



BY LAWS OF
THE
RHODE ISLAND ASSOCIATION
OF
SCHOOL
PRINCIPALS

Revised:
October 20, 2021

BYLAWS OF THE RHODE ISLAND ASSOCIATION OF SCHOOL PRINCIPALS

ARTICLE 1 - NAME

The name of this Association shall be the Rhode Island Association of School Principals, hereinafter referred to as RIASP, an association of Principals. RIASP shall be affiliated with both the National Association of Elementary Principals and the National Association of Secondary Principals to best serve the interests of all school principals, K-12.

ARTICLE 2-PURPOSE

It shall be the purpose of RIASP to:

- 2.1 Improve the quality of education available to students of the State of Rhode Island in order to promote excellence in pupil achievement.
- 2.2 Improve school practices and standards through the study of school related problems and professional development programs.
- 2.3 Improve the quality of educational leadership by providing current professional development opportunities.
- 2.4 Cooperate with local, state, regional, and national organizations and other advocates for the profession to advance the cause of quality education and the professional status of principals.
- 2.5 Encourage the development of athletics, co-curricular and extracurricular activities of the schools of the state.
- 2.6 Provide services that will support the growth of the economic and the legal status of the membership.
- 2.7 Advocate for the best interests of principals to ensure that our members are treated fairly and that the principal's point-of-view is clearly understood by fellow educators and the general public alike.

NOTE: The term "Principal" herein shall include Principal, Assistant Principal, or the Certified Administrator performing the duties of Principal under whatever title such position shall be known.

ARTICLE 3 - MEMBERSHIP

Section 1. Active Membership

Active membership is open to principals and assistant principals of public and non-public schools and such other full-time administrators below the rank of assistant superintendent who have completed the requirements for provisional certification as Rhode Island School Principals, provided they do not have evaluative/supervisory responsibilities over Principals.

Section 2. Associate Membership

Associate membership is open upon approval of the Executive Committee to college teachers, members of the State Department of Education, and any other school administrative officials not specified in Section 1 above. Associate members may serve on committees in an advisory capacity but may not hold office or vote. Former members of RIASP who no longer meet the qualifications for active membership may become associate members on approval of the Executive Board.

Section 3. Honorary Members

Honorary members may be elected by a majority vote of the members present at a general membership meeting, following the recommendation of the Executive Board. Honorary members shall not have the power to vote or to hold office and shall be exempt from payment of dues.

Section 4. Retired Members

Those persons who hold active membership at the time of retirement shall become eligible for membership with all the rights of active members, exclusive of serving as an officer of the Executive Board.

Section 5. Aspiring Principal Membership

Those persons who aspire to school leadership by any title at the building level shall become eligible for membership as aspiring principals. Such members will be exempt from holding office or voting and purchasing RIASP legal insurance. Aspiring principals may serve on RIASP committees.

ARTICLE 4 - OFFICERS, THE EXECUTIVE COMMITTEE, AND THE EXECUTIVE BOARD

Section 1. Officers

The officers shall be elected at the Annual General Membership Meeting of RIASP in the spring of each year and shall consist of a President, a President-Elect (who shall succeed the president), a Secretary, who will be elected to a two-year term. A treasurer will be elected to a three-year term. One Coordinator to NASSP and one Representative to NAESP shall be an active secondary school principal and an active elementary school principal respectively. The Coordinator/Representative, when representing RIASP at the respective National Association, shall reflect the recommendations of the Executive Committee. The term of Coordinator/Representative shall be three years. Coordinators and Representatives may be reelected for one additional three-year term. The office of President shall be alternately held by an active elementary/middle school principal, and an active middle/high school principal. The Officers, the NAESP Representative, and the NASSP Coordinator shall collectively constitute the Executive Committee. Officers and other members of the Executive Committee shall assume office on July 1st following election in May at the Annual General Membership Meeting of RIASP. In the event of the resignation of the president, the president-elect shall complete the term of the resigning president and then commence serving his/her own term. The position of president-elect shall be elected at the next scheduled general membership meeting. In the event that the person holding the position of past president does not meet the definition of principal as stated in article 2, said past president must immediately tender his/her resignation from the board within two weeks of the change in his/her designation as a principal.

Section 2. Executive Board

There shall be six directors-at-large elected to the Executive Board at the Annual Meeting, three from the elementary/middle school principals, and three from the middle/secondary school principals. They shall serve for three years with overlapping terms, with one elementary school principal and one secondary school principal being elected each year. In addition to the at-large members, the Executive Board shall consist of the officers (as defined in Article IV, Section 1), the immediate past-president. (who shall serve for a term of two years after serving as president), unless he/she has been promoted to a position above a building level principal), and the chairs of the standing committees as defined in Article IV, Section 6 of these Bylaws. The Board will also include one representative from the ranks of assistant principals, a secondary professional development coordinator and an elementary professional development coordinator. They will serve a two-year term of office with the exception of the state and federal relations committee

chairs who will serve three year terms. The Executive Board shall have full power to act for RIASP between meetings of the membership.

Section 3. Resignations

In the event of the resignation of any member of the Executive Board, or the inability of any board member to serve, the President acting with the approval of the Executive Board may fill the resulting vacancy until the next Annual General Membership Meeting of RIASP. New members shall complete the present term of the departing member and then be eligible to serve their own term.

Section 4. Executive Board Performance

Members of the Executive Board may be removed by a majority vote of the remaining members of the Board for reasons related to the betterment and viability of the organization. Grounds for such actions shall include malfeasance, lack of participation, or neglect of duties stipulated in these Bylaws.

Section 5. Executive Director

The Executive Board may engage the service of an Executive Director who will be contracted to perform such duties as may be delegated by the Board. The specific duties and compensation of the Executive Director shall be delineated in the Executive Director's job description that shall be developed by an ad hoc committee, approved by the Board, and reviewed annually. The Executive Director shall, along with the President and his or her representative, be the liaison between RIASP and all other organizations with which RIASP holds association and shall report to the Executive Board his or her interactions with such organizations. The Executive Director shall supervise and evaluate annually all other employees of RIASP using an instrument approved by the Board. The Executive Director shall be evaluated annually by an ad hoc committee of the Board of Directors. Said ad hoc committee shall use an evaluation instrument that has been approved by the Board and which directly relates the performance of the Executive Director to the responsibilities delineated in the job description of the Executive Director.

Section 6. Committees

There shall be such committees as RIASP shall from time to time establish. Such *ad hoc* committees will be appointed by the President and Executive Director and will include at least one member of the Executive Board.

Section 7. Ex-Officio/Executive Board Members

The Executive Committee may appoint from time to time ex-officio members to the Executive Board if it is felt to be in the best interest of RIASP.

Section 8: Board Vacancies

When vacancies occur on the Executive Board the opening will first be offered to existing members of the Board. If then a vacancy occurs an announcement will be sent to the general membership seeking interest in serving on the Board. Interested candidates will be asked to submit a letter of interest, a resume, and responses to a questionnaire to be prepared by the Board. New members will be approved by the Executive Board.

ARTICLE 5 - MEETINGS

Section 1. Annual Meetings

The Annual General Membership Meeting shall be held during the spring of each year. There shall be at least three other general membership meetings at such times and places as the Executive Committee and RIASP Executive Board may determine. Members shall be notified of all meetings at least one week in advance of each meeting.

Section 2. Special Meetings

The President shall call a special meeting at the written request of twenty-five (25) active members from at least five (5) different communities, or at the request of a majority of the Executive Board. All members shall be notified at least one week in advance of any special meeting together with the reason for said meeting.

ARTICLE 6 - FINANCES

Section 1. Fiscal Year

The RIASP Fiscal Year will be September 1 to August 31,

Section 2. Annual Report

The Treasurer shall render a financial report at the Annual General Membership meeting for the year ending August 31. The complete financial report will be audited by an auditor selected by the Executive Board and reported to the membership prior to December 15.

Section 3. Budget

There shall be an Annual Budget drawn up by a Budget Committee consisting of the President, President-Elect and Immediate Past President and Treasurer. The budget shall be presented to the Executive Board for approval at the first meeting of the new fiscal year. It shall receive final approval at the first general membership meeting of the year.

Section 4. Expenditures

Any expenditure proposed by members of RIASP not otherwise provided for in the annual budget must be approved by a majority vote of the Executive Board present and voting.

ARTICLE 7- AMENDMENTS

Section 1. Amendments to the Bylaws

These Bylaws may be amended by a vote of two-thirds of the members present and voting at any general membership meeting of RIASP provided that notice of such amendment be given at a previous regular meeting or in writing at least thirty (30) days prior to the meeting at which it is to be voted.

ARTICLE 8 - SCHOOL DESIGNATIONS

Section 1. School Designations

For purposes of officer elections, an elementary school is one that embraces combinations of grades K-6. A middle school is one that embraces combinations of grades 5-8. A high school is one that embraces combinations of grades 9-12. The Executive Board shall be responsible for determining the respective school designations other than those previously mentioned, elementary, middle, or secondary, when combinations of grades are in the category of a K-12 school.

ARTICLE 9 -MEETINGS AND RULES OF ORDER

Section 1. Rules of Order

Robert's Rules of Order, as Revised, shall be the parliamentary authority of RIASP, subject to the Constitution and special rules that have been, or may be, adopted.

Section 2. Meetings

1. Meetings may be held either within or without this state, as shall be fixed and determined by the Executive Board, but in case of failure by the Executive Board to make such determination, such hour and place, either within or without this state, may be determined by the President.
2. All meetings shall end with the following closing motion: "All motions, amendments, and actions by the Executive Board of RIASP to date are reaffirmed and ratified."

ARTICLE 10 - QUORUM

Section 1. Quorum

A quorum for a business session of a RIASP general membership meeting shall be twenty-five (25) active members. A quorum for a business session of the Executive Board shall be a majority of voting committee members, but not less than nine (9) members.

ARTICLE 11 - DUES

Section 1. Active Membership

The annual dues for active members shall be fixed by a vote of the Executive Board in the spring of each year and shall cover the period from September 1 to August 31. A majority of the members of RIASP may change the amount of dues by a vote at the first meeting of RIASP after May 15. The dues may be changed by the following process:

1. Thirty (30) days notice to the membership of the proposed change(s);
2. A majority vote of the membership present at the advertised meeting; and
3. Provided such change is made prior to September 1 to affect the current year's dues,

The annual dues will be payable in full (or in part in the case of payroll deductions, quarterly district payment, etc) during the fall of each year. Those members who have not forwarded either a full or partial (due to payroll deduction, a quarterly district payment, etc.) payment by December 14 of each year will be notified by certified mail that their membership, along with their enrollment in the legal package, could be terminated.

Section 2. Associate Membership

The annual dues for associate members shall be set by the Executive Board and approved by the general membership and shall cover the period from September 1 to August 31,

Section 3. Retired Membership

The annual dues for retired members shall be set by the Executive Board and approved by the general membership and shall cover the period from September 1 to August 31. All retired administrators will have the option to enroll in the legal package plan and to be members of either NAESP or NASSP.

Section 4. Aspiring Principals

The annual dues for aspiring principals shall be fixed by a vote of the Executive Board and approved by the general membership and shall cover the period from September 1 to August 31.

ARTICLE 12 - VOTING

Section 1. Voting at General Membership Meetings

A majority vote shall prevail unless otherwise stated.

Section 2. Voting at Executive Board Meetings

A majority vote of the officers and Executive Board members as defined in Article 4, Section 1 and Section 2 shall prevail unless otherwise stated.

ARTICLE 13 -- DUTIES OF OFFICERS AND EXECUTIVES

Section 1. Duties and Responsibilities

Officers and the Executive Committee shall have all of the duties and responsibilities normally given to such officials plus those specifically mentioned in the Bylaws. The Executive Board shall have the right to hire professional and clerical staff to accomplish the purposes of RIASP. Executive Board meetings are open to all members but may be closed upon a majority vote of voting members of the Executive Committee. The president shall be an ex-officio member of all committees.

ARTICLE 14 - COMMITTEE STRUCTURE AND FUNCTION

Section 1. Award Nominating Committees

Each year the Association may engage in a process to recognize active members as the Secondary Principal of the Year, Elementary Principal of the Year, Assistant Principal of the Year, and Outstanding First Year Principal. The executive director, in conjunction with the President, shall appoint a selection committee for each award. Each committee shall be composed of active members of the Association and shall include one member of the Executive Board. The executive director shall act as an *ex officio* member of each selection committee. The selection committee shall make a recommendation to the Executive Board for its approval.

Section 2. Other Committees

1. Committee on Athletics (Grades 6-8)

(1) The Principals' Committee on Athletics (Grades 6-8) shall consist of nine regular members from schools participating in the athletic program. Whenever feasible the membership of the committee should be distributed throughout the state on a geographic basis. The Chair of the committee may include up to two retired principals for membership on the committee. All members of the Committee on Athletics (Grades 6-8) shall be elected at the Annual General Membership Meeting of RIASP. The committee shall operate as and through the Principals' Committee on Athletics (Grades 6-8), a non-profit corporation controlling all matters pertaining to grades 6-8 athletics.

(2) The Chair shall be elected in accordance with the Principals' Committee on Athletics (grades 6-8) Rules and Regulations. The principals of all member schools shall be members of RIASP, and each member school shall pledge through its principal to conform to the rules and regulations of the Principals' Committee on Athletics (Grades 6-8).

(3) In the case of the resignation of any member of the Committee or of inability to serve, the Committee may fill the resulting vacancy until the next RIASP Annual General Membership Meeting.

(4) The league shall render to RIASP a written report of its activities, at the first regular meeting of RIASP after May 1. The fiscal year of the Principals' Committee on Athletics (Grades 6-8) will run from August 1st through July 31.

(5) The Principals' Committee on Athletics (Grades 6-8) shall control all matters pertaining to interscholastic athletics among schools under the jurisdiction of the Committee.

(6) Any secondary school, public, private or parochial, sanctioned as a middle or junior high school by the Rhode Island Department of Elementary and Secondary Education shall be admitted to the jurisdiction of the Committee provided that its principal is a member of RIASP and that it pledges through its principal to conform to the regulations of the Principals' Committee on Athletics (Grades 6-8).

(7) The annual dues of each member school shall be recommended by the Principals' Committee on Athletics (Grades 6-8).

(8) The Principals' Committee on Athletics (Grades 6-8) shall have special charge of any contest deemed by the Committee necessary to be held in any sport beyond the fixed schedule of that sport to determine a state championship. The Principals' Committee on Athletics (Grades 6-8) shall determine the distribution of receipts from any source.

2. Committee on Rhode Island Honor Society The Committee on the Rhode Island Honor Society shall be composed of the three Secondary Directors and they shall be responsible for developing and promoting Rhode Island Honor Society policies and procedures and hearing any and all appeals from schools and/or individuals that may arise. The committee shall consist of three members who are selected by the RIASP Executive Committee.

3. The Principals' Committee on Athletics (Grades 9-12)

(1) The Principals' Committee on Athletics (Grades 9-12) shall consist of seventeen regular members. At the Annual General Membership Meeting new members shall be elected. The Rhode Island Interscholastic League (RIIL) Principals' Committee on Athletics (Grades 9-12) will be composed of senior high school principals and/or assistant principals, one representative of the RI Interscholastic Athletic Administrators Association from RIIL schools, and one member of the Rhode Island School Superintendents Association with a minimum of three years experience as a high school principal.

(2) The Principals' Committee on Athletics (Grades 9-12) shall operate as and through the RIIL and shall control all matters pertaining to interscholastic athletics among schools under the jurisdiction of the Committee.

(3) Only those members of RIASP whose schools have accepted the jurisdiction of the RIIL, may vote in the election of the Committee.

(4) The chair shall be elected in accordance with The Principals' Committee on Athletics

(Grades 9-12) Rules and Regulations.

(5) In the case of the resignation of any member of the Committee or of his/her permanent inability to serve, the Committee may fill the resulting vacancy until the next Annual General Membership Meeting of RIASP.

(6) Any senior high school, public, private or parochial, sanctioned as a high school by the Rhode Island Department of Elementary and Secondary Education shall be admitted to the jurisdiction of the Committee provided that its principal is a member of RIASP and that it pledges through its principal to conform to the regulations of The Principals' Committee on Athletics (Grades 9-12).

(7) The annual dues of each member school shall be recommended by the RIIL. The RIIL shall have special charge of any contest or contests deemed by the Committee necessary to be held in any sport beyond the fixed schedule of that sport to determine a state championship. The distribution of receipts from any source shall be determined by The Principals' Committee on Athletics (Grades 9-12).

(8) The Principals' Committee on Athletics (Grades 9-12) shall render to RIASP a written report of its finances each year at the first regular meeting of RIASP after May 14. The fiscal year will run from August 1s through July 31".

5. Committee on Student Council

(1) The Committee on Student Council shall consist of a minimum of three members, two of whom shall be active RIASP members - one of whom shall be an active RIMLE member.

(2) The Chair shall be elected by a majority vote of the members of the Committee on Student Council.

(3) In the case of the resignation of any member of the Committee or of his/her permanent inability to serve, the Committee may fill the resulting vacancy until the next Annual Meeting, subject to the ratification of the Executive Board.

(4) The Committee on Student Council shall control all matters pertaining to Student Council activities on the state level, present a budget for said activities, and present same to the Committee on Budget and Program. This Committee will prepare reports of the activities, etc., of the Student Council for each meeting of the Executive Board,

7. Special Committees

(1) The Executive Board may establish such Sub-Committees, Special Committees, Temporary Committees, or such other committees as it shall determine from time to time and shall decide the extent of the authority and responsibility of such committees, the number of members thereof, and in the case of temporary committees the time when such committees shall be required to take action and report thereon. Each created committee shall establish governing rules for the conduct of its affairs and the time, place, and manner of holding its meetings, Such governing rules and any amendments thereof shall become effective upon adoption by the created committee and approved by the Executive Board, except that the original governing rules of the created committee may be temporarily approved by the President pending consideration of the same by the Executive Board.

(2) Unless otherwise provided, the Chair of all Special Committees shall be selected by the President of RIASP.

(3) No created Special Committee shall make any public pronouncement or take any public action in the name of RIASP or in the name of the Executive Board without the express approval of the President or the Executive Board.

Voted and approved by the Executive Board on September 22, 2021 and by the General Membership on October 20, 2021

Bryan Byerlee, President
Michael Hassell, President-Elect
Donna Sweet, Secretary
Christopher Savastano, Treasurer
Leah Bessette
Kaitlin Hitchings
Michael Hobin
Cheri Sacco
Dennis Soares
Andrea Spas
Karen Stern
Scott Sutherland
Suzette Wordell
Greg Zenion

Robert Littlefield, Executive Director