

AMERICAN ASSOCIATION OF SCHOOL  
PERSONNEL ADMINISTRATORS

# Operational Handbook

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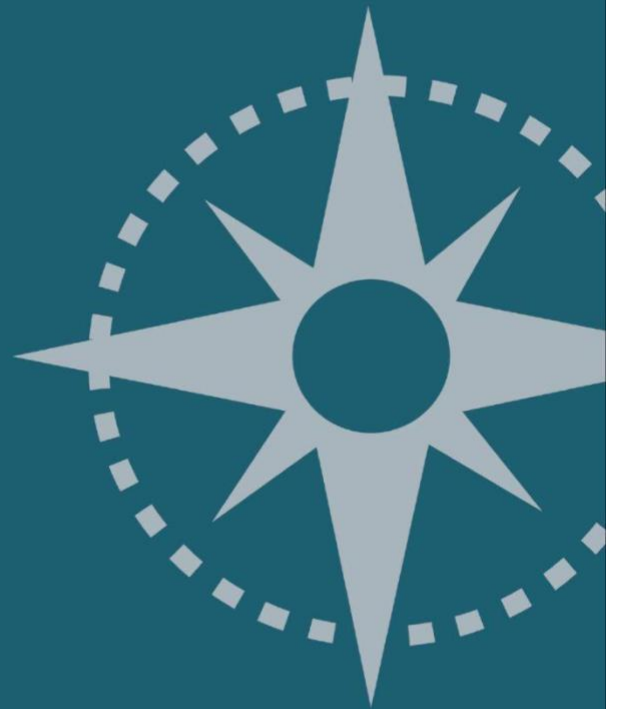
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Code of Ethics



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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*



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 his/her 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 his/her succession to the position of President and at any special meeting during the interim between his/her election and this conference. As chief executive of the Association, he/she shall appoint and supervise all committees and their 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. The President-Elect shall serve as the liaison to the Diversity, Equity and Inclusion Committee.
- 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 the following operational committees:

- a. Constitution and By-laws
- b. Diversity, Equity and Inclusion
- c. Governmental/Legislative
- d. Membership
- e. Nominating
- f. Professional Development
- g. Recognition
- h. Scholarship

Section 2. The President may appoint such special committees necessary in his/her 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.

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

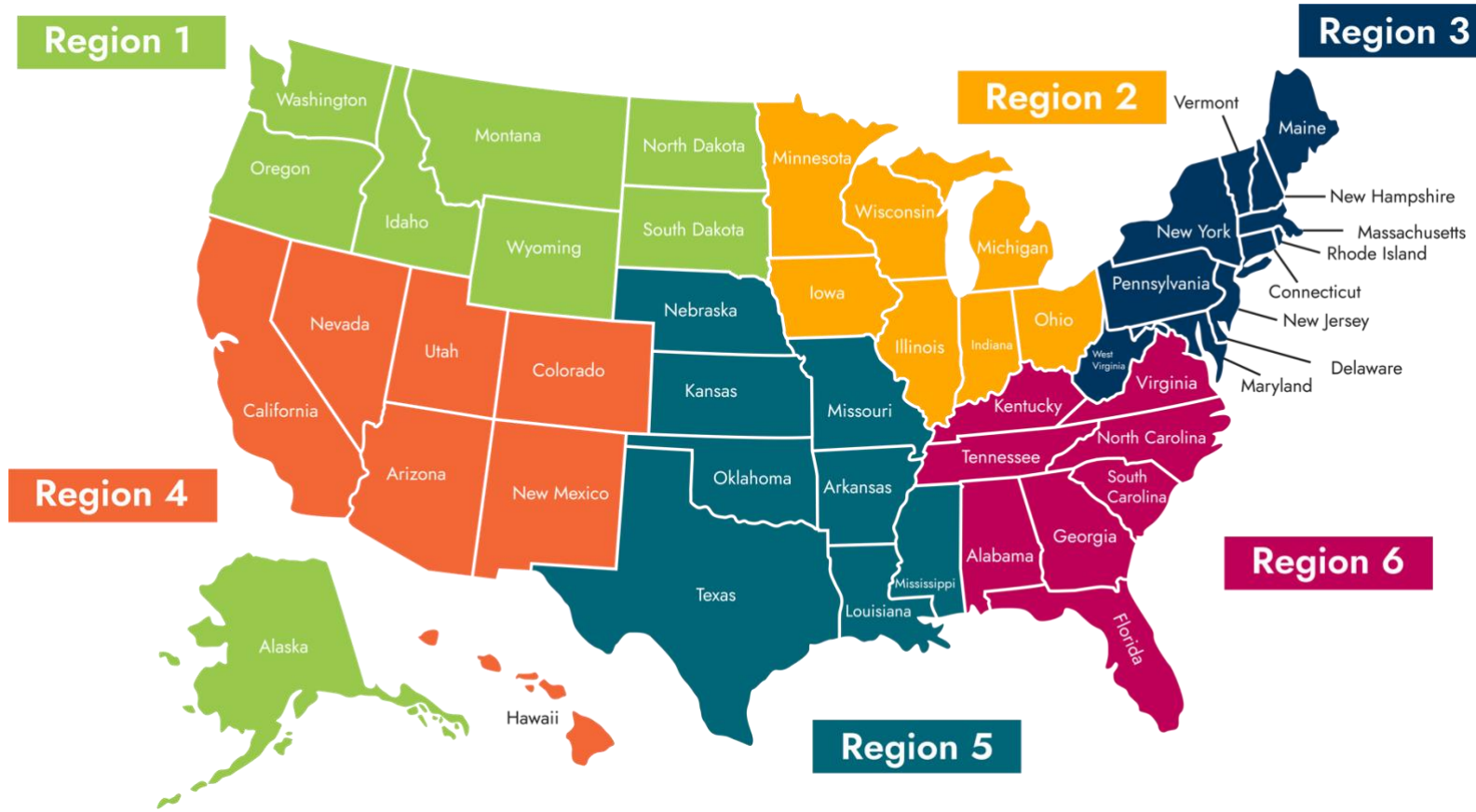
Dr. Justin Schooley, President  
American Association of School Personnel Administrators  
As of October 10, 2019, in New Orleans, Louisiana

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  
As of October 17, 2024, in Seattle, Washington

Kevin Walton, President



# 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 held during the Annual Conference, 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 purposes of the Association;
- 2) Communicates, collaborates with, and provides support to Affiliates from states, provinces and other nations;
- 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) Approves the date and location for all Association conferences, symposiums, academies and meetings of the Executive Board;
- 16) Reviews all reports of Association officers, employees, region representatives, committees and outside organizations and acts upon and/or transmits the information to the membership;
- 17) Approves and directs contacts on behalf of the Association with the general public, other non-profit organizations, and businesses.
- 18) Approves hours and dates the national office will be open for business.

*Revised January 23, 2015*

## **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 through the President, President-Elect, and/or the Executive Director.

*Adopted October 1, 2001*

## **2.18 – COMPLIMENTARY ASSOCIATE MEMBERSHIPS**

All complimentary associate memberships in AASPA must be approved by the association's Executive Board. The purpose of a complimentary associate 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 6, 2003*

## **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 avoid real or perceived conflicts of interest in discharging the duties of the office;
- 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 support all members impartially;

- 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.

*Adopted June 28, 2001*

## **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 is responsible for the establishment of 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. Within these limits the President-Elect:

- 1) Assumes and performs the duties of the President during the President's absence, or if the President wishes to make a motion;
- 2) Serves on the Executive Board's Personnel Committee;
- 3) Assists the President in the evaluation of the Executive Director;
- 4) Actively promotes the purposes of the Association;
- 5) Interprets and performs all responsibilities set forth in the Constitution and By-laws;
- 6) Serves 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 as well as the Executive Director who serves as an ad hoc member. The President-Elect presents the annual budget to the membership at the Annual Conference.

*Revised January 23, 2015*

## **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 is responsible for the establishment of administrative procedures to supervise, control and direct the business of the American Association of School Personnel Administrators within the limits of the Constitution and By-laws of the Association. Within these limits the President:

- 1) Actively promotes the activities of the Association;
- 2) Interprets and performs all responsibilities set forth in the Constitution and By-laws;
- 3) Leads all meetings of the executive board;
- 4) Sets the agendas for the Executive Board meetings and for the Annual Meeting of the corporation;
- 5) Calls special meetings of the Executive Board as needed;
- 6) Appoints committee chairs for the committees designated by the By-laws;
- 7) Provides committees with their goals so as to focus their work for the organization;
- 8) Appoints the Executive Board liaison to each committee.
- 9) Serves on the executive board's Personnel Committee;
- 10) Chairs the Board Finance Committee and ad hoc committees as needed by the Association;
- 11) Supervises the operations of the national office, including review of the monthly expenditures;
- 12) Approves the travel, leaves, and expenditures of the Executive Director;
- 13) Evaluates the Executive Director with the Personnel Committee and with input from the entire board;
- 14) Maintains the AASPA Operations Handbook and recommends revisions as needed;
- 15) Serves as the Executive Board liaison with AASPA legal counsel.
- 16) Serves on any and all committees, subcommittees, or ad hoc committees, as necessary.

*Revised January 23, 2015*

## **2.62 – ROLE AND RESPONSIBILITIES OF THE IMMEDIATE PAST-PRESIDENT**

The Immediate Past-President is an officer of the Association and moves into this position after serving as the President for one year. The Immediate Past-President shall serve a term of one year or until there is a presidential succession replacement. As a member of the Executive Board the Immediate Past-President is responsible for the establishment of 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. Within these limits the immediate past-President:

- 1) Serves as a member of the executive board;
- 2) Serves on the executive board's Personnel Committee;
- 3) Provides institutional memory for past AASPA events;
- 4) Assists the President with the orientation of new members of the executive board.

- 5) Serve as coordinator for board-member committee liaisons in conjunction with the Executive Director who coordinates the AASPA staff committee liaisons.

*Revised January 23, 2015*

## **2.63 – ROLE AND RESPONSIBILITIES OF THE RECORDING SECRETARY**

- 1) Is elected by the membership voting in the electronic election prior to the Annual Business Meeting.
- 2) Keeps all records of the board, including committee reports, resolutions, correspondence, etc., on file.
- 3) Takes and signs minutes at all business and board meetings.
- 4) Provides copies of the minutes to board members and the Executive Director for review promptly following each board meeting.
- 5) Maintains a minutes book containing the current year's minutes that have been recorded during the secretary's term of office. Past records will be maintained and archived at AASPA headquarters for future reference.
- 6) Brings to each meeting: previous minutes, constitution and By-laws, agenda, and other records in electronic form, and additional material that may be needed.
- 7) In addition to secretarial duties, serves as a member of the board and performs all other duties assigned to board members.
- 8) Conveys all written records to AASPA headquarters for archiving at the end of the elected term.
- 9) Works with the national office to notify membership of the annual meeting of the corporation no sooner than thirty days prior to the meeting and no later than 10 ten days prior to the annual meeting.

*Revised October 1, 2001*

## **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**

Regional Representatives have responsibilities to the region, to the AASPA board, and to the Association. The services the Regional Representatives provide include attending Executive Board meetings, serving as a liaison on the Membership Committee and serving as the liaison to another committee as requested by the President, and assisting in the activities of AASPA management and business. Regional Representatives will maintain Active membership and will work full time in the region in which they represent.

### **2.64.11 – Responsibilities to the Region**

- 1) Serves as a communications link between state or provincial Affiliates and/or other national organizations and the executive board.
- 2) Assists in the promotion of AASPA memberships within the region, and assists in securing membership rosters from state Affiliates.
- 3) Solicits information from Affiliate groups regarding programs, meetings and awards, issues and other relevant information to share with the executive board, appropriate committees, and the membership through regional AASPA newsletter.
- 4) Solicits and shares with the President-Elect the names of persons willing to serve on AASPA committees for the coming year and/or as nominees for AASPA offices.

- 5) Promotes new state or provincial Affiliates within the region.

#### **2.64.12 – Responsibilities to the AASPA Board**

- 1) Performs or contributes to performance of the responsibilities set forth in the Constitution and By-laws.
- 2) Contributes to the development of an annual budget to be presented to the membership for adoption at the Annual Business Meeting.
- 3) Assists in the selection, appointment, determination of the terms and conditions of employment, supervision, and termination, or renewal of the employment of the Executive Director.
- 4) Contributes to the evaluation and development of annual goals for the Executive Director as coordinated by the Personnel Committee.
- 5) Approves, by majority vote, the policies and procedures governing the operation of the Association.
- 6) Authorizes, by majority vote, the appointment of special commissions, committees, or outside contractors to investigate, research, and/or perform other services for the Association.

#### **2.64.13 – Services for the Association**

- 1) Serves as a liaison with regional Affiliates and with one or more committee(s).
- 2) Serves as the regional representative on the Membership Committee for the purpose of providing leadership and coordination of efforts to recruit and retain members in their region.
- 3) Serves a member of the executive board.
- 4) Gathers and periodically submits to the Executive Board reports of committee and Affiliate activities.
- 5) Represents the region in which the elected officer works in the deliberations of the executive board.
- 6) Attends the meetings of the executive board
- 7) Assists in the management of the AASPA activities and business.
- 8) Assumes other responsibilities as assigned by the President.

*Revised October 16, 2015*

#### **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.

##### **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 October 16, 2015*

## **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. 129<sup>th</sup> Street, Suite 220 | Overland Park, Kansas 66213  
 E-Mail: [aaspa@aaspa.org](mailto: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: \_\_\_\_\_ City & State \_\_\_\_\_ Dates of Meeting: \_\_\_\_\_

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

**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’S JOB DESCRIPTION**

### **Job Description**

#### **AMERICAN ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS**

**Job Title:** Executive Director of the American Association of School Personnel Administrators (AASPA)

**Reports To:** AASPA Executive Board of Directors

**Supervises:** Director of Meetings and Events, Membership & Engagement Coordinator, Administrative Coordinator and Marketing Coordinator.

**FLSA Status:** EXEMPT

**Job Summary:** The Executive Director (ED) serves under the direction of the AASPA Executive Board to provide leadership in developing association goals and is responsible for their implementation. In addition to being the face of the organization the ED oversees the day-to-day operation which includes employing association staff, managing the physical address and developing goals, strategies, and outcomes. The ED is responsible for the fiscal operations of the organization and for maintaining legal records and association policies.

### **ESSENTIAL DUTIES & TASKS**

- Serve as an official representative of the American Association of School Personnel Administrators at all events and engagements.
- Plan, develop and establish the strategic plan in conjunction with AASPA staff and the Executive Board.
- Evaluate, monitor, and adjust goals as necessary by reviewing analytics and data.
- Coordinate leadership appointment with AASPA President-elect.
- Communicate with AASPA Executive Board members on a regular basis and attend regular meetings.
- Oversees the Director of Meetings and Events to ensure quality professional development and events.
- Maintain knowledge of current trends and legislation regarding educator shortage data, trends in personnel administration, and education.
- Oversee, approve, and audit all technology, equipment, and resources needed for day-to-day operations of the physical association including but not limited to database, staff and association computers, internet, office building contracts, office equipment.
- Lead all activities related to the pHCLE professional development program including contracts and communication with official partners, approve and process all renewal paperwork.
- Manage partnerships, including official HCLE partner, state affiliates, and sponsors.
- Maintaining relationships and partnerships with other national educational associations.
- Coordinate state affiliate communication, which includes maintaining records, state affiliate benefits programs, and activities.
- Supports the state affiliates by presenting and sharing knowledge of current school personnel administration issues and association leadership.
- Oversee all records and ensure fulfillment of any requirements pertaining to policies, filing, etc.
- Responsible for all assets and ensuring the optimum functionality of the organization
- Evaluate and select insurance providers (workers comp, D&O, liability insurance) for the association.
- Responsible for organization’s operating budget and accountable to the Executive Board for performance.
- Authorize monthly financial allocations and reporting with staff and hired accountant.
- Review reports and financial statements to determine progress towards strategic goals.
- Interview, hire, and evaluate all employees of the association.

- Ensure all HR functions are performed per policy and within compliance standards.
- Oversee annual reviews and salary increases as well as employee performance issues.

## QUALIFICATIONS

### Required Qualifications

- **Education:** Master's or Professional degree
- **Previous Experience:**
  - 4-6years of directly relevant professional experience.
  - Experience with association management systems(AMS), association structure, and board leadership.
  - Demonstrated experience with strategic planning, budget management, and leadership.
- **Travel:** Must be able to travel up to 40% of the time
- **Preferred**
  - Knowledge of School Personnel Administration, Human Resources and PK-12 Institutions.

## KNOWLEDGE & SKILLS

- **Knowledge:**
  - Association management, general human resources trends and topics
  - Strong interpersonal and communication skills
  - Build and maintain stakeholder relationships
  - Basic financial operations including payroll, tax requirements, and asset management
  - Excellent organizational skills and oral and written communication skills
  - Advanced knowledge of Microsoft Office and Google Suite
  - Time management skills and the ability to handle multiple tasks and balance priorities
- **Basic Skills:**
  - Constantly (Morethan5.6hoursor69%oftheday):Activelearning,ActiveListening,Reading Comprehension, Critical Thinking, Complex Problem Solving, Speaking
  - Frequently (Between2.6hoursand5.5hoursor33%to68%oftheday):Mathematics, Writing, Monitoring
  - Occasionally (Upto2.5hoursor32%oftheday):Learning Strategies
- **Resource Management Skills:**
  - Frequently(Between2.6hoursand5.5hoursor33%to68%oftheday):Managementof Financial Resources, Management of Material Resources, Management of Personnel Resources, Time Management.
- **Social & System Skills:**
  - Frequently(Between2.6hoursand5.5hoursor33%to68%oftheday):Coordination, Instructing, Negotiation, Persuasion, Service Orientation, Social Perceptiveness, Judgment and Decision Making, Systems Analysis, Systems Evaluation
- **Technical Skills:**
  - Occasionally(Upto2.5hoursor32%oftheday):TechnologyDesign,Troubleshooting, Equipment Selection, Equipment Maintenance, Operation, Control
  - Rarely:(Lessthan1houror12%oftheday):OperationMonitoring,OperationsAnalysis

## Supervisory Responsibilities

- **Supervisory Activities:** Budgeting/Staff allocation, developing or training, directing, disciplining, evaluating performance, hiring, investigating, orienting or onboarding, promoting, scheduling, terminating, and approving timecards or time off.
  - Number of directreports:4
  - Numberofindirectreports:1
- **Decision Making Authority:** Decisions impact the entire organization.
- **Customer Interactions:** High level. Position acts as an official representative of the organization.
- **Budget Management**

- Asset Management
  - Type of assets: Money markets, CD's, and Bank Accounts
  - Responsible for safety/security of organization assets
  - Type of assets: Bank assets and daily financial assets

## WORKING CONDITIONS

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

### ● Physical & Psychomotor Demands:

- Constantly (More than 5.6 hours or 69% of the day): Finger & Hand Dexterity, Hearing, Sitting
- Occasionally (Up to 2.5 hours or 32% of the day): Standing, Walking
- Rarely (Less than 1hour or 12% of the day): Kneeling, Lifting, Multi-limb Coordination,
- Pushing, Reaching, Pulling, Repetitive Motion, Crouching

### ● Work Type:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### ● Work Environment:

- Everyday risk and discomfort level: The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

## EEO Disclaimer

The American Association of School Personnel Administrators is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry or genetic information (collectively, "Protected Classes").

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

*Revised June 22, 2023*

## **3.11 – EXECUTIVE DIRECTOR'S EVALUATION**

### **Purpose of Evaluation:**

A systematic evaluation system is essential for holding the Executive Director accountable for operations and task accomplishment. It clarifies and communicates the Executive Board of Director's expectations and priorities. The evaluation identifies Board expectations that are not being met so that work plans; activities and Executive Director attributes can be adjusted accordingly. The evaluation instrument will include:

Progress Toward Accomplishment of Board Vision Statements, Goals and Objectives.

To what degree has the Executive Director met Board expectations to achieve specific Board vision statements, goals and objectives as identified by the Board of Directors, considering the amount of time that has lapsed since directed by the board, their relative priority to the board, and obstacles encountered?

### Executive Director's Comments

Comments should focus on actions or activities that will be undertaken to improve performance; what ratings or comments agreed or disagreed with and why; and additional thoughts about performance over the last year.

### **3.20 – AASPA PERSONNEL**

The American Association of School Personnel Administrators' Executive Board and Chief Operating Officer (Executive Director) shall ensure that all personnel meet any applicable requirements set forth in a job description/posting. It shall be the responsibility of the Board and Executive Director to ensure compliance with all applicable federal or state employment laws.

Job descriptions are a broad, general, and written statement of a specific job, based on the findings of a job analysis of the needs of the association. Job descriptions generally includes duties, purpose, responsibilities, scope, FLSA status, and working conditions of a job along with the job's title, and the name or designation of the person to whom the employee reports.

Prior to entering employment with AASPA, each new employee shall, review and sign a copy of the job description for the of the position to be assumed acknowledging the he/she has read and understands the responsibilities and qualifications of the position which will be maintained the employee's personnel file. AASPA reserves the right to periodically review and updates job descriptions in order to maintain accurate job descriptions that meet the evolving needs of the association. Employment in a position with AASPA is voluntarily entered into, and the employee is free to resign from the position at will, at any time, with or without cause. Similarly, AASPA may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Performance evaluation is a constructive process to acknowledge the performance of duties during the career of an employee. An employee's annual evaluation shall be sufficiently specific to inform and guide the employee in the performance of her/his duties. A copy of an employee's annual evaluation shall be maintained in the employee's personnel file.

All detailed job descriptions with specific performance responsibilities along with performance appraisal tool(s) shall be maintained in the AASPA Employee Handbook.

*Revised January 18, 2019*

### **3.30 – EMPLOYEE TRAVEL**

Travel by AASPA employees on behalf of the association, other than one-day travel not involving public conveyance, must be pre-approved by the Executive Director. When the Employee requests pre-approval the following information shall be provided:

- The destination
- The purpose or benefit to AASPA of the travel
- The anticipated cost(s)
- The expenditures/encumbrances year-to-date and the balance remaining in the appropriate budget account for employee travel.

*Revised June 19, 2015*

### **3.40 – AASPA RECORDS RETENTION 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
- Chart of Accounts
- Correspondence for legal and important matters

- Deeds, mortgages and bills of sales
- Depreciation schedules
- General ledgers/year end trial balance
- In effect contracts, mortgages, notes and leases
- Insurance records (policies, claims, etc.)
- Journals
- Minutes of Executive Board meetings
- Minutes of annual business meetings
- Property 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 and schedules
- Accounts receivable ledgers and schedules
- Cancelled checks
- Expense analyses/expense distribution schedule
- Expired contracts, mortgages, notes and leases
- Garnishments
- Inventories of products, materials and supplies
- Invoices (to customers, from vendors)
- Notes receivable ledgers and schedules
- Payroll records and summaries
- Personnel records (terminated)
- Sales records
- Time sheets/cards
- Withholding tax statements

### **3 Years:**

- Bank reconciliation's
- Budget information
- Bank statements
- Duplicate deposit slips
- Employment applications
- Insurance policies (expired)
- Internal audit reports (3 Years +)
- Internal reports
- Membership applications
- Petty cash vouchers
- Physical inventory tags

### **2 Years:**

- General correspondence
- Routine correspondence with customers and/or vendors

### **1 Year:**

- Receiving sheets
- Requisitions

### **Optional:**

- Other Financial Statements

### **3.50 – 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 Human Resource 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 recommended by the President-Elect and appointed annually by the President. The Executive Director serves as an ad-hoc member of this committee. The Board Finance Committee under the direction of the President-Elect oversees and prepares the budget in cooperation with the Executive Director. The President-Elect presents the annual budget to the membership at the annual conference.

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. These funds shall be held in checking, and pre-paid revenue accounts. The Association currently maintains the following operating fund accounts in Commerce Bank:

1. Checking account
2. Pre-paid revenue 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 Association currently maintains the following reserve accounts for investment funds:

1. Commerce Bank – money market accounts
2. Edward Jones – certificate of deposit

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 annual, biannual, and/or 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 loans not to exceed federally insured amounts	Operating	High	General operating funds in the amount necessary to meet obligations	None
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
*Direct obligations of the U.S. Government, its agencies and instrumentalities	Reserve	Maturity dates to be determined by the Committee	As authorized by the Committee or Board	Moderate

\* Treasury bills, Treasury bonds, and U.S. savings bonds

The maturities on investments for Certificates of Deposit and U.S. Government Obligations shall be limited to 24 months or less. The Executive Director will be responsible for scheduling maturities.

### 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 the pre-paid checking account 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.

### **Restricted Funds**

Restricted funds such as the Leon Bradley Scholarship fund shall be carried over from one year to the next. This on-going balance will be reported in the Association's monthly financial position statement.

### **Account Signature Cards**

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), and the Board Designated Board Member
Money Market Accounts:	Executive Director, Board Designated Staff member (in addition to the Director), and the Board Designated Board Member
Certificates of Deposit:	Executive Director, Board Designated Staff member (in addition to the Director), and the Board Designated Board Member

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 by conference call on a quarterly basis, or more often if circumstances or Association activity require, to review the operating and investment funds. Additionally, the Board will receive the following financial reports:

- 1) As per each occurrence, the Board will receive minutes of Finance Committee meetings.
- 2) Monthly — The President Elect, as part of his/her designated role, will provide the Board with an accounting of the most recent monthly financial data available. This report will include the Associations revenues and expenses by line item, and the balances of each account held by the Association.
- 3) Triennially — The President Elect and the Executive Director will present on behalf of the Committee at each of the three annual meetings of the Executive Board a budget and account update.
- 4) Annually — The Board will adopt an annual budget to present for approval of the membership at the Annual Business meeting.

*Revised January 18, 2019*

### **3.60 – 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 June 19, 2015*

### **3.70 – ANTIFRAUD AND WHISTLEBLOWER POLICY**

#### **INTRODUCTION**

This fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the American Association of School Personnel Administrators (AASPA). It is the intent of AASPA to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and the conducting of investigations.

AASPA and its Executive Board, management, and employees are committed to maintaining an honest, open, and well-intentioned atmosphere. It is, also, committed to the elimination of any fraud and to the rigorous investigation of such cases.

#### **ANTIFRAUD DEFINITIONS** (as defined by the Audit Commission)

- **Fraud** – i.e. “the intentional distortion of financial statements or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain.”
- **Corruption** – i.e. “the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person.”

The policy, also, covers

- **Misappropriation or petty theft** without the distortion of financial records or statements.
- **Intentional distortion of financial statements or records** to mislead or represent.

### **IMPLEMENTING INSTRUCTIONS**

- AASPA expects anyone having reasonable suspicions of fraud to report them. It recognizes that while cases of theft are usually obvious, there may only be a suspicion of fraud and thus staff must report any concerns to management (or to the finance committee if management is involved) who can then ensure that AASPA's procedures are followed.
- Management must establish an anti-fraud culture within their team and ensure that information on procedures is available to staff.
- Audits and/or Reviews must be conducted at least annually with the results being communicated to the Board and other authorized parties.

### **INVESTIGATION RESPONSIBILITIES**

The Executive Board has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Board will issue reports to appropriate designated personnel. Decisions to prosecute or refer the examination results to the appropriate law enforcements and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and the Executive Board and/or Director as will final decisions on the disposition of the case which could include suspension and dismissal.

### **WHISTLEBLOWER POLICY**

AASPA's Whistleblower Policy provides a secure and confidential framework in accordance with the Public Interest Disclosure Act 1998, within which members and employees are encouraged to raise concerns if they believe any irregularities have occurred, are in the process of occurring, or are likely to occur.

AASPA will ensure that any allegations received will be taken seriously and investigated within thirty (30) days of receiving a written notice after the occurrence of the alleged retaliatory action, subject to the requirements of the Human Rights Act of 1998. It is prohibited for any employee to take retaliatory action against another employee because of the employee's information given in good faith, in accordance with the procedures, that an improper action occurred. The Executive Board will deal firmly with those who act dishonestly by instigating appropriate disciplinary action and/or criminal proceedings including suspension and dismissal. No employee or Board member will retaliate against an employee protected by this policy.

A summary of this policy and its implementing procedure shall be permanently posted where all employees will have reasonable access to it. It shall, also, be made available to any employee or member upon request.

### **SUMMARY**

The Executive Director and Board are responsible for detecting and preventing fraud and abuse in the organization. The finance committee and Executive Director are charged with establishing, implementing, and monitoring the policies and procedures herein and those contained in other relevant operating manuals of the organization.

# **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: PROPOSAL:	This is my reaction: 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**

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

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 innovations 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 1986-1999. 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*