.

Board Leadership

10. Perform or contribute to the performance of all responsibilities set forth in the Constitution and By-laws of the Association.
11. Serve as an active and engaged member of the Executive Board, attending meetings and participating fully in deliberations and decision-making.
12. Contribute to the development of the annual budget presented to the membership for adoption at the Annual Business Meeting, supporting sound fiscal stewardship.
13. Contribute to the evaluation of the Executive Director and the development of annual goals, as coordinated by the Personnel Committee.
14. Approve, by majority vote, the policies and procedures governing the operation of the Association.
15. Authorize, by majority vote, the appointment of special commissions, committees, or external contractors to investigate, research, or perform services on behalf of the Association.
16. Support and advance advocacy efforts that elevate the profession of human capital leadership in education.
17. Perform additional duties as assigned by the President in support of the Association's mission, strategic priorities, and student-centered outcomes.
18. Support decisions of the Executive Board once duly adopted.

In fulfilling these responsibilities, the Secretary models AASPA's commitment to ethical leadership, advocacy, engagement, and student-centered impact.

Revised June 23, 2026

2.64 – THE ROLE OF THE REGIONAL REPRESENTATIVE

In 1979 the position of representative-at-large of the American Association of School Personnel Administrators was changed to regional representative. A regional representative is elected for a three-year term. Each of the six Regional Representatives is responsible for a designated committee assigned by the President.

Revised October 1, 2001

2.64.10 – Responsibilities of the Regional Representatives

The Regional Representative is elected by the membership through an electronic voting process prior to the Annual Business Meeting and shall serve a three-year term. Six (6) Regional Representatives serve on the Executive Board, each representing a designated geographic region. Regional Representatives will maintain Active membership and will work full-time in the region in which they represent.

Regional Representatives serve as a critical link between the membership, committees, and the Executive Board, ensuring regional perspectives inform Association governance and strategic priorities.

Within these limits, each Regional Representative shall:

Representation & Member Voice

1. Serve as a primary communications link between state or provincial Affiliates, and the Executive Board and represent the interests, needs, and perspectives of members within the assigned region.
2. Promote AASPA membership within the region and assist in securing and maintaining membership rosters from state or provincial Affiliates.
3. Encourage active participation of regional members in Association programs, committees, and leadership pathways.
4. Solicit information from Affiliate groups regarding programs, meetings, awards, emerging issues, and promising practices to share with the Executive Board, appropriate committees, and the membership through regional AASPA communications.
5. Solicit and share with the President-Elect the names of members willing to serve on AASPA committees or as nominees for elected office, supporting leadership development and succession planning.
6. Promote the formation and growth of new state or provincial Affiliates within the region.

Board Leadership

7. Perform or contribute to the performance of all responsibilities set forth in the Constitution and By-laws of the Association.
8. Serve as an active and engaged member of the Executive Board, attending meetings and participating fully in deliberations and decision-making.
9. Contribute to the development of the annual budget presented to the membership for adoption at the Annual Business Meeting, supporting sound fiscal stewardship.
10. Contribute to the evaluation of the Executive Director and the development of annual goals, as coordinated by the Personnel Committee.
11. Approve, by majority vote, the policies and procedures governing the operation of the Association.
12. Authorize, by majority vote, the appointment of special commissions, committees, or external contractors to investigate, research, or perform services on behalf of the Association.
13. Support and advance advocacy efforts that elevate the profession of human capital leadership in education.
14. Perform additional duties as assigned by the President in support of the Association's mission, strategic priorities, and student-centered outcomes.
15. Support decisions of the Executive Board once duly adopted.

Committee Leadership & Board Service

16. Serve as the Executive Board liaison to a designated committee assigned by the President and attend committee meetings
17. Support the committee's work by communicating board priorities, monitoring progress toward goals, and reporting committee updates to the Executive Board.

In fulfilling these responsibilities, Regional Representatives strengthen member voice, regional connection, and the collective leadership of AASPA.

Revised June 23, 2026

2.64.14 – Regional Representative Attendance at Affiliate Meetings

Assumptions

1) The Executive Board encourages attendance of Regional Representatives at meetings of Affiliate associations within the representative's region to the extent that time and finances permit.
2) Regional Representatives will normally attend meetings of the Affiliate association(s) in which they hold membership and that expenses for attendance at these meetings will be paid by the employing board of education or by the individual.
3) The Executive Board encourages participation of regional representative in providing professional development at Boot Camps, Summits, Annual Conference, Webinars and by representing the association at various events as requested by the President and/or Executive Director.
   Expenses for attendance at these meetings will be paid by the employing board of education or by the individual.

Guidelines

1) The Executive Board will build into the annual operating budget for the year a sum of money for the regional representatives' attendance at a limited number of Affiliate association meetings.
2) Regional Representatives shall secure prior approval of the AASPA President to attend Affiliate meetings at AASPA expense when the total request for the year exceeds the regional allocation.
3) The AASPA President, in determining whether approval shall be given, will take into consideration, with the assistance of the Executive Director:

    a. Extent of costs associated with attendance at the meeting.

    b. Availability of funds for this activity.

    c. Expected gains to AASPA through attendance of the regional representative, e.g. possible additional members of AASPA; possible interest on the part of the Affiliate in hosting a future annual conference.

    d. Degree to which the Affiliate has assisted AASPA in developing and completing projects.

    e. Possible assistance to the Affiliate in membership promotion through attendance of the regional representative.

Revised June 23, 2026

2.70 – GUIDELINES FOR SUBMITTING REIMBURSEMENT FOR TRAVEL EXPENSES

Reimbursement for travel on AASPA business shall be within and limited to the terms stated below. The Executive Board must approve any additional travel expenses for employees of the association, members of the Executive Board and/or invited guests or presenters. Requests for board reimbursement shall be sent to the Executive Director and approved by the Executive Director in consultation with the President for payment. Receipts must be attached to the travel reimbursement form. Travel reimbursement requests must be submitted within 60 days of the event.

Transportation

Whenever meeting as a board in person the AASPA national office will reimburse board members' for travel costs including airfare, ground transportation and parking. Incoming board members are excluded for annual conference. AASPA urges advanced reservations for all meetings and activities that have a minimum chance of being cancelled (preferably 21 days in advance). If reservations are made less than 21 days in advance, board members may be required to pay the additional costs. If a personal car is used, mileage cost reimbursement cannot exceed the cost of air transportation between home and local destination.

Use of airport shuttle services, taxi or ride sharing are encouraged when available for ground transportation.

Lodging

Whenever meeting as a board the AASPA national office will reserve all room nights and arrange to pay for board members' rooms, not to exceed two nights. Incoming board members are excluded for annual conference. The outgoing President-Elect, President, and immediate-Past President shall have lodging provided for up to five nights associated with the annual conference and shall be expected to make themselves available during the conference to conduct association business. For extenuating circumstances, additional arrangements may be provided per approval by the President and/or Executive Director.

Meals

Whenever meeting as a board the AASPA national office will provide meals. In the event AASPA does not provide a meal, reimbursement for total meal expenditures shall not exceed $40 per day and receipts must accompany the travel reimbursement form. AASPA does not reimburse for alcoholic beverages.

Annual Conference Registration

All board members will be expected to pay for the base package annual conference registration and any official conference events. For extenuating circumstances, additional arrangements may be provided per approval by the President and/or Executive Director.

Revised August 20, 2019

2.71 – TRAVEL EXPENSE CLAIM FORM

American Association of School Personnel Administrators
7201 W. 129th Street, Suite 220 | Overland Park, Kansas 66213
E-Mail: aaspa@aaspa.org | Phone: (913) 327-1222 | Fax: (913) 327-1223

Name: _____
Address (to which the reimbursement is to be mailed):

_____

_____

Professional Activity: _____

Location of Meeting: _____ Dates of Meeting: _____
City & State

Date	Airfare	Mileage Current IRS Rate .565 cents	Meals	Parking	Ground Transportation	Other	Budget Account (For Office Use)
Sub-Totals							

Total Reimbursement Requested: $_____ (Attach receipts, and do not include any personal expenses).

I hereby certify that the above is a true statement of travel expenses incurred by me in accordance with the current expense policy of AASPA and that all items shown were for official business of AASPA and that expenses herein claimed were not received or paid from any other source.

Signature: _____ Date: _____

Approved for payment: _____ Date: _____
Executive Director or President

2.82 – ANNUAL AUDIT/REVIEW

Beginning in the 2015-16 fiscal year and every fiscal year thereafter, an annual review of the association's finances will be conducted at the conclusion of the fiscal year by an independent accounting firm approved by the Board. A review shall mean a review performed in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants for the fiscal year being reviewed. Notwithstanding any provision of this section, the Executive Board may, by majority vote, cause to have a complete audit performed in accordance with auditing standards generally accepted in the United States of America, at any time the Executive Board deems necessary and appropriate.

Revised October 10, 2016

2.83 – MONTHLY NOTIFICATION OF PAYMENT OF BILLS AND PAYROLL

At the conclusion of each month the Executive Director shall provide, monthly financials and statement of activities to the board as approved by the Board's Finance subcommittee. Members of the board may share the questions, comments and concerns with the President.

Revised January 23, 2015

SECTION 3.0 - PERSONNEL/PROCEDURES

3.10 – EXECUTIVE DIRECTOR

The Executive Director serves as the Chief Executive Officer of AASPA and is responsible for the day-to-day management of the Association, implementation of Executive Board policies, supervision of staff, financial stewardship, and execution of the Association's Strategic Plan. The Executive Director reports directly to the Executive Board through the Executive Committee and operates within the authority established by the Bylaws, Board policies, and an Executive Board-approved job description.

Revised October 11, 2026

3.11 – EXECUTIVE DIRECTOR'S EVALUATION

Purpose

The Executive Board is responsible for the annual evaluation of the Executive Director. The evaluation process is intended to promote organizational excellence, strengthen the partnership between the Executive Board and the Executive Director, provide meaningful feedback, recognize accomplishments, and establish priorities for the coming year. The evaluation also serves as a basis for professional growth, goal setting, and consideration of compensation, when appropriate.

Evaluation Process

The Board President shall coordinate the annual evaluation process in consultation with the Executive Board or designated committee. The evaluation shall include input from Board members and be reviewed with the Executive Director in executive session. The completed evaluation shall become part of the Executive Director's personnel record.

Evaluation Criteria The Executive Director's performance shall be evaluated using criteria established by the Executive Board, which may include:

- Progress toward achieving the Association's Strategic Plan and Board priorities.
- Implementation of Executive Board policies and directives.
- Financial stewardship and responsible management of Association resources.
- Leadership and supervision of Association staff.
- Member service, stakeholder engagement, and organizational effectiveness.
- Communication with the Executive Board.
- Leadership, innovation, and professional conduct.

Executive Director Response

The Executive Director shall have the opportunity to provide written comments regarding the evaluation, including accomplishments, challenges encountered, areas of agreement or disagreement, and goals or actions planned to support continued professional growth and organizational success.

Revised October 11, 2026

3.20 – AASPA PERSONNEL

AASPA is committed to recruiting, developing, and retaining a highly qualified workforce that supports the Association's mission, strategic priorities, and service to its members. The Executive Board and Executive Director shall ensure that employment practices comply with all applicable federal, state, and local employment laws and reflect the Association's commitment to professionalism, fairness, and organizational excellence.

The Executive Board is responsible for the appointment, supervision, and evaluation of the Executive Director. The Executive Director is responsible for the recruitment, selection, supervision, development, evaluation, and

administration of all other Association employees in accordance with approved personnel policies and the annual operating budget.

Each position shall have a current written job description that identifies the position's primary purpose, essential responsibilities, reporting relationship, qualifications, Fair Labor Standards Act (FLSA) classification, and other information necessary to communicate performance expectations. Job descriptions are intended to define the essential functions of a position and may be revised periodically to reflect changes in organizational needs, strategic priorities, or operational responsibilities.

Each employee shall receive a copy of their job description upon employment and acknowledge receipt. Signed acknowledgements shall be maintained in the employee's personnel file.

Performance management is an ongoing process designed to support employee success, professional growth, and organizational effectiveness. Employees shall participate in regular performance discussions and receive a formal written performance evaluation annually. Evaluations should recognize accomplishments, identify opportunities for growth, establish performance goals, and support professional development. Performance evaluations shall be maintained in the employee's personnel file.

Revised October 11, 2026

3.21 – EMPLOYEE TRAVEL

AASPA recognizes that travel is necessary to support the Association's mission, strategic initiatives, professional development, and member services. Employees are expected to travel responsibly, exercise good judgment, and use Association resources prudently.

Travel Authorization

All overnight travel and travel requiring airfare or other commercial transportation must receive advance approval from the Executive Director.

Requests for travel approval should include:

- Destination
- Purpose of the travel and anticipated benefit to AASPA
- Travel dates
- Estimated costs for transportation, lodging, registration, meals, and other anticipated expenses

Travel Arrangements

Whenever practical, travel arrangements should be made as far in advance as possible to obtain the best available rates. Employees are expected to use the most cost-effective mode of transportation that meets the business need. AASPA will reimburse or directly pay for **economy (coach) airfare** and other standard travel accommodations such as lodging and ground transportation. Any upgrades, premium seating or additional travel-related costs incurred for personal preference are the responsibility of the employee unless approved in advance by the Executive Director.

Mileage Reimbursement

Employees using their personal vehicles for approved business travel will be reimbursed at the current IRS standard mileage rate. Mileage reimbursement covers normal vehicle operating expenses, including fuel, maintenance, and insurance.

Conference Travel

Employees attending AASPA sponsored events as part of their assigned responsibilities are expected to participate in scheduled staff meetings, event responsibilities and other assigned duties throughout the conference.

Combining Business and Personal Travel

Employees may combine personal travel with approved business travel provided there is no additional cost to

AASPA. Any additional lodging, transportation, meals, or other expenses attributable to personal travel are the responsibility of the employee.

Revised October 11, 2026

3.22 – ASSOCIATION CREDIT CARDS

The Executive Director is authorized to issue Association credit cards to employees whose job responsibilities require the purchase of goods or services on behalf of AASPA. Credit card limits and authorized users shall be determined by the Executive Director based on operational needs.

Association credit cards may be used only for legitimate business expenses and must be administered in accordance with AASPA's Employee Credit Card Policy. All credit card transactions shall be supported by appropriate documentation and reviewed through the Association's established financial controls and monthly reconciliation procedures.

Revised October 11, 2026

3.23 – PAYMENTS AND CASH HANDLING

AASPA encourages the use of electronic payment methods, including credit cards and online payment systems, for registrations, merchandise, and other event-related purchases. Cash and checks should be accepted only when necessary.

The Executive Director shall establish and maintain appropriate internal controls for the collection, safeguarding, reconciliation, and deposit of all event revenue, regardless of the payment method. These controls shall include the segregation of duties when practical, timely reconciliation of transactions, and adequate documentation to support all receipts and deposits.

Any cash or checks received at an event shall be secured at all times, reconciled promptly, and deposited into the Association's bank account as soon as practicable. Employees and volunteers authorized to handle Association funds shall follow established financial procedures and report any discrepancies immediately to the Executive Director.

Revised October 11, 2026

3.30 – AASPA RECORDS RETENTION POLICY

AASPA may maintain official records in approved organizational information systems, including cloud-based document management platforms (such as Google Workspace/Google Drive), the Association Management System (AMS), accounting software, learning management systems (LMS), email systems, customer relationship management (CRM) systems, and other business applications approved by the Executive Director.

Records maintained within these approved systems are considered official organizational records and are subject to the retention periods established in this policy.

It is the policy of AASPA to retain records as required by law and to destroy them when appropriate. The formal records retention policy of AASPA is as follows:

Permanently:

- Audit reports
- Correspondence for legal and important matters

- General ledgers/year end trial balance
- Insurance policy claims
- Minutes of Executive Board meetings
- Minutes of annual business meetings
- Property and asset ownership records (incl. depreciation schedules)
- Retirement and pension records
- Tax returns and worksheets, examination reports and other documents relating to determination of income tax liability
- Trademark registrations and copyrights
- Year-end financial statements

7 Years:
- Accident reports/claims (settled cases)
- Accounts payable ledgers, journals, schedules and supporting documents
- Accounts receivable ledgers and schedules
- In effect contracts, mortgages, notes and leases
- Inventories of products, materials and supplies
- Payroll/Personnel records and summaries
- Revenue and transaction records
- Bank reconciliations and Bank statements

3 Years:
- Budget information
- Employment applications
- Insurance policies (expired)
- Financial and Audit Records

2 Years:
- General correspondence
- Routine correspondence with customers and/or vendors

Revised October 11, 2026

3.40 – AASPA INVESTMENT AND FINANCIAL ASSET MANAGEMENT POLICY STATEMENT

INTRODUCTION

This statement of investment and financial policy has been adopted by the Executive Board of the American Association of School Personnel Administrators ("AASPA") to provide guidelines for the investment and management of funds held by the association.

It is the policy of the American Association of School Personnel Administrators (Association) Executive Board (Board) to treat all assets of the Association as if held by the Association in a fiduciary capacity for the sake of accomplishing its mission and purposes. The following investment objectives and directions are to be judged and understood in light of that overall sense of stewardship. In that regard, the basic investment standards shall be those of a prudent investor.

Definition of Terms
1. Funds – Any amount of Association money residing in a AASPA account.
2. Restricted Funds – funds residing in any Association account that has a designated purpose that limits the use of those funds for the designated purpose.
3. Checking Accounts – The general checking account established for the receipt of revenues and the expenditure of funds to meet the Association's financial obligations.
4. Cash – Funds residing in the Association checking accounts.
5. Investment Funds – All funds residing Money Market, Certificate of Deposit, and U.S. Government Obligation accounts.

6. Reserve Accounts – Investment funds held by the Association in Money Markets, Certificates of Deposit, and Direct Obligation of the U.S. Government.

Operating and Investment Assets
For purposes of this policy, operating and investment assets are those assets of the Association which are available for placement in cash or investment accounts either directly or through intermediate structures.

Supervision and Delegation
The Board has adopted this policy and has formed a Finance Committee, described below, to which it has delegated authority to supervise Association investments and financial management. The Board reserves to itself the exclusive right to amend or revise this policy.

Finance Committee
The Finance Committee (Committee) is comprised of the Association President, President-Elect, and two board members appointed annually by the President. The Executive Director serves as an ad-hoc member of this committee. The President-Elect presents the annual budget to the membership at the annual business meeting.

Whenever this policy assigns specific tasks to the Committee, the policy assumes that the actual work will be performed by the Executive Director or other designated staff members, subject to the Committee's overall supervision.

Operating Funds
The purpose of the Operating Fund is to provide sufficient cash to meet the financial obligations of AASPA in a timely manner. The Association currently maintains the following operating fund accounts in Commerce Bank:

1. Checking account

Investment Funds in Reserve Accounts
The Association's primary investment objective is to preserve and protect its assets by earning a total return for each category of assets (a Reserve Account), which is appropriate for each account's time horizon. The objectives of the Investment Funds are:

1. Liquidity;
2. Preservation of capital and;
3. To optimize the investment return within the constraints of the policy.

The Board reserves the right to designate other restricted funds as needed; e.g. a future initiative fund, etc. This policy applies to all Association funds, although the specific objectives and asset allocation will vary, as appropriate, from fund to fund.

Funding Balance Requirements
The Association shall have a goal of maintaining reserves of no less than fifty percent (50%) of annual budgeted expenses, not including direct conference expenses. In the event the goal of 50% of annual operating expenses is not achieved and reserves are less than 45% of average annual operating expenses, the Executive Director shall notify the Finance Committee/Board of a variance. The Finance Committee would convene to recommend necessary and sufficient corrective actions to pursue a recovery plan.

Asset Allocations and Rebalancing
Actual asset allocations in each reserve account will be established and maintained by the Association in the manner reflected in the guidelines noted in the table below. The Committee will monitor the asset allocation of each Reserve Fund based on reports provided by the Executive Director and President-Elect through monthly statements. To achieve rebalancing, the Committee or the Board may either move money from one account to another or may direct future contributions and expenditures from particular assets as is most convenient.

Operating and Reserve Accounts Guidelines

Allowable Accounts	Type	Liquidity	Allocations	Risk
Interest bearing checking and savings accounts in federally insured banks and savings and	Operating	High	General operating funds in the amount	None

loans not to exceed federally insured amounts			necessary to meet obligations	
Federally-insured Certificates of Deposit not to exceed $250,000 per institution including interest at commercial banks or savings and loans institutions	Reserve	Laddered in 6 month steps up to 24 months	As authorized by the Committee or Board	None
Money market funds that invest in government-backed securities	Reserve	Moderate	As authorized by the Committee or Board	Low

Asset Transfers

Under this policy and these investment guidelines, the Committee or the Board may authorize the transfer of funds from a checking account to a reserve account under the guidelines provided in Operating and Reserve Accounts Guidelines above. Transfer of assets from any reserve account into an Association checking account may be done only with the approval of the Committee or the Board. Such transactions shall be conducted by one of the authorized signatories to the account in question. Furthermore, all account activity shall be monitored and verified by the Board President through monthly or more frequent periodic reviews of account records by means of printed account reports or electronic means.

Cash Flow Management

In order to maintain adequate balances to meet monthly expenses, the Executive Director may draw funds from a money market into the checking account to cover expenses for the fiscal year in which the deferred funds were intended. The Executive Director will advise and seek the approval of the Committee in a timely manner of any need to transfer funds from a reserve account to a checking account under the guidelines noted in Asset Transfers, above. Such transfers may also be authorized by a majority vote of the Board.

Account Authorization

In order to facilitate the timely operation of Association business and the proper meeting of its fiscal responsibilities, the persons filling the following positions will be authorized to sign checks and execute fund deposits and transfers:

Checking Account(s): Executive Director, Board Designated Staff member (in addition to the Director)

Money Market Accounts: Executive Director, Board Designated Staff member (in addition to the Director)

Certificates of Deposit: Executive Director, Board Designated Staff member (in addition to the Director)

Transfers from Money Market and Certificates of Deposit funds shall be governed in a manner described under Investment Guidelines, above.

Reporting Requirements and Performance Tracking

The Finance Committee will meet to review the operating and investment funds. Additionally, the Board will receive the following financial reports:

1) Monthly — The Executive Director will provide the Board with an accounting of the most recent monthly financial data available following a review of the Finance Committee. This report will include the Associations revenues and expenses by line item, and the balances of each account held by the Association.
2) Annually — The Board will adopt an annual budget to present for approval of the membership at the Annual Business meeting.

Revised October 11, 2026

3.50 – PROCEDURES FOR HANDLING CASH AT EVENTS

FINANCIALS

At Registration, all cash, checks, and credit card transactions are handled by an AASPA staff member or staff member designated volunteer. The on-site volunteers are verbally instructed to send any on-site registrants or

unpaid registrants to the AASPA staff member or staff member designated volunteer at the Registration desk to handle any transactions. This includes registration payments, ticket sales, and any other necessary charges in the form of cash, check, or charge. Written receipts are created for all transactions.

Most transactions are handled by an AASPA staff member present at the Book Store. However, in the absence of an AASPA staff member, a designated volunteer is permitted to handle transactions to keep the Book Store running. Volunteers are instructed upon the beginning of their shift as to the procedures for handling cash, checks, and credit card transactions, as well as keeping track of inventory. Written receipts are created for all transactions.

Prior to the national conference, cash is withdrawn to use for change and miscellaneous expenses. Written receipts are created for all transactions. Upon return to the home office, the remaining cash is deposited back into the AASPA account from which it was taken.

Also upon return, an AASPA staff member compares the beginning inventory of items for the Book Store to the remaining inventory and cash receipts for reconciliation.

CASH BOX HANDLING

The AASPA cash box is under the supervision of an AASPA staff member at all times. At the close of registration each day, an AASPA staff member takes the cash box, all cash, checks, and credit card receipts, and places it into a hotel safe box for keeping overnight. At the end of the conference, the AASPA staff member carries all cash, checks, and credit card receipts home in a carry-on item.

Revised October 11, 2026

3.60 – ANTIFRAUD AND WHISTLEBLOWER POLICY

PURPOSE

The American Association of School Personnel Administrators is committed to conducting its affairs with the highest standards of integrity, honesty, accountability, and ethical stewardship. As a nonprofit organization entrusted with member dues, sponsorships and other organizational assets, AASPA expects every director, officer, employee, volunteer, contractor and individual acting on behalf of the Association to conduct business in a lawful, ethical, and responsible manner.

The purpose of this policy is to:

- Prevent, detect, and address fraud, financial misconduct, and other improper activities.
- Encourage the prompt reporting of suspected violations of law, organizational policies, or ethical standards.
- Protect individuals who report concerns in good faith from retaliation.
- Establish a fair and consistent process for reviewing, investigating, and resolving reported concerns.
- Promote sound governance and responsible stewardship of Association resources.

This policy is intended to support AASPA's commitment to ethical governance and strong internal controls consistent with nonprofit best practices. While federal tax law generally does not require nonprofit organizations to adopt a whistleblower policy, the Internal Revenue Service recognizes such policies as an important governance practice that promotes accountability and compliance.

Fraud is any intentional act or omission designed to obtain an unauthorized benefit, deceive others, or misuse AASPA's assets, financial resources, information, or authority for personal or organizational gain.

Fraud may include, but is not limited to:

- Theft or misappropriation of funds or property
- Falsification of financial or organizational records
- Unauthorized use of Association assets or credit cards
- Expense reimbursement fraud

- Payroll fraud
- Forgery
- Bribery or kickbacks
- Cyber fraud, phishing, or electronic payment fraud
- Misuse of confidential information
- Intentional concealment of fraudulent activity

INVESTIGATION AUTHORITY

AASPA is committed to promptly reviewing and investigating all credible reports of suspected fraud, financial misconduct, unethical behavior, or other violations covered by this policy. Investigations shall be conducted in a fair, impartial, and confidential manner to the extent reasonably possible.

The Executive Director is responsible for overseeing investigations involving employees, contractors, volunteers, vendors, or other individuals acting on behalf of AASPA, unless the allegation involves the Executive Director or presents a conflict of interest.

If a report involves the Executive Director, a member of the Executive Board, or any individual responsible for overseeing the investigation, the matter shall be referred to the President of the Executive Board or the Executive Committee for direction. The Executive Board may assign responsibility for the investigation to the Finance Committee, an ad hoc committee, legal counsel, independent auditors, forensic accountants, or other qualified professionals, as appropriate.

Individuals responsible for conducting investigations shall have access to all records, documents, systems, and information reasonably necessary to complete the investigation, subject to applicable laws and confidentiality requirements.

Following completion of an investigation, the Executive Director or Executive Board, as appropriate, shall determine any necessary corrective actions, including internal disciplinary measures, recovery of assets, notification of insurance carriers, reporting to regulatory authorities, or referral to law enforcement when warranted.

WHISTLEBOWER PROTECTION AND NON-RETALIATION

AASPA encourages directors, officers, employees, volunteers, contractors, and others acting on behalf of the Association to report suspected fraud, financial misconduct, violations of law, unethical conduct, or other improper activities in good faith.

No individual who, in good faith, reports a concern or participates in an investigation under this policy shall be subject to retaliation, harassment, intimidation, discrimination, adverse employment action, or other negative consequences because of the report.

Any person who knowingly engages in retaliation against an individual protected by this policy may be subject to disciplinary action, up to and including removal from employment, volunteer service, committee assignment, or the Executive Board, as appropriate.

This policy does not protect individuals who knowingly make false allegations or act with malicious intent. However, a report made in good faith shall remain protected even if an investigation determines that no violation occurred.

CONFIDENTIALITY

Reports made under this policy will be handled as confidentially as reasonably possible while allowing AASPA to conduct a fair and thorough investigation and comply with applicable legal obligations.

Information concerning a reported matter will be shared only with those individuals who have a legitimate need to know in order to investigate, respond to, or resolve the matter.

Revised October 11, 2026

SECTION 4.0 – COMMITTEES

4.10 – GENERAL COMMITTEE PROCEDURES

AUTHORITY FOR APPOINTING COMMITTEES

The authority for naming committees of the Association is found in the Constitution and By-laws under Article XI - Committees:

Section 1. The President shall appoint the chairs and co-chairs of the following operational committees:
- a. Constitution and By-laws
- b. Human Connections
- c. Legislative/Governmental
- d. Membership
- e. Nominating
- f. Professional Development
- g. Recognition
- h. Scholarship

Section 2. The President may appoint such special committees as are necessary in his/her judgment, or as authorized by the annual conference.

Section 3. Committee members shall serve on no more than two committees during any membership year, and committee chairpersons shall not be eligible to serve on a second committee during the membership year, unless approved by the Executive Board.

These committee chairs and co-chairs shall serve for the year following the annual conference at which they have been appointed or, if appointed during the year, until the conclusion of the subsequent annual conference.

Revised November 12, 2020

4.10.11 - Liaison with the Executive Board

4.10.11 - Liaison with the Executive Board

The President shall name members of the Executive Board as liaison persons with the individual committees. Persons so named will serve in an advisory capacity to the committee and will be the channel through which the committee reports to the President and Executive Board. Liaison positions are non-voting members of the committee. The Immediate Past-President will serve as a support and monitor of Board Liaison activity to ensure that the committees receive the advice, support, and communications needed.

Although the Constitution and By-laws provide that the President shall appoint all, committee chairs and co-chairs, persons may be called upon to assist in the selection of the individuals to serve on these committees.

Members are invited to join AASPA Committees and must hold a current AASPA membership. Business members are not allowed to serve on the Nominating or Membership Committee. Volunteering committee members should have demonstrated an interest in AASPA activities and possess competencies and attitudes that will provide for effective participation in the activity or activities of the committee. Make-up of the committee should be such that there will be sufficient carry-over from the previous year's committee membership to ensure continuity in all committees.

Committee make-up should provide for balanced geographical representation. A reasonable balance would be provided by representation from each of the six geographical regions into which the states of the United States of America and the provinces of Canada have been grouped. Further, committee appointments should be made so as to assure gender and ethnic representation.

Revised February 15, 2024

4.10.12 – Financial Support for Committee Activities

A minimum budget for all committees will be established within the Association budget each year. The various committees may request funds beyond those budgeted, provided written requests are made to the Executive Board justifying the need for additional funds, and outlining the activities contemplated by the committee. Such supplemental funds could be made available from funds provided in the budget.

Committees will be expected to operate within the final approved budget amount and provide proper accounting for funds expended. Requests for advance of funds approved or for reimbursement for money expended should be directed to the Executive Director.

Although AASPA committees are given wide latitude in the activities in which they engage, they are expected to stay within the parameters as outlined in the following pages and their charge from the President. Guidance and direction should be secured from the President, the Executive Director, or the Board Liaison.

4.10.13 – Committee Reports

The committee chairperson will be expected to provide the Executive Board with an interim report of activities of the committee at its winter meeting and a tentative final report at its summer meeting. Such reports are to be provided through the Executive Director or Staff Liaison. The final report of the committee will be submitted to the Executive Director for publication in the Annual Report. The report will also be delivered to the membership by the chairperson or his/her designee at the annual conference business meeting. The Executive Board Liaison will serve as the channel of communication between the chairperson and the Executive Board in providing input into the work of the committee and Executive Board reaction to committee recommendations and proposals.

Revised February 15, 2024

4.11 – Committee Report Format

AMERICAN ASSOCIATION OF SCHOOL PERSONNEL ADMIMISTRATORS
(Year) (Name of Committee) (Committee Report)

Statement of Purpose(s)

(Restate purposes as found in the committee guidelines or constitution.)

Activities and Accomplishments

(A statement of the activities of the committee and what the committee accomplished during the year.)

Comments and Recommendations

(Recommendations to the membership for action at the annual conference business meeting. In the case of the Constitution and By-laws Committee and the Resolutions Committee, recommended changes should follow as a complete and separate document.)

Committee Members

(List the name of the chairperson first, followed by members of the committee in alphabetical order and the name of the Executive Board Liaison. In a column to the right of this listing, indicate the location [city/state/province] of each committee member.)

4.12 - Conference Reports: Distribution And Action

Final committee reports are presented to the AASPA membership through the Annual Business Meeting.

Revised October 12, 2015

4.20 - CONSTITUTION AND BY-LAWS COMMITTEE

STATEMENT OF PURPOSE
The major purposes of the Constitution and By-laws Committee are to (1) review annually the Association's Constitution and By-laws to determine whether the purposes and the governance of the Association are adequately reflected in the document, and (2) prepare amendments to better serve the organization's needs.

OPERATIONAL PROCEDURES
The Constitution and By-laws Committee will:

1) Review the recommendations of other AASPA committees presented to the membership at the business meeting of the annual conference that might require changes in the Constitution and By-laws,
2) Action taken by the membership on these recommendations,
3) Any recommendations of the previous year's Constitution and By-laws Committee in determining a course of action for the ensuing year.

The Committee will solicit recommendations for amendments to the Constitution and By-laws by way of written requests to the Executive Board, from members, and from other AASPA committee chairpersons and AASPA Affiliates.

The Constitution and By-laws Committee will review the suggestions received through the above channels and will compile a written summary, which will include all proposals received by the committee and its recommendations for or against the proposals. This document will be forwarded to the Executive Board through the Board Liaison for review prior to the winter meeting of the Board.

Following review by the Board, the Liaison will report back to the committee chairperson actions taken by the Board relative to the committee report.

The Constitution and By-laws Committee will review these actions and any further recommendations from other components of the Association, and will prepare a tentative final report for submission to the Executive Board through the Liaison for consideration at the Board's summer meeting.

Upon approval of the Executive Board, the committee chairperson will present the report of the Constitution and By-laws Committee at the business meeting of the annual conference for vote of the membership.

Amendments adopted at the annual conference will be confirmed by the Chairperson and Recording Secretary and passed on to the Executive Director for incorporation in the Constitution and By-laws.

The Constitution and By-laws Committee chairperson should be available at the annual conference to meet with the newly appointed chairperson and provide appropriate guidance and materials for the following year.

Revised October 12, 2015

CONSTITUTION AND BY-LAWS COMMITTEE FORM FOR PROPOSED CHANGES

Topic:
Refers to Article _____
What is the issue?

This is what we have so far:	This is my reaction:
PROPOSAL:	MODIFIED OR ALTERNATIVE PROPOSAL:
ARGUMENTS FOR:	
ARGUMENTS AGAINST:	

4.30 - MEMBERSHIP COMMITTEE

STATEMENT OF PURPOSE
The major purpose of the Membership Committee is to promote AASPA's continued growth and ability to provide service to its members. The Membership Committee shall support long-term and short-term goals that will continuously support efforts to promote AASPA membership. AASPA membership shall be promoted for individuals as well as Affiliate organizations. The Membership Committee's overarching goal is securing new members and retaining existing members.

RESPONSIBILITIES
Additional tasks or responsibilities may be assigned to the committee based upon Executive Board or staff need. The ongoing tasks of the Membership Committee are as follows:

- New Member outreach on a monthly basis
- Active participation in the AASPA Atlas
- Compilation of template-based resources in various categories

OPERATIONAL PROCEDURES
The Membership Committee shall communicate with the AASPA board and the AASPA membership on a regular basis. The Membership Committee, in order to function in the most effective manner, must have strong representation in all Regions.

Revised February 15, 2024

4.40 - NOMINATING COMMITTEE

STATEMENT OF PURPOSE
The major purpose of the Nominating Committee is to prepare and present to the Executive Board and to the membership recommendations for candidates for elected positions as Association officers and Executive Board members.

OPERATIONAL PROCEDURES
The Nominating Committee chairperson should arrange to meet with his/her committee to review procedures for the selection of nominees for office the following year.

Nomination from the memberships-at-large for the office of President-Elect and Recording Secretary shall be made to the Nominating Committee by any member. Members nominating and members being nominated for the office of Regional Representative must live within that Region. The Nominating Committee may nominate a minimum of one (1) and a maximum of three (3) candidates for the offices to be filled annually.

In accordance with a timeline set by the Nominating Committee, a special announcement should be sent, in cooperation with the AASPA headquarters staff, to qualifying members soliciting nominations and indicating the positions to be filled in the subsequent election, the criteria for nominations, and the procedure for submitting a nomination. A nominating form designed to show the nominee's qualifications should accompany the announcement.

Nominating Committee Chairperson and Co-Chairperson shall not be eligible for nomination during their time in office.

Nominations Timeline
Specific dates noted may be adjusted as deemed necessary by the Nominating Committee to avoid weekend, holiday, or other conflicts.

October	Nominating Committee reviews procedures for the selection of nominees for office positions following the annual conference.
February 1	Nominating Committee (through AASPA office) sends nominations solicitation to all affected regional members and the entire membership for President-Elect and Secretary (when applicable), with periodic reminders sent throughout the nominating period. This will include the nominations timeline and campaign guidelines.
April 1	Nominations deadline
April 15	Nominating Committee verifies nominations of qualified candidates. The Nominating Committee contacts finalists resulting from the screening process to determine willingness to serve if nominated and elected to the position. In the event there is no qualified candidate for an elected position, the nominating committee shall request that the AASPA staff re-open nominations to the appropriate group and establish a timeline for the nomination process which will allow for the submission of a full slate of candidates to the Executive Board at their summer meeting.
May 1	Nominating Committee meets virtually to recommend final slate of nominated, seconded, and qualified (vetted by the Nominating Committee) candidates to the AASPA Executive Board. Nominating Committee confirms voting process and campaign and election timeline.
June	Executive Board approves slate of candidates for open Board positions at summer Executive Board Meeting. AASPA staff prepares website, election emails, and voting links, places necessary links and information on website for members to review.
July 1-31	Official campaign period.
July 15	Voting information and instructions sent to qualified members with links to candidate information – reminders sent the day before voting closes.
August 1	Voting begins, 8:00 am (EDT)
August 10	Voting closes, 5:00 pm (EDT)
August 15	Run-Off/Tie-Breaker Election (if needed) voting begins, 8:00 a.m. (EDT)
August 25	Run-Off/Tie Breaker Election voting closes, 5:00 p.m. (EDT)
Sept 1	Nominating Committee verifies voting results.
Sept 2	The current AASPA President notifies all elected candidates of their selection, and the Past President contacts the unelected candidates to communicate the election results. The Executive Director communicates with winners to confirm attendance to the Annual Conference, New Board Member Orientation and upcoming Board Meetings. Executive Director relays confidential election results and updates, to the Executive Board.
October	Nominating Committee announces election results and reports at Business Meeting.

Nominations Procedures and Guidelines

Following the established deadline for receiving the nominating packet, the committee should screen those recommended for office or seeking nomination on the following criteria:

1) Active membership in AASPA for a minimum of three years, five years preferred.
2) a) Leadership experience on the Executive Board (required for the position of President-Elect)
   or
   b) Leadership experience on the Executive Board or other major committees of the Association (for all other positions)
3) Active membership in other organizations/associations (holding offices, chairing committees, etc.)
4) Successful experience as a school personnel administrator, a minimum of five years preferred.
5) Active participation and regular attendance at AASPA annual conferences.
6) Demonstrated substantial knowledge of current personnel problems and trends.
7) Presentations, papers, publications, awards, and other contributions to the profession.

An official nomination form for each candidate should be sent to members of the committee. They, in turn, should vote for or rank each candidate according to the screening criteria and their judgment as to the qualifications of the nominees and complete the AASPA Nominations Screening Form. A minimum of one (1) and a maximum of three (3) candidates with the highest rankings for the offices to be filled should then be placed on a ballot. One name will be placed on the ballot in the event that there is only one qualified nominee for a given position.

In the event there is no qualified candidate for an elected position, the nominating committee shall request that the AASPA staff reopen nominations to the appropriate group and follow the established timeline for the nomination process, which will allow for the submission of a full slate of candidates to the Executive Board at their summer meeting.

A report of the slate selected by the committee for each vacancy to be filled should be sent to the Executive Board Liaison for presentation to the Board at its summer meeting. The slate for office will not be considered final until the Executive Board has acted to accept the report of the Nominating Committee.

While there are no geographical limitations on the selection of nominees for President-Elect or Recording Secretary, the Constitution and By-laws stipulate that candidates for regional representative must come from within the region to be represented. Further, the Constitution and By-laws require that a nomination for regional representative may only be made by a member from within the region.

In arriving at nominations for office, the Nominating Committee should consider ethnicity and gender balance in their recommendations. The selection of candidates should ensure that gender and ethnicity are considered in the procedure. They should also try to ensure that as wide a geographical representation also be reflected on the Board.

The Nominating Committee chairperson should be available ~~at the annual conference~~ to meet with the newly appointed chairperson and provide appropriate guidance and materials for the following year.

4.41 - AASPA Official Nominating Form

The official Nomination Form will be reviewed and updated annually by the Nominating Committee.

4.42 - AASPA Campaign Guidelines

1) Candidates are to conduct positive campaigns focusing on what they can offer the Association and their profession.

2) AASPA will not accept advertising for a member's candidacy in any AASPA publication.

3) AASPA will provide each officially nominated candidate with one list of email contacts appropriate or the position they are seeking.

4) The Nominating Committee will establish an official campaign period each election cycle. Campaigning may only occur between the published start and end dates. These dates will be communicated in writing to all candidates upon official nomination and will be posted on the AASPA election information webpage.

5) Candidate campaign activity—including distribution of materials, email outreach, or announcements including social media intended to influence voting—must occur exclusively within the designated campaign period.

6) Candidate headshot, biography and campaign statement must be submitted with nomination form. Submissions may not exceed 500 words; any content beyond this limit will be truncated. The Association will publish only the materials received by the deadline and will not extend deadlines or create additional content on behalf of any candidate.

7) Upon approval of the official slate of candidates by the Executive Board, candidates shall not participate in, request to participate in, or use any Association activity in a manner that may be construed as supporting, promoting, or providing visibility to their candidacy. *Including but not limited to these items:*
   - *Leading Webinars*
   - *Presenting Podcast*
   - *Creating Blogs*
   - *Leading Presentations*

8) Any inquiries or challenges related to campaign or election disputes must be directed to the Nominating Committee in writing. The Committee will review and rule on the matter in accordance with Association guidelines and their decision shall be final.

9) Candidates are discouraged from expending large funds for purposes of encouraging voter support.

10) The winning candidate for President-Elect will be given an opportunity to address the membership at the annual business meeting. Winning candidates for regional offices will be provided an opportunity to address their respective region during the annual conference.

* The guidelines established by the AASPA Nominating Committee apply exclusively to AASPA-sponsored events and national leadership processes. These protocols do not extend to, or govern the activities of, state-affiliated organizations or their respective local events.

NOMINATING GUIDELINES

1) The Committee Staff Liaison bears the responsibility for providing for the AASPA Website information publicizing the vacancies, the nominating procedures, and encouraging nominations from all voting members of qualified candidates representative of the organization for the upcoming year.

2) The Nominating Committee will consider all qualified members nominated by any individual(s) or Affiliate for the vacant positions.
3) If a written acceptance of nomination has not been received as part of the supportive information provided by the nominator, the Chairperson or designee will obtain a written confirmation from each nominee of interest to be a candidate.
4) All written nominations including a 500 word limit biography and campaign statement, and picture, must be received by the chair of the Nominating Committee no later than April 1. The Nominating Committee will prepare a report and submit it to the Executive Board for its June meeting. No individuals who express an interest or seek nomination after April 1 will be considered.

ELECTIONS and RESULTS

1) The Association conducts online elections to provide all members with a secure, efficient, and transparent voting process. All data collected for the election will be limited to what is necessary to verify eligibility, ensure election integrity, and administer the election.

a) **Data Collected:** For each online vote, the Association may collect:

- Member Identifier (e.g., email) to verify eligibility.
- Vote Selection (the candidate or option chosen by the member).
- Timestamp indicating when the vote was cast.
- IP Address and login metadata for internal security purposes, including detecting duplicate votes or suspicious activity.

b) **Use of Data**

- Vote selections and timestamps are used to tabulate election results.
- IP addresses and other technical metadata are used solely to ensure one vote per member and detect potential irregularities.
- No IP addresses or technical metadata will be shared, published, or linked to individual members.

c) **Privacy and Confidentiality**

- No additional personal information beyond what is necessary for eligibility verification and voting will be collected.
- Identifying information of voters and their individual cast ballot selections will not be disclosed.
- Data collected is for election administration purposes only and will not be used for any other purpose.

d) **Transparency and Reporting**

- Aggregate election statistics may be shared with the Nominating Committee, Executive Board, and membership, such as total number of eligible voters, total ballots cast, and regional turnout.
- Individual member votes or identifying data will not be disclosed.
- In the event of a contested election result in which identifiable voting data or technical information must be reviewed, the Association President shall appoint a special committee composed of members of the Past Presidents Council. The Nominating Committee Chair and the Executive Director shall serve in ex-officio roles to the special committee. The appointed past presidents shall conduct a confidential review of the relevant data and provide written conclusions or findings to the Nominating Committee.

The Nominating Committee will consider these findings as part of its deliberations. All decisions of the Nominating Committee remain final.

e) **Candidate Access**

- Candidates will not have access to any information that could identify how individual members voted.
- Candidates will receive only the membership information necessary for official campaign purposes (e.g., names and official emails within their region(s) eligible for voting for the respective office), in accordance with other campaign guidelines.

2) The Nominating Committee will monitor the elections and certify the results to the membership.

Revised February 10, 2026

4.43 – AASPA Nominations Screening Form

AASPA NOMINATIONS								
PRESIDENT-ELECT								
Name of Nominee	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Total Points
RECORDING SECRETARY								
Name of Nominee	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Total Points
REGIONAL REPRESENTATIVE								

Name of Nominee	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Total Points

Signature _____ Date _____

SCREENING CRITERIA: SCALE OF 1 - 10 WITH 1 = LOW AND 10 = HIGH

1) Active membership in AASPA for a minimum of 3 years (5 years preferred).
   Rubric Guidance:
   0-2 years - 0 Points
   3-4 years - 3 Points
   5-9 years - 5 Points
   10 + years - 10 Points

2) Leadership experience on the Executive Board or other major committees of the Association in the case of nominees for the position of President-Elect.
   Rubric Guidance:
   2 years of experience - 3 Points
   3-4 years of experience - 5 Points
   5+ years of experience - 10 Points

3) Active membership in other organizations/associations (holding offices, chairing committees, etc.).
   Rubric Guidance:
   Non- office/committee experience - 3 Points
   Committee Member - 5 Points
   Office holder (Executive Board Leader) - 10 Points

4) Successful experience as a school personnel/human resources administrator (minimum of 5 years preferred).
   Rubric Guidance:
   0-4 years - 1 Point
   5-10 years - 5 Points
   11 years + - 10 Points

5) Active participation including regular attendance at ASPA Annual Conferences.
   Rubric Guidance:
   1 Point for every year up to (10 Points maximum)

6) Demonstrated substantial knowledge of school personnel problems and trends.
   Rubric Guidance:
   Limited evidence: 3 Points
   Limited knowledge of current issues and trends provided.
   Moderate evidence: 5 Points
   Evidence of leadership, creativity and knowledge in the field of education with regards to current issues and trends
   Substantial evidence: 10 Points

Demonstrates extensive and exceptional leadership, creativity and knowledge in the field of education with regards to current issues and trends

7) Presentations, papers, publications, awards, and other contributions to the profession.
Rubric Guidance:
Limited contributions: 3 Points
Limited contributions to the field of human resources.
Moderate contributions: 5 Points
Evidence of contributions to the field of human resources are provided. No evidence that practices implemented are innovative or replicable in other situations. Has volunteered or served as a mentor.
Substantial contributions: 10 Points
Makes contributions to the field of HR that have an impact on public education. Demonstrates innovative practices that are replicable to other districts. Consistently, volunteers expertise/time/effort or serves as resource or mentor to others in the field.

A minimum score of 35 points must be met to move forward in the nomination process. The maximum score allotted is 70 points.

Revised October 9, 2022

4.50 – RECOGNITION COMMITTEE

STATEMENT OF PURPOSE

The major purposes of the Recognition Committee are to (1) recognize contributions of an outstanding nature made by members to the Association, (2) recognize outstanding contributions by members or a school district to school personnel administration and (3) align awards with AASPA's Mission, Vision and Values

OPERATIONAL PROCEDURES

The Recognition Committee should review annually the types of recognition awards made by the Association and make recommendations to the Executive Board through the Liaison for modification of these awards.

Criteria have been established for each award along with a rubric to evaluate each nomination. Nominations are accepted through May 1st of each year. Once all nominations are received, the Recognition Committee evaluates each nomination using the adopted rubrics, with the exception of the Honorary Membership and Special Recognition Awards and makes recommendations to the Executive Board. The Honorary Membership and Special Recognition Awards are nominated and evaluated by the Executive Board and/or AASPA Staff. Awards are presented annually at the AASPA Annual Business Meeting. The Executive Director will assume responsibility for preparation of all awards for presentation at the annual conference.

The Recognition Committee chairperson should be available at the annual conference to meet with the newly appointed chairperson and provide appropriate guidance and materials for the following year.

Currently, the Recognition Committee makes recommendations to the Executive Board for awards in the following categories. Individual awards are reserved for members who do not currently serve on the AASPA Executive Board or serve as a Committee Chairperson or Co-Chairperson. Businesses are not eligible to nominate individuals or districts for awards.

HONORARY MEMBERSHIPS
Honorary membership is granted to persons who have distinguished themselves in school personnel work by making outstanding contributions to AASPA and~~/or~~ school personnel administration. Honorary members shall be entitled to participate in all activities of AASPA, except voting and holding elective offices. They are also exempt from payment of membership dues, special assessments and the Annual Conference registration fees (exclusive meals, pre-conferences, event tickets, transportation and lodging). The honorary membership is granted for a lifetime. Non-members (at the time of nomination) or Retirees who have made an outstanding contribution to AASPA and/or school personnel administration are eligible for honorary membership. Nominees for the Honorary Membership Awards are submitted by the AASPA Executive Board and/or AASPA Staff.

SPECIAL RECOGNITION AWARDS
Special Recognition Awards are presented to individuals who have made substantial contributions to AASPA, advancing or enhancing the professional visibility of the association and its purpose and/or the field of school personnel administration. These awards may be given to active members or non-members. Nominees for the Special Recognition Awards are submitted by the AASPA Executive Board and/or AASPA Staff.

DISTRICT INNOVATION IN PK-12 HR AWARD
The District Innovation in PK-12 HR Award is open to all current AASPA members. This award recognizes those who demonstrate innovation~~s~~ and leadership in human resources based upon a theme annually determined by the AASPA Recognition Committee. This award was developed in honor of C.S. Robinson, who served as president of AASPA from 1947-1948, and as executive secretary-treasurer from 1957-1970. Themes will rotate in alignment with the pHCLE Standards.

RECRUITMENT & RETENTION TRAILBLAZER AWARD
The Recruitment & Retention Trailblazer Award gives recognition to school districts making outstanding contributions through the implementation of innovative and comprehensive educator development programs primarily focused on strategies designed to increase the number of educators with limited representation in school districts. This award was named in honor of the late William L. Hunter who served as AASPA Region 2 Representative, and his work establishing recruitment efforts for educators with limited representation.

IMPACTFUL PK-12 HR RESEARCH AWARD
The Impactful PK-12 HR Research Award is a competitive award granted to an AASPA member who is currently enrolled at an accredited university doing graduate level research in the area of Human Resource Management or Educational Leadership with a focus on Human Resources. Candidates are considered on the basis of how their research will impact the field of Human Resources. The winner will be expected to present his/her research at the next AASPA Annual Conference or as a Webinar. One year of AASPA membership will be awarded to the recipient of the Impactful PK-12 Research Award. This award is given in honor of Raymond E. Curry, who served as Executive Director of AASPA from 1986-199. It recognizes his encouragement and contribution to AASPA.

PERSONNEL ADMINISTRATOR OF THE YEAR AWARD
The Personnel Administrator of the Year Award is given to an active member of AASPA who has at the local, state/province, national and/or international level: distinguished him/herself in personnel administration; is involved and a contributing participant in personnel functions and/or programs; whose contributions have had significant impact on public education; is a skilled manager of change and is creative in his/her approach to personnel administration; approaches personnel administrative work with a sense of humor and sense of respect for his/her fellow man. The nominee must be an active AASPA member and currently serving in a personnel administrative position. This award was developed in honor of Herb Salinger for his significant contributions as a former Executive Director of AASPA from 1991-1996.

EXCELLENCE IN PK-12 HR COMMUNICATION AWARD

The Excellence in PK–12 HR Communication Award recognizes a school district's personnel or human resources department that demonstrates exemplary use of communication—across digital and non-digital platforms—to inform, engage, and support current and prospective employees. This award honors HR teams that strategically align their messaging with district human capital goals; communicate with clarity, inclusivity, and transparency; and leverage multiple modalities. Submissions should showcase how communication efforts reflect ethical and equitable practices, strengthen district branding, and contribute to meaningful outcomes in accordance with the Human Capital Leaders in Education (HCLE) Standards. Documentation must lead directly to HR-led communication artifacts and demonstrate a cohesive, high-quality approach to PK–12 HR communication.

HUMAN RESOURCES SPECIALIST/SUPPORT STAFF AWARD

The Human Resources Specialist/Support Staff Award is given to an individual whose contributions have had significant impact on the efficiency of the human resources office and to the field of human resources; who has at the local, state/province, national, and/or international level distinguished him/herself through leadership service; and is a collaborative, contributing participant in personnel functions and/or programs. Active AASPA membership is not required. One recipient may be selected annually from each region. The nominee shall not serve in a managerial or supervisory capacity to be eligible for the award.

NEW MEMBER ENGAGEMENT AWARD

The New Member Engagement Award is given to an active member of AASPA who has less than 5 years of membership with AASPA. This individual has demonstrated involvement at the national level though new to the field and has distinguished him/herself in personnel administration through contributions which have had an impact on public education. Must be an active AASPA member and currently serving in a personnel position.

Revised February 10, 2026

4.60 – PROFESSIONAL DEVELOPMENT COMMITTEE

STATEMENT OF PURPOSES

The Committee will assist AASPA in identifying and developing meaningful and appropriate professional development opportunities for school personnel and support staff members on a local, regional, national, provincial and international basis.

OPERATIONAL PROCEDURES

The Professional Development Committee supports the professional development plan for the association including work on the monthly professional development themes and volunteering for or recruiting for webinars, sessions, blogs, podcasts and articles.

Revised February 15, 2024

4.70 – LEGISLATIVE/GOVERNMENTAL COMMITTEE

STATEMENT OF PURPOSE

The primary responsibility of the Committee shall be to monitor and inform AASPA members of pending legislation involving and impacting school personnel initiatives ~~in the states and provinces of the United States and Canada as well as~~ at the national level. To this end, the Committee shall identify offices, key contacts and/or Web sites of governmental agencies, legal firms, and professional associations, which announce/review pending and adopted legislation as well as judicial rulings impacting personnel education to which the AASPA's Web page may be linked.

OPERATIONAL PROCEDURES

The Legislative and Governmental Committee annually sets national legislative priorities, monitors information from advocacy firm and informs AASPA members of pending legislation involving and impacting school personnel initiatives.

The Committee may propose initiatives for approval by the Executive Board. Additional responsibilities include the submission of reports to the AASPA membership when needed.

Revised February 15, 2024

4.80 – SCHOLARSHIP COMMITTEE

STATEMENT OF PURPOSE

The major purposes of the Scholarship Committee are to:

- Annually select the recipient of the American Association of School Personnel Administrators (AASPA) scholarships based on the process and criteria established by the committee
- Develop, continually monitor, and refine the process and criteria for selecting candidates for AASPA scholarships, including the amount of the scholarship awards, financial accounting guidelines for the scholarship awards, and other details regarding the administration of the scholarship program, and
- Provide suggestions and ideas for expanding the fund-raising opportunities to support annual scholarship awards.
- Assist with publicizing the scholarships in an effort to increase the number of applicants.

4.81 – LEON BRADLEY SCHOLARSHIP

The Leon Bradley Scholarship Program was established to encourage more individuals from under-represented groups to enter the field of teaching and school leadership. The American Association of School Personnel Administrators (AASPA) believes that it is beneficial for all students to experience diversity among the educators who serve as role models for our students.

AASPA will annually award up to two scholarships to assist candidates from under-represented groups seeking his/her initial teaching certification endorsement. Each scholarship will be given in the amount of $3,500.00. Candidates will be eligible for the award if they are in their final year of completing certification/endorsement requirements, including student teaching if applicable.

Checks will be sent directly to the college or university to verify that the applicant is a full-time student and is pursuing a prescribed course of study for initial teacher certification and/or endorsement before applying any money to the costs.

Revised February 7, 2025

4.81.10 – Leon Bradley Scholarship Operational Procedures

Any money not used for tuition can be applied to any other university-based expenses the student may incur.

Scholarship application materials will be posted on the AASPA. Applications must be submitted electronically or received by the AASPA office. Selection will take place by committee conference call during the month of June.

- A letter from the Dean of Education or designated representative, a letter from a character reference, a resume and an official transcript may be sent separately no later than the application deadline.

Scholarship Committee Criteria

4.81.11 – Criteria

Applicants must meet each criterion:

- Verified enrollment as a full-time student (as defined by the university) during the semesters receiving the scholarship.
- Have an overall GPA of 3.0 or better.
- Continue to be enrolled in a teacher education program and be in good standing with the university as verified by a letter from the Dean of Education or designated representative.

Applicants do not have to meet each weighted criterion:

- Work experience that has been applied to college expenses.
- Volunteer or other experience with school aged children.
- Seeking initial certification and/or endorsement in a critical area.

Revised February 7, 2025

4.81.14 – Leon Bradley Scholarship Application

AMERICAN ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS
Leon Bradley Scholarship Application

The application, copy of transcript, letter from the Dean of the College of Education or a designated representative, and a letter from a character reference and resume must be submitted to AASPA

Revised February 15, 2024

4.90 – HUMAN CONNECTIONS

STATEMENT OF PURPOSE

Our work centers on collaboration and collective action to advance equity and inclusion by advocating for the election, appointment, hiring, promotion, and recognition of underrepresented groups in positions of influence, while also providing a forum for meaningful information exchange and professional networking.

OPERATIONAL PROCEDURES

The Human Connections Committee shall communicate with the AASPA board and the AASPA membership on a regular basis. The Human Connections Committee, in order to function in the most efficient manner, must have strong representation in all regions. The Human Connections Chair should arrange to have a Recording Secretary and six Regional Representatives.

The Human Connections Committee will develop long-term and short-term goals that will continuously support efforts to promote AASPA members and membership. These goals will be put forth in the Annual Committee Report and through the final report at the national conference as appropriate.

Revised February 10, 2026

4.100 – AD HOC COMMITTEES

STATEMENT OF PURPOSE

The purpose of Ad Hoc Committees is to focus on specific areas deemed to be pertinent by the President, if necessary. Appointing Ad Hoc Committees is a function of the President under the duties described in the AASPA Constitution and By-laws. The minimum number of committee members, on ad hoc committees, has been established as four (4).

SECTION 5.0 CODE OF ETHICS

5.10 – SCHOOL PERSONNEL ADMINISTRATORS' CODE OF ETHICS

We believe membership in the American Association of School Personnel Administrators requires a commitment to the highest standards of ethical behavior and professional leadership. The personnel administrator acknowledges that the schools belong to the public he/she serves for the purpose of providing educational opportunities to all. The administrator also assumes responsibility for providing professional leadership within the school district and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, staff and students. To these ends, the school personnel administrator should:

1) Support the well-being of students as the fundamental value for all decision making and actions.
2) Fulfill all professional responsibilities with diligence, efficiency, honesty and integrity.
3) Support the principles of due process and respect the civil and human rights of all staff and individuals within the school community.
4) Obey local, state, and national laws.
5) Implement the governing board of education's policies, and administrative rules and regulations; including collective bargaining agreements.
6) Provide leadership to amend or correct those laws, policies and regulations that are not consistent with sound educational policy and professional practice.
7) Avoid using one's positions for personal gain through political, social, religious, economic, or other influences.
8) Accept academic degrees or professional certification only from duly accredited institutions.
9) Maintain high standards for school personnel administration and seek to improve the effectiveness of the profession through research and continuing professional development.
10) Honor all contracts with fulfillment or release.

Adopted January 29, 2016