



**Virginia Association for Supervision
and Curriculum Development**

Constitution and By-Laws

DATE: DECEMBER 2008

Our Mission

The Virginia Association for Supervision and Curriculum Development is dedicated to advancing excellence in Teaching, Learning and Leadership.

Our Goals

- To use all available communication technologies to meet the diverse needs of its audiences.
- To offer proactive, innovative programs and services at the regional and state levels based on identified needs.
- To influence policy development and implementation to ensure successful lifelong learning for all.
- To expand a diverse and involved membership to all areas of the state.

Adopted: 12/08

Revised: 12/08; 7/07; 12/04; 12/01; 1/97; 1/95; 1/94; 12/91; 11/88; 8/84; 3/83; 12/82; 12/80; 9/79; 11/76; 11/71

ARTICLE I NAME

The name of this organization shall be the Virginia Association for Supervision and Curriculum Development (VASCD). The organization shall be affiliated with the international Association for Supervision and Curriculum Development (ASCD).

ARTICLE II PURPOSE

The purpose of the organization shall be:

1. To develop educators' capacity for learning, teaching and leading through programs, products and services.
2. To encourage research and scholarship within the educational community in the Commonwealth.

3. To create and disseminate research findings, educational materials, legislative positions and updates; and other information through high-quality print and electronic communications
4. To promote and maintain a diverse, active membership.
5. To identify and utilize individuals with leadership abilities at the local, state and national levels.
6. To be a reliable and informed source of information for policy-makers; and to be proactive in shaping legislative positions and recommendations.

ARTICLE III MEMBERSHIP

Section 1. Any person who is desirous of promoting the purposes of the Virginia Association of Supervision and Curriculum Development and sharing in its activities shall be eligible for membership by paying the annual dues. An active member shall be entitled to vote, to hold offices for which eligible, to participate in affairs of the Association, and to receive benefits as provided for by the fees paid. The Association actively seeks members who represent diversity in gender, age, job role, ethnicity, geographic location, and viewpoint.

Section 2. The annual dues for VASCD membership shall be determined by the Board of Directors. Dues may be paid at any time during the year and shall be renewable.

ARTICLE IV OFFICERS

Section 1. The officers shall be the President, either a President-Elect or a Past President, a Secretary, a Treasurer, and eight Regional Representatives.

Section 2. Once elected the President-Elect serves a one-year term, followed by a two-year term as President and a one-year term as Past President. The Secretary shall be elected for a two-year term. The eight Regional representatives shall be elected on alternate years for two-year terms, with the representatives of the odd-numbered regions being elected one year and the representatives of the even-number regions

being elected the next. The Treasurer shall be appointed on an annual and renewable basis by the President and approved by the Board of Directors.

Section 3. VASCD shall have two guaranteed representatives to the ASCD Leadership Council. These two representatives will be determined by the VASCD Board, will serve staggered three year terms, and will be VASCD Board members during their Leadership Council tenure. If the affiliate qualifies for a proportional representative that individual shall be appointed by the affiliate's Board of Directors for a period of two years. A proportional representative shall be a member of ASCD and VASCD for at least one year prior to appointment.

Section 4. The duties of the President shall be to preside at all meetings of the organization, to direct its policies and activities, to make appointments as necessary to the Board of Directors and the Executive Committee and to perform all duties pertaining to the office.

Section 5. The duties of the President-Elect shall be to cooperate with the President in all business pertaining to the organization and to perform all duties of the President in case of absence. The President-Elect shall represent VASCD at other meetings of ASCD as specified in the ASCD constitution.

Section 6. The Past President shall serve as chair of the Past President's Council. During years when no Past President is in office, the Past President with the most recent tenure, who still is a member of the Board of Directors, shall serve as the chair of the Past President's Council. The Past President's Council will prepare a slate of candidates for any elected offices, lead a review of the Executive Director's performance, and propose any changes to the Executive Director's contract to the full Board of Directors.

Section 7. The duties of the Secretary shall be to keep accurate minutes of all Board of Directors and general membership meetings.

Section 8. The duties of Treasurer shall be:

- a. To work with the Executive Director in preparing a budget for approval by the Board of Directors for presentation to the membership at the annual fall meeting.
- b. To submit a financial statement at each annual fall meeting.
- c. To ensure that the organization's financial records are audited at the end of each fiscal year.
- d. To monitor revenue, expenses, and investments, with the assistance of the Resource Management committee.

ARTICLE V BOARD OF DIRECTORS

Section 1. The Board of Directors shall be composed of the officers of the Association, the chairpersons and members of standing committees, the parliamentarian, the journal editor, and others as determined by the Board President. The Executive Director shall serve as a non-voting ex-officio member of the Board of Directors.

Section 2. The duties of the Board of Directors shall be:

- a. To fill vacancies that may occur among officers.
- b. To assist the President in planning the work of the organization.
- c. To develop the Strategic Plan of the organization.
- d. To act for the organization between meetings, providing the decisions do not involve questions of policy.
- e. To represent the organization as requested by the President.
- f. To recommend any change in annual membership dues for approval by the membership.
- g. To present recommendations to the membership for action.
- h. To determine the salary of the Executive Director.

Section 3. If any member of the Board of Directors misses two consecutive meetings without notification to the President, that person's term on the Board of Directors may be terminated by the President.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of the President, Past President, President-elect, Treasurer, Secretary, and one Board member selected by the President. The Executive Director serves as a non-voting ex-officio member.

Section 2. The responsibilities of the Executive Committee shall be:

- a. To respond to requests or conditions requiring immediate action, providing the decisions do not involve questions of policy.
- b. To make recommendations and reports to the Board of Directors.
- c. To secure the services of an Executive Director for the organization and to evaluate the performance of the Executive Director.

ARTICLE VII APPOINTED COMMITTEES AND POSITIONS

Section 1. There may be such special committees as deemed necessary by the President with the approval of the Board of Directors.

Section 2. The treasurer, chairpersons of committees, the parliamentarian, and the journal editor shall be appointed by the President. Committee chairpersons may select committee members subject to the approval of the Board of Directors. The treasurer, the parliamentarian, the journal editor, and all standing committee chairpersons shall be voting members of the Board.

Section 3. There shall be the following standing committees: Resource Management, Programs and Services, Influence, and Membership.

Section 4. The responsibility of the Resource Management Committee shall include providing input to the Treasurer and Executive Director on preparing the annual budget, reviewing accounting practices, and implementing investment strategies. The annual budget will be submitted

for approval to the Board of Directors in the fall and presented to the membership for preliminary approval at the fall annual meeting. Changes to the budget between the fall meeting and the start of the fiscal year require approval by the Board of Directors.

Section 5. The responsibilities of the Programs and Services Committee shall include the publication of the newsletters, journal, and other electronic communications, oversight of the web site, and development of all conferences and professional development institutes. Additional services chaired by individuals appointed by the President include Awards and the Research Grant.

Section 6. The responsibilities of the Influence Committee shall include development of policy positions; representation of VASCD throughout the state; legislation; and collaboration with educational organizations and governmental entities.

Section 7. The responsibilities of the Membership Committee shall include the formulation and implementation of strategies for securing and retaining a diverse membership in all areas of the state.

Section 8. The responsibilities of the Past Presidents' Council shall be to prepare and present a slate of candidates for each office to be filled in the election process; to recommend amendments to the Constitution; and to study any area identified by the President.

Section 9. Each committee's report will be reflected in the Executive Director's report and Board meeting minutes.

Section 10. The responsibility of the Parliamentarian shall be to interpret Robert's Rules of Order Revised in case of questions on any procedure.

Section 11. The responsibility of the Editor and Editorial Board for the Virginia Educational Leadership journal is to solicit articles, select articles for publication, edit the material and publish the journal.

ARTICLE VIII EXECUTIVE DIRECTOR

Section 1. The Executive Board shall have the power to secure the services of an Executive Director for the Association.

Section 2. The Board of Directors shall determine the salary and responsibilities for the Executive Director. A job description and contractual agreement shall be kept on file in the VASCD office.

Section 3. The duties of the Executive Director shall include, but not be limited to:

- a. Management of membership records, fiscal resources, and calendars.
- b. Maintenance of office equipment, supplies, and official papers and records.
- c. Leadership in assisting with conferences and professional development activities, preparing for board meetings. Carrying out the VASCD Strategic Plan, and representing VASCD at other professional organizations, the Department of Education, and the legislature.
- d. Communication with ASCD, the VASCD membership, and other organizations as needed by serving as the official contact for the organization.

ARTICLE IX AMENDMENTS

This Constitution/By-Laws shall be reviewed annually by the Past-President's Council and may be revised and amended at any regular meeting of the Association by a two-thirds vote of the members present provided the membership has been notified of the pro-posed revisions and/or amendments at least one month prior to the meeting, or by a two-thirds vote of those replying to an on-line ballot within two weeks of its posting.

ARTICLE X FISCAL YEAR

The fiscal year shall begin on July 1 of any given year, and continue through June 30 of the succeeding year.

ARTICLE XI MEETINGS

Section 1. The Virginia Association for Supervision and Curriculum Development shall hold at least one regular meeting in the fall with the specific date designated by the Board of Directors.

Section 2. Special meetings may be called by the President and/or the Board of Directors.

Section 3. The Board of Directors shall meet at least twice each year.

Section 4. Regional conferences/workshops shall be planned and coordinated by the Executive Director with assistance and input from the Regional Representative from the region in which the conference is to be held. The Representative will work in cooperation with the Executive Director, the Programs and Services Committee, any affiliate in the region, and other educational organizations as appropriate.

ARTICLE XII ELECTIONS

Section 1. In order to be eligible to run for office an active member shall have been a member of VASCD the previous year.

Section 2. The President-elect shall be elected each biennium and shall progress through the positions of President-elect for one year, President for two years, and Past President for one year.

Section 3. The Secretary shall be elected each biennium.

Section 4. Regional Representatives shall be elected for the terms of office as stated in Article IV.

Section 5. Officers and Regional Representatives for the Virginia Association for Supervision and Curriculum Development shall be elected by ballot by the entire membership of the association as follows:

- a. The Past Presidents' Council shall prepare a slate of eligible nominees for each office to be filled.
- b. The Past President's Council shall assure that each nominee has been informed that campaigning is not permitted.
- c. A space shall be provided on the ballot whereby any member may vote for another person by writing in the person's name.
- d. Ballots shall be posted on-line by the Executive Director with a two week window designated for voting.
- e. The person receiving the largest number of votes for the respective office shall be declared elected immediately and shall take office July 1 following the elections. A tie vote for any office shall be eliminated by the Board of Directors declaring the winner.

ARTICLE XIII QUORUM

Section 1. Twenty-five (25) active members plus two officers of the Association shall constitute a quorum at any regular or special business meeting provided all of the members have been notified in writing at least 30days in advance.

Section 2. A majority of the Board members shall constitute a quorum for a meeting of the Board of Directors.

ARTICLE XIV PARTNERSHIPS AND AFFILIATES

Section 1. The Board of Directors shall adopt policy governing the establishment of partnerships with and the granting of affiliate status to other groups.

Section 2. The Board of Directors shall approve all affiliates and alliances.

ARTICLE XV DISSOLUTION OF ORGANIZATION

No part of the net income, revenue, and grants of the VASCD shall benefit any member, officer, or private individual (except that reasonable compensation maybe paid for services rendered in connection with one or more of its purposes), and no member, officer, or private individual shall be entitled to share in the distribution of any part of the assets of the Association on its dissolution of liquidation. In the event of such dissolution or liquidation the assets of VASCD, after payment of debts and obligations, shall be transferred to an organization with tax exemption for charitable and educational uses and purposes similar to those of the association. The exempt organization will be designated by the final Board of Directors of VASCD.

ARTICLE XVII DATE OF CONSTITUTION

The first Virginia ASCD constitution was adopted October 30, 1968. This constitution was revised in July- December, 2001 in order to be in compliance with the ASCD Constitution to be implemented on March 10, 2003. Date of Implementation for 12/2001. Revision: Article IV, Section 3 and Article XII, Section 4 shall take effect 3/10/03 for the purpose of representation to the ASCD Leadership Council. All other Articles shall take effect 2/2004. Revision: Article II, Article IV, Section 9 and Article XII, Section 5D. 7/2007. Revision: 12/08.

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