



# New Hampshire School Administrators Association

## *By-Laws*

*Preamble - New Hampshire school system leaders believe we can better serve our students when we develop, refine, and promote a common vision for public education. We are committed to being “Champions for Children” by cherishing and protecting a free, appropriate public education for all children as a foundational element of a healthy democratic society. To bring a unified voice to public dialog, this Association was founded in 1941 so individual leaders may stand together as a voice for public education.*

### **I. Name**

- A. This organization shall be known as The New Hampshire School Administrators Association (NHSAA).
- B. As a non-profit organization organized under the laws of New Hampshire, the NHSAA shall have an office and place of business in Concord, New Hampshire.

### **II. Membership and Dues**

- A. Membership will be offered through two tiers:
  1. Active membership is extended to school system leaders who are employed in New Hampshire and who hold certification (including an approved Site Based Learning Plan) as a school system administrator (superintendent, assistant superintendent, district director of curriculum, instruction, and assessment, business administrator, special education administrator, etc.).
    - a) Other central office administrators may be offered membership once approved by the NHSAA Executive Board.
    - b) Annual dues are established by a vote of the Executive Board. Any changes must be made no later than March 31 for the following fiscal year.
    - c) Members who have paid annual dues by November 1st are defined as active members with all rights to participate in the Association.
  2. Honorary membership is extended to:
    - a) All active members of the Association, in good standing, who retire from public service, and
    - b) The NHED Commissioner, Deputy Commissioner, and Division Directors once appointed to their positions, and



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- c) Any person who has rendered conspicuous educational service to the children of NH as nominated by a member and approved by the Executive Board.
    - (1) Honorary members shall be entitled to all non-voting privileges of the Association and are exempt from paying dues.
    - (2) Participation in “members-only” activities is open to honorary members by invitation only.

### **III. Membership Meetings**

- A. The Association shall hold its annual meeting to coincide with the June Conference.
  - 1. The Executive Board is responsible for:
    - a) Establishing the time and location of the annual meeting, and
    - b) Providing an agenda with proposed action no less than ten (10) days prior to the annual meeting.
  - 2. Thirty (30) percent of the active membership shall constitute a quorum for the transaction of business at the annual meeting.
- B. Monthly meetings may be held as follows:
  - 1. Statewide meetings which require at least thirty (30) percent of the active membership in attendance to transact any business.
  - 2. Regional meetings may take advisory action on any matter of educational importance and bring recommendations to the Executive Board for consideration.
- C. The Executive Board may call an Emergency meeting of the membership with seventy-two (72) hours of prior notice including the purpose of the Emergency meeting.
  - 1. Thirty (30) percent of the active membership shall constitute a quorum for the transaction of business at an Emergency meeting.

### **IV. Officers of the Association**

- A. There shall be four (4) elected Officers of the Association:
  - 1. President:
    - a) Presides at all meetings of the Association and the Executive Board.
    - b) Communicates and clarifies all directives to the Executive Director of the Association.
    - c) Presides at all meetings of the Association and conducts business in a manner that ensures that decisions are consistent with the will of the majority present and voting.
  - 2. President-Elect:
    - a) Assists and advises the President on all Association matters.



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- b) Assumes the duties of the President when the President is unable or unavailable.
  - c) Responsible for overseeing the development of the annual budget for the Association.
  - 3. Past President:
    - a) Assists and advises the President on all Association matters.
    - b) Assumes the duties of the President when the President and President-Elect are unable or unavailable.
    - c) Coordinates the annual evaluation of the Executive Director including soliciting feedback from the Executive Board and membership.
  - 4. Vice-President:
    - a) Assists and advises the President on all Association matters.
    - b) Assumes the duties of the President when the President, President-Elect, and Past President are unable or unavailable.
    - c) Oversees the financial operations of the Association through coordination with the Executive Director and President. Serves as the second-signer on all invoices greater than \$5,000.
    - d) Coordinates the Nominating Committee for the election of at-large Executive Board members.
  - B. Officers are elected for a four (4) year term.
  - C. The four (4) Officers are the most senior members of the elected at-large Directors.
  - D. The four (4) Officers shall serve a one (1) year term of office with the following annual progression:
    - 1. Vice-President becomes President-Elect becomes President becomes Past President.
    - 2. The most senior member of the At-Large Directors is selected for election as the Vice-President. Vacancies in office will be filled by the Executive Board until the next annual meeting.

## V. Executive Board

### A. Authority:

- 1. Serves as the governing board of the Association.
- 2. Approves the hiring of the Executive Director of the Association.
- 3. Provides input into the annual evaluation of the Executive Director and reviews and approves the evaluation drafted by the Past-President.
- 4. Approves the annual budget of the Association.
- 5. Approves monthly financial reports and makes financial decisions to serve the interests of the Association.
  - a) May overspend the budget.
  - b) May borrow funds in anticipation of revenue.
  - c) May transfer funds between reserve accounts.



6. Approves all Standing Committees of the Association.
  7. Establishes policies and directives for the Association.
  8. Approves special studies and reports as necessary.
- B. Membership on the Executive Board is extended to members in good standing who have been elected by either full membership, the membership of a region, or the membership of an approved Standing Committee.
- C. Membership on the Executive Board is intended to ensure equitable representation across the five (5) NHSAA regions of New Hampshire.
- D. The Executive Board has nineteen (19) members as follows:
1. The four (4) elected Officers, four (4) members elected at-large (known as Directors), the Chairperson of each of the five (5) NHSAA regions elected by regional members, the four (4) Standing Committee Chairs elected by each Standing Committee, and the two (2) elected representatives to the American Association of School Administrators (AASA).
  2. At-large members (Directors) are elected to a four (4) year term with one (1) member elected each year.
  3. Two (2) elected representatives to the AASA Governing Board will serve a three (3) year term with a maximum of two (2) terms.
  4. Regional Chairs are elected to a two (2) year term with a recommendation to regions to elect a new Chair every two (2) years.
  5. The four (4) standing NHSAA Standing Committees (Professional Development, Equity, Legislative, and Resolutions) will elect a chair by a vote of the members of each committee. The Chair of these committees will serve on the Executive Board as voting members. These Standing Committees will review the position of chair every three (3) years and may elect another Committee Chair or continue with the current Chair.
    - a) Executive Board members may not hold simultaneous seats on the Executive Board.
    - b) Any Executive Board vacancies are filled by appointment of the Executive Board until the next annual meeting.
- E. The Nominating Committee shall be coordinated by the Vice-President and shall consist of the five (5) Regional Chairs.
1. The Nominating Committee shall annually present a slate of all interested candidates to the full membership for At-Large members of the Executive Board.
  2. Each ballot shall indicate both regional affiliation of each candidate and any under-represented region. All members in good standing who have submitted their interest to be on the ballot for an elected At-Large position (following the expressed timeline and criteria) will be included on the ballot sent to the membership.
- F. Meetings of the Executive Board are called by the President by written notice to all members of the Executive Board. A majority shall constitute a quorum for the transaction of business.



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- G. Other Committee Chairs, Task Force Chairs, and Special Representatives may be invited to attend meetings of the Executive Board to give reports and provide member input. Committee Chairs, Task Force Chairs, and Special Representatives that are appointed through a fair and open process, and not elected, will be non-voting, ex-officio members of the Executive Board.

**VI. Standing Committees, Other Committees, Task Forces, and Special Representatives**

- A. All committees exist through authorization of the Executive Board.
- B. All committees are open to active members in good standing with an interest in serving.
- C. A committee charge will be developed annually by the Executive Board for each Standing Committee.
- D. Approved Standing Committees are:
  - 1. Professional Development Committee
  - 2. Equity Committee
  - 3. Legislative Committee
  - 4. Resolutions Committee
- E. Other Committees and Task Forces:
  - 1. As necessary and through authorization of the Executive Board, Other Committees and Task Forces may be established to contemplate a specific issue.
  - 2. Other Committees and Task Forces will be given a specific charge and duration and shall expire once the purpose or charge is accomplished.
  - 3. Other Committee and Task Force memberships will be determined by the Executive Board and Executive Director through a fair and open process.
  - 4. Current annual Task Forces include: Champions for Children, Recognitions / Awards, Scholarships, and Finance.
  - 5. Other Committees may be established as Association needs dictate.
- F. Special Representatives:
  - 1. Members appointed to represent the interests of the NHSAA at other organizations (NHIAA, NEASS, NHSTA, etc.) shall be selected from all interested and active members in good standing through a fair and open process with approval of the Executive Board.

**VII. Executive Director**

The Executive Director shall serve as the Executive Officer and Treasurer of the Association and shall be appointed by and serve at the pleasure of the Executive Board, accountable directly to the President and Officers. The Executive Director shall hold certification in New Hampshire as a school system administrator (superintendent, assistant superintendent, business administrator, special education administrator, etc.).



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It shall be the duty of the Executive Director to:

- A. Maintain financial records and budgetary control:
  1. Prepare a budget for the ensuing year.
  2. Collect all dues and make payments for all obligations included in the approved budget.
  3. Ensure that budget controls are in place at all times.
  4. Render monthly and annual financial statements.
  5. Arrange for an annual certified audit of the Association's books, and file appropriate tax returns using Generally Accepted Accounting Practices (G.A.A.P.).
  6. Furnish such bonds as the Executive Board may prescribe at the Association's expense.
- B. Keep records of the Association and implement procedures established by the Executive Board:
  1. Record minutes of meetings, handle all correspondence and clerical work, and prepare an annual report of the Executive Board and Association.
  2. Cooperate with and render assistance to members.
  3. Keep the membership informed of all legislative matters of interest to the Association.
  4. Edit, publish, and distribute regular communications to members.
- C. Attend all meetings and events of the Association when other meetings do not conflict:
  1. Annual Conference and Business Meeting.
  2. Regional meetings (routine attendance expected), Executive Board and membership meetings.
  3. AASA and ASE meetings and others prescribed by the President.
  4. State conferences hosted by NHSAA (Kidder law, McAuliffe Technology, etc.).
  5. Other such meetings as the Executive Board may require.
- D. Adhere to the job description as approved by the Executive Board:
  1. Hire and evaluate staff budgeted by the Association.
  2. Maintain organization procedures such as payroll, HR services, auditing, receivables and payables, etc.
  3. Make recommendations to the Executive Board for staffing levels, operational procedures, and operational needs.

## VIII. Resolutions

The Executive Board shall recommend resolutions to the annual membership meeting, which shall adopt those considered necessary and desirable to carry out the purposes and programs of the Association.



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**IX. Parliamentary Authority**

All meetings of the Association will be conducted in a manner that ensures decisions are consistent with these By-Laws and the will of the majority present and voting.

**X. Amendments**

- A. These By-Laws will be reviewed annually by the Executive Board.
- B. These By-Laws may be amended, altered, or repealed by a majority of those present and voting at any authorized meeting of the Association, or by ballot vote when so ordered by the Executive Board, provided the proposed amendments be accessible to the Membership thirty (30) days before the date of the authorized meeting or ballot.

**XI. NHSAA Business Partners**

Select business and industry leaders are invited to enroll their corporations as business partners of The New Hampshire School Administrators Association. Each partner will model being a CHAMPION FOR CHILDREN.

The advantages of being a Business Partner:

- A. Access to NHSAA's decision makers;
- B. Access to system-level decision makers;
- C. Sustained visibility and opportunities to network and build name recognition and customer relationships;
- D. A vehicle to demonstrate commitment to children and their education;
- E. Opportunities to engage in network conversations and gain insights into issues, concerns and needs of school and system leaders;
- F. Plus additional advantages based upon their level of partnership as determined by the Executive Board:
  - 1. Silver Partner
  - 2. Gold Partner
  - 3. Platinum Partner
  - 4. Diamond Partner