



PASA BYLAWS

Article I – Name

The name of this Association shall be “Pennsylvania Association of School Administrators,” also referred to as PASA.

Article II – Purposes

The purposes of this Association shall be to promote the general educational welfare of the people of the Commonwealth, to evaluate and propose desirable educational legislation, to protect and advance the interests of its members, to foster professional growth, to advance educational standards in our schools, and to establish and maintain cooperative relationships among all organizations and agencies affecting education.

Article III – Organizational Structure

Section 1. The Pennsylvania Association of School Administrators is a professional organization that recognizes its leadership commitment to education and realizes that in many cases its interests will be the same as other educational organizations. It desires to maintain a close liaison with other allied groups interested in education. It is, however, a separate organization and when its role requires, it will act independently.

Section 2. The Association will be organized and governed as set forth in the following Bylaws.

Section 3. For organization of the Association, the state shall be divided into regions that conform to the boundaries of the Intermediate Units. Each region may adopt its own operational procedures that shall be in conformity with the Bylaws of the Association. Each region is encouraged to have its own regular meetings. If a region has no organization, the Board of Governors' member from that region shall assume leadership for PASA activities in that region.

Section 4. Each region is encouraged to hold meetings throughout the year, in addition to the annual organization meeting.

Article IV – Membership

Section 1. The active membership of the association shall be open to those persons who meet the eligibility criteria of one or more of the following membership categories:

- A. Commissioned Officer: Superintendents, I.U. Executive Directors, Assistant Superintendents and I.U. Assistant Executive Directors.
- B. Small-School District Leader: Commissioned Officers in districts with fewer than 350 students.
- C. District Cabinet/Central Office Administrator: central office staff who are not Commissioned Officers, including: Directors, Managers, Supervisors, CEOs, CFOs, CIOs, and Acting or Interim Superintendents.
- D. Associate Member: building administrators and anyone interested in, engaged in, or associated with any phase of educational work but not employed by a school system.

- E. Professor: full-time professors of educational administration or supervision who are not currently employed in full-time school administration.
- F. Aspiring/Basic: teachers, graduate students, counselors or others pursuing a career as a school system leader or those who hold administrative credentials and are employed in non-administrative positions in K-12 schools.
- G. Retired Administrator: active members who retire or move on from school service and are no longer employed by a public school entity
- H. Business Member: Business membership shall be extended to suitable for-profit and non-profit organizations or individuals who provide goods or services to public schools or public school employees or wish to do so.
- I. Pennsylvania League of Urban Schools (PLUS) Caucus of PASA: Membership in the caucus includes district administrators and others, who are members of PASA, employed by eligible urban school districts.

Section 2. Those eligible for active membership as defined in Section 1 become active members upon payment of their annual dues. They shall continue as active members as long as they meet the eligibility requirements in Section 1 and pay their annual dues in accordance with provisions stated in the Bylaws. Active members in categories A-C shall be eligible to vote and hold office as President, President Elect, Past President, Treasurer, and Regional Board Member. Active members in categories A-E are eligible to serve on committees.

Section 3. The Board of Governors of the Pennsylvania Association of School Administrators shall have the power to pass upon all membership applications. The Board of Governors shall determine questions of eligibility for membership.

Article V – Dues

Section 1. The membership year or the dues year shall coincide with the PASA fiscal year. New members of PASA shall be granted an extended year membership of up to 15 months if they join the organization within the final three months of the current fiscal year.

Section 2. The annual membership dues for all categories shall be determined by the dues rate scale as approved by the Board of Governors.

Section 3. Dues of new Commissioned Officers, Small-School District Leaders or District Cabinet/Central Office Administrator members who join in December or thereafter of each program year shall have their dues amount calculated on a pro-rata basis as determined by the number of months remaining in the membership year.

Article VI – Officers

Section 1. The officers of the Association shall be President, President-Elect, Immediate Past President, and Treasurer.

The retiring President shall become the Immediate Past President.

The President-Elect shall become the President at the conclusion of the President's term.

Section 2. No officer of the Association shall hold the same office for more than two consecutive years with the exception of the Treasurer who may continue in office if it is the wish of the Association. Terms of office shall operate concurrently with the PASA fiscal year and shall be for one year.

Section 3. The dues of the President, President-Elect, Immediate Past President, and Treasurer shall be those customary to the office which they hold. The Treasurer shall also serve as a representative on the Easy Procure board of directors.

Section 4. Any vacancies, which may occur during the year in the office of the President-Elect, Immediate Past President, Treasurer, or among the membership of the Board of Governors shall be filled by the Board of Governors. The person or persons so appointed shall serve until the annual meeting of the Association, at which time any vacancies shall be filled according to the election procedure outlined in Article VII of these Bylaws.

Should the office of President become vacant, the President-Elect shall succeed to the office of President.

Section 5. Executive Director. The Executive Director shall be elected by the Board of Governors and shall serve as the executive officer of the Association. The Executive Director shall administer its affairs in accordance with policies adopted by the Board of Governors. The duties of the Executive Director shall be as follows:

- A. To exert leadership in school administration and supervision, nurture further professionalization of school administration, coordinate inservice information to individual members, represent the Association at designated affairs, and coordinate annual and special conferences of the Association.
- B. To assure liaison with legislators and all organizations and agencies affecting education.
- C. To operate and maintain an office that keeps the Board of Governors and all committees informed of all matters related to their functions, to prepare meeting agendas, provide field services for members as individuals and groups, provide appropriate general counsel and service to members, and establish and maintain communications with all regions.
- D. To develop and maintain proper records including membership, information files, publications for membership, and miscellaneous data.
- E. To act as custodian of all Association property.
- F. To collect all funds due the Association and make deposits and investments in approved depositories, keep accurate records of all receipts and disbursements, make expenditures for the conduct of business of the Association consistent with the adopted budget, and provide for the annual audit.
- G. To prepare annual and special reports of the Association.
- H. To assume other duties as assigned by the Board of Governors.

Article VII – Election

A. Election of Officers

Section 1. The election committee shall provide oversight of the entire election process for all officers. It will (1) verify the eligibility of all candidates and (2) oversee the balloting procedures for nomination and election of officers.

Section 2. To be eligible to hold office, a candidate shall:

- A. Have been an active member of the Association at the Commissioned Officer, Small School District Leader, or Cabinet Level/Central Office Administrator Level for at least three (3) years prior to the start of the fiscal year in which the election takes place.
- B. Obtain and submit to the Association headquarters office not later than March 15 a nominating petition containing the endorsement of a majority must be from of the active members of the candidate's PASA region.
- C. Obtain and submit to the Association headquarters office not later than March 15 a nominating petition containing the endorsement of a total of at least twenty (20) active members from a combination of no less than two (2) other PASA regions.

Each eligible candidate who chooses to distribute literature in support of his or her candidacy shall submit electronic copies to the Association headquarters by March 15, where upon the Executive Director will arrange for one message for all candidates to the active members prior to the balloting for nomination.

Section 3. The election ballot shall list names of the persons who are properly nominated and eligible to serve as President-Elect and Treasurer. Active members shall make one choice for each office.

This ballot shall be provided to active members eligible to vote no later than April 1. Eligible members must vote so that their ballot is received or registered at the Association headquarters before the close of business on April 15.

The person receiving the highest number of votes for President-Elect and Treasurer shall be declared elected. In case of a tie, the election committee shall determine, by lot, which candidate shall be declared elected.

The election committee shall officially certify the results of the election to the Association at the next meeting of the Board of Governors.

B. Election of Representatives to the AASA Governing Board

Section 1. The Pennsylvania Association of School Administrators has been designated by the American Association of School Administrators as the Chartered State Affiliate for Pennsylvania.

Section 2. The election committee shall provide oversight of the entire procedure of balloting for representatives to the AASA Governing Board.

Section 3. The election of representatives to the AASA Governing Board from Pennsylvania must be conducted in accordance with regulations and policy established by AASA and may include additional qualifying criteria as approved by the Board of Governors.

Article VIII – Boards and Committees

Section 1. The Board of Governors shall be composed of the President, President-Elect, Immediate Past President, Treasurer, one member from each region, President or designee of the PASA Women's Caucus, President or designee of the Pennsylvania League of Urban Schools (PLUS) Caucus of PASA, Pennsylvania AASA Governing Board members, the chair of PASA committees established under the PASA Bylaws or by the Board, and PASA representatives appointed to organizations such as PLGIT and PIAA.

Members of the Board of Governors, except the officers and committee chairs, shall serve for a term of three years with as nearly as possible one-third being elected each year. Each region is to elect its representative from the active and eligible PASA members from that region.

The Executive Director will serve as a non-voting member of the Board of Governors.

Each member of the Board of Governors shall have just one vote, regardless of the number of positions represented by the member on the Board of Governors.

The Board of Governors shall hold at least four meetings annually, one of which may be at the Annual Conference of the Association. The President may call special meetings at any time. However, he or she shall call a special meeting whenever so requested by one-third of the Board Members. The Board of Governors shall:

- A. Act on questions of policy for the Association and report its actions;
- B. Employ an Executive Director and fix his or her salary and his or her term;
- C. Adopt a budget;
- D. Appoint a certified public accountant to audit the accounts of the Association at the close of each year;
- E. Serve a liaison function with the Department of Education.

Section 2. The Executive Committee shall be composed of the President, President-Elect, Immediate Past-President, Treasurer, and Executive Director. The Executive Committee shall handle all administrative matters of the Association and carry out the directives of the Board of Governors.

Section 3. Standing statewide committee members shall be elected by each region at the same time, in the same manner and for the same term as Board of Governors' members are elected. The President of the Association shall name the chairperson of the standing statewide committees. Standing statewide committees shall be:

- A. **Committee on Legislation**
This committee shall study and make recommendations to the Association regarding legislation important to public education and legislation affecting the Association. This Committee, in cooperation with the Executive Director and PASA Headquarters staff, shall guide such legislation through the General Assembly. The Committee shall utilize the PASA Statement of Resolutions when formulating its position on legislative issues.
- B. **Committee on Membership**
This committee shall be responsible for encouraging and promoting membership in the Association among those administrators who are eligible. This committee shall assist the Executive Director in conducting the annual membership renewal campaign and in seeking new members.
- C. **Committee on Resolutions**
This committee shall be responsible for informing and encouraging the membership to submit resolutions for consideration. The committee shall prepare an annual Statement of PASA Resolutions and distribute a copies of the proposed Statement of Resolutions to PASA membership prior to the annual business meeting. Action on the proposed resolutions shall be taken by the active members in attendance at the annual business meeting.

Section 4. Standing operating committees shall be composed of nine members, who are appointed for three-year terms by the President, so that three positions become vacant each fiscal year. All eligible members shall be notified when vacancies exist on one or more of the standing operating committees. Members interested in serving on any committee shall submit a written statement of interest to the President, who shall fill all vacancies from among those who submit a statement of interest. The standing operating committees shall be:

- A. Professional Development Committee. The committee shall design and develop professional development programs and activities for the Commissioned Officers and other educators based upon needs identified by members. Programs may include, but are not limited to, the PASA Education Congress, New Superintendents Academy, Aspiring to Leadership, and Leadership for Learning programs.
- B. Committee on Elections. This committee shall be responsible for providing oversight of the election of PASA officers and delegates to the AASA Governing Board as provided in Article VII of these Bylaws. The committee is also responsible for hearing and resolving any complaints or appeals regarding results of any PASA election.
- C. Committee on Technology. The committee shall develop information and provide training that is designed to improve members' efficiency and effectiveness through the use of technology.

Section 5. Ad Hoc committees shall be appointed by the President as the need arises. In making the appointments, the President shall give due consideration to representation from geographical regions of the Association. Ad Hoc committees may not usurp the functions of any standing committee named in the Bylaws.

Section 6. The Cabinet shall be composed of the officers of the association and the chairs of each standing statewide committee and standing operating committee.

Section 7. Association Representatives. PASA representatives to the Pennsylvania Interscholastic Athletic Association (PIAA), Pennsylvania Local Government Investment Trust (PLGIT) and all other PASA positions on boards of organizations affiliated with PASA, shall be selected by the President from among those active and institutional active members who indicate, through a written request, that they wish to be considered for the position. The President shall notify all eligible members when vacancies occur.

Article IX – Association Meetings

Section 1. There shall be an annual meeting of the Association. The date and place for this meeting shall be a responsibility of the Board of Governors. Other meetings of the Association may be held subject to the call of the President.

Section 2. The meetings of the Association and of all its committees shall be governed by Robert's Rules of Order on all questions of procedure not specifically stated in these Bylaws.

Article X – Audits

Section 1. The fiscal year of the Association shall correspond to the membership year as defined in Article V.

Section 2. A copy of the auditor's report shall be provided by the Executive Director to each member of the Board of Governors.

Article XI – Amendments

Section 1. These Bylaws may be amended in accordance with the following regulations:

- A. Proposed amendments must be made available to eligible voting members at least thirty (30) days before the proposed amendment is to be voted upon, and

- B. The proposed amendment must have the approval of a majority of eligible voting members in attendance at a meeting of the Association, or
- C. The vote may be conducted through web-based balloting or U.S. Mail at the discretion of the Board of Governors. A majority of eligible voting members will be necessary for approval.

These Bylaws will become effective immediately upon the approval of the membership.

Article XII – Dissolution or Liquidation

Section 1. No part of any income, revenue, and grant of or to the Association shall inure to the material benefit of a member, officer, or any private individual (except that a reasonable compensation may be paid for services rendered in connection with one or more of its purposes), and no member, officer or any private individual shall be entitled to share in the distribution of any of the assets of the Association on its dissolution or liquidation. In the event of such dissolution or liquidation, the assets of the Association, after payment of debts and obligations, shall be transferred to the American Association of School Administrators for its charitable and educational purposes, provided that the said AASA is then exempt from federal income taxes as a charitable and/or educational organization. If the said AASA is not then so exempt, the net assets, as aforesaid, shall then be transferred to an organization with federal tax exemption for charitable and educational uses and purposes similar to those of this Association, which exempt organization shall be designated by the final Board of Governors of the Association.

As amended at the Hershey Convention, April 30, 1959; at the Hershey Convention, April 5, 1960, at the Bedford Springs Convention, October 19, 1965; at the Bedford Springs Convention, October 31, 1967; by mail ballot of members, September 10, 1969; September 1, 1970; July 6, 1971; June 16, 1972; April 28, 1976; December 21, 1979; December 17, 1982; September 25, 1984; September 27, 1988; September 26, 1989; at the Education Congress, April 30, 1999; at the Hershey Convention, October 19, 2000; at the Hershey Convention, October 18, 2001; at the Education Congress, April 29, 2002; at the Hershey Convention, October 23, 2003; at the Hershey Convention, October 16, 2008; at the Hershey Convention, October 20, 2011; via online ballot ending July 6, 2012; via online ballot ending May 28, 2014; and via online ballot ending November 12, 2017.