



# Women's Caucus of PASA Bylaws

## Article I - Name

The name of this organization shall be the Women's Caucus of the Pennsylvania Association of School Administrators.

## Article II - Goals and Objectives

The goals of this Caucus shall be entirely consistent with those of the Pennsylvania Association of School Administrators and shall be to improve the status, rights and opportunities of women in educational leadership. In addition, specific objectives include:

1. Recruiting for PASA and Women Caucus membership, participation and leadership.
2. Developing a network among women in or aspiring to positions in educational leadership.
3. Working to increase the number of women in positions of educational leadership.
4. Supporting and disseminating research pertinent to the status of women in education.
5. Sponsoring conferences, seminars, and meetings which provide knowledge and support for skill-building and competency in educational leadership.
6. Encouraging members to provide leadership for the implementation of race, gender, and national origin equity throughout educational systems.

Other specific objectives for each year may be established at the annual business meeting of the Caucus.

## Article III - Membership

This Caucus is composed of active and associate members of the Pennsylvania Association of School Administrators who have applied for and who have received membership in the Caucus.

## **Article IV - Dues**

Dues structure will be governed through the Bylaws of PASA.

## **Article V - Executive Board and Duties**

Section 1. The Executive Board of the Caucus shall include the President, Secretary, the chairs/co-chairs of the standing and appointed committees, the regional chairs/co-chairs, the immediate past president (formerly the convener), and, at their discretion and as recommended by the Caucus president and/or board, emeritus members who previously served as Caucus president and/or chair of Caucus committees.

Section 2. The President shall have the responsibility to preside over meetings; to appoint all special committees; to be an ex-officio member of all committees. The President shall serve as the Chairperson of the Executive Board. The President or a designee shall serve as the Women's Caucus liaison to the PASA Board of Governors.

Section 3. The Secretary shall have the responsibility to act in the place of the President during the absence of the President, to handle correspondence; to send out notices of regular meetings; to keep a permanent record of the minutes of all meetings; to keep a systematic file of letters received, copies of letters sent, copies of reports and bulletins, personnel of committees, and bylaws.

Section 4. The Chair/Co-chairs of the Finance Committee shall have the responsibility to oversee all monies targeted for the Caucus; to approve all payments; to oversee an itemized account of receipts and expenditures; to present a Treasurer's report at each regular meeting; to submit records for an audit annually or immediately upon request; to identify a range of possible funding sources; to coordinate funding with goals and objectives of the Program and Training objectives and the Caucus objectives.

Section 5. The Chair/Co-chairs of the Membership Committee shall organize a list of potential organization members and design a membership drive which includes the creation, publication and dissemination of a brochure explaining the organization's purposes and planned program.

Section 6. The Chair/Co-chairs of the Program and Training Committee shall have the responsibility to develop and implement a biennial program plan coordinated with the objectives of the membership and to assemble and disseminate information on training and professional development activities.

Section 7. The Chair/Co-chairs of the Public Relations Committee shall have the responsibility to develop and implement a public relations program consistent with the goals and purposes of the Caucus; to prepare a column for the PASA Flyer; to prepare and disseminate news releases

and other forms of written information to professional journals/newsletters regarding Caucus programs and activities.

Section 8. The Chair/Co-chairs of the Liaison Committee shall have the responsibility to plan for and coordinate with networks of women in or aspiring to positions in educational leadership; to plan and to coordinate with other professional organizations the promotion of the goals and objectives of the Caucus.

Section 9. The Regional Chair/Co-chairs shall have the responsibility to plan and coordinate periodic meetings within the region represented; to help to develop and maintain lists of current and prospective members of the Caucus; to work to develop a regional support network for all interested individuals; to serve as a liaison to all women in or aspiring to positions in educational leadership within the regional area.

Section 10. Emeritus members will serve the Caucus Board as advisors and, at the discretion of the President and the Board, as members of committees to assist in the work of the Board.

## **Article VI - Caucus - Procedures**

Section 1. The Executive Board shall act as the general agent of the Caucus in carrying out the will of the membership. The Board shall exercise its powers through the adoption of policies and bylaws for the organization and operation of the Caucus. Each member of the Board shall be an active member of the Women's Caucus and shall have been elected to the Executive Board. The exception will be the chairs of appointed committees.

Section 2. All vacancies occurring during a term of office shall be filled within ninety (90) days based on appointment by the Executive Board.

Section 3. When a person shall cease to be a bona fide member of the Pennsylvania Association of School Administrators and of the Caucus, her membership on the board shall cease immediately. Any member who fails to attend two consecutive annual meetings of the Board may be removed from office upon action duly proposed at a meeting of the Board and passed at the next meeting.

Section 4. The Executive Board shall be governed in the conduct of its business procedure by Roberts Rules of Order. Rules of Order may be amended at any meeting by a majority of those present and voting.

Section 5. Regular meetings of the Executive Board shall be public and shall be held at least four times per year. The regular order of business shall be as follows:

Call to Order  
Roll Call of All Members  
Approval of Minutes  
Communications  
Standing Committee Reports  
Financial Reports  
Appointed Committee Reports  
Old Business  
New Business  
Adjournment

Section 6. Special meetings shall be called by the Secretary at the request of the President or upon presentation to the Secretary of a petition requesting such special meeting and signed by a majority of the Board.

Section 7. Members of the Caucus shall be permitted to address the Board on any item of importance to them.

Section 8. All proper motions or resolutions recorded and put to vote require, for adoption, only a majority of votes cast. All members of the Caucus in attendance at general meetings shall have the right to vote on every issue.

Section 9. All proper motions or resolutions recorded and put to vote require, for adoption, only a majority of votes cast. All members of the Board shall have the right to vote on every issue in Executive Board meetings.

Section 10. The Board shall keep comprehensive minutes of all its meetings, showing time and place, the members present, the subject considered, the actions taken, and other information required to be shown by request of the membership.

Section 11. The Board reserves the right to meet in private session to discuss any matter which shall be rendered confidential and any material the disclosure of which constitutes an unwarranted invasion of privacy.

## **Article VII - Election of the Executive Board**

Section 1. Election of the Executive Board shall be held at the annual business meeting of the Caucus in even-numbered years.

Section 2. The Executive Board shall be declared elected based on a majority vote of members in attendance at the business meeting. To be eligible to be a voting member of the Women's Caucus, dues must be paid to PASA by December 31st of the preceding calendar year.

Section 3. The term of office for the Executive Board shall be two years and is renewable.

Section 4. The President shall appoint, in odd-numbered years, members of the Executive Committee to serve as the nominating committee, including at least one past President (formerly Conveners). The Nominating Committee shall submit a slate of Executive Board members for the vote of the membership at the annual business meeting in even-numbered years. Other nominations can be made from the floor at the business meeting.

### **Article VIII - Committees**

The President shall appoint committees that are deemed necessary or that may be requested by the Executive Board.

### **Article IX - Annual Meeting**

The Caucus shall hold its annual business meeting concurrent with the annual spring conference of the Women's Caucus.

### **Article X - Amendment of Bylaws**

Section 1. Bylaws may be adopted, amended, or repealed at the annual caucus business meeting provided such motion shall have been made at a meeting of the Executive Board and adopted by a recorded two-thirds vote of those present.

Section 2. Amendments to pending revisions of bylaws may be adopted by a two-thirds vote of those present.

Section 3. Proposed amendments to the bylaws must be received by the Executive Board in writing.

***BYLAWS REVISED in September 1988, April 1992, May 2003 and May 2014***