

CONNECTICUT ASSOCIATION OF SCHOOL ADMINISTRATORS, INC.
BY-LAWS

ARTICLE I
NAME AND PRINCIPAL PLACE OF BUSINESS

The name of the corporation is Connecticut Association of School Administrators, Inc. The principal place of business of the corporation address is, 2389 MainStreet, Glastonbury, CT 06033

ARTICLE II
MEMBERSHIP

The corporation shall have one class of membership: Association. The membership in the corporation is open to all Connecticut Administrator Associations as defined in Section 10-153(a) of the Connecticut General Statutes and retired administrators. Membership in the corporation is on an annual basis from July 1 through June 30. Membership in the corporation is conditioned on the payment of the annual dues.

ARTICLE III
PURPOSE OF THE CORPORATION

The continuing growth and development of educational reform in Connecticut and the increasing responsibility of administrators make it essential for school administrators to enhance their professional knowledge and personal dignity. This may be accomplished through unified and cooperative efforts of every member of this organization. It is essential that every effort be made to protect and preserve the status and welfare of its members. Therefore, the primary purpose of this corporation is to provide its members with services and assistance, including, but not limited to, the following:

- (a) Information pertaining to administrative salaries and fringe benefits.
- (b) Legal assistance benefits in such matters as real estate, wills and probate, elder law, dissolution of marriage & family law, personal injury, medical malpractice & product liability, motor vehicle & criminal defense, business transactions and land use & zoning.
- (c) Initial legal consultation or referral with respect to individual employment or association matters.
- (d) Position papers on current issues which affect the status and welfare of school administrators.
- (e) Reports, research briefs, information aids, monographs, annotated bibliographies, and other publications on K-12 administration and curriculum.
- (f) Professional workshops and conferences relative to matters dealing with school administrators.
- (g) Legislative updates and lobbyist services.
- (h) Other services that the Board of Directors deem necessary to assist its members.

ARTICLE IV
BOARD OF DIRECTORS

The corporation shall be governed by a Board of Directors. The Board of Directors will consist of the elected officers and one (1) member from each Association with less than fifty (50) members and two (2) members from each District with over fifty (50) members. Each Association will appoint its members for the Board.

- A. OFFICERS: The officers of the corporation shall be a Chairperson, Vice Chairperson, Secretary, and Treasurer.
- B. ELECTION: The officers of the corporation shall be elected for a two (2) year term The Chairperson must have served previously as a member of the Board of Directors.
- C. TERM: The Chairperson may not serve for more than three (3) consecutive two (2) year terms, There shall be no limitations to the number of consecutive two (2) years terms that he Vice Chairperson, Secretary, and Treasurer may serve

DUTIES: Chairperson. The Chairperson shall have the power to call meetings of the Board of Directors and shall preside over all such meetings. The Chairperson shall be an ex-officio non-voting member of all committees.

Vice Chairperson. The Vice Chairperson shall assume all duties of the Chairperson in the absence of the Chairperson.

Secretary. The Secretary shall keep a record of the proceedings and handle necessary correspondence.

Treasurer. The treasurer shall receive all funds and pay by check all bills of the Corporation. A record will be kept of all incoming and outgoing monies.

ARTICLE ~~[VI]~~ V CONSULTANTS

The Board of Directors may designate consultants to attend meetings of the Board of Directors. Said Consultants shall be considered ex-officio members of the Board of Directors. Consultants shall not have a vote on any issue and their presence at any meeting shall not be counted in determining a quorum.

ARTICLE VI COMMITTEES

Standing Committees of the Corporation. The standing committees are as follows:

Members and Chairperson. Committee members shall be appointed by the Chairperson of the Corporation to serve two-year terms. Committee members need not be members of the Board of Directors. Each committee shall consist of at least three (3) members or as many an odd number of members the Chairperson deems appropriate. The Chairperson of each committee shall be chosen by the Chairperson of the Corporation.

Nominating Committee. The Chairperson of the Nominating Committee shall be appointed by the Chairperson of the Corporation. The Chairperson of the nominating committee shall then appoint three (3) additional Directors to be part of the committee. The nominating committee shall meet at least one (1) month before the annual spring meeting to prepare a slate of members to fill expiring terms of the members of the Board of Directors. The slate will be presented to the Chairperson of the Corporation for approval of the entire Board of Directors.

ARTICLE VII MEETINGS

Annual Meeting of the Membership: The annual meeting of this corporation shall occur in May.
Regular Meetings of the Board of Directors: The Board of Directors shall determine its meeting schedule. A minimum of Six (6) members shall constitute a quorum for the purpose of any meetings.

Special meetings. Special meetings of the Board of Directors may be called by the Chairperson of the Corporation at any time upon three (3) days written or oral notice to the members of the Board of Directors. The Chairperson shall call a special meeting of the Board of Directors upon the written request of at least two members of the Board of Directors. The Chairperson shall hold all meetings within two (2) weeks of giving notice of the meeting in the case of a meeting called by the Chairperson or within two (2) weeks of receiving the written request to call a meeting signed by at least two (2) members of the Board of Directors. A special meeting of the general membership of the corporation may be called by the Chairperson at any time upon three (3) days written notice to the membership, or upon a majority vote of the members of the Board of Directors.

Robert's Rules of Order. Unless specifically stated herein to the contrary, all meetings of the Board of Directors, of the Committees of the Corporation, and of the general membership, shall be governed in accordance with Robert's Rules of Order.

ARTICLE VIII
FISCAL YEAR

The fiscal year of the corporation shall end on June 30 of each year.

ARTICLE IX
ADOPTION, REPEAL, OR AMENDMENTS TO THE BY-LAWS

Any adoption, repeal, or amendment of the By-Laws must be approved by a majority of the Board of Directors and then by a majority of the general membership of the corporation at its annual spring meeting or at a special meeting of the general membership duly called and noticed for such purpose.

ARTICLE X
DUES

The Board of Directors at a meeting for such purpose shall establish the annual membership dues to be assessed against each member except for retired administrators, who shall be exempt from the requirement to pay dues.

These By-Laws are the duly adopted By-Laws of the Corporation that are in effect this 24th day of May, 2018.

Revised 05-24-2018