

# **CONSTITUTION AND BY-LAWS OF THE BROWARD PRINCIPALS' AND ASSISTANTS' ASSOCIATION**

Adopted - 1977

Revised - February 10, 1992 , September 19th, 1994, August 13<sup>th</sup>, 2012, & April 10<sup>th</sup>  
2014, June 13<sup>th</sup>, 2022

## Article I - Name

The name of this organization shall be Broward Principals' and Assistants' Association (hereinafter referred to herein as the "Association").

## Article II - Objectives

The objectives of this Association shall be to promote high professional practices; to promote the welfare and to protect the rights of its members; to promote cooperation and understanding with other groups having educational interests; to support local, state, and national professional organizations; and to improve educational opportunities in the county, state, and nation.

## Article III - Membership

All school-based administrators who are employed by the School Board of Broward County are eligible for membership in the Association in one of four (4) divisions, namely: (1) Principals of Elementary, (2) Principals of Middle, (3) Principals of High Schools, Adult and Technical Centers and (4) Assistant Principals.

## Article IV - Meetings

Section 1. The Board of Directors shall meet monthly during the school year. The President, with the advice of the Board of Directors, shall determine the time and place of general meetings.

Section 2. Special meetings may be called by the President with the approval of the Board of Directors.

Section 3. A simple majority vote of members present is necessary for an issue to pass. See Article XI, Section 2.

Section 4. An agenda listing major items of business will be sent to each member at least one week prior to each general meeting.

#### Article V - Officers and Their Election

Section 1. The officers of the Association shall consist of a President, Past-President, Assistant Principal Representative, President-Elect - Recording Secretary, and Treasurer. These officers shall be elected from the membership of the Association by ballot. Officers shall be elected in the spring and shall serve for a term of one year, but not more than two consecutive one year terms, beginning July 1 except for the Treasurer who shall serve for two years.

Section 2. A nominating committee shall be appointed by the President with the approval of the Board of Directors at the February Board Meeting. The membership shall be informed of the names of the committee members in March. This committee will present a slate of officers to the membership at least one month prior to the election in May.

Section 3. A vacancy in any office shall be filled by a majority vote of the Board of Directors. Any officer elected by the Board of Directors shall hold the office only until the end of the fiscal year (June 30). In case a vacancy occurs in the office of President, the President-Elect shall complete the unexpired term and the following year.

#### Article VI - Duties of Officers

Section 1. The President shall preside at all meetings of the Association and shall be a member ex-officio of all committees except the nominating committee.

Section 2. The President-Elect shall act as aide to the President and shall perform the duties of the President in the absence of that officer and shall perform other duties as may be delegated by the President.

Section 3. The Recording Secretary shall keep a correct record of all meetings of the Board of Directors.

Section 4. The Past President shall serve in an advisory and supportive capacity to the Officers and Board of Directors.

Section 5. The Treasurer shall receive all monies of the Association to be deposited with a bank, savings & loan or broker-dealer in the name of the Association.

The Treasurer shall pay all bills authorized by the Board of Directors. It shall also be the Treasurer's responsibility to coordinate with the Secretary the membership drive of the Association.

Section 6. The Assistant Principal Representative shall serve as a liaison and represent the interests of all Assistant Principal Members of BPAA.

#### Article VII - Board of Directors

Section 1. The Board of Directors shall consist of the Chairpersons (or designee) of each of the four (4) foretasted divisions and the elected officers of the Association.

Section 2. The immediate Past President, and any elected or appointed board member serving on a FASA affiliated organization from Broward County and an elected representative from among the Vocational/Adult/Exceptional Education members shall be members of the Board of Directors. In addition, the chairpersons of all standing committees shall be members of the Board of Directors.

Section 3. Any division chairperson unable to attend a Board meeting may send a representative to attend the meeting. Should a vacancy occur on the Board of Directors, the members of the respective division shall elect a new chairperson to complete the unexpired term.

Section 4. Excessive absences (4) shall be cause for the Board of Directors to declare a vacancy on the Board.

#### Article VIII - Standing Committees

Section 1. There shall be a Meet and Confer Committee, Fringe Benefits and Retirement Committee, Policy Committee and Legislative Committee composed of representatives appointed by the Chairperson of each of four (4) divisions and by the Vocational/Adult and Exceptional Education representative. The number of such representatives on each standing committee shall be:

- 1 High School
- 1 Middle School
- 1 Technical/Adult (1/2 vote Meet and Confer Committee only)
- 1 Exceptional Education (1/2 vote Meet and Confer Committee only)
- 2 Elementary School
- 3 Assistant Principals

Section 2. The chairperson of each standing committee shall be appointed by the President and approved by the Board of Directors of the Association. The President shall review the membership of the newly formed Board of Directors and make these appointments so that a balance of representation from the Administrative groups in the organization will be maintained on the Board.

Section 3. The chairperson of each standing committee shall present plans of work to the Board of Directors. No committee commitment shall be undertaken without the approval of the Board of Directors.

Section 4. An Ad Hoc Committee may be appointed by the President and approved by the Board of Directors of the Association. The Chairperson(s) of any Ad Hoc Committee(s) shall also serve as a member of the Board of Directors for the term of the Committees' existence.

#### Article IX - Special Committees

Section 1. Since a special committee is created and appointed for a specific purpose, it automatically shall cease to exist when its work is done and its final report received.

Section 2. There shall be an internal audit committee appointed by the Board of Directors whose responsibility is to audit the books within three (3) days after installation of officers. The committee shall be composed of at least three members from the general membership who hold no office in the Association.

#### Article X - Rules of Order

Section 1. The rules contained in Robert's Rules of Order, Revised, and Florida Statutes shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with this Constitution.

### Article XI - Quorum

Section 1. A majority of the Board of Directors shall constitute a quorum for the transaction of business.

Section 2. Twenty percent (20%) of the membership shall constitute a quorum for the transaction of business at a general meeting.

### Article XII - Amendments

Section 1. This Constitution may be amended at any regular Board meeting of the Broward Principals' and Assistants' Association by a two-thirds (2/3) vote of the members present and voting, provided written notice of the proposed amendment has been given at least two weeks prior to the meeting.

### Article XIII - Revision of Constitution

Section 1. A committee may be appointed by the President with the approval of the Board of Directors to submit any proposed revision of the Constitution.

Section 2. The committee shall present the proposed revision to the Board of Directors.

Section 3. Notwithstanding Sections 1 and 2, any member of the Association may propose a constitutional revision to the Board of Directors.

Section 4. The procedure for adoption of the proposed revision shall be as follows:

a. Majority approval of the Board of Directors shall be required before the proposed revision is presented to the membership.

b. All members of the Association shall be sent a copy of the proposed revision at least two weeks before action will be taken.

c. Two-thirds (2/3) approval of the members voting shall be required for the adoption of the revised Constitution.

# **BY-LAWS**

## Article I - Mileage Allowance/Per Diem/ Allowance

Section 1. The President, or his designee, shall be reimbursed at the rate based on School Board Policy for travel to and from meetings while representing BPAA. This allowance shall be paid at the end of each month upon submission, to the Treasurer, a mileage voucher by the President.

Section 2. Whenever the President or his designee is requested to attend out-of-town conferences, workshops, etc., on behalf of the Association, he shall receive a per diem and travel based on School Board Policy. Prior approval shall be obtained from the Board of Directors.

Section 3. An hourly secretarial allowance, based on the individual's hourly income, shall be allotted to the secretary of the President to pay him/her for services rendered in behalf of the Association. The President shall sign all hourly logs of such work rendered and shall submit all vouchers to the Treasurer for remuneration.

Section 4. In recognition of the time-consuming responsibilities and in lieu of salary, per diem, travel, or other for of reimbursement, the Treasurer shall have his/her BPAA dues reimbursed during tenure of the office.

## Article II - Annual Dues

Section 1. The annual dues for membership in the Association shall be recommended by the board of Directors and approved by the membership.



### Article III - Amendments

Section 1. These By-Laws may be amended at any regular meeting of the Broward Principals' and Assistants' Association by a two-thirds (2/3) vote of the members present and voting, provided written notice of the proposed amendment has been given at least two weeks prior to the meeting.

### Article IV - Executive Director

Section 1. The Association shall employ an Executive Director. The Executive Director shall serve at the pleasure of the Board on an annual contract . The contract shall include specific information covering duties, hours, contractual obligations, and compensation.