

SCHOOL ADMINISTRATORS OF SOUTH DAKOTA

CONSTITUTION

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Amended	- March 24, 1972
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Amended	- October 8, 1976
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PREAMBLE

Whereas all phases of school administration have the object of providing educational leadership, the School Administrators of South Dakota, an Umbrella organization, is organized to bind together the parent associations into one unified organization for the purpose of promoting quality education in South Dakota.

ARTICLE 1 – NAME

The name of the organization shall be the School Administrators of South Dakota.

ARTICLE II – PURPOSES

The purposes of the School Administrators of South Dakota as a nonprofit educational organization are:

- A. To promote and to provide leadership for the improvement and advancement of education for all Pre-K-12 schools in the state of South Dakota.
- B. To improve administrative leadership skills through on-going professional development programs.
- C. To improve educational funding and policies through active participation in the South Dakota legislative process.

The purposes of this organization shall be implemented by:

- A. Formulating comprehensive administrative structures that foster mutual interests to improve education on behalf of all children.
- B. Unifying the professional efforts of member groups to enhance administrative leadership and improve education and enhance student achievement within the state.
- C. Establishing communications and encouraging cooperation among all groups of school administrators to improve education and student achievement.
- D. Improving the professional, economic and social value of Pre-K-12 education.
- E. Promoting educational research, publications and legislative initiatives to improve education and student achievement.
- F. Collaborating with concerned organizations to improve the overall quality of education in South Dakota.

ARTICLE III – MEMBERSHIP

Section 1.

In order to qualify for membership in the School Administrators of South Dakota, an educator must be a practicing administrator or be eligible for membership in one of the following parent associations:

- A. South Dakota School Superintendents Association (SDSSA).
- B. South Dakota Association of School Business Officials (SDASBO).
- C. South Dakota Association for Supervision and Curriculum Development (SDASCD).
- D. South Dakota Association of Elementary School Principals (SDAESP).
- E. South Dakota Association of Secondary School Principals (SDASSP).
- F. South Dakota Council of Administrators of Special Education (SDCASE).

Section 2.

Administrators in the Department of Education and personnel from South Dakota universities who have responsibility for the professional preparation of teachers and administrators shall be eligible for regular membership in SASD.

Section 3.

Students enrolled in a graduate program leading to a degree in school administration shall be eligible for a student membership in SASD without voting rights.

Section 4.

Administrative associations other than designated in Section 1 may be admitted to SASD membership by a majority vote of the Executive Board. Potential members must meet membership criteria and follow application procedures. Upon the admission of a new parent association, the name of the association shall be added to the membership list found in Article III, Section 1 of the constitution.

MEMBERSHIP CRITERIA

- A. Is the Constitution (& By-Laws) of the association seeking membership compatible with the purpose of SASD?
- B. Is there a minimum number of 20 practicing administrators, or people who are designated as administrators by local school districts
- C. Do the eligible and potential SASD members have responsibilities that are unique or different than the present Parent Groups?
- D. Is there a national group available for the new members to affiliate with if they decide to join?

Section 5.

All SASD retirees automatically receive a one-year complimentary publications membership for the year immediately following their retirement. Retirees may continue their publications membership at a reduced fee after the one-year complimentary membership has been completed. Retirees may also purchase Life and AD&D Insurance for a nominal annual fee. AD&D Insurance is not available after age 65, but Life Insurance may be purchased until the retiree's death.

Section 6.

In the event SASD would dissolve, the assets would be divided equally among the school districts under the jurisdiction of the State of South Dakota (or a political subdivision thereof) that have members in SASD at the time of dissolution. No part of the net earnings will be pro-rated to the benefit of any individual member.

ARTICLE IV – ORGANIZATION

Section 1.

- A. The governing body shall be the Executive Board, composed of two SASD members from each parent association of the School Administrators of South Dakota, the immediate past president of SASD, and one at-large member and one ex-official member appointed by the Executive Board.
- B. Each parent association shall designate its Executive Board members and notify the SASD Executive Director on or before July 1. Board members are eligible for re-election if nominated by their parent organization.
- C. The recommended term of the Executive Board members shall be for three years. A transition period of time will be implemented within the parent association to assure continuity. Each parent association will determine each representative(s) on the SASD Executive Board.
- D. Each SASD officer automatically becomes one of the representatives to which each parent association is entitled. The position of past president shall be an additional Executive Board position.

Section 2.

SASD officers shall be a president, a vice-president, a president-elect, a vice-president-elect and a past president. The president and vice-president shall be members of the same parent association. The president-elect and vice-president-elect shall be members of the same parent association.

Section 3.

- A. The officers of SASD shall be elected for one-year terms.
- B. The terms of the president-elect and the vice-president-elect shall be rotated among the parent associations. With fewer than ten (10) SASD members in a parent association, that association shall forfeit its right to furnish officers for that year and will not be eligible until the association comes again in the normal rotation. The rotation shall be SDSSA, SDASBO, SDASCD, SDASSP, SDAESP and SDCASE.
- C. Any new parent group admitted to SASD membership shall assume the position that places them at the end of the parent group rotation for President and Vice President. Should two associations be admitted at the same time, lots shall be drawn for their positions in the rotation.
- D. Both president-elect and the vice-president-elect shall be designated by each parent association and shall serve on the Executive Board beginning July 1.

Section 4.

Each representative on the Executive Board shall have one vote.

Section 5.

The fiscal year of the organization shall be July 1-June 30.

Section 6.

The original constitution became effective July 1, 1970 following ratification by the South Dakota School Superintendents Association, South Dakota Association of School Business Officials and South Dakota Association for Supervision and Curriculum Development. The South Dakota Association of Elementary School Principals joined SASD in 1972 and was followed by the South Dakota Association of Secondary Principals in 1978 and the South Dakota Council of Administrators of Special Education in 1994.

ARTICLE V – AMENDMENTS

Section 1.

All proposed amendments to the Constitution shall be submitted in writing to the Executive Board, and include rationale statements for the proposed changes.

The Executive Board shall:

- A. Study the proposed amendments.
- B. Provide the proposed amendments and rationale statements to all members of the organization not less than thirty (30) days before the annual Business Meeting. SASD members who would like to propose additional changes and/or disagree with the proposed amendments must present their recommendations in writing to the President or Executive Director, two weeks prior to the annual Business Meeting. The proposed amendment(s) shall be discussed during the annual SASD Business Meeting.
- C. An official ballot will be electronically mailed to all members within thirty (30) days following the annual Business Meeting and will include a deadline date for returning the ballot to the SASD office.

Section 2.

A simple majority of the votes cast is required for ratification of the proposed amendments.

ARTICLE VI – MEETINGS

Section 1.

At least three regular meetings of the Executive Board shall be held each year, one each in the fall, winter and spring quarters. The president, or Executive Director, may call special meetings of the Executive Board as

deemed necessary or as requested by the Executive Board of a parent association provided at least seven (7) days notice is given to all the Executive Board members.

Section 2.

At least one annual meeting of the membership shall be held by the Executive Board.

BY-LAWS

ARTICLE I – RULES OF PROCEDURE

Parliamentary Procedure At A Glance shall be followed at all SASD business meetings.

ARTICLE II – DUTIES OF OFFICERS AND EXECUTIVE DIRECTOR

Section 1.

President – The president shall preside at all meetings of the general membership, serve as chairperson of the Executive Board and, with the Executive Director, conduct the business of the organization.

Section 2.

Vice-President – The vice-president shall exercise all the functions of the president in the president's absence. The vice-president shall assume the presidency if the president is no longer qualified to hold the office.

Section 3.

President-Elect – The president-elect shall serve on the Executive Board as one of the representatives of the president-elect's parent association.

Section 4.

Vice-President-Elect – The vice-president-elect shall serve on the Executive Board as one of the representatives of the vice-president-elect's parent association.

Section 5.

Past President – The past president, upon the completion of the term of office, shall continue to serve on the Executive Board as the past president for a period of one year.

Section 6.

Executive Director – The Executive Board shall employ an Executive Director. The Executive Director shall:

- A. Provide administrative leadership for SASD.
- B. Conduct all SASD business as directed by the Executive Board.
- C. Keep a written and accurate record of all proceedings and financial transactions conducted by the SASD Executive Board.
- D. Keep written and accurate records of all official correspondences, policies, procedures, and business documents necessary for the successful operation of the organization.
- E. Prepare the annual budget with the approval of the President.
- F. Submit accurate financial reports and minutes of previous meetings, along with the Director's recommendation for all business items listed on the agenda for consideration by the Executive Board requiring action or a recommendation.
- G. Coordinate all SASD media publications.
- H. Plan and coordinate inservice activities sponsored by SASD.
- I. Represent SASD at all designated meetings, task forces and committees.
- J. Serve as lobbyist for SASD.

ARTICLE III – EXECUTIVE BOARD

Section 1.

The terms of the Executive Board shall commence on July 1st of each year.

Section 2.

A majority (one-half + one) of the Executive Board shall constitute a quorum. A majority of the votes cast is sufficient for the adoption of any motion.

Section 3.

Vacancies on the Executive Board shall be filled by the appropriate parent association within thirty (30) days after the notification of the vacancy.

Section 4.

Minutes of each Executive Board meeting shall be sent within fifteen (15) days following the meeting to board members and to each president of the parent associations.

Section 5.

The Executive Director and the elected officers shall conduct the business of the Executive Board between meetings and shall represent the organization.

ARTICLE IV - PROCEDURES TO BECOME A PARENT GROUP MEMBER

- A. Submit a letter of request to the Executive Director indicating the appropriateness of the association to become a Parent Group member.
- B. Request is sent to the Executive Board and is placed as an agenda item for discussion at the next Board Meeting. The association seeking membership may be requested to be present to discuss the agenda item when it is considered by the Executive Board.
- C. The letter of request is also sent to the Professional Member Services Committee for review and recommendation to the Executive Board.
- D. The Executive Director notifies the membership when the Executive Board will take action.
- E. The Executive Board takes action to accept or reject the request.

ARTICLE V – INCOME AND EXPENDITURES

Section 1.

Dues shall be determined annually by the Executive Board and assessed prior to July 1. Annual dues provide membership from July 1 through June 30.

Section 2.

The president and the Executive Director shall present an annual budget for approval by the SASD Executive Board prior to September 1.

ARTICLE VI – COMMITTEES

Section 1.

Standing committees and ad hoc committees shall be appointed by the president with approval of the Executive Board. Equitable representation from each parent association will be a consideration.

Section 2.

The president shall present, for consideration by the Executive Board, appointments to the At-Large and the Ex-Official position on the SASD Executive Board.

ARTICLE VII – AREAS

SASD encourages regular state-wide area/regional meetings of school administrators to promote the administrative team concept and to assist in carrying out the purposes of this organization.

ARTICLE VII – REVISION OF BY-LAWS

All proposed revisions of the By-Laws shall be subject to the same procedure as outlined for amendments in Article V of the constitution.