

# **BYLAWS**

## **ARTICLE I. NAME**

The name of this organization shall be the *Houston Association of School Administrators (HASA)*.

## **ARTICLE II. PURPOSE**

The purpose of the Association shall be to improve the quality of education in the Houston Independent School District, to promote the welfare of public school students and school personnel, and to obtain for members the benefits of an independent professional organization of school administrators.

## **ARTICLE III. MEMBERSHIP**

### **Section 1. Eligibility**

The membership of the Houston Association of School Administrators shall be composed of administrators, supervisors, and those individuals whose job descriptions include administrative/support duties. It shall be the responsibility of the affected individual to petition the Association for membership. The Executive Committee shall approve or deny petitions for membership as they are brought forward by the executive director.

### **Section 2. Dues**

The membership year shall extend from September 1 to August 31.

Association dues shall be established at the March Executive Committee meeting for the succeeding year. Those persons who have been members during the previous year and whose dues are in arrears after November 1 shall be dropped from membership in the Association.

### **Section 3. Defense Fund Assistance**

Members are eligible for consideration for Legal Defense Fund assistance for an event that occurs during active membership.

The Executive Director will bring forward the request to the Executive Committee for consideration of expenditures from the Legal Defense Fund. The decision made by the Executive Committee is final and non-appealable.

### **Section 4. Other Professional Organization Dues**

All members of the Association are encouraged to belong to other professional organizations and shall be offered the opportunity to pay membership dues for those professional organizations through the Association. A list of those organizations for which the Association will collect dues shall be approved by the Executive Committee

## **ARTICLE IV. OFFICERS**

### **Section 1. Elected and Appointed Officers**

The elected officers of the Association shall be President, President-Elect, First Vice President for Membership, Second Vice President for Public Relations, Third Vice President for Programs, Secretary and Treasurer.

The office of President-Elect shall rotate among members who serve in elementary schools, secondary schools, and central administration settings.

A Parliamentarian is to be appointed by the President.

## **Section 2. Term of Office**

Officers shall serve a term of one year beginning August 1.

In the event of a vacancy in the office of President during his/her term, the President-Elect shall succeed to the presidency for the balance of the unexpired term and shall serve his/her complete term as President.

Vacancies of other elected officers shall be appointed by the Executive Committee.

Vacancy in the office of Parliamentarian shall be appointed by the President.

## **Section 3. Election and Installation of Officers**

The Nominating committee, Chaired by the President-Elect, shall nominate a minimum of one (1) committee for each position to be filled; it shall be the responsibility of the Nominating Committee to ascertain the willingness of the nominees to stand for election.

The Nominating Committee shall submit its report and list of nominees to the Executive Director who shall be responsible for preparing an Election Ballot to be distributed to the general membership.

The membership shall return the ballot to the Executive Director. A plurality of the votes shall be sufficient for election. In the event of a tie, a run-off election shall be held to determine the election.

The Executive Director shall tally the ballots and announce the results. A report of the results shall be made to the membership in the next regular publication of the Association.

Elected officers shall be installed at the Annual Banquet of the Association.

**Section 4. Duties of Officers**

1. All officers shall attend all meetings of the Executive Committee and general meetings.
2. President shall preside at all meetings of the Association and shall serve as the official representative of the Association.
3. President Elect - shall preside at meetings of the Association in the absence of the President, shall serve on the Administrative Advisory Council, shall serve as chairperson of the finance Committee, and shall serve as chairperson of the Nominating Committee.
4. First Vice President (Membership) - shall serve as chairperson of the Membership Committee and shall be responsible for matters relating to membership.
5. Second Vice President (Public Relations) - shall serve as the chairperson of the Public Relations Committee and shall be responsible for communications of the Association.
6. Third Vice President (Programs) - shall serve as the chairperson of the Program Committee and shall be responsible for all program activities of the Association.
7. Secretary - shall be responsible for the minutes of the Executive Committee, and the general meetings.
8. Treasurer - shall be responsible for monitoring the approved budget of the Association, shall serve as a member of the Finance Committee, and shall report to the Executive Committee. The most recent treasurers report shall be available to the general membership from the Executive Director upon request.
9. Parliamentarian - shall be responsible for advising the President, the Executive Committee and those attending the general meeting regarding Rules of Order for the Bylaws and Standing Rules of the organization.

**ARTICLE V. EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the elected officers of the Association, the immediate Past President and the Parliamentarian. The Executive Committee shall meet on a regular basis as determined by the Executive Committee.

The Executive Director shall serve as an advisor to the Executive Committee.

## **ARTICLE VI. COMMITTEES**

### **Section 1. Membership and Duties**

Unless otherwise specified in these Bylaws the President shall appoint the chairperson and the membership of all committees from among the members of the Association.

Each committee shall include, as appropriate, to maintain a balance of membership among elementary school, secondary school, and central office members.

All committee reports and/or recommendations shall be presented in writing to the Executive Committee for review and/or action.

### **Section 2. Standing Committees**

1. Finance Committee - shall be chaired by the President Elect and shall include the Treasurer and Executive Director; prepare the budget of the Association for the fiscal year beginning September 1 and shall present it to the Executive Committee at its regular meeting in August for approval; shall monitor expenditures and revenues and may, from time to time submit amendments to the budget for the current fiscal year; and shall be responsible for the preparation of an annual audit of the financial records of the Association, and for submitting a report of its audit to the Executive Committee. All budget amendments shall be submitted to and approved by the Executive Committee before expenditures are made.
2. Membership Committee - shall be chaired by the First Vice President for Membership and shall be responsible for the annual membership drive and all matters pertaining to membership.
3. Public Relations Committee - shall be chaired by the Second Vice President for Public Relations and shall be responsible for the public relations, newsletters, publications, and communication activities of the Association.
4. Program Committee - shall be chaired by the Third Vice President for Programs and shall be responsible for planning and implementing programs that promote the objectives of the Association and the welfare of the members.

5. Bylaws Committee - shall be chaired by the Parliamentarian and shall review the Bylaws and Standing Rules, shall be responsible for preparing any recommendations to amend or revise the Bylaws and/or Standing Rules of the Association
6. Nominating Committee - shall be chaired by the President Elect and shall consist of nine members: three members from the elementary school setting and elected by members from the elementary school setting, three members from the secondary school setting and elected by members from the secondary school setting, and three shall be from the central office setting and elected by members from the central office setting.
  - a. Ballots shall be prepared by the Executive Director who shall be responsible for their distribution to the membership. The Executive Director shall tally the returned ballots and shall report the results to the Executive Committee.
  - b. A report of the results shall be made to the membership in the next regular publication of the Association. The Nominating Committee shall carry out its responsibilities in accord with the provisions described in ARTICLE IV, Section 3 of the Bylaws.
7. Administrative Advisory committee - shall meet with the Superintendent of Schools, The President, President Elect, Past President and Executive Director shall serve on this committee. Prior to the meeting, a list of Association concerns will be developed and sent to the Superintendent of Schools for review.

### **Section 3. Special Committee**

The President may appoint such other special committees deemed necessary to carry on the work of the Association.

## **ARTICLE VII. GENERAL MEETINGS**

### **Section 1. Meeting Schedule**

There shall be at least two meetings of the general membership each year.

### **Section 2. Time and Place**

The specific time and place of each meeting of the general membership shall be set by the President with the advice and consent of the Executive Committee.

## **ARTICLE VIII. EXECUTIVE DIRECTOR**

### **Section 1. Employment**

The Executive Committee shall employ an Executive Director.

### **Section 2. Responsibilities/Duties**

The Executive Director shall be responsible to the Executive Committee; shall advise the officers and members of the Association on all policy matters through appropriate reports and recommendations; shall represent the Association as spokesperson on matters of established policy at the discretion of the President; shall advise and assist the committees as needed; shall be responsible for maintaining the financial records and archives of the Association; shall have the authority to make, in concert with the Treasurer and/or the President, all payments made by the Association and shall be responsible for such other duties as assigned by the President and/or the Executive Committee. The Executive Director shall serve at the pleasure of the Executive Committee.

**ARTICLE IX. AMENDMENTS**

Amendments may be made upon the recommendations of the Executive Committee. The Executive Director shall, at the direction of the Executive Committee, be responsible for mailings, emailing/faxing a copy of the proposed amendments and a ballot to each member so that he/she might have the opportunity to vote for or against the adoption of the proposed amendment. A report of the results shall be made to the membership in the next regular publication of the Association. A majority of the votes cast by the returned ballots shall be sufficient to amend the Bylaws of the Association.

**ARTICLE X. STANDING RULES**

Standing Rules may be amended by majority vote of the Executive Committee.

**ARTICLE XI. RULES OF ORDER**

*Robert's Rules of Order, Newly Revised*, (current edition) shall govern the Association in all cases to which they are applicable and are not inconsistent with the Association's Bylaws or Standing Rules.

Bylaws approved by Association:

Amended July 1989

Amended May 1993

Amended February 1999

Amended February 2004



# **STANDING RULES**

1. The membership dues of the organization shall be determined by the Executive Committee annually in May.
2. The day, time and place of the regular monthly meetings of the Executive Committee will be established at the first meeting in August.
3. The two annual meetings of the organization shall be scheduled throughout the year by the Executive Committee.
4. Executive Director

## **Job Description**

Under the direction of the President, The Executive Director shall:

- \* Counsel the membership and coordinate the administrative, financial and professional activities of the Association
- \* Be responsible to the Executive Committee and other personnel as deemed necessary in accordance with the Bylaws of the Association

## **Duties and Responsibilities**

- \* Assume the responsibility for the professional office staff and personnel
- \* Assume responsibility for maintenance of records
- \* Coordinate activities
- \* Provide continuity of programs and project
- \* Cooperate with the Executive Committee and membership

## **Specific Functions**

- \* Open and improve communication among the membership, the Superintendent of Schools, the Board of Education, other educational groups and the public
- \* Keep the Executive Committee informed of activities in a timely manner
- \* Receive concerns and seek solutions within HASA and HISD policy

- \* Assist in the processing of dispute resolutions
- \* Maintain accuracy and clarity in all HASA public statements and communication
- \* Represent and communicate the approved position of the organization
- \* Submit monthly report of activities to the Executive Committee
- \* Maintain sound fiscal records and procedures
- \* Establish communication among local, state and national organizations
- \* Lobby appropriate bodies on behalf of the organization
- \* Assist all officers and committee chairpersons
- \* Assist in the preparation of the membership publications
- \* Assist in membership enrollment/eligibility and record keeping
- \* Represent the organization at Board of Education meetings and other related meetings
- \* Perform other duties as deemed necessary by the Executive Committee

## Qualifications

- \* Advanced degree
- \* Experience in negotiations
- \* Experience in school administration
- \* Ability to communicate - written and oral
- \* Familiarity with school law
- \* Positive public relations skills
- \* Knowledge of bookkeeping and budgeting
- \* Ability to work with diverse groups
- \* Good physical condition
- \* Good work ethics

Salaries of the Executive Secretary and Executive Director will be at the direction of the Executive Committee.

*Established - February 1999*

*Amended - February 2004*