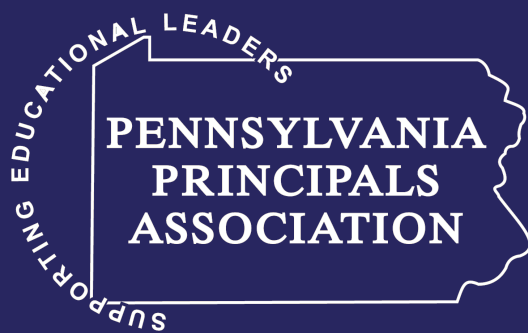


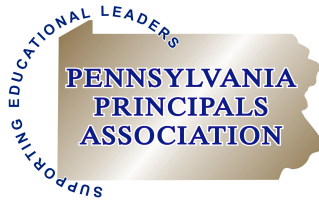


PENNSYLVANIA PRINCIPALS ASSOCIATION

Policy Manual



Revised and Approved
January 26, 2024

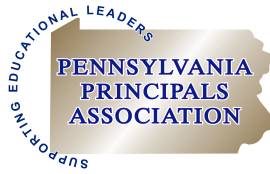


PA Principals Association Policy Manual

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100.0 Philosophy

100.1 Introduction

A. Association Beliefs

The Pennsylvania Principals Association believes:

Revised: 1/28/22

1. That the children of the Commonwealth of Pennsylvania can best be served through strong support for the instructional leadership of school principals.
2. That every school must have a competent, certified principal as instructional leader.
3. That efforts to strengthen the principalship must be unceasing.
4. That the authority of principals in the supervision and administration of the school must be stated as public policy.
5. That PA Principals Association must tirelessly advocate on behalf of the interests of children and youth at the local, state and national levels.
6. That PA Principals Association must continuously advocate for the implementation of research based best practices in our efforts to provide the best possible education for every Pennsylvania child.

B. Mission Statement

PA Principals Association: Assuring a quality education for every child in Pennsylvania by comprehensively supporting the educational leaders in our schools.

C. Vision Statement

PA Principals Association will strive to serve educational leaders from across the Commonwealth of Pennsylvania by offering four signature services: quality professional development, Act 93 support, legislative influence and legal support.

Revised 10/14/17

D. Goals

It is the goal of PA Principals Association to:

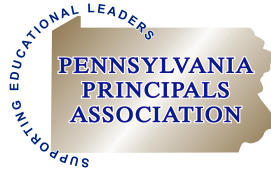
1. Identify, disseminate and publicize exemplary programs currently in use in effective elementary, middle and secondary schools.
2. Make association membership an indispensable resource for principals and instructional leaders at all levels of basic education.
3. Provide and support efforts to strengthen the principalship through quality programs of professional development.

4. Positively promote the visibility and image of principals at the local, state and national levels.
5. Increase the financial resources of the association to ensure continued support of the principalship.
6. To maintain on-going efforts to positively influence the policymaking process at the local, state and federal levels.

E. Signature Services

PA Principals Association will strive to achieve its mission and goals by focusing on four signature services:

1. Legal Support and Leadership Advice
2. Act 93 Support and Assistance - *(See Appendix A)*
3. Staff Development and Training
4. Legislative Influence



200.0 Organizational Structure

200.1 Board of Directors

A. Board of Directors

Members of the Board of Directors shall meet four times a year to conduct the business of the Association and be comprised as follows: PA Principals Association President, PA Principals Association Immediate Past President, PA Principals Association President-Elect, Treasurer, NAESP Representative, NASSP Coordinator, 18 regional representatives, a Diversity At-Large Member, an Assistant Principal At-Large Member, a Supervisor/Director At-Large Member, and a Professional Development Representative.

Revised 1/26/24

1. President

Is elected by the membership according to the Bylaws and serves on the Board of Directors for four years, one year as President-Elect, two years as President and one year as Immediate Past President and shall begin duties at the termination of the Annual Conference (passing of the gavel). The qualified candidate must be an active member of the PA Principals Association, a member of an Act 93 agreement and shall be a current member of the Board of Directors or was a recent member of the Board of Directors. “Recent member” shall be defined as anyone who was on the Board of Directors within the last four years of the date the candidate is scheduled to take office as president-elect. (For example, if the person is to take office on August 6, 2025, they must have been on the Board of Directors no earlier than August 6, 2021). No person shall be president for more than one two-year term. However, if there are no candidates for the position of president, the Board of Directors may nominate a past-president to appear on the ballot for that position. In no case shall any person serve as president for more than two complete two-year terms.

Revised 1/26/24

Duties and Responsibilities

- a. Assumes a position of leadership.
- b. Is responsible for implementing the policies and procedures established by action of the Board of Directors.
- c. Assumes such authority to act on behalf of the Association as prescribed in the Bylaws and as designated by the Board of Directors.
- d. Schedules, directs and coordinates Board activities.

- e. Functions as a liaison in establishing, promoting and maintaining effective relationships between PA Principals Association, other professional organizations and the Department of Education.
- f. Cooperates with the Executive Director to advance the purposes of the Association.
- g. Performs other duties as designated by the Board of Directors.
- h. Attends, organizes and chairs all meetings of the Board of Directors.
- i. Represents the Association at state and national conferences.
- j. Contributes to and delivers the Annual Report of the Association.
- k. Is a member of the Board of Directors.
- l. Makes Board committee appointments for all Board Committees except where otherwise designated in these policies and bylaws and presents final list for board approval.
- m. Attends, when possible, general sessions and annual business meeting at NAESP or NASSP Convention.
- n. Attends the state Annual Conference.

Expenses

Reimbursement as per policy: meals, mileage, lodging, mail and secretarial expenses.

Revised 10/14/17

- a. Expenses paid for attendance at the NAESP or NASSP Convention – a maximum of five (5) days. The Executive Committee expects less days to be used when possible, (e.g., for a three (3) day conference a maximum of four (4) days will be reimbursed).
- b. Expenses paid for attendance at the PA Principals Association Conference.
- c. Expenses paid for attendance at the NAESP or NASSP regional meetings.
- d. Expenses paid for attendance at all functions representing PA Principals Association.
- e. Expenses permitting a guest to accompany the President to the NAESP or NASSP Convention one time during the three-year obligation as President-Elect, President and Past President.
- f. Complimentary banquet tickets are provided for eight guests at the PA Principals Association Conference.
- g. Expenses (\$300) for secretarial expenses.
- h. Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.

Revised 1/26/24

2. Immediate Past President

Serves on the Board of Directors for one year immediately following the two years as President and shall begin duties at the termination of the Annual Conference (passing of the gavel). A past-president who retires during his/her term in that role may complete the term. A past-president who has a change in position/employment status during the term will be brought to the attention of the

Executive Committee. If the change in position/employment status excludes the member from Active Class E status, then the member will vacate his/her position at the next Board of Directors meeting.

Revised 1/26/24

Duties and Responsibilities

- a. Is a voting member of the Board of Directors.
- b. When called upon to do so, represents the Association at professional meetings and events.
- c. Performs other duties as designated by the President and the Board of Directors.
- d. Attends, when possible, general sessions and annual business meeting at NAESP or NASSP Convention.
- e. Is responsible for updating PA Principals Association Policy Manual.
- f. Notifies the president when unable to attend meetings of the Board of Directors.
- g. Attends the state Annual Conference

Revised 1/26/24

Expenses

Reimbursement as per policy: meals, mileage, lodging, mail, secretarial expenses.

Revised 10/14/17

- a. Expenses paid for attendance at the NAESP or NASSP Convention – a maximum of five (5) days. The Executive Committee expects less days to be used when possible, (e.g., for a three (3) day conference a maximum of four (4) days will be reimbursed).
- b. Expenses paid for attendance at the PA Principals Association Conference.
- c. Expenses paid for attendance at the NAESP or NASSP regional meetings.
- d. Expenses paid for attendance at all functions representing PA Principals Association.
- e. Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.
- f. Expenses paid for attendance to the NAESP or NASSP Leadership Conference.

Revised 1/26/24

3. President-elect

Is an active member of PA Principals Association, a member of the Act 93 agreement and shall be a member of the board or was a member of the board on August 1 four years prior to the date the candidate is scheduled to take office as president-elect. Is elected by the membership according to the Bylaws and serves on the Board of Directors for four years, one year as President-elect, two years as President, and one year as Immediate Past President, and shall begin duties at the termination of the Annual Conference (passing of the gavel). No person shall be president for more than one two-year term. However, if there are no candidates for the position of president, the Board of Directors may nominate a past-president to serve in that position. In no case shall any person serve as president for more than two complete two-year terms.

Revised 1/26/24

Duties and Responsibilities

- a. Is a voting member of the Board of Directors.
- b. Plans with the state President for activities during the Board of Directors meetings, state conference and national conferences.
- f. Represents the Association at professional meetings and events, when called upon to do so.
- g. Attends, when possible, general sessions and annual business meeting at NAESP or NASSP Convention.
- h. Performs other duties as designated by the President and Board of Directors.
- i. Notifies the President when unable to attend meetings of the Board of Directors.
- j. Attends the state Annual Conference.

Revised 1/26/24

Expenses

Reimbursement as per policy: meals, mileage, lodging, mail and secretarial expenses.

Revised 10/14/17

- a. Expenses paid for attendance at the NAESP or NASSP Convention – a maximum of five (5) days. The Executive Committee expects less days to be used when possible, (e.g., for a three (3) day conference a maximum of four (4) days will be reimbursed).
- b. Expenses paid for attendance at the PA Principals Association Conference.
- c. Expenses paid for attendance at the NAESP or NASSP regional meetings.
- d. Expenses paid for attendance at NAESP or NASSP leadership meetings.
- e. Expenses paid for attendance at all functions representing PA Principals Association.
- f. Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.

Revised 1/26/24

4. Treasurer

Is an active member of PA Principals Association, a member of the Act 93 agreement and is appointed by the President of the Association according to the Bylaws, serves on the Board of Directors for a three-year term, and shall begin duties at the termination of the Annual Conference (passing of the gavel).

Revised:1/26/24

Duties and Responsibilities

- a. Oversees the maintenance of all Association accounting and expenditure records.
- b. Presents an up-to-date written financial report at each Board of Directors meeting.
- c. Serves as liaison with Association auditors for the annual audit.
- d. Files and presents a written treasurer's report with the membership as part of the Annual Report of the Association. Presents the annual audit report for approval.

- e. In cooperation with the Executive Director and President-Elect, provides oversight to the preparation of the annual budget for presentation at the Board of Directors' summer meeting.
- k. Any other duties as assigned by the President.
- l. Serves on the Board of Directors.
- m. Attends, when possible, general sessions and annual business meeting at NAESP or NASSP Convention.
- n. Notifies the president when unable to attend meetings of the Board of Directors.
- o. Attends the state Annual Conference.

Expenses

Reimbursement as per policy: meals, mileage, lodging, mail and secretarial expenses.

Revised 10/14/17

- a. Expenses paid for attendance at the PA Principals Association Conference.
- b. Expenses paid for attendance at the NAESP or NASSP Convention – a maximum of five (5) days. The Executive Committee expects less days to be used when possible, (e.g., for a three (3) day conference a maximum of four (4) days will be reimbursed).
- c. Expenses paid for attendance at NAESP or NASSP regional meetings.
- d. Expenses paid for attendance at all functions representing PA Principals Association.
- e. Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.

Revised 1/26/24

1. NAESP Representative and NASSP Coordinator

Are active members of PA Principals Association and members of the Act 93 agreement. The NAESP Representative is appointed by the President and elected by the Board of Directors for a three-year term with a two consecutive-term limit. The NASSP Coordinator is appointed by the President and elected by the Board of Directors for a three-year term.

Revised 1/28/22

Duties and Responsibilities

- a. Answers mail, surveys and responds to NAESP or NASSP on behalf of PA Principals Association.
- b. Submits an annual report to delegates at the annual PA Principals Association Conference.
- c. Attends annual National Leadership Conference of NAESP or NASSP.
- d. Receives and helps publicize communications and information from NAESP or NASSP concerning the annual convention.
- e. Makes recommendations to national associations for program and participants; forwards ideas from the state.

- f. Selects delegates for various NAESP or NASSP Convention meetings.
- g. Plans, with the state President, the annual state functions to be offered at the national conferences for all PA Principals Association members in attendance.
- h. Upon approval by the Executive Committee, cooperates in supplying responses to members on matters concerning the national conventions.
- i. Attends special meeting for NAESP or NASSP representatives at the conventions.
- j. Attends general sessions and annual business meeting at NAESP or NASSP Conventions.
- k. Acts as the NAESP or NASSP Convention Trip Coordinator.

Revised: 2/15/06

- 1. Works with PA Principals Association Executive Director, travel agent and NAESP or NASSP conference staff to make all necessary travel and hotel arrangements for participants to attend conference.
- 2. Works with travel agents to prepare a brochure to be distributed to all PA Principals Association members on a timely basis.
- 3. Publicizes the convention.
- 4. Makes all necessary arrangements at convention hotel for continental breakfasts, state breakfast and/or hospitality sessions.
- 5. Prepares and solicits bid from travel agents as requested by the Executive Committee.
- l. Reports to the President of PA Principals Association or a designated representative.
- m. Keeps PA Principals Association Board of Directors informed of all activities.
- n. Notifies the president when unable to attend meetings of the Board of Directors.
- o. Attends the state Annual Conference.

Expenses

Reimbursement as per policy: meals, mileage, lodging and mail expenses.

Revised 10/14/17

- a. Expenses paid for attendance at the PA Principals Association Conference.
- b. Expenses paid for attendance at the NAESP or NASSP Convention – a maximum of five (5) days. The Executive Committee expects less days to be used when possible, (e.g., for a three (3) day conference a maximum of four (4) days will be reimbursed).
- c. Expenses paid for attendance at NAESP or NASSP regional meetings.
- d. Expenses paid for attendance to the NAESP or NASSP Leadership Conference.
- e. Expenses paid for attendance at all functions representing PA Principals Association.
- f. Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.

Revised 1/26/24

6a. State Directors

Eighteen members elected by the membership as specified by the provisions of the PA Principals Association Bylaws by geographic region for terms of three years with six or eight members elected each year. Each will be an active member of PA Principals Association, a member of the Act 93 agreement and elected State Directors shall begin their duties at the termination of the Annual Conference. Prior to beginning their duties, newly elected State Directors shall attend an orientation session.

Revised 1/26/24

The elected State Directors shall represent members from the following geographic sections and regions of the Commonwealth:

Eastern Regions

- **East I Region** - Susquehanna, Wayne, Lackawanna, Wyoming, Pike and Luzerne Counties.
- **East II Region** - Monroe, Carbon, Schuylkill, Lehigh, Northampton and Berks Counties.
- **East III Region** - Bucks, Montgomery, Chester, Philadelphia and Delaware Counties.

Central Regions

- **Central I Region** - McKean, Potter, Tioga, Bradford, Elk, Cameron, Clinton, Lycoming, Clearfield, Centre and Sullivan Counties.
- **Central II Region** - Union, Northumberland, Columbia, Snyder, Montour, Dauphin, Perry, Lebanon, Cumberland, Lancaster, Franklin, Adams and York Counties.
- **Central III Region** - Somerset, Bedford, Fulton, Juniata, Huntingdon, Mifflin, Blair and Cambria Counties.

Western Regions

- **West I Region** - Erie, Warren, Crawford, Venango, Forest, Clarion, Clearfield and Jefferson Counties.
- **West II Region** - Mercer, Lawrence, Beaver, Butler, Armstrong and Indiana Counties.
- **West III Region** - Washington, Greene, Fayette, Allegheny and Westmoreland Counties.

Each of the 18 State Directors will be full voting members of the Board of Directors and serve an elected term of office for three years.

Revised: 1/28/22

6b. Appointed Members

An additional four board members will be appointed by the President and approved by the Board of Directors, to fulfill a 2-year term, subject to reappointment by the President. The three At-Large appointees are voting members of the Board, as they each represent a group of members of the Association. The Professional Development Representative is in place to represent a service the Association offers all members and is thus an ex-officio member of the Board with no voting

privileges. None of these Appointed Members shall serve in more than one position on the Board.

Revised: 1/26/24

One member shall serve as the Assistant Principal At Large and the person fulfilling this position will be an active member of PA Principals Association, a member of the Act 93 agreement in the educational entity to which he/she serves, and a current assistant principal.

Revised: 1/28/22

One member shall serve as the Supervisor/Director At Large and the person fulfilling this position will be an active member of PA Principals Association, a member of the Act 93 agreement, and a current supervisor or director.

Added: 1/26/24

One member shall serve as Diversity At Large. The person fulfilling this position will be an active member of PA Principals Association, a member of the Act 93 agreement and will have experience with, demonstrates a passion for and promotes diversity in an educational setting. Diversity is defined by the U.S. Census Bureau as follows:

“Diversity is defined as all of the ways in which we differ. Among these dimensions are age, gender, mental/physical abilities and characteristics, race, ethnic heritage, sexual orientation, communication style, organizational role and level, first language, religion, income, work experience, military experience, geographic location, education, work style and family status.”

Revised: 1/28/22

One member shall serve as the Professional Development Representative. The person fulfilling this position will be an active member of PA Principals Association, a member of the Act 93 agreement and will have expertise in designing, delivering and promoting professional development to principals. The Professional Development Representative will be an ex-officio member of the Board and will have no voting rights.

Revised 1/28/22

Appointed representatives will begin their duties at the termination of the Annual Conference. Prior to beginning their duties, newly-appointed representatives shall attend an orientation session. Appointed representatives can come from any part of the state. In addition to bringing their views and perspectives to the Board, appointed representatives will perform the duties and responsibilities listed for all other representatives.

Revised 1/26/24

Duties and Responsibilities of State Directors and Appointed Members

- a. Attends all meetings of the Board of Directors as scheduled unless excused by the President for valid personal reasons.

- b. Notifies the president when unable to attend meetings of the Board of Directors.
- c. Represents the Association by assuming responsibilities of a leadership nature at assigned functions or meetings.
- d. Assumes leadership on the Regional Board as follows:
 - i. As State Director, serves as the co-chair of the Regional Board with the other State Director from the same region.
 - ii. As appointed member, serves on the Regional Board in the region in which they are employed, in the same capacity (e.g., Assistant Principal Representative).
 - iii. Conducts (State Directors) or participates in (appointed members) at least three Regional Board meetings per school year. These meetings can be held in person or virtually.
 - iv. Works with the Regional Service Specialist assigned to the region to coordinate special functions for region members. These can include, but are not limited to, professional development sessions, award dinners, regional meetings, job-alike sessions, etc.
 - v. Reports back to his/her region information from the Board of Directors meetings and acts as the catalyst for action in his/her region.
- e. Reports activities of his/her region, represented group, and/or committee to the Board of Directors at each meeting.
- f. Agrees to attend the annual business meeting of NAESP or NASSP if attending the convention.
- g. Accepts other duties as requested.
- h. Attends the state Annual Conference.

Revised: 1/26/24

Expenses

Reimbursement as per policy: meals, mileage, lodging and mail expenses.

Revised 10/14/17

- g. Expenses paid for attendance at the PA Principals Association Conference.
- h. Expenses paid for attendance at all functions representing PA Principals Association as requested by the president.
- i. Whenever possible, Board members should make every effort to seek reimbursement from their school district for the expenses of room, additional meals and travel. Reimbursement requests for all other PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.

7. Additional Appointments of Board Members

The president shall appoint certain board members to assume additional duties necessary to achieve success in the signature services offered by the Association. These appointees shall represent the PA Principals Association with partner organizations or with selecting honorees to receive awards.

Federal Relations Coordinator:

The Federal Relations Coordinator is appointed by the President and elected by the Board of Directors for a three-year term. The Federal Relations Coordinator must be a current member of NAESP who also serves as a State Director at the same time of his/her appointment. The Federal Relations Coordinator is a full voting member of the Board of Directors.

Duties and Responsibilities:

- a. Co-Chairs the Legislative Committee with the Executive Director.
- b. Responds to key legislative topics and provides input to committee and Executive Director.
- c. Keeps abreast of legislative priorities and platforms of NAESP and NASSP and provides ongoing information to the committee and the Board of Directors.
- d. Attends both state and national advocacy events.
- e. Coordinates ‘Day on the Hill’ visits at the national level by contacting House and Senate members to schedule appointments.
- f. Writes and/or calls legislators as needs arise to stimulate the political action necessary to move desired legislation through the legislative process.
- g. Keeps membership informed of legislative developments through writings, oral reports, webinars, podcasts, twitter feeds, etc.
- h. Attends PA Board of Director meetings and is present at state conference(s) and, if possible, one of the national conferences per year.
- i. Attends the National School Leaders Advocacy Conference each year offered by NAESP and/or NASSP.

Expenses:

- a. The Federal Relations Coordinator expenses are paid for the National School Leaders Advocacy Conference offered by NAESP and/or NASSP. The Federal Relations Coordinator may also attend on an annual basis either the national conference offered by NAESP or NASSP with expenses paid.
- b. Reimbursement as per policy: meals, mileage, lodging and mail expenses. Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.

Revised: 1/26/24

PIAA Representative

Appointed by the President and approved by the Board of Directors. The PIAA Representative must be a current member of NASSP who also serves as a State Director at the same time of his/her appointment. The PIAA Representative is a full voting member of the Board of Directors.

Duties and Responsibilities

- a. Acts as liaison between the PIAA and PA Principals Association.

- b. Attends PIAA Board of Control meetings and report findings to PA Principals Association Board of Directors.
- c. Attends PA Principals Association Board of Directors meetings, PA Principals Association Convention and other meetings deemed necessary by the President and/or the Board of Directors.
- d. Submits articles to the editor of the PA Principals Association publications, as necessary.
- e. Serves on ad hoc committees as conditions necessitate for PA Principals Association or PIAA.

Expenses:

- a. Expenses reimbursed as per policy: meals, mileage, lodging and postage upon fulfillment of specified responsibilities.
- b. Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.

Revised 10/14/17

Award Committee Chairs

Appointed by the President and approved by the Board. Four members of the Board of Directors shall serve as chairpersons for the top awards given to school leaders in the state and associated with the national affiliates. These are as follows:

- a. National Distinguished Principal (NDP)—The NDP Chair shall be the president, president-elect, or past-president of the PA Principals Association who is a current member of NAESP.
- b. National Outstanding Assistant Principal (NOAP)—The NOAP Chair shall be a Board member who is a current member of NAESP.
- c. Assistant Principal of the Year (APOY)—The APOY Chair shall be a Board member who is a current member of NASSP.
- d. Principal of the Year (POY)—The POY Chair shall be a Board member who is a current member of NASSP.

Expenses:

- a. Expenses reimbursed as per policy: meals, mileage, lodging and postage upon fulfillment of specified responsibilities.
- b. Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.

B. Removal from the Board of Directors

Failure to Attend Meetings

A member of the Board of Directors missing two (2) or more meetings in any year (October through September) will be brought to the attention of the

Executive Committee to determine his/her ability to continue to effectively serve in his/her designated capacity. When any member of the Board of Directors cannot effectively execute the responsibilities of his/her position or whose actions may be determined to be detrimental to the reputation of PA Principals Association, the Executive Committee may recommend removal or replacement of that member to the Board of Directors. The Board of Directors may remove or replace that member with a simple majority vote.

Failure to communicate non-attendance at the Board of Directors' meetings to the President could result in removal from the Board of Directors.

Attendance at the summer board meeting is a prerequisite for the board members' state Annual conference costs to be assumed by the association. Exceptions for emergency situations (i.e. mandatory school-related event) will be determined on a case-by-case basis in consultation with the President.

Acceptable reasons for missing a Board of Directors' meeting include: inclement weather, employment obligations, health and personal/family reasons. However, chronic abuse of the acceptable reasons for meetings of the Board of Directors could result in removal from the Board of Directors.

Revised: 1/26/24

Change in Employment Status

A member of the Board of Directors, holding a position, who retires during his/her term may complete that term. A member of the Board of Directors, holding a position, who has a change in position/employment status during the term will be brought to the attention of the Executive Committee. If the change in position/ employment status excludes the member from Active Class E status, then the member will vacate his/her position at the next Board of Directors meeting.

Active class E (Educational) membership is open to any individual who is engaged in elementary, middle or secondary educational administration or supervision. This applies to any administrator who is eligible to be a member of an Act 93 agreement and is not an eligible member of a collective bargaining unit. Membership becomes active upon payment of annual dues to the state and national associations.

Revised: 1/26/24

200.2 Committees of the Board of Directors

1. Executive Committee

An Executive Committee, comprised of five individuals, shall oversee the management of the Association.

Revised 10/14/17

- a. The Executive Committee shall be comprised of the PA Principals Association President, President-Elect or Past President, Treasurer, NAESP Representative and NASSP Coordinator.

Revised 10/14/17

- b. The committee shall be responsible for the following:
 - i. Oversight of Association office.
 - ii. Budget approval and oversight.
 - iii. Hiring of Executive Director and Assistant Executive Director(s).
 - iv. Evaluation of Executive Director.
 - v. Approval and oversight of alternative funding programs.
 - vi. Approval of contracts between PA Principals Association and outside organizations.

For the remaining Board committees, the President with the concurrence of the Executive Committee, shall appoint chairs to the standing committees approved by the Board of Directors. Those remaining committees and their responsibilities are listed below.

2. Legislative Committee

Duties and Responsibilities

- a. Co-Chaired by the Executive Director and the Federal Relations Coordinator, with one member from each Regional Board.
- Revised: 1/26/24
- b. Committee members will respond to key legislative topics and provide their input to the committee and Executive Director
- c. Works closely with the Executive Director or Assistant Executive Director to promote appropriate state and/or national legislation relating to the needs of children, education and the membership.
- d. Writes and/or calls legislators as needs arise to stimulate the political action necessary to move desired legislation through the legislative process.
- e. Keeps membership informed of legislative developments in their region.

Revised 1/26/24

Expenses

- a. Reimbursement as per policy: meals, mileage, lodging and mail expenses.
- b. Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.

Revised 10/14/17

3. Nominations Committee –

A nominating committee of a total of three (3) eligible members, including the nominations chair, (none of whom shall be a member of the Board of Directors) shall be appointed by the President to serve for one year. The names of the nominating committee shall be published in a membership publication no later than December 31.

Duties and Responsibilities

- a. At the Board of Directors' first meeting of the calendar year, a list of nominees for each elected position to be filled shall be submitted. The committee shall endeavor to present two nominees for each position.
- b. Consideration should be given to incumbents and to all nominees' service to PA Principals Association. Members and/or incumbents may submit their own credentials to the nominating committee.
- c. The committee chairman shall correspond with the candidates and request a picture and resume.
- d. Candidates seeking the office of President-Elect shall submit a position statement. The information brochure shall include the candidates' pictures and resumes.
- e. Ballot positions are to be determined by random order as determined by the committee with designation of incumbents.
- f. The election shall be conducted electronically.

Expenses

- a. Reimbursement as per policy: meals, mileage, lodging and mail expenses.
- b. Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.

Revised 10/14/17

4. Conference Committee

The chairman(s) of the conference committee shall be appointed by the President and approved by the Board of Directors. Consideration will be given to experience as well as region selected for the conference. It is the responsibility of the chair(s) and the committee under the direction of the chairperson(s) to organize and plan the Annual Conference for that year, in conjunction with the PA Principals Association staff.

The Conference Committee will confer with and support the work of the Association Staff to provide a state Annual Conference that meets the needs of all members and attendees, offers insight into contemporary issues, highlights the work of principals and other school and district administrators, and provides opportunities for professional growth and required continuing education (i.e., Act 45/PIL).

While offering a premier event for members, the goal of the Conference Committee shall be to offer the state Annual Conference in such a way that the Association does not lose money on the event. This will be accomplished by considering cost effective strategies for:

- conference location
- registration
- food events
- lodging and facilities
- speakers and presenters
- special events

- hospitality
- program (printed and/or electronic)
- publicity and public relations
- exhibits and sponsor experiences.

Revised 1/26/24

Duties and Responsibilities

- Responsible for organization and structure of the state Annual Conference in total cooperation with other participating organizations.
- Selects committee members to aid in the planning, developing and conducting of the conference (i.e., program, registration, exhibits, local arrangements, hospitality and publicity).
- Chairman shall report to Executive Committee and Board of Directors upon request.
- The committee shall have representation from both elementary and secondary divisions.

Expenses

Reimbursement as per policy: meals, mileage, lodging and mail expenses.

Revised 10/14/17

- Committee members for meals, mileage, lodging and mail expenses to conference planning meetings. Committee members should submit conference expenses to their district.

Revised 10/14/17

- Chairman's expenses paid for attendance at all planning meetings, Board of Directors meetings, Executive Committee meetings and Annual Conference.
- Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.

5. Membership Committee

- Chaired by the Membership Director, with at least one board member and interested active members from the association.
- Committee members will assist with the recruitment and retention of members of the association.
- Works closely with the Membership Director to engage in ways to attract new members (i.e., incentive programs)
- Committee members will support the efforts of the Ambassador program and Membership Outreach individual.

Revised: 10/13/18

6. Professional Development Committee

- Co-chaired by the Assistant Executive Director and the Professional Development Representative, with at least one member from each Regional Board.
- Committee members will identify professional development topics, survey members, and recommend Act 45 sessions to the committee and Assistant Executive Director

- c. The committee will identify potential presenters to conduct Act 45 sessions across the state, as well as at the conferences.
- d. The committee will annually evaluate current approved sessions and their relevancy for members of the Association.
- e. Committee members may assist with the creation, application and submission of Act 45 courses and other professional development endeavors.

Expenses

- a. Reimbursement as per policy: meals, mileage, lodging and mail expenses.
- b. Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.

Revised: 1/26/24

7. Bylaws Committee

A Bylaws Committee may be appointed by the President when such review is needed and shall consist of the President-Elect or Past President and two members appointed by the President.

Revised 3/8/19

Duties and Responsibilities

- a. Studies the Bylaws and surveys the membership to ascertain if revisions are needed.
- b. When required, meets and discusses ideas for revision and change and presents reports to the Board of Directors at a regularly scheduled meeting.

Expenses

- a. Expenses reimbursed as per policy: meals, mileage, lodging and postage upon fulfillment of specified responsibilities.
- b. Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.

Revised 1/26/24

8. Editorial Board

The Editorial Board shall consist of at least three elementary and three secondary member representatives. Vacancies on the Editorial Board shall be filled by the PA Principals Association President when needed or requested.

Duties and Responsibilities

- a. Staff members from the PA Principals Association Office are responsible for publishing and distributing print and electronic publications. The Executive Director will work with staff to schedule and distribute all publications.
- b. The Editorial Board will meet during the operating year to discuss concerns relative to publications and plan for the topics to be covered in upcoming publications.
- c. The Editorial Board will review articles for submission in publications as requested by the assigned staff members of the PA Principals Association Office.

Expenses

- a. Expenses reimbursed as per policy: meals, mileage, lodging and postage upon fulfillment of specified responsibilities.
- b. Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.

Revised 1/26/24

9. Awards Committees

Each of the top awards given to school leaders in the state and associated with the national affiliates (NDP, NOAP, APOY and POY) shall have a selection committee chaired by a board member, appointed by the President and approved by the Board. When possible, each selection committee shall consist of past award winners who are current members of the PA Principals Association. The selection committee shall review information outlined in the process for each award. Each committee member shall score the information provided for each nominee. Upon selecting finalists for each award, the selection committee shall conduct interviews with the finalists. When a top candidate is identified, a site visit to that candidate's school shall be conducted to confirm the selection.

Other special awards and mini-grants shall have their own selection committee chaired by a Board member, appointed by the President and approved by the Board. These committees will follow guidelines outlined in the award granting process.

Duties and Responsibilities

- a. Follow the established qualifications and criteria for each award to select the most appropriate candidate to receive the award.
- b. When appropriate and possible, assist in the presentation of the award.

Expenses

- a. Expenses reimbursed as per policy: meals, mileage, lodging and postage upon fulfillment of specified responsibilities.
- b. Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.

Revised 1/26/24

200.3 Association Management

A. Management Staff

The Executive Committee shall appoint an Executive Director and Assistant Executive Director(s) who shall be responsible for the on-going management of PA Principals Association. The Executive Director and Assistant Executive Director(s) shall be contracted for a specified duration of time of at least three years and not to exceed five years. The Executive Committee shall evaluate the Executive Director on an annual basis at the summer meeting of the committee. Required job responsibilities are enumerated in the job description listed in Appendix D.

The Executive Director shall be responsible for the hiring of staff and/or contractors necessary for appropriate management and advancement of the Association. All staff and/or contractors hired shall be done so in consultation with the Executive Committee and, when new positions are added, the approval of the Board of Directors.

200.5 Regional Representation Plan

Eighteen members, elected by the membership as specified by the provisions of the PA Principals Association Bylaws shall serve as State Directors. They shall be elected by geographic region for terms of three years, with six or eight members elected each year. These elected State Directors shall represent members from the following geographic sections and regions of the Commonwealth:

West I-IUs 5, 6

West II-IUs 4, 27, 28

West III-IUs 1, 3, 7

Central I-IUs 9, 10, 17

Central II-IUs 12, 13, 15, 16

Central III-IUs 8, 11

East I-IUs 18, 19

East II-IUs 14, 20, 21, 29

East III-IUs 22, 23, 24, 25, 26

Revised 1/26/24

PA Principals Association REGION WEST I

IU 5-Northwest Tri-County

Crawford County

Conneaut SD
Crawford Central SD
Penncrest SD

Erie County

Corry Area SD
Erie City SD
Fairview SD
Fort LeBouef SD
General McLane SD
Girard SD
Harbor Creek SD
Iroquois SD
Millcreek Township SD
North East SD
Northwestern SD
Union City SD
Wattsburg Area SD

Warren County

Warren County SD

IU 6-Clarion Manor

Clarion County

Allegheny-Clarion Valley SD
Clarion Area SD
Clarion-Limestone Area SD
Keystone SD
North Clarion County SD
Redbank Valley SD
Union SD

Clearfield County

DuBois Area SD

Forest County

Forest Area SD

Jefferson County

Brockway Area SD
Brookville Area SD
Punxsutawney Area SD

Venango County

Cranberry Area SD
Franklin Area SD
Oil City SD
Titusville Area SD
Valley Grove SD

PA Principals Association REGION WEST II

IU 4-Midwestern

IU 4 – Midwestern

Butler County

Butler Area SD
Karnes City Area SD
Knoch SD
Mars Area SD
Moniteau SD
Slippery Rock Area SD
Seneca Valley SD

Lawrence County

Ellwood City Area SD
Laurel SD
Mohawk Area SD
Neshannock Twp. SD
New Castle Area SD
Shenango Area SD
Union Area SD
Wilmington Area SD

Mercer County

Commodore Perry SD
Farrell Area SD
Greenville Area SD
Grove City SD
Hermitage SD
Jamestown Area SD
Lakeview SD
Mercer Area SD
Reynolds SD
Sharon City SD
Sharpsville Area SD
West Middlesex Area SD

IU 27-Beaver Valley

Beaver County

Aliquippa Borough SD
Ambridge Area SD
Beaver Area SD
Big Beaver Falls Area SD
Blackhawk SD
Central Valley SD
Freedom Area SD
Hopewell Area SD
Midland Borough SD
New Brighton Area SD
Riverside Beaver Co. SD
Rochester Area SD
South Side Area SD
Western Beaver Co. SD

IU 28-Arin

Armstrong County

Apollo-Ridge SD
Armstrong SD
Freeport SD
Leechburg SD

Indiana County

Blairsville-Saltsburg-SD
Homer Center SD
Indiana Area SD
Marion Center SD
Penns Manor Area SD
Purchase Line SD
United SD

PA Principals Association REGION WEST III

IU 1-Intermediate Unit I

Fayette County

Albert Gallatin Area SD
Brownsville Area SD
Connellsville Area SD
Frazier SD
Laurel Highlands SD
Uniontown Area SD

Greene County

Carmichaels Area SD
Central Greene SD
Jefferson-Morgan SD
Southeastern Greene SD
West Greene SD

Washington County

Avella SD
Bentworth SD
Bethlehem-Center SD
Burgettstown Area SD
California Area SD
Canon-McMillan SD
Charleroi Area SD
Chartiers-Houston SD
Fort Cherry SD
McGuffey SD
Peters Township SD
Ringgold SD
Trinity Area SD
Washington SD

IU 2-Pittsburgh-Mount Oliver

Allegheny County

Pittsburgh Public Schools

IU 3-Allegheny

Allegheny County

Allegheny Valley SD
Avonworth SD
Baldwin-Whitehall SD
Bethel Park SD
Brentwood Borough SD
Carlynton SD
Chartiers Valley SD
Clairton City SD
Cornell SD
Deer Lake SD
Duquesne City SD
East Allegheny SD
Elizabeth Forward SD
Fox Chapel SD
Gateway SD
Hampton Twp. SD
Highlands SD
Keystone Oaks SD
McKeesport Area SD
Montour SD
Moon Area SD
Mount Lebanon SD
North Allegheny SD
Northgate SD
North Hills SD
Penn Hills SD
Pine Richland SD
Plum Borough SD
Quaker Valley SD
Riverview SD
Shaler Area SD
South Allegheny SD
South Fayette Twp. SD
South Park SD
Steel Valley SD
Sto-Rox SD
Upper Saint Clair Twp SD
West Allegheny SD
West Jefferson Hills SD
West Mifflin SD
Wilkinsburg SD
Woodland Hills SD

IU 7-Westmoreland

Westmoreland County

Belle Vernon Area SD
Burrell SD
Derry Area SD
Franklin Regional SD
Greater Latrobe SD
Greensburg-Salem SD
Hempfield Area SD
Jeannette City SD
Kiski Area SD
Ligonier Valley SD
Monessen City SD
Mt. Pleasant Area SD
New Kensington-Arnold SD
Norwin SD
Penn-Trafford SD
Southmoreland SD
Yough SD

PA Principals Association REGION CENTRAL I

IU 9-Seneca Highlands

Cameron County

Cameron County SD

Elk County

Johnsonburg Area SD

Ridgway Area SD

Saint Marys Area SD

McKean County

Bradford Area SD

Kane Area SD

Otto-Eldred SD

Port Allegany SD

Smethport Area SD

Potter County

Austin Area SD

Coudersport Area SD

Galeton Area SD

Northern Potter SD

Oswayo Valley SD

IU 10-Central

Centre County

Bald Eagle Area SD

Bellefonte Area SD

Penns Valley Area SD

State College Area SD

Clearfield County

Clearfield Area SD

Curwensville Area SD

Glendale SD

Harmony SD

Moshannon Valley SD

Philipsburg-Osceola Area SD

West Branch Area SD

Clinton County

Keystone Central SD

IU 17-Blast

Bradford County

Athens Area SD

Canton Area SD

Northeast Bradford SD

Sayre Area SD

Towanda Area SD

Troy Area SD

Wyalusing Area SD

Lycoming County

East Lycoming SD

Jersey Shore SD

Loyalsock Township SD

Montgomery Area SD

Montoursville Area SD

Muncy SD

So. Williamsport Area SD

Williamsport Area SD

Sullivan County

Sullivan County SD

Tioga County

Northern Tioga SD

Southern Tioga SD

Wellsboro Area SD

PA Principals Association REGION CENTRAL II

IU 12-Lincoln

Adams County

Bermudian Springs SD
Conewago Valley SD
Fairfield Area SD
Gettysburg SD
Littlestown Area SD
Upper Adams SD

Franklin County

Chambersburg Area SD
Fannett-Metal SD
Greencastle-Antrim SD
Tuscarora SD
Waynesboro Area SD

York County

Central York SD
Dallastown Area SD
Dover Area SD
Eastern York SD
Hanover Public SD
Northeastern SD
Red Lion Area SD
South Eastern SD
South Western SD
Southern York SD
Spring Grove Area SD
West York Area SD
York City SD
York Suburban SD

IU 13-Lancaster-Lebanon

Lancaster County

Cocalico SD
Columbia Borough SD
Conestoga Valley SD
Donegal SD
Eastern Lancaster Co. SD
Elizabethtown Area SD
Ephrata Area SD
Hempfield SD
Lampeter-Strasburg SD
Lancaster City SD
Manheim Central SD
Manheim Twp. SD
Penn Manor SD
Pequea Valley SD
Solanco SD
Warwick SD

Lebanon County

Annville-Cleona SD
Cornwall-Lebanon SD
Eastern Lebanon SD
Lebanon SD
Northern Lebanon SD
Palmyra Area SD

IU 15-Capital Area

Cumberland County

Big Springs SD
Camp Hill SD
Carlisle Area SD
Cumberland Valley SD
East Pennsboro Area SD
Mechanicsburg Area SD
Shippensburg Area SD
South Middleton SD
West Shore SD

Dauphin County

Central Dauphin SD
Derry Township SD
Halifax Area SD
Harrisburg City SD
Lower Dauphin SD
Middletown Area SD
Millersburg Area SD
Steelton-Highspire SD
Susquehanna Twp. SD
Upper Dauphin Area SD

Perry County

Greenwood SD
Newport SD
Susquenita SD
West Perry SD

York County

Northern York Co. SD

IU 16-Central Susquehanna

Columbia County

Benton Area SD
Berwick Area SD
Bloomsburg Area SD
Central Columbia SD
Millville Area SD
So. Columbia Area SD

Montour County

Danville Area SD

Northumberland County

Line Mountain SD
Milton Area SD
Mount Carmel Area SD
Shamokin Area SD
Shikellamy SD
Warrior Run SD

Snyder County

Midd-West SD
Selinsgrove Area SD

Union County

Lewisburg Area SD
Mifflinburg Area SD

PA Principals Association REGION CENTRAL III

IU 8-Appalachia

Bedford County

Bedford Co. SD
Chestnut Ridge SD
Everett Area SD
Northern Bedford Co. SD
Tussey Mountain SD

Blair County

Altoona Area SD
Bellwood-Antis SD
Claysburg-Kimmel SD
Hollidaysburg Area SD
Spring Cove SD
Tyrone Area SD
Williamsburg Community SD

Cambria County

Blacklick Valley SD
Cambria Heights SD
Central Cambria SD
Conemaugh Valley SD
Ferndale Area SD
Forest Hills SD
Greater Johnstown SD
Northern Cambria SD
Penn Cambria SD
Portage Area SD
Richland Area SD
Westmont Hilltop SD

Somerset County

Berlin Brothers Valley SD
Conemaugh Twp. Area SD
Meyersdale Area SD
North Star SD
Rockwood Area SD
Salisbury-Elk Lick SD
Shade Central City SD
Shanksville-Stonycreek SD
Somerset Area SD
Turkeyfoot Valley Area SD
Windber Area SD

IU 11-Tuscarora

Fulton County

Central Fulton SD
Forbes Road SD
Southern Fulton SD

Huntingdon County

Huntingdon Area SD
Juniata Valley SD
Mount Union Area SD
South Huntingdon Co. SD

Juniata County

Juniata County SD

Mifflin County

Mifflin County SD

PA Principals Association REGION EAST I

IU 18-Luzerne

Luzerne County

Crestwood SD
Dallas SD
Greater Nanticoke Area SD
Hanover Area SD
Hazleton Area SD
Lake-Lehman SD
Northwest Area SD
Pittston Area SD
Wilkes-Barre Area SD
Wyoming Area SD
Wyoming Valley West SD

Wyoming County

Tunkhannock Area SD

IU 19-Northeastern Educational

Lackawanna County

Abington Heights SD
Carbondale Area SD
Dunmore SD
Lakeland SD
Mid Valley SD
North Pocono SD
Old Forge SD
Riverside SD
Scranton SD
Valley View SD

Susquehanna County

Blue Ridge SD
Elk Lake SD
Forest City Regional SD
Montrose Area SD
Mountain View SD
Susquehanna Comm. SD

Wayne County

Wallenpaupack Area SD
Wayne Highlands SD
Western Wayne SD

Wyoming County

Lackawanna Trail SD

PA Principals Association REGION EAST II

IU 14-Berks

Berks County

Antietam SD
Boyertown Area SD
Brandywine Heights Area SD
Conrad Weiser Area SD
Daniel Boone Area SD
Exeter Twp. SD
Fleetwood Area SD
Governor Mifflin SD
Hamburg Area SD
Kutztown Area SD
Muhlenberg Twp. SD
Oley Valley SD
Reading SD
Schuylkill Valley SD
Tulpehocken Area SD
Twin Valley SD
Wilson SD
Wyomissing Area SD

IU 21-Carbon-Lehigh

Carbon County

Jim Thorpe Area SD
Leighton Area SD
Palmerton Area SD
Panther Valley SD
Weatherly Area SD

Lehigh County

Allentown City SD
Catasauqua Area SD
East Penn SD
Northern Lehigh SD
Northwestern Lehigh SD
Parkland SD
Salisbury Township SD
Southern Lehigh SD
Whitehall-Coplay SD

IU 20-Colonial Northampton

Monroe County

East Stroudsburg Area SD
Pleasant Valley SD
Pocono Mountain SD
East Stroudsburg Area SD

Northampton County

Bangor Area SD
Bethlehem Area SD
Easton Area SD
Nazareth Area SD
Northampton Area SD
Pen Argyl Area SD
Saucon Valley SD
Wilson Area SD

Pike County

Delaware Valley SD

IU 29-Schuylkill

Schuylkill County

Blue Mountain SD
Mahanoy Area SD
Minersville Area SD
North Schuylkill SD
Pine Grove Area SD
Pottsville Area SD
Saint Clair SD
Schuylkill Haven Area SD
Shenandoah Valley SD
Tamaqua Area SD
Tri-Valley SD
Williams Valley SD

PA Principals Association REGION EAST III

IU 22-Bucks

Buck County

Bensalem Twp. SD
Bristol Borough SD
Bristol Township SD
Centennial SD
Central Bucks SD
Council Rock SD
Morrisville Borough SD
Neshaminy SD
New Hope-Solebury SD
Palisades SD
Pennridge SD
Pennsbury SD
Quakertown Community SD

IU 23-Montgomery

Montgomery County

Abington SD
Cheltenham Township SD
Colonial SD
Hatboro-Horsham SD
Jenkintown SD
Lower Merion SD
Lower Moreland Township SD
Methacton SD
Norristown Area SD
North Penn SD
Perkiomen Valley SD
Pottsgrove SD
Pottstown SD
Souderton Area SD
Spring-Ford Area SD
Springfield Twp. SD
Upper Dublin SD
Upper Merion Area SD
Upper Moreland Twp. SD
Upper Perkiomen SD
Wissahickon SD

IU 24-Chester

Chester County

Avon Grove SD
Coatesville Area SD
Downingtown Area SD
Great Valley SD
Kennett Consolidated SD
Octorara Area SD
Owen J. Roberts SD
Oxford Area SD
Phoenixville Area SD
Tredyffrin-Easttown SD
Unionville-Chadds Ford SD
West Chester Area SD

IU 25-Delaware

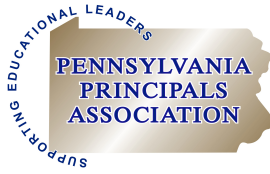
Delaware County

Chester-Upland SD
Chichester SD
Garnet Valley SD
Haverford Township SD
Interboro SD
Marple Newtown SD
Penn-Delco SD
Radnor Township SD
Ridley SD
Rose Tree Media SD
Southeast Delco SD
Springfield SD
Upper Darby SD
Wallingford-Swarthmore SD
William Penn SD

IU 26-Philadelphia

Philadelphia County

Philadelphia City SD



300.0 PA Principals Association Bylaws

PENNSYLVANIA ASSOCIATION OF ELEMENTARY and SECONDARY SCHOOL PRINCIPALS

PA Principals Association BYLAWS

300.1 Table of Contents

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I. MISSION STATEMENT

PA Principals Association: Assuring a quality education for every child in Pennsylvania by comprehensively supporting the educational leaders in our schools.

Vision Statement

PA Principals Association will strive to be the best service organization of its kind in the United States.

Goals

It is the goal of PA Principals Association to:

1. Identify, disseminate and publicize exemplary programs currently in use in effective elementary, middle and secondary schools.
2. Make association membership an indispensable resource for principals and instructional leaders at all levels of basic education.
3. Provide and support efforts to strengthen the principalship through quality programs of professional development.
4. Positively promote the visibility and image of principals at the local, state and national levels.
5. Increase the financial resources of the association to ensure continued support of the principalship.
6. To maintain on-going efforts to positively influence the policymaking process at the local, state and federal levels.

Signature Services

PA Principals Association will strive to achieve its mission and goals by focusing on four signature services:

1. Legal Support and Leadership Advice
2. Act 93 Support and Assistance
3. Staff Development and Training
4. Legislative Influence

II. HISTORY OF PA Principals Association

Until October 2003, the Pennsylvania Associations of Elementary and Secondary School Principals functioned as two separate entities, the Pennsylvania Association of Elementary School Principals ("PAESP") and the Pennsylvania Association of Secondary School Principals ("PASSP").

The Pennsylvania Elementary Principals (PEP) became the Pennsylvania Association of Elementary School Principals (PAESP) with Larry Mong as the first President. B. Anton Hess was the Executive Director and the offices were located in Camp Hill, Pennsylvania.

PAESP was affiliated with the National Association of Elementary School Principals and supplied four Presidents for the National Association as follows:

1941-1942	Robert H. Edgar, Pittsburgh
1958-1959	Margaret W. Efraemson, Philadelphia
1994-1995	Frederick N. Brown, Boyertown
2000-2001	Richard A. Barbacane, Lancaster

PASSP became an autonomous organization in 1935 with John H. Tyson of Upper Darby being elected as its first President. It was a professional organization of secondary school principals and other levels of school administrators as well. It was an affiliate of the National Association of Secondary School Principals and worked cooperatively with PAESP.

PASSP was administered by an Executive Board composed of the elected and appointed officers and thirteen members: three from Eastern Pennsylvania, three from Central Pennsylvania, four from Western Pennsylvania, one Assistant Principal elected at large, one Middle Level Administrator at large and one NASSP Coordinator.

PASSP was an affiliate of the prestigious National Association of Secondary School Principals. PASSP has supplied eight Presidents for the National Association as follows:

1918-1919	William D. Lewis, Philadelphia
1922-1923	Edward Rynearson, Pittsburgh
1940-1941	Oscar Granger, Upper Darby
1960-1961	James E. Nancarrow, Upper Darby
1972-1973	Edwin B. Keim, Cheltenham-Glenside
1993-1994	H. Dale Spaulding, Lampeter-Strasburg
2005-2006	David Vodila, Red Lion
2015-2016	Michael E. Allison, Hopewell

In the fall of 2000, a committee of individuals representing both the PAESP and the PASSP met to study the feasibility of joining the PAESP and the PASSP into one association to be known as PA Principals Association. The primary reasons for the jointure were increased benefits to the members of both organizations and increased efficiency in the operation of both organizations. After prolonged study by the committee, the proposal to join the associations was put to a vote of the membership of both organizations in December 2002. With the approval of both memberships, the first elections of Pennsylvania Association of Elementary and Secondary School Principals occurred in April 2003. The officers of the new association took office in October 2003 at the Annual Conference.

On July 13, 2015, the Board of Directors unanimously approved a name change of the organization from the Pennsylvania Association of Elementary and Secondary School Principals (PAESSP) to the Pennsylvania Principals Association. Subsequently, the Bureau of Corporations and Charitable Organizations was informed and the name change to Pennsylvania Principals Association was formally approved by the Commonwealth of Pennsylvania on August 4, 2015.

Revised: 1/27/17

II. BYLAWS OF PA Principals Association

Article I – Name and Office

Section 1.01. *Name.* The name of this organization shall be the Pennsylvania Association of Elementary and Secondary School Principals (hereinafter referred to as “PA Principals Association”) in affiliation with the National Association of Elementary School Principals and the National Association of Secondary School Principals.

Section 1.02. *Office.* The corporation’s registered office shall be at 122 Valley Road, Enola, Pennsylvania 17025, until otherwise established by a vote of a majority of the Board of Directors (the "Board") in office, and a statement of such change is filed in the Department of

State; or until changed by an appropriate amendment of the Articles of the corporation. The corporation may also have offices at such other places within Pennsylvania as the Board may from time to time appoint or the business of PA Principals Association requires.

Revised 1/28/22

Article II – Membership

Section 2.01. *Active Members.* Active class E (Educational) membership is open to any individual who is employed in an elementary, middle or secondary educational administration or supervision who is eligible to be a member of an Act 93 agreement and is not an eligible member of a collective bargaining unit, upon payment of annual dues to the state and national associations. Active Class EA (Educational Associate) membership is open to all other educational employees including commissioned officers. EA members will have all the rights, protections and privileges of class E members with the exception of eligibility to hold an elected position in the organization. Active class M (Management) membership is open to any individual, who by virtue of non-educational school management is eligible for any school district's administrator compensation plan, upon payment of annual dues to the state and national associations.

Revised 10/14/17

Section 2.02. *Retired Members.* Emeritus membership is open to all members who have retired from active service in education upon payment of annual dues.

Section 2.03. *Aspiring Members.* Aspiring membership is available to teachers with administrative certification and graduate students in educational school administration who are not eligible for active membership, upon payment of annual dues established for aspiring members. Aspiring members shall receive the regular publications of PA Principals Association and shall be entitled to register at the Annual Conference, all PA Principals Association workshops and conferences at the member rate.

Section 2.04. *Honorary Life Members.* Honorary life membership may be awarded to an individual whose contribution to PA Principals Association is so commendable that the Board votes unanimously to confer this honor.

Section 2.05. *Special Members.* Special membership to an individual whose contribution to educational or public service is exceptional may be extended to those who do not qualify under sections 2.01, 2.02, 2.03, or 2.04, upon approval of a majority of all members of the Board. The Board shall have the right to waive or adjust the dues.

Section 2.06. *Voting.* Only active class E, EA, M and emeritus members shall have the privilege of participating and voting in PA Principals Association business meetings and elections.

Revised: 2/8/08

Article III – Board of Directors

Section 3.01. *Power.* The Board shall have full power to conduct, manage, and direct the business and affairs of the corporation; and all powers of the corporation are hereby granted to and vested in the Board.

Section 3.02. *Class E Members.* All Board members shall be active class E members as defined in Article II, Section 2.01 of these Bylaws.

Section 3.03. *Composition.* The Board shall consist of (a) all officers, (b) national association representatives and (c) Eighteen (18) State Directors elected by geographic area with one elementary and one secondary representative from each of the nine regions, as well as a Professional Development Representative, a Diversity At-Large Member, a Supervisor/Director At-Large Member and an Assistant Principal At-Large Member.

Revised 1/28/22

- (a) Eighteen (18) members shall be elected by geographic region by the membership for terms of three years, with six or eight members elected each year. Elected State Directors shall begin their duties at the termination of the Annual Conference. These elected State Directors shall represent members from the following geographic sections and regions of the Commonwealth:

Revised 1/26/2024

Eastern Section

--East I Region - Susquehanna, Wayne, Lackawanna, Wyoming, Pike and Luzerne Counties.

--East II Region - Monroe, Carbon, Schuylkill, Lehigh, Northampton and Berks Counties.

--East III Region - Bucks, Montgomery, Chester, Philadelphia and Delaware Counties.

Central Section

--Central I Region - McKean, Potter, Tioga, Bradford, Elk, Cameron, Clinton, Lycoming, Clearfield, Centre and Sullivan Counties.

--Central II Region - Union, Northumberland, Columbia, Snyder, Montour, Dauphin, Perry, Lebanon, Cumberland, Lancaster, Franklin, Adams and York Counties.

--Central III Region - Somerset, Bedford, Fulton, Juniata, Huntingdon, Mifflin, Blair and Cambria Counties.

West Section

--West I Region - Erie, Warren, Crawford, Venango, Forest, Clarion, Clearfield and Jefferson Counties.

--West II Region - Mercer, Lawrence, Beaver, Butler, Armstrong and Indiana Counties.

--West III Region - Washington, Greene, Fayette, Allegheny and Westmoreland Counties.

Revised 3/8/19

- (a1) An additional four board members will be appointed by the President and approved by the Board of Directors, to fulfill a 2-year term, subject to reappointment by the President. The three At-Large appointees are voting members of the Board, as they each represent a group of members of the Association. The one Appointed Representative is in place to represent a service the Association offers all members, and thus an ex-officio member of the Board with no voting privileges. None of these Appointed Members shall serve in more than one position on the Board.

One member shall serve as the Assistant Principal At Large and the person fulfilling this position will be an active member of the PA Principals Association, a member of the Act 93 agreement and a current assistant principal.

Revised: 1/28/22

One member shall serve as Diversity At Large. The person fulling this position will be an active member of PA Principals Association, a member of the Act 93 agreement and will have experience with, demonstrates a passion for and promotes diversity in an educational setting. Diversity is defined by the U.S. Census Bureau as follows:

Diversity is defined as all of the ways in which we differ. Among these dimensions are age, gender, mental/physical abilities and characteristics, race, ethnic heritage, sexual orientation, communications style, organizational role and level, first language, religion, income, work experience, military experience, geographic location, education, work style and family status.

Revised: 1/28/22

One member shall serve as the Professional Development Representative. The person fulfilling this position will be an active member of PA Principals Association, a member of the Act 93 agreement and will have expertise in designing, delivering, and promoting professional development to principals. The Professional Development Representative will be an ex-officio member of the Board and will have no voting rights.

Revised: 1/28/22

One member shall serve as the Supervisor/Director At-Large and the person fulfilling this position will be an active member of PA Principals Association, a member of the Act 93 agreement and a current supervisor or director.

Added: 1/26/24

Appointed representatives will begin their duties at the termination of the Annual Conference. Prior to beginning their duties, newly appointed representatives shall attend an orientation session. Appointed representatives can come from any part of the state. In addition to bringing their views and perspectives to the Board, appointed representatives will perform duties and responsibilities listed for all other representatives.

Revised 1/26/24

- (b) The NAESP Representative is appointed by the President and elected by the Board of Directors for a three-year term with a two consecutive term limit. The NASSP Coordinator is appointed by the President and elected by the Board of Directors for a three-year term.

Revised 3/17/17

Section 3.04. *Resignations.* Any director of the corporation may resign at any time by giving written notice to the Executive Director and/or the President of the corporation. Such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Revised 10/14/17

Section 3.05. *Vacancies.* The Board may declare vacant the office of a director if he is declared of unsound mind by an order of court, or convicted of a felony, or for any other proper cause, or if within 60 days after notice of his selection, he does not accept such office either in writing or by attending a meeting of the Board.

Section 3.06. *Place of Meeting.* Meetings of the Board may be held at such place as the Board may from time to time appoint, or as may be designated in the notice of the meeting.

Section 3.07. *Regular Meetings.* Regular meetings of the Board shall be held at such time and place as shall be designated from time to time by resolution of the Board. At such meetings, the Board shall transact such business as may properly be brought before the meeting. Notice of regular meetings need not be given unless otherwise required by law or these Bylaws.

Section 3.08. *Special Meetings.* Special meetings of the Board shall be held whenever called by the President or by a majority of the directors in office. Notice of each such meeting shall be given to each director by telephone or in writing at least twenty-four hours (in the case of notice by telephone) or five calendar days (in the case of notice by mail) before the time at which the meetings is to be held. Every such notice shall state the time, place and purpose of the meeting.

Section 3.09. *Quorum, Manner of Acting, and Adjournment.* A majority of the directors in office shall be present at each meeting in order to constitute a quorum for the transaction of business. Each director present shall be entitled to one vote, except as otherwise specified in the Articles or these Bylaws or provided by statute, the acts of a majority of the directors present at a meeting at which a quorum is present shall be the acts of the Board. In the absence of a quorum, a majority of the directors present, and voting may adjourn the meeting from time to time until a quorum is present. The directors shall act only as a Board and the individual directors shall have no power as such, except that any action which may be taken at a meeting of the Board may be taken without a meeting, if a consent or consents in writing setting forth the action so taken shall be signed by all of the directors in office and shall be filed with the secretary of the corporation.

Section 3.10. *Executive and Other Committees.* The Board shall, by resolution, establish an Executive Committee and may, by resolution adopted by a majority of the directors in office, establish one or more other committees. The Executive Committee shall consist of the officers of the corporation. Any other committee of the Board shall consist of three or more directors of the corporation. Each committee of the Board shall serve at the pleasure of the Board.

The Executive Committee shall have and exercise all of the powers and authority of the Board in the management of the business and affairs of the corporation, except that the Executive Committee shall not have any power or authority as to the following:

- (a) The adoption, amendment or repeal of the Bylaws.
- (b) The adoption, amendment or repeal of the Operating Policies.

No committee of the Board, other than the Executive Committee, shall, pursuant to resolution of the Board or otherwise, exercise any of the powers or authority vested by these Bylaws or the Nonprofit Corporation Law of 1988 in the Board as such, but any other committee of the Board may make recommendations to the Board or Executive Committee concerning the exercise of such powers and authority.

The establishment of any committee of the Board and the delegation thereto of power and authority shall not alone relieve any director of this fiduciary duty to the corporation.

A majority of the directors in office designated to a committee shall be present at each meeting to constitute a quorum for the transaction of business and the acts of a majority of the directors in office designated to a committee or their replacements shall be the acts of the committee.

Each committee shall keep regular minutes of its proceedings and report such proceedings periodically to the Board.

Sections 3.07, 3.08, and 3.09 shall be applicable to committees of the Board.

Section 3.11. *Administrative Officers.* An Executive Director, Assistant Executive Director(s) and Regional Service Specialists may be employed by the Board to perform such duties as the Board may prescribe. They shall be non-voting ex-officio members of the Board and of all committees.

Section 3.12. *Necessary Votes.* All Board motions will require a simple majority of the voting members present to pass, unless specified differently in this document.

Section 3.13. *Virtual Attendance.* One or more persons may participate in a meeting of the Board or of a committee of the Board by means of on-line conference software or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at such meeting.

Revised 1/26/24

Article IV - Officers

Section 4.01. *Officers.* All officers shall be active class E members as defined in Article II, Section 1 of these By-laws and shall include a President, President-elect, Immediate Past President, Treasurer, State Representative to the National Association of Elementary School Principals, State Coordinator to the National Association of Secondary School Principals and such other officers as may be elected in accordance with the provisions of Article V. Only one office may be held by the same person. Officers shall be directors of the corporation.

Section 4.02. *Terms and Appointment.* Officers shall begin their duties at the termination of the Annual Conference. The President-Elect will be elected by the membership on a biannual basis and shall succeed to the office of President. The State Representative to NAESP shall serve a three-year term. The Treasurer shall be appointed by the President with approval from the Board for a three-year term to ensure continuity of the financial programs. The State Coordinator of NASSP shall also be appointed by the President with approval from the Board for a three-year term. The President of PA Principals Association will be a two-year term. Thus, the sequence is as follows: President- Elect (1 year), President (2 years), and Past-President (1 year).

Revised 1/26/2024

Section 4.03. *Subordinate Officers, Committees and Agents.* The Board may from time to time elect such other officers and appoint such committees, employees or other agents as the business of the corporation may require, each of whom shall hold office for such period, have such

authority, and perform such duties as are provided in these Bylaws, or as the Board may from time to time determine. The Board may delegate to any officer or committee the power to retain or appoint employees or other agents and to prescribe the duties of such employees or other agents.

Section 4.04. *General Powers.* All officers of PA Principals Association, as between themselves and PA Principals Association, shall respectively have such authority and perform such duties in the management of the property and affairs of the corporation as may be determined by resolutions or orders of the Board, or, in the absence of controlling provisions in resolutions or orders of the Board, as may be provided in these Bylaws.

Section 4.05. *Resignations.* Any officer or agent may resign at any time by giving written notice to the President and/or the Executive Director of the corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Revised 10/14/17

Section 4.06. *Removal.* Any officer, committee member, employee or other agent of the corporation may be removed, either for or without cause, by the Board whenever in the judgment of the Board the best interests of the corporation will be served thereby, but such removal shall be without prejudice to the contract rights of any person so removed.

Section 4.07. *Vacancies.* A vacancy in any elected office because of death, resignation, removal, disqualification, or any other cause, shall be filled from the Board and if the office is one for which these Bylaws prescribe a term, shall be filled for the unexpired portion of the term.

Revised: 2/8/08

In the event of a vacancy of the President, the unexpired term will be filled by the first Immediate Past President. If no Immediate Past President is available, the unexpired term will be filled by the President-Elect, and complete the President and President-Elect terms. If both members are not available, the Executive Committee will appoint someone from the current Board of Directors.

Revised 10/14/17

The President shall announce the vacancy to the Board of Directors and ask that those who are interested in the position submit names to the Executive Committee. The President will consult with the Executive Committee, and then will select an individual to fill the position.

Section 4.08. *The President.* The President shall preside at all meetings of the members of the Board. The President shall be the executive officer of the Board. The President shall sign, execute and acknowledge, in the name of PA Principals Association, deeds, mortgages, bonds, contracts or other instruments, authorized by the Board except in cases where the signing and execution thereof shall be expressly delegated by the Board, or these Bylaws, to some other officer or agent of the corporation; and, in general, shall perform all duties incident to the office of President, and such other duties as from time to time may be assigned by the Board. This office will alternate between a member who is an elementary principal, and a member who is a secondary principal. The first President shall be determined by a coin toss between the

President-elect of the two merging corporations. The winner will be the first President; the loser will be the first President-elect.

Section 4.09. *The President-Elect.* The President-Elect shall perform the duties of the President in his absence and such other duties as may from time to time be assigned to him by the Board or the President.

Section 4.10. *The Secretary.* The Secretary or an Assistant Secretary shall attend all meetings of the Board and shall record all the votes of the directors and the minutes of the meetings of the Board and of committees of the Board in a book or books to be kept for that purpose; shall see that notices are given and records and reports properly kept and filed by the corporation as required by law; shall be the custodian of the seal of the corporation and see that it is affixed to all documents to be executed on behalf of the corporation under its seal; and, in general, shall perform all duties incident to the office of secretary, and such other duties as may from time to time be assigned by the Board or the President. Filling this role will be a member of the office staff.

Revised 10/14/17

Section 4.11. *The Treasurer.* The Treasurer or an Assistant Treasurer shall have or provide for the custody of the funds or other property of the corporation and shall keep a separate bank account of the same to his credit as treasurer; shall collect and receive or provide for the collection and receipt of the moneys earned by or in any manner due to or received by the corporation; shall deposit all funds in his custody as treasurer in such banks or other places of deposit as the Board may from time to time designate; shall, whenever so required by the Board, render an account showing his transactions as treasurer, and the financial condition of the corporation; and, in general, shall discharge such other duties as may from time to time be assigned by the Board or the President.

Section 4.12. *Executive Director.* The Executive Director of PA Principals Association shall be the Chief Executive Officer of PA Principals Association and the official staff and advisor to, and executive agent of, the Board and its Executive Committee. The Executive Director is the administrative head of PA Principals Association and has full responsibility for its operation. The Executive Director shall bring to the Board such matters as are appropriate to inform the Board fully in its policy-making work. The Executive Director is responsible to the Board, and serves, ex-officio, on all its committees without vote. The Executive Director shall have general supervision over the activities and operations of PA Principals Association, subject, however, to the control of the Board.

Section 4.13. *State Directors and Regional Boards.* Eighteen State Directors, elected by the membership, shall represent the nine geographic regions of the Commonwealth. Each region shall have one elementary and one secondary State Director serving as members of the PA Principals Association Board of Directors. These State Directors shall also co-chair a regional board. There will be nine regional boards, one for each region of the Commonwealth. The regional board will have one elementary and one secondary member from each intermediate unit in the region, as well as a representative who is an assistant principal and one who is a supervisor/director. The regional boards shall meet at least three times each school year, either in person or virtually, for the purpose of creating capacity in the region focusing on membership, communication, recognition and professional development.

Added 1/26/2024

Section 4.14. *Officers' Bonds.* Any officer shall qualify for a bond for the faithful discharge of his duties in such sum, if any, and with such surety or sureties as the Board may require. All costs and expenses associated with any such bond so required shall be paid by the corporation.

Article V – Elections

Members of the Board shall be elected by vote of eligible members in the following manner:

Section 5.01. *Nominating Committee.* A nominating Chairperson and committee totaling three (3) eligible members (none of whom shall be a member of the Board) shall be appointed by the President to serve for one year. The names of the nominating Chairperson and nominating committee shall be published in a membership publication no later than December 31.

Revised 10/14/17

Section 5.02. *Nominations.* The nominating committee shall endeavor to submit at least two names for each office to be filled. The nominees shall be from geographic sections and regions as outlined under Article III, Section 3.03(a). In the event that no nominations are received for an office, the President will fill that vacancy with an appointment approved by the Board.

Section 5.03. *Ballots.* The office of the Executive Director shall send electronic ballots for candidate(s) vying for President-Elect every other year prior to April 1 to all active and emeritus members listed on the membership roster as of February 28 who have email addresses in their membership record.

Revised 3/8/19

The office of the Executive Director shall send electronic ballots for candidate(s) vying for State Director in that year for that specific region prior to April 1 to all active members listed on the membership roster as of February 28 who have email addresses in their membership record.

Revised 3/8/19

Information concerning the candidates shall be included with the ballot and space shall be provided on the ballot for write-in votes. Members shall be instructed to complete the electronic ballot within a two-week period. Each eligible member shall be entitled to one vote.

Section 5.04. *Plurality and Run-Off Elections.* The nominating committee chair, appointed by the President, shall receive the election results and after review, certify the election to the Board. A plurality shall constitute an election. The Board shall notify the members of PA Principals Association in case of a tie vote in the statewide election of officers and a run-off election shall be held during the business meeting of the Annual Conference. In the event of a tie vote in the election of State Directors, a run-off election will be held within the region prior to the Annual Conference.

Revised 1/26/2024

Section 5.05 *Election Procedures and Campaigning*

Pre-Election Guidelines

- The President appoints a non-seated board member as the Nominations Committee Chairperson who in turn works with the President to select two additional non-board members, one secondary member and one elementary member. The names of the committee members shall be published in a membership publication no later than December 31. No election will be held in absence of this committee and Nominations Committee Chairperson. Section 200 of the Policy Manual describes the duties and responsibilities of this committee.
- Open board positions are announced to the membership via the website and the November/December Advisory. A deadline is selected for receiving applications.
- The Nominations Chair contacts each candidate to review the guidelines on campaigning as well as other information they need to know involving the processes of running for office. (Contact with each candidate must be made prior to Slate of Candidates going to the board for approval)

Revised 3/8/19

- The Director of Communications contacts an approved voting software company, hereafter referred to as “the approved firm”, with details needed to run the upcoming election.
- The Nomination Chairperson, President and staff of the PA Principals Association agree on a timeline for the election.
- The Director of Programs and Director of Communications work together to send emails to the appropriate groups (secondary, elementary, full membership) and/or regions for which there are open board positions.

Revised: 1/28/22

- The contact information for the Nominations Chairperson and committee is posted on the website and a final announcement seeking applicants is published in the February/March Advisory.

Revised: 3/17/17

During-Election Guidelines

- After the deadline, all applicants must be confirmed as current PA Principals Association members by the office staff. Applications are sent to the Nominations Chairperson to share with the committee.
- The Nomination Chairperson contacts the office with the final slate of candidates.
- All candidates for the office of President-Elect shall submit a position statement. The information shall also include the candidates’ picture and resume.
- The Director of Programs prepares an email with the slate of candidates that is sent to the full board for approval.

Revised: 1/28/22

- Using provided photos and applications of the slate of candidates, the Director of Communications creates bios for ALL candidates. The final bios are sent to the candidates for approval before being sent to the approved firm to be used in the online ballots.

Revised 10/14/17

- If there is more than one candidate vying for a position, a drawing is held in the office by the Executive Director, Director of Programs, Director of Communications and the Nominations Chairperson to determine the position on the ballot.

Revised: 1/28/22

- The Director of Membership creates the email list for the groups/regions that will receive an online ballot. These lists are sent to the approved firm.
- The approved candidate bios for all positions are sent to the approved firm for use in the ballots.

Revised 10/14/17

- The approved firm creates the ballots and sends them to the Director of Communications for testing and approval by the office staff.
- The Director of Programs sends an email to candidates for the office of President-Elect who are vying for a position offering them the opportunity to send an optional self-generated one-page .pdf file that will be sent to all active and emeritus members via email. These flyers are reviewed by the Executive Director and Nominations Chair and placed in an email to applicable voting members for the position just before the election is launched by the approved firm.

Revised 1/28/22

- The Director of Programs sends an email to candidates for the office of State Director who are vying for a position offering them the opportunity to send an optional self-generated one-page .pdf file that will be sent to the members in their region (group) via email. These flyers are reviewed by the Executive Director and Nominations Chair and then placed in an email to all applicable voting members for the position just before the election is launched by the approved firm.

Revised 1/26/24

- To summarize, the following materials are created by the candidate in conjunction with the PA Principals office, and shared with any potential voting members:
 - President-Elect- photo and bio (flyer and video – optional)
 - All other elected positions- photo and bio (flyer for contested election- optional)

Revised 3/8/19

- These flyers are placed in an email, reviewed by the Executive Director and sent just before the election is launched by the approved firm.

Revised 10/14/17

- During the open election window, three reminder emails are sent to those who have not voted by the approved firm.
- The approved firm sends a postcard reminder with the URL address to those people whose email bounces back to them, so they have the opportunity to vote.
- The approved firm sends a link to the Nominations Chairperson and one to the Director of Communications. The Nominations Chairperson can see who is being voted for and the totals. The Director of Communications can only see the total number of members voting, but not to whom those votes are attributed.

Revised 3/17/17

Post-Election Guidelines

- At the close of the election, the Director of Communications receives the final voting results from the approved firm.
- At the close of the election, the Nominations Chairperson notifies the winners and the non-winners, by phone.
- The Executive Director sends a list of those who won the election to the board. Number of votes per candidate is not included, only general outcome. After this is completed, the

Director of Communications posts the information on the website and an article is later published in the April/May Advisory.

Revised 3/17/17

Campaigning

The following two communications identified below are the *only permissible* means of campaigning. These are facilitated through the office staff of the PA Principals Association, once approved by the Nominations Committee.

1. For the office of President-Elect, an optional video interview using pre-determined questions will be created by the office of the PA Principals Association for each candidate and displayed on the Association website.
2. The office of the PA Principals Association will distribute one email featuring the bio and photo for each candidate running for any positions and an 11”x8” brochure created by the candidate and approved by the nomination chairperson.

Revised 10/14/17

To summarize:

1. The following materials are created by the candidate in conjunction with the PA Principals office, and shared with any potential voting members:
 - a. President-Elect- photo, bio, flyer and optional video
 - b. All other elected positions- photo and bio

Revised: 6/29/18

2. No campaigning will be permitted by the candidates or as a direct connection with the candidates. This includes social media, email lists, cold call phone campaigning or group texting for political gain. No gifts may be given for votes or for use in the campaign.
3. Face-to-face personal conversations are acceptable.
4. Nonconformity to this restriction may result in elimination of a candidate from the election or from the secured office.
5. If a candidate is suspected of campaigning outside of the established protocol in these bylaws, this information will be reported to the Executive Committee to determine the authenticity of the accusation. The Executive Committee will make a final determination if the candidate should be removed from the ballot and/or the election.

Revised: 3/17/17

Article VI – Limitation of Personal Liability of Directors; Indemnification

Section 6.01. *Limitation of Personal Liability of Directors.* A director of the corporation shall not be personally liable for monetary damages as such for any action taken, or any failure to take any action, unless:

- (a) the director has breached or failed to perform the duties of his or her office as defined in Section 6.02 below; and
- (b) the breach of failure to perform constitutes self-dealing, willful misconduct or recklessness, as determined by the Board.

The provisions of this Section shall not apply to (a) the responsibility or liability of a director pursuant to any criminal statute; or (b) the liability of a director for the payment or nonpayment of taxes pursuant to local, state or federal law.

As an officer, members of the Executive Committee cannot win the National Distinguished Principal (elementary) or Principal of the Year (secondary) awards or any state award sponsored by or connected to PA Principals. Other board members are eligible to win both state and national awards. All members are eligible for any other award sponsored by the national organization only when it does not have a connection to the state organization.

Revised: 1/27/17

Section 6.02. *Standard of Care and Justifiable Reliance.*

(a) A director of the corporation shall stand in a fiduciary relationship to the corporation, and shall perform his or her duties as a director, including his or her duties as a member of any committee of the Board upon which he or she may serve, in good faith, in a manner he or she reasonably believes to be in the best interests of the corporation, and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances. In performing his or her duties, a director shall be entitled to rely in good faith on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by any of the following:

- (i) One or more officers or employees of the corporation whom the director reasonably believes to be reliable and competent in the matters presented; and
- (ii) Counsel, public accountants, or other persons as to matters which the director reasonably believes to be within the professional or expert competence of such person; and
- (iii) A committee of the Board upon which he or she does not serve, duly designated in accordance with law, as to matters within its delegated authority, which committee the director reasonably believes to merit confidence.

A director shall not be considered to be acting in good faith if he or she has knowledge concerning the matter in question that would cause his or her reliance to be unwarranted.

(b) In discharging the duties of their respective positions, the Board, committees of the Board, and individual directors may, in considering the best interests of the corporation, consider the effects of any action upon employees, upon persons with whom the corporation has business and other relations and upon communities which the officers or other establishments of or related to the corporation are located, and all other pertinent factors. The consideration of those factors shall not constitute a violation of subsection (a) of this Section.

(c) Absent breach of fiduciary duty, lack of good faith, or self-dealing, actions taken as a director or any failure to take any action shall be presumed to be in the best interests of the corporation.

Section 6.03. *Indemnification in Third Party Proceedings.* The corporation shall, upon a majority vote of the Board, indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the corporation) by reason of the fact that he or she is or was a representative of the corporation, or is or was serving at the request of the corporation as a representative of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding if he acted in good faith and in a manner reasonably believed to be in, or not opposed to, the best interests of the corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not of itself create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of the corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

Section 6.04. *Indemnification in Derivative Actions.* The corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the corporation to procure a judgment in its favor by reason of the fact that he or she is or was a representative of the corporation, or is or was serving at the request of the corporation as a representative of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorneys' fees) actually and reasonably incurred in connection with the defense or settlement of such action or suit if he or she acted in good faith and in a manner he or she reasonably believes to be in, or not opposed to, the best interests of the corporation and except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the corporation unless and only to the extent that the Court of Common Pleas of Cumberland County or the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the Court of Common Pleas or such other court shall deem proper.

Section 6.05. *Mandatory Indemnification.* Notwithstanding any contrary provision of the Articles or these Bylaws, to the extent that a representative of the corporation has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in either Section 6.03 or 6.04 above shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection therewith.

Section 6.06. *Determination of Entitlement to Indemnification.* Unless ordered by a court, any indemnification under Section 6.03 or 6.04 above shall be made by the corporation only as authorized in the specific case upon determination that indemnification of the representative is proper in the circumstances because he or she has met the applicable standard of conduct set forth in such paragraph. Such determination shall be made:

- (a) by the Board by a majority vote of a quorum consisting of directors who were not parties to such action, suit, or proceeding; or
- (b) if such a quorum is not obtainable, or, even if obtainable, a majority vote of a quorum of disinterested directors so directs, by independent legal counsel in a written opinion.

Section 6.07. *Advancing Expenses.* Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding as authorized by the Board in a specific case upon receipt of an undertaking by or on behalf of the representative to repay such amount unless it shall ultimately be determined that s/he is entitled to be indemnified by the corporation as authorized in this Article VI.

Section 6.08. *Indemnification of Former Representatives.* Each such indemnity may continue as to a person who has ceased to be a representative of the corporation and may inure to the benefit of the heirs, executors and administrators of such person.

Section 6.09. *Insurance.* The corporation shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the corporation or is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by such person in any capacity or arising out of such person's status as such, whether or not the corporation would otherwise have the power to indemnify such person against such liability.

Section 6.10. *Reliance on Provisions.* Each person who shall act as an authorized representative of the corporation shall be deemed to be doing so in reliance upon the rights of indemnification provided by this Article.

Article VII - Meetings

Section 7.01. *Meetings.* PA Principals Association shall hold such meetings as are deemed necessary by the President or the Board.

Section 7.02. *Proxy Votes.* Members shall be permitted to vote by proxy as provided in this paragraph. The presence of or vote or other action at a meeting of members, or the expression of consent or dissent to corporate action in writing, by a proxy of a member shall constitute the presence of, or vote or action by, or written consent or dissent of such member. Every proxy shall be executed in writing by the member or by his duly authorized attorney in fact and filed with the secretary of the corporation. A proxy shall be revocable at will, notwithstanding any other agreement or any provision in the proxy to the contrary, but the revocation of a proxy shall not be effective until notice thereof has been given to the secretary of the corporation. No unrevoked proxy shall be valid after eleven (11) months from the date of its execution, unless a longer time is expressly provided therein, but in no event shall proxy be voted on after three years from the date of its execution. A proxy shall not be revoked by the death or incapacity of the maker unless before the vote is counted or the authority is exercised, written notice of such death or incapacity is given to the secretary of the corporation.

Section 7.03. *Majority Vote.* A majority of those members present shall be required for the transaction of the business at any meeting.

Revised 1/26/24

Article VIII – Notice/Waivers

Section 8.01. *Notice, What Constitutes.* Whenever written notice is required to be given to any person under the provisions of the Articles, these Bylaws, or the Nonprofit Corporation Law of 1988, it may be given to such person, either personally or by sending a copy thereof by bulk mail, postage prepaid, to his address supplied by him to the corporation for the purpose of notice. If the notice is sent by mail, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail. A notice of meeting shall specify the place, day, and hour of the meeting and any other information required by law or these Bylaws.

When a meeting is adjourned, it shall not be necessary to give any notice of the adjourned meeting or of the business to be transacted at an adjourned meeting, other than by announcement at the meeting at which such adjournment is taken.

Section 8.02. *Waivers of Notice.* Whenever any written notice is required to be given under the provisions of the Articles, these Bylaws, or the Nonprofit Corporation Law of 1988, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Article IX -- Fiscal Year and Dues

Section 9.01. *Fiscal Year.* The fiscal year of PA Principals Association shall be July 1 to June 30.

Section 9.02. *Dues.* Dues shall be established annually at a regular meeting of the Board to meet the financial obligations of PA Principals Association. Such action must be approved by a simple majority vote of the total membership of the Board.

Article X - Parliamentary Procedures

Section 10.01. *Robert's Rules.* Robert's Rules of Order shall govern in all meetings of PA Principals Association.

Section 10.02. *Parliamentarian.* The President shall appoint a Parliamentarian to serve at the meetings of PA Principals Association. The Parliamentarian serving at all meetings shall be the Immediate Past President. In the event of no Immediate Past President, the Parliamentarian shall be the President Elect, if one is currently in office.

Revised 1/26/24

Article XI - Amendments

Section 11.01. *Amendments.* These Bylaws may be amended at any meeting of the Board by a two-thirds vote of the members present and voting or by a quorum. All amendments that are approved will become effective immediately unless otherwise stipulated.

Revised 10/14/17

Article XII - Miscellaneous

Section 12.01. *Corporate Seal.* The corporation shall have a corporate seal in the form of a circle containing the name of the corporation, the year of incorporation and such other details as may be approved by the Board.

Section 12.02. *Checks.* All checks, notes, bills of exchange or other orders in writing shall be signed by such person or persons as the Board may from time to time designate.

Section 12.03. *Contracts.* Except as otherwise provided in these Bylaws, the Board may authorize any officer(s), agent(s), to enter into any contract or to execute or deliver any instrument on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 12.04. *Deposits.* All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board may approve or designate, and all such funds shall be withdrawn only upon checks signed by such one or more officers or employees as the Board shall from time to time determine.

Section 12.05. *Annual Report of the Board.* There shall be an annual report to the general membership provided each year in conjunction with the PA Principals Association's Annual Conference. The Annual Report will convey, with appropriate detail, the following:

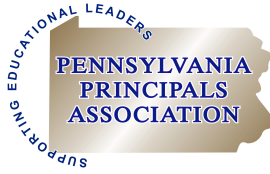
- (a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year immediately preceding the date of the report.
- (b) The principal changes in assets and liabilities, including trust funds, during the year immediately preceding the date of the report.
- (c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for the corporation.
- (d) The expenses or disbursements of the corporation, for both general and restricted purposes, during the year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for the corporation.
- (e) An update on membership, professional development, legislation and advocacy, and any other pertinent information deemed necessary by the Executive Director.

The Annual Report shall be available at the Annual Conference. The Annual Report shall also be provided to each member electronically. The acceptance of the Annual Report shall be conducted through an on-line voting process. Acceptance of the Annual Report by a majority of those members returning their ballot shall be required for the transaction of the business outlined in the Annual Report.

Revised 1/26/24

Article XIII - Implementation

Section 13.03. *Effective.* These Bylaws shall become effective immediately upon the effective date of the merger or before that date by a majority vote of the directors in office of the PAESP and PASSP.



400.0 Member Services

400.1 Legal Assistance

A. PA Principals Association Programs

1. Pre-Legal Assistance Services

Administrators have the following state services available prior to requesting legal assistance:

- a. Regular legal updates through the newsletters, the magazine and the web site.
- b. Legal assistance is only available to active status dues paying members.
- c. New members who join the Association will be eligible for legal assistance immediately.
- d. Lapsed members are eligible for legal assistance only after they renew their membership.
- e. Counseling and intervention services of Executive Director, Assistant Executive Director(s) and Regional Service Specialists.
- f. Counseling and intervention services of the PA Principals Association Chief Counsel when deemed appropriate by the Executive Director.
- g. Upon agreement by the Executive Director or Assistant Executive Director, administrators may have their cases assigned to a regional attorney. In that event, PA Principals Association assumes responsibility to reimburse job protection related legal expenses to a maximum of \$500.
- h. In the event that a regional counsel is utilized, the PA Principals Association Chief Counsel shall be available for consultation with the regional attorney.
- i. Chief Counsel legal expenses in excess of \$500 will be submitted for payment by NAESP/NASSP legal defense fund under the member's name.
- j. Certain criminal actions will not qualify for legal assistance.
- k. Legal charges incurred prior to approval of the case will not be reimbursed.
- l. Payment for services will be made directly to the attorney. In a case where an assigned regional attorney is not used, payment will be made to reimburse the member for attorney fees up to a maximum of \$500.
- m. In the case of financial settlement, the Association reserves the right to recover part or all of the legal expenses incurred on behalf of the member.

Revised 1/26/24

2. National Legal Assistance Services

- a. NAESP/NASSP provides reimbursement for legal fees to a maximum of \$10,000 on a sliding scale of accumulation based upon \$1,000 for each year of membership. PA Principals Association reimbursement of \$500 is applied toward the \$10,000 total potentially available.
- b. Members must notify PA Principals Association prior to filing a legal assistance claim with NAESP/NASSP.

- c. NAESP/NASSP provide legal memoranda and publications and provide legal counsel on national issues.

3. Additional Legal Assistance

- a. Requests for payment of legal fees exceeding the basic \$500.00 may be made in writing to the Executive Director.
- b. Approval requires demonstration of special circumstances or that the case has significant implications for the general membership. The Executive Director has discretion to authorize up to \$2,000 additional funds when these special circumstances are merited.
- c. The Executive Committee must grant approval for additional legal financial support exceeding the above-mentioned limits.
- d. The Board of Directors may set conditions upon which the receipt of additional financial assistance is predicated.

4. Financial Assistance

- a. In liability actions, legal services are comprehensive and liability coverage from national totals \$2,000,000.
- b. Discretionary funds are available in addition to the above amounts with approval of the Board of Directors.

5. Act 93 Group Cases

- a. Requests for legal assistance involving groups of administrators or local associations should be made to the Executive Director.
- b. The administrative group must submit a letter detailing the need for assistance and the type of support desired. The letter must include a listing of all members of the state association employed in the school district.
- c. A majority of the state members must desire legal assistance in order to receive approval.
- d. Board of Directors approval will be required for assistance that is judged to be substantial.
- e. Use of an attorney will require authorization by the Executive Director.

400.2 Legal Assistance Request Application

The executive director and staff will be responsible for establishing the appropriate procedures, guidelines and submission of documents in coordination with the national associations to authorize and supply legal support for members. *(See Appendix B)*

400.3 Meetings, Conferences and Staff Development

A. Membership Meetings

1. The PA Principals Association shall conduct periodic membership meetings as shall be necessary for the efficient operation of the organization.
2. Regional Board meetings shall be held at least three times each school year, either in person or virtually, for the purpose of creating capacity in the region focusing on membership, communication, recognition, and professional development

Revised 1/26/24

B. Annual Conference

1. The PA Principals Association shall hold an Annual Conference to provide staff development opportunities for principal practitioners.
2. The Annual Conference may rotate locations within the Commonwealth.
3. It shall be the responsibility of the conference planning committee, under the leadership of the Conference Chairperson, to plan the Annual Conference.

Revised 10/14/17

Revised 1/26/24

C. Professional Development Activities

1. Maintain an active professional development committee to advise and assist in the creation of professional development opportunities for principals.
2. Workshops - The PA Principals Association shall from time-to-time schedule professional development workshops to address professional training needs of the membership.
3. Conduct informative regional meetings related to critical professional development issues, legal issues and legislative and Act 93 issues for principals.
4. Professional development opportunities – create, organize and sponsor professional development for principals that meet state mandates for principal certification such as Act 45 and Aspiring Principal Programs, Act 45.
5. Coordinate training efforts with other organizations to provide a wide range of training opportunities for principals.

Revised 1/26/24

400.4 Liaison Relations

1. The PA Principals Association will work diligently to maintain effective communications with other education associations sharing common concerns and goals. Specifically, the Association will maintain frequent and on-going contacts with the National Association of Elementary School Principals, National Association of Secondary School Principals, Pennsylvania School Boards Association, Pennsylvania Association of School Administrators, Pennsylvania Association of School Business Officials, Pennsylvania Association for Supervision and Curriculum Development, Pennsylvania Department of Education, Pennsylvania Interscholastic Athletic Association, Pennsylvania State Education Association and Pennsylvania Federation of Teachers. The

Association will cooperate with other associations to accomplish common efforts for educational improvement.

400.5 Awards

The Pennsylvania Principals Association shall create and extend honors to be bestowed upon Association members on the basis of established criteria.

Revised: 1/28/22

1. Joint Awards (These awards are chosen from both elementary and secondary members)
 - a. Service to Children Award
 - b. Frank S. Manchester Award for Journalistic Excellence
 - c. Sponsor-specific mini-grants
 - d. Joseph Mamana Meritorious Service Award
 - e. The Bob Schiller Memorial Cancer Research and Support Award
 - f. Educational Excellence Award

Revised 1/28/22

2. Established Elementary Division Awards
 - a. National Distinguished Principal Award
 - b. National Outstanding Assistant Principals Award

Revised 1/28/22

3. Established Secondary Division Awards
 - a. Principal of the Year Award (secondary level)
 - b. Robert E. Lavelly Assistant Principal of the Year Award

Revised 1/28/22

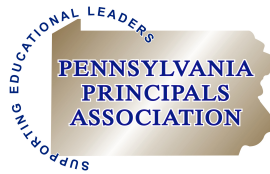
4. Special Award
 - a. President's Award
 - b. Conference Chair Award
 - c. Board Members Service Award

The respective elementary and secondary divisions of the Association maintain the right to issue awards as appropriate to principals, educators and advocates of public education on the basis of those established criteria.

The President of PA Principals Association shall appoint appropriate divisional committees to establish, review and revise award criteria, identify worthy nominees and to select recipients for all designated awards.

The PA Principals Association shall establish such additional awards as are deemed appropriate by the Board of Directors.

Revised: 1/26/24



500.0 Finance

500.1 Fiscal Year

1. The PA Principals Association Fiscal Year begins July 1st of each year and ends June 30.

500.2 Financial Management Policy Adoption Requirement

1. Policies related to the financial operation and management functions of PA Principals Association shall require an affirmative vote of two-thirds of the Board of Directors' members eligible for voting.

500.3 Operating Budget

The Executive Director shall be responsible for the development and presentation of an annual budget proposal for presentation at the summer meeting of the Board of Directors.

1. A working draft of the budget shall be reviewed by the Executive Committee prior to the presentation by the Executive Director.
2. The annual budget shall be presented in a format recommended by the Association auditors and include all projected income and expenditures for the fiscal year.
3. The annual budget shall be organized in a format that is recommended by the Association's independent auditing firm.
4. The Treasurer and/or Executive Director will make available upon request a monthly budget report to all Board members with a complete summary of both revenue and expenditures. This report will be sent as necessary in the event significant budget changes.

Revised 1/26/24

5. PA Principals Association shall require an annual fiscal audit by an independent CPA firm approved by the Board.
6. All revenue must be deposited in interest bearing accounts not to exceed FDIC insurance limits.
7. All disbursements must be accounted for by writing checks requiring two signatures with a consecutive numbering system in a Board approved financial institution.
8. The Association shall maintain a minimum reserve to insure on-going operation for a three-month period of time.

500.4 Expenditures

All PA Principals Association expenditures must be consistent with the Board approved fiscal operating budget.

1. No individual may authorize expenditures from the annual fiscal operating budget that exceed Board authorized allocations for any budget category.
2. A monthly summary of all Association expenditures must be included in the Treasurer's report to the Board of Directors.
3. All Association expenditures must be processed through the office of the PA Principals Association Comptroller.
4. All Association expenditures must be consistent with the spending guidelines of the Association's independent auditors.

500.5 Budgetary Reserves

The Association budget shall maintain budgetary reserves that shall be utilized at such times that emergency expenditures require.

1. All transfers and expenditures from budgetary reserve accounts shall require an approval vote of two-thirds of the voting members of the Board of Directors.

500.6 Reimbursable Expenses

PA Principals Association will reimburse members for legitimate expenses on the basis of guidelines provide by the Association's independent auditors. – *(See Appendix C)*

1. Reimbursement requests will be processed through the Association's office on a monthly basis. Requests for reimbursement received by the Association's office prior to the 15th day of the month shall be paid by the last day of the month. Reimbursement requests received on or after the 15th day of the month shall be paid on the subsequent month.
2. Separate reimbursement requests must be submitted for Annual Conference related expenses.
3. All mileage travel expenses must be itemized to include date of travel, destination, number of miles traveled and purpose of travel.
4. Mileage reimbursement shall be processed at the IRS approved rate.
5. Mileage reimbursement shall be processed on the basis of the shortest route possible.
6. Appropriate receipts must be provided for all expenditures processed for reimbursement.
7. Attendance at Association workshops, state conference and national conferences are considered opportunities for professional growth. Therefore, Association members are expected to submit reimbursable expenses to their home district for those events that can be considered a professional growth activity.
8. Reimbursement for travel by means other than automobile will be reimbursed on the basis of coach or economy class fare only.
9. Long distance automobile travel (if air or rail transportation is available) will be reimbursed on the basis of the lowest roundtrip airfare. Tolls, parking and related

expenses will be reimbursed to the extent that they are no more expensive than roundtrip travel to and parking at the airport. Meals and lodging enroute are not reimbursable.

10. Two or more members traveling together may submit only a single reimbursement request.
11. Association members are encouraged to share automobile travel to the extent possible.
12. Utilization of a rental car to complete Association business shall be reimbursed on the basis of the rental rate for a standard mid-sized automobile plus necessary fuel expenditures.
13. The daily flat rate meal allowance shall be determined annually using the U.S. General Services Administration's Meals & Incidentals (M&IE) rates for the city of Harrisburg (found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>). This includes tax and tip. If a meal is provided as part of the PA Principals Association activity or meeting, there will be no reimbursement for any other meal.

Revised 1/26/24

14. All hotel rooms will be reimbursed based on a double occupancy rate. Individuals traveling on association business are expected to utilize standard business lodging institutions.
15. Local bus, ride share and taxi fares required for the completion of Association business are subject to itemization if more than usual and customary amounts.

Revised 1/26/24

16. Reimbursement will not be provided for personal expenditures. Personal long distance calls, valet parking, bar charges, laundry, etc., are considered personal expenses and are not reimbursable.
17. The appropriate Association staff member shall be responsible to process all reimbursement requests within the foregoing policy guidelines. The Executive Director and the Association President must approve all requests for exceptions.

Revised 1/26/24

18. The Association shall issue credit cards to appropriate employees to be utilized, as required, in the conduct of Association business. All credit card expenditures must have receipts attached to their voucher or submitted to comptroller to be reconciled on the basis of activity, justification and receipts.

Revised 1/26/24

19. Any purchase of alcoholic beverages for association social functions which are ordinary and necessary will not be paid through membership dues. Specific receipts for the purchases and a listing of the funds contributed by corporate sponsors must be submitted to the Executive Director and are subject to approval by the Executive Committee.

Revised: 4/29/05

500.7 Conflict of Interest Policy

I. APPLICATION OF POLICY

This policy applies to board members, staff and certain volunteers of the Pennsylvania Principals Association. A volunteer is covered under this policy if that person has been granted significant independent decision-making authority with respect to financial or other resources of the organization. Persons covered under this policy are hereinafter referred to as “interested parties.”

II. CONFLICT OF INTEREST

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of PA Principals Association. There are a variety of situations that raise conflict of interest concerns including, but not limited to, the following.

Financial Interests - A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by PA Principals Association. Examples include situations where:

- The PA Principals Association contracts to purchase or lease goods, services or properties from an interested party, or a relative, or business associate of an interested party;
- The PA Principals Association purchases an ownership interest in or invest in a business entity owned by an interested party or by a relative or business associate of an interested party;
- The PA Principals Association offers employment to an interested party, or a relative, or business associate of an interested party, other than a person who is already employed by the PA Principals Association;
- An interested party, or a relative or business associate of an interested party, is provided with a gift, gratuity or favor, of a substantial nature, from a person or entity that does business, or seeks to do business, with the PA Principals Association; and,
- An interested party, or a relative or business associate of an interested party, is gratuitously provided use of the facilities, property, or services of the PA Principals Association.

Other Interests - A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial benefit or advantage that he/she would not have obtained absent his or her relationship with the PA Principals Association, or where his/her duty or responsibility owed to the PA Principals Association conflicts with a duty or responsibility owed to some other organization. Examples include where:

- An interested party seeks to obtain preferential treatment by the PA Principals Association for himself or herself, for a relative, or for a business associate;
- An interested party seeks to make use of confidential information obtained from the PA Principals Association for his or her own benefit, or for the benefit of a relative, business associate, or other organization; and,
- An interested party seeks to take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, which he or she has reason to believe would be of interest to the PA Principals Association.

III. DISCLOSURE OF ACTUAL OR POTENTIAL CONFLICTS OF INTEREST

An interested party is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known, or reasonably should be known.

An interested party shall complete a questionnaire, in the form attached hereto, to fully and completely disclose the material facts about any actual or potential conflicts of interest. The disclosure statement shall be completed upon his or her association with the PA Principals Association and shall be updated annually thereafter. An additional disclosure statement shall be filed at such time as an actual or potential conflict arises.

For board members, the disclosure statements shall be provided to the President (Chairman) of the Board, or in the case of the President's (Chairman's) disclosure statement shall be provided to the Secretary of the Board. Copies shall also be provided to the Executive Director of the PA Principals Association.

In the case of staff or volunteers with significant decision-making authority, the disclosure statements shall be provided to the Chief Executive Officer of the PA Principals Association, or in the case of the Executive Director's disclosure, the statement shall be provided to the President (Chairman) of the Board.

The Secretary of the Board of Directors shall file copies of all disclosure statements with the official corporate records of the PA Principals Association.

IV. GENERAL PROCEDURES FOR THE REVIEW OF ACTUAL OR POTENTIAL CONFLICTS

Whenever there is reason to believe that an actual or potential conflict of interest exists between the PA Principals Association and an interested party, the Board of Directors shall determine the appropriate organizational response. This shall include, but not necessarily be limited to, invoking the procedures described in Section V, below, with respect to a specific proposed action or transaction.

Where the actual or potential conflict involves an employee of the PA Principals Association other than the Executive Director, the Executive Director shall, in the first instance, be responsible for reviewing the matter and may take appropriate action as necessary to protect the

interests of the PA Principals Association. The Executive Director shall report to the President (Chairman) the results of any review and the action taken. The President (Chairman), in consultation with the Executive Committee, shall determine if any further Board review or action is required.

V. PROCEDURES FOR ADDRESSING CONFLICTS OF INTEREST - SPECIFIC TRANSACTIONS

Where the PA Principals Association and an interested party with respect to a specific proposed action or transaction, the PA Principals Association shall refrain from the proposed action or transaction until such time as the proposed action or transaction has been approved by the disinterested members of the Board of Directors of the organization. The following procedures shall apply:

- An interested party who has an actual or potential conflict of interest with respect to a proposed action or transaction of the corporation shall not participate in any way in or be present during the deliberations and decision making of the PA Principals Association with respect to such action or transaction. The interested party may, upon request, be available to answer questions or provide material factual information about the proposed action or transaction;
- The disinterested members of the Board of Directors may approve the proposed action or transaction upon finding that it is in the best interests of the corporation. The Board shall consider whether the terms of the proposed transaction are fair and reasonable to the PA Principals Association and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a party or entity that is not an interested party;
- Approval by the disinterested members of the Board of Directors shall be by vote of a majority of directors in attendance at a meeting at which a quorum is present. An interested party shall neither be counted for purposes of determining whether a quorum is present nor for purposes of determining what constitutes a majority vote of directors in attendance; and,
- The minutes of the meeting shall reflect that the conflict disclosure was made, the vote taken and, where applicable, the abstention from voting and participation by the interested party.

VI. VIOLATIONS OF CONFLICT OF INTEREST POLICY

If the Board of Directors has reason to believe that an interested party has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the interested party and making such further investigation as may be warranted in the circumstances, the board determines that the interested party has in fact

failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

CONFLICT OF INTEREST POLICY ANNUAL AFFIRMATION OF COMPLIANCE AND DISCLOSURE STATEMENT

I have received and carefully read the Conflict of Interest Policy for board members, staff and volunteers of the **PA Principals Association** and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that the **PA Principals Association** is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Except as otherwise indicated in the Disclosure Statement and attachments, if any, below, I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests of the **PA Principals Association**, nor does any relative or business associate have such an actual or potential conflict of interest.

If any situation should arise in the future in which I think I may be involved in a conflict of interest, I will promptly and fully disclose the circumstances to the President (Chairman) of the Board of Directors of the **PA Principals Association** or to the Executive Director, as applicable.

I further certify that the information set forth in the Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information and belief.

Name (Please print)

Signature

Date

DISCLOSURE STATEMENT

Please complete the questionnaire below, indicating any actual or potential conflicts of interest. If you answer “yes” to any of the questions, please provide a written description of the details of the specific action or transaction in the space allowed. Attach additional sheets as needed.

Financial Interests - A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by the **PA Principals Association**.

Please indicate whether, during the past twelve (12) months,

Has the **PA Principals Association** contracted to purchase or lease goods, services, or property from you, or from any of your relatives or business associates?

If yes, please describe:

Has the **PA Principals Association** purchased an ownership interest in or invested in a business entity owned by you, or owned by any of your relatives or business associates?

If yes, please describe:

Has the **PA Principals Association** offered employment to you, or to any of your relatives or business associates, other than a person who was already employed by the **PA Principals Association**?

If yes, please describe:

Have you, or have any of your relatives or business associates, been provided with a gift, gratuity or favor, of a substantial nature, from a person or entity which does business, or seeks to do business, with the **PA Principals Association**?

If yes, please describe:

Have you, or any of your relatives or business associate, been gratuitously provided use of the facilities, property, or services of the **PA Principals Association**?

If yes, please describe:

Other Interests - A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with the **PA Principals Association**, or where his/her duty or responsibility owed to the **PA Principals Association** conflicts with a duty or responsibility owed to some other organization.

Please indicate if at any time during the past twelve (12) months:

Did you obtain preferential treatment by the **PA Principals Association** for yourself, or for any of your relatives or business associates?

If yes, please describe:

Did you make use of confidential information obtained from the **PA Principals Association** for your own benefit, or for the benefit of a relative, business associate, or other organization?

If yes, please describe:

Did you take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, which you had reason to believe would be of interest to the **PA Principals Association**?

If yes, please describe:

500.8 Policy on Reporting Improprieties, Fraudulent or Dishonest Conduct

It is the policy of the **PA Principals Association** to safeguard and protect all of the nonprofit's resources. The **PA Principals Association** administrators are primarily responsible for safeguarding the nonprofit's resources by establishing and maintaining sound internal controls designed to deter and detect potential misuse of resources, by taking action to minimize financial loss when misuse occurs, and by correcting abuse. All employees and board members are responsible for reporting improprieties they observe.

The **PA Principals Association** will investigate any possible impropriety, fraudulent or dishonest use or misuse of the **PA Principals Association** resources or property by board, staff, or program participants. Anyone found to have engaged in an impropriety or fraudulent activity is subject to disciplinary action by the **PA Principals Association** up to and including termination or dismissal, and civil or criminal prosecution when warranted.

All members of the **PA Principals Association** staff, board, and stakeholder community are to report possible fraudulent or dishonest conduct (including but not limited to financial improprieties or misuse of the **PA Principals Association** (resources) confidentially to **Dr. Eric C. Eshbach** [If for any reason an employee finds it difficult to report his or her concern to Dr. Eshbach, the employee can report it directly to Mike Levin Esq.].

Revised 7/21/14 1/28/22

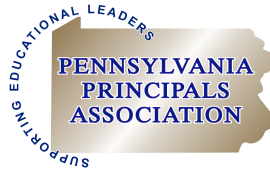
A few examples of fraudulent conduct or impropriety include:

- Forgery or alteration of documents;
- Pursuit of a benefit or advantage in violation of **PA Principals Association** conflict of interest policy;
- Misappropriation or misuse of organization's resources, such as funds, supplies, other assets;
- Abuse, in appropriate activity with a program participant;
- Authorizing or receiving compensation for goods not received, services not performed or hours not worked; and,
- Fraudulent financial reporting.

Criteria used to determine whether certain activities or behavior constitute misuse of resources include state and federal laws, and **PA Principals Association's** policies and procedures.

All efforts will be made to provide confidentiality to those reporting financial improprieties. However, in certain situations, legal requirements make confidentiality impossible.

Revised - 3/3/08 1/12/16



600.0 Membership

600.1 Membership Information

PA Principals Association membership is established on a rolling basis – that is, membership begins in the month of enrollment and goes for 12 months. The enrollment dates for state and national memberships are coordinated. Members will be billed in advance of their expiration date. Second notices will go out at the date of expiration.

1. Membership is open to all administrators who come within the Act 93 definition. Supervisors are encouraged to join.
2. Student and retired memberships are also available at reduced prices.
3. Members may arrange dues payment through payroll deduction or installments.

600.2 Membership Status

The membership of the PA Principals Association may be held by either the individual or the institution and shall consist of the following:

Revised 1/26/24

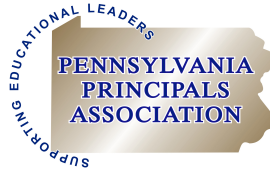
A. Individual Membership

1. Active membership is open to all persons engaged in the practice of elementary and secondary school administration, the teaching of elementary and secondary school administration and the supervision of teachers and/or administrators. In addition to principals, assistant principals, associate principals, vice principals, and other school-based leaders, membership is also open to supervisors, directors and all others covered under Act 93 compensation plans upon payment of annual dues.
2. Retired membership is open to all members who have retired from active service in education upon payment of annual dues.
3. Student membership is available to graduate students enrolled in a program of educational administration. Active membership is available upon the endorsement of their faculty advisor. Student members shall receive the regular publications of the Association and shall be entitled to register at the Annual Conference and all workshops at the member rate. They are not eligible for legal assistance.
4. Honorary life membership may be awarded to a member of the Association whose contributions are of such a nature and extent that the Board of Directors votes unanimously to confer this honor.
5. Special membership may be extended to those who do not qualify in categories 1, 2, 3, or 4 (e.g. persons on full-year sabbatical leave). The Board of Directors must approve special membership. The Board of Directors shall have the right to waive or adjust the dues.

B. Cooperative Membership

1. At times, it may be advantageous for a member to hold membership in another state professional education organization in addition to the Pennsylvania Principals Association (e.g., Pennsylvania Association of Supervision and Curriculum Development, Pennsylvania Association of Career and Technical Administrators, etc.). The Board will work with interested associations to provide dual membership in a way that complements but does not compete with the mission and work of the PA Principals Association.
2. A dues structure will be presented to the Board for a cooperative membership. The Board shall annually approve this dues structure at the same meeting in which the annual budget is approved.

Revised 1/26/24

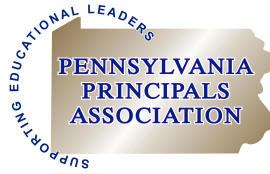


700.0 Elections

Elections

Members of the Board shall be elected by vote of eligible members in the following manner:

1. A nominating committee of a total of three (3) eligible members, including the Nominations Chair (none of who shall be a member of the Board) shall be appointed by the President to serve for one year. The names of the nominating committee shall be published in a membership publication no later than December 31.
Revised: 1/28/22
2. The nominating committee shall endeavor to submit at least two names for each office to be filled. The nominees shall be from geographic sections and regions as outlined under Article III, Section 3.03(a) of the By-Laws. In the event that no nominations are received for an office, the President will fill that vacancy with an appointment approved by the Board.
3. The office of the Executive Director shall send electronic ballots prior to April 1 to all active and emeritus members listed on the membership roster as of February 28 who have email addresses in their membership record. Information concerning the candidates shall be included with the ballot and space shall be provided on the ballot for write-in votes. Members shall be instructed to complete the electronic ballot within a two-week period. Each eligible member shall be entitled to one vote.
4. *Plurality and Run-Off Elections.* The nominating committee chair, appointed by the President, shall receive the election results and after review, certify the election to the Board. A plurality shall constitute an election. The Board shall notify the members of PA Principals Association in case of a tie vote in the statewide election of officers and a run-off election shall be held during the business meeting of the Annual Conference. In the event of a tie vote in the election of regional representatives, a run-off election will be held within the region prior to the Annual Conference.



Appendix A

ACT 93

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

The act of March 10, 1949 (P.L. 30, No.14), known as the Public School Code of 1949, is amended by adding a section to read.

Section 1164, Compensation Plans for School Administrators.

(a) As used in this section, the following words will have the following meanings:

“Administrative compensation” shall mean administrator salaries and fringe benefits and shall include any board decision that directly affects administrator compensation such as administrative evaluation and early retirement programs.

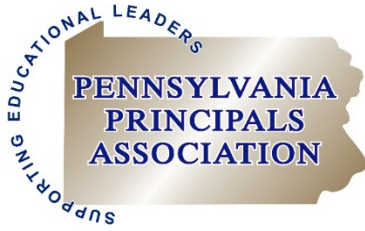
“School Administrator” shall mean any employee of the school entity below the rank of district superintendent, executive director, director of vocational technical school, assistant district superintendent or assistant executive director, but including the rank of first level supervisor, who by virtue of assigned duties is not in a bargaining unit of public employees as created under the of July 23, 1970 (P.L.563, No.195), known as the “Public Employee Relations Act.” However, this definition shall not apply to anyone who has the duties and responsibilities of position of a business manager or personnel director, but not to include principals.

“School employer” shall mean a board of school directors, the area vocational technical school board of directors or the intermediate unit board of school directors as defined in this act.

- (b) The purpose of this section is to provide a means by which compensation matters affecting school administrators can be resolved within the framework of a management team philosophy.
- (c) School employers, upon the written request of a majority of the school administrators in the district, shall be required to meet and discuss in good faith with the school administrators on administrator compensation prior to adoption of the compensation plan.
- (d) School employers shall all be required to adopt written administrator compensation plans which shall apply to eligible school administrators as provided in this section, and which shall continue in effect until a time specified in the compensation plan, but in no event for less than one school year.
- (e) An administrator compensation plan adopted pursuant to this section shall include, but not be limited to, the following items:

- (1) A description of the program determining administrative salaries.
 - (2) Salary amounts or a salary schedule.
 - (3) A listing of fringe benefits.
- (f) School employers and school administrators shall continue to be subject to the act of June 30, 1947 (P.L.1183, No.492) commonly known as Public Employees Anti-Strike Law.

This act shall take effect in 150 days.



Appendix B
Sample

Dear Name,

Included with this letter, you will find information pertaining to member legal assistance. Please read these pages so you thoroughly understand the procedures which ***must*** be followed in order to ensure you have access to any legal benefits to which you are entitled as a member of the PA Principals Association and/or NAESP or NASSP.

- It is important to note the benefits of the Legal Assistance Program presented in the enclosed pages are available in a **defensive action** in the event you (or a colleague) are confronted **with a job-threatening legal situation**. The legal program designed by The National Association does not engage in “offensive” legal matters (filing suit, etc.).
- PA Principals Association will pay up to \$500 in authorized expenses. A memo to you, as a member, to authorize seeking legal counsel, and a memo to legal counsel to authorize representation of a member, will be issued by the PA Principals Association (once your eligibility for PA Principals Association benefits has been determined).
- Please call PA Principals Association if you have questions or concerns in completing the forms.

Sincerely,

Eric C. Eshbach, Ed.D.
PA Principals Association
Executive Director

Enc.

To: Name

From: Eric C. Eshbach, Ed.D., Executive Director, PA Principals Association

Re: Authorization for Representation

Date: February 5, 2024

This document is intended to confirm that you are authorized to be represented by a Regional Counsel in your dispute with the Company School District.

Please complete the information requested. Sign, date, and return the forms in order to authorize representation and payment of legal fees. **You must complete the Authorization to Represent Form and the Incident Report Form. Copies of forms should be sent to the PA Principals Association. Once we receive your completed paperwork, we will send it to the appropriate national organization who will make their own decision on any legal assistance that you are entitled.**

PA Principals Association will pay the first \$500. You are responsible to submit all other bills to the national association for reimbursement.

You can send completed paperwork to PA Principals Association in one of three ways:

- 1). Direct Mail: PA Principals Association
122 Valley Road
Enola, PA 17025
- 2). Fax: 717-732-4890
- 3). Email: sunday@paprincipals.org

Procedures and Guidelines

Step 1 - Notification

- In the event that a member is confronted with a job-threatening legal situation, the member should immediately contact the Executive Director or Assistant Executive Director of PA Principals Association at 717-732-4999.

Step 2 - Representation

- The Executive Director or Assistant Executive Director will review all factual information related to the job-threatening situation with the member.
- The Executive Director or Assistant Executive Director will make a determination of appropriate procedures to initiate legal defense, including PA Principals Association contact with appropriate school district representatives and written correspondence.

- In the event that direct contact with the school district is inappropriate or ineffective, and the situation is judged to be so serious that legal defense is required, the Executive Director or Assistant Executive Director will provide a listing of PA PRINCIPALS ASSOCIATION approved regional attorneys for consideration. Additionally, the Executive Director or Assistant Executive Director will provide the member with the appropriate forms for member authorization for representation.
- The impacted PA PRINCIPALS ASSOCIATION member shall make a selection of legal counsel and **complete a copy of the Authorization to Represent Form (copy attached) and The Incident Report Form. Return the forms to PA PRINCIPALS ASSOCIATION immediately.** PA Principals Association will then submit the completed forms to the appropriate national association.
- **Upon notice of legal representation selection, the Executive Director or Assistant Executive Director will notify the selected Regional Counsel and provide written authorization to represent. The Regional Counsel will be informed of the legal liability limits.**
- **Caution:** PA PRINCIPALS ASSOCIATION members must be aware that attorneys begin billing immediately upon contact for all consultations and work performed. Because member legal resources are limited, members should ensure that the onset of legal support is not begun prematurely, which creates the risk of exhausting financial resources prior to resolution of the issue.

Step 3 – Legal Representation

- Upon initiation of legal counsel through the services of an attorney, the member and the selected Regional Counsel will assume responsibility for representation. PA PRINCIPALS ASSOCIATION staff will provide assistance as requested by the member if such services are possible within the resources of the association.

Step 4 – Payment of Legal Fees

- PA PRINCIPALS ASSOCIATION will pay the first \$500 of the legal defense fees directly to the chosen Regional Counsel. The impacted member must sign the billing statement and confirm services rendered and provide this information to PA PRINCIPALS ASSOCIATION. PA PRINCIPALS ASSOCIATION will advise members concerning the procedures for accessing legal defense funds through the appropriate national principal’s organization. Members are responsible for payment of billings over \$500, with reimbursement to be provided through the appropriate national legal defense fund program.
- PA PRINCIPALS ASSOCIATION will not make payment for legal services unless such services have been authorized by the Executive Director, Assistant Executive Director and until PA PRINCIPALS ASSOCIATION receives a billing statement.
- PA PRINCIPALS ASSOCIATION members are advised that the association does not engage in “offensive” law. Member legal services are limited to all appropriate actions necessary to preserve the member’s employment. **Your legal services cover job demotions, job loss, job termination disputes NOT suits against the district, parent, or staff members.**
- The member is financially responsible to their attorney for any part of the bill not covered by either PA PRINCIPALS ASSOCIATION or The National Association. Members may be expected to provide the Attorney with a retainer to cover such occurrences.

Forms Completion Procedures for Request of Legal Assistance
(Copy of this form *MUST* be sent to PA Principals Association)

If you believe you have a claim under the Legal Benefits Program you must notify:

PA PRINCIPALS ASSOCIATION
122 Valley Road
Enola, PA 17025
Fax: 717-732-4999

1. Complete the Authorization for Representation Form and the Incident Report Form thoroughly. Under narrative of the Incident Report Form remember to emphasize the “job threat” nature of the incident/s. Provide attachments if they support the nature of the job threat (e.g., documents from your superiors stating they intend to dismiss, email threats to dismiss, improvement plan warnings, PSPC investigative letter when applicable or you or your attorney’s statement as to why this is a job threat.
2. Remember to send a copy of the **Incident Report Form** and the **Authorization for Representation** Form to PA PRINCIPALS ASSOCIATION.
3. PA PRINCIPALS ASSOCIATION reviews the form before it is sent to Forrest T. Jones, the insurance carrier for the national associations.
4. All “job action” claims should be submitted promptly, in writing, as soon as reasonably practicable.
5. If a civil suit is filed against you contact the Executive Director or Assistant Executive Director at PA PRINCIPALS ASSOCIATION (717-732-4999) as soon as possible. They will provide direction to you in how to proceed.
6. If you have any questions and/or concerns, contact us at the above number and we will do our best to assist you in the process.
7. You will be notified in writing of the coverage determination made at the national level.
8. It is wise to follow-up with national by phone to assure they received your material and determine the timeline for their coverage decision.

Authorization for Representation Form
(must be submitted with Incident Report Form
to PA PRINCIPALS ASSOCIATION)

To: Name _____

This document is intended to confirm that you are authorized to be represented by a Regional Counsel in your dispute with the Company SD.

Please complete the information requested on this form and the Incident Report Form. Sign, date and return these forms to PA PRINCIPALS ASSOCIATION. PA PRINCIPALS ASSOCIATION will pay the first \$500. You are responsible to submit all other bills to the national association for determination of their coverage.

PA PRINCIPALS ASSOCIATION Member Name: Name _____

PA PRINCIPALS ASSOCIATION Membership Number: **Click or tap here to enter text.**

Membership in (check one): _____ (**Click or tap here to enter text.**) NAESP
(**Click or tap here to enter text.**) NASSP

National Membership Number: _____ **Click or tap here to enter text.** _____

Attorney: _____

Firm Name _____

Address _____

Attorney Phone: _____

Member Signature: _____

Date: _____

Member Phone Number: _____

Member E-Mail: _____

INCIDENT REPORT FORM
NAESSP AND NASSP Legal Benefits Program-PROFESSIONAL LIABILITY
(Please print legibly or type)

Member's Name _____

Member's Address _____

City _____ **State** _____ **Zip Code** _____

Home Phone _____ School Phone _____ FAX _____

School's &/or District Name _____

Please Complete the Following (as it applies to your circumstances):

Is this a report of a job action involving your position? Yes _____ No _____

If No, but you are reporting a possible liability claim, answer All Questions, below. Attach copies of any documentation you have (if not previously sent).

If Yes, answer Questions 1 and 2, (then skip 3, 4 and 5, if appropriate) and fill in the Brief Description Section, below. Attach copies of any documentation you have (if not previously sent).

Narrative of Report: (Print legibly or type)

1. Date (of notice or incident) _____
2. Time (of notice or incident) _____
3. Names of witnesses _____
4. Location of incident (i.e. classroom, playground, gymnasium etc.)

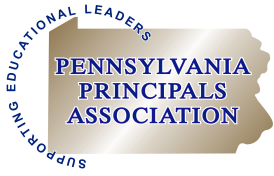
5. Age of child _____ Sex of child _____ Grade level of child _____

Brief Description of notice/incident in chronological order (attach additional sheets if necessary)

Member's Signature _____ Date _____

SEND FORM TO PA PRINCIPALS ASSOCIATION (one of three ways):

- 1). Direct Mail: PA Principals Association
122 Valley Road
Enola, PA 17025
- 2). Fax: 717-732-4890
- 3). Email: sunday@paprincipals.org



Appendix C **Expense Voucher**

PA PRINCIPALS ASSOCIATION EXPENSE VOUCHER

(Please Note: This forms is a writeable PDF. You may type directly into the document , save it and attach to an email to submit. Receipts must accompany voucher to be processed.)

Name _____ Date _____
 Address _____ (City) _____ (State) _____ (Zip) _____

DATES						TOTAL
EVENT	Check (✓) one	Check (✓) one	Check (✓) one	Check (✓) one	Check (✓) one	
Alternative Funding						
Nat'l Convention						
State Conference						
Executive Board Mtg.						
Committees						
Staff Travel						
Travel: From						
To						
To						
Total Mileage						
Travel Expenses:						
Auto x 67¢/mile						
*Plane						
*Rail						
*Taxi						
*Tolls						
*Parking						
Tips (other than meals)						
*Meals (incl. tips)						
Bkfst						
Lunch						
Dinner						
*Lodging						
☆☆Group Meal Expense						
Miscellaneous Expense						

*RECEIPTS REQUIRED IF NOT REQUESTING PER DIEM (please scan receipts, save with date/line item and submit with voucher.) **GRAND TOTAL** _____
 ☆☆LIST NAMES OF THOSE IN ATTENDANCE & PURPOSE OF MEETING **TOTAL EXPENSES** \$ _____
 UNDER REMARKS

Remarks _____

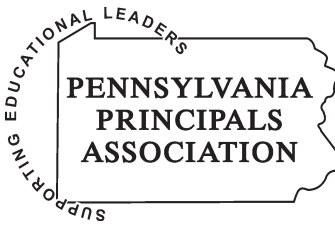
I hereby certify that the expenses reported above are correct and complete for the period stated.

Vouchers will be processed within 30 days.

Signature _____ Date _____

Approved _____ Date _____

RETURN TO: Anita Quagliani
PA Principals - 122 Valley Road
Enola, PA 17025



OFFICE USE ONLY

Date Paid _____
 Amount Paid _____
 Account _____
 Check No. _____

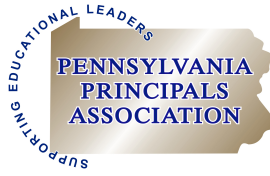
The policy of the Association is to make reimbursement for necessary travel expenses. However, a person travelling is expected to be **conservative** in choice of **lodging, meals, and method of travel**, as if the individual were incurring personal expenses. In addition, transportation ticket stubs, receipts for food, and receipted hotel bills must be attached to an expense account (**or scanned and submitted with electronic voucher**) to support claims. **No expense vouchers will be processed without these supporting documents.**

WE WILL NOT REIMBURSE MORE THAN 67¢ PER MILE. IF TRAIN OR PLANE IS LESS, YOU WILL BE REIMBURSED THE TOTAL AMOUNT; HOWEVER, IF MORE, YOU WILL BE REIMBURSED ONLY 67¢ PER MILE, THE SHORTEST DISTANCE BOTH WAYS.

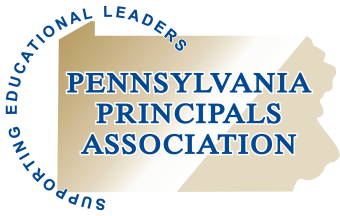
Reimbursement will be made for the following expenses:

1. **PLANE:** Coach or economy class fare, except when airlines provide only first class accommodations, excursions or special fares when applicable.
2. **TRAIN:** Coach class fare only for short daytime trips. For longer overnight trips, previous authorization is required for reimbursement for Pullman accommodations (roomette or duplex) plus meals en route.
3. **PRIVATE AUTO:** For long distance travel, if air or rail transportation is available but an individual or individuals choose to travel by private car, maximum reimbursement will be for one roundtrip air fare at the lowest applicable rate (exclusive of tax). Tolls and parking will be reimbursed to the extent it proves to be no more expensive than roundtrip travel to and parking at the airport. Meals and lodging en route are not reimbursable.
4. **RENTAL CAR:** If necessary, reimbursement will be 67¢ per mile. This applies if no other mode of transportation (plane, train, or bus) is available. If two or more travelers are attending the same meeting, it is assumed that joint transportation will be arranged. (Prior approval required.)
5. **FOOD:** The daily flat rate meal allowance shall be determined annually using the U.S. General Services Administration's Meals & Incidentals (M&IE) rates for the city of Harrisburg (found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>). This includes tax and tip. If a meal is provided as part of the PA Principals Association activity or meeting, there will be no reimbursement for any other meal.
6. **LODGING:** All rooms will be reimbursed. However, it is expected that the individual will be conservative in the choices.
7. **BUS AND TAXI:** Local bus and taxi fares, if necessary, subject to itemization if more than usual amounts.
8. **NOT REIMBURSABLE:** Items on a hotel bill such as personal long distance calls, valet parking, bar charges, laundry, etc., are considered personal expenses and are not reimbursable. Claimed long distance telephone charges must be explained in sufficient detail to permit review and reimbursement approval.

The Association Treasurer is directed to enforce the foregoing policy and to make only such exceptions as are clearly required in the interests of the Association and equitable treatment for those who travel on its behalf.



Appendix D **Job Descriptions**



JOB DESCRIPTION – EXECUTIVE DIRECTOR Revised January 2024

The Executive Director of Pennsylvania Principals Association will report directly to the Executive Committee of Pennsylvania Principals Association. The position is a full-time position with time spent both in and out of the headquarters office. Salary and benefits to be set by the Pennsylvania Principals Association Executive Committee.

General Responsibilities include, but are not limited to:

- Providing quality staff development training for our members.
- Providing consultation and usable information to Act 93 groups and individuals.
- Providing consultation, advice, referrals and financial support on legal matters and general school issues for Act 93 groups and individuals.
- Advocating for members before governmental and legislative entities at the local, state and national levels.
- Traveling and speaking on behalf of the association.
- Creatively designing programs and policies that serve our members and thus increase our membership.
- Collaboratively working with other groups and associations to enhance the quality of education for children in Pennsylvania.
- Managing an office staff and professional staff serving the association.
- Construct and manage an effective, efficient annual budget.

Office Administration

- Overall office operations including personnel, technology, building maintenance and projects.
- Preparation and monitoring of the annual budget and working directly with the comptroller in overseeing office accounts.
- Oversight of all Human Resources responsibilities
- Oversight of all finance and business functions, including signatory on all checks, investment accounts, depositories, etc.

Relationship with Board of Directors

- Attends Board of Directors meetings and trainings
- Prepares reports for regularly scheduled Board of Directors' meetings.
- Oversees the election process of all officers

Legislative Activities

- Represents Pennsylvania Principals Association at all appropriate legislative and Department of Education meetings
- Advocate, develop position statements, survey members, influence state and federal decision-makers, and report to the members on these efforts.
- Works directly with contracted legislative support person.

Legal Assistance

- Responds to member needs with advice and/or legal assistance.
- When warranted, engages in conversations with attorneys retained by the Association and general counsel.

Membership

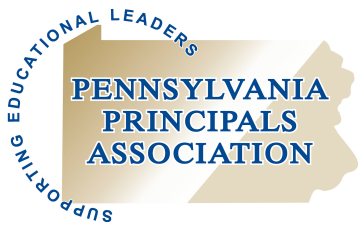
- Assists members with general information on a variety of topics including, but not limited to: teacher and principal evaluation, Act 93, discipline, retirement, career planning, interpersonal relationships, curriculum, and school laws.
- Assists in the endeavors by all staff and board members in the retention and recruitment of members.

Publications

- Contributes articles to Pennsylvania Principals Association newsletter and other publications
- Assists in keeping the Pennsylvania Principals Association updated with pertinent and relative material for members.

Qualifications

- Experience as a school and district leader
- Experience supervising staff (with preference given to candidates who have supervised school principals)
- Experience with the roles and responsibilities of the school principal and an in-depth understanding of the issues facing school leaders.
- Excellent oral and written communication skills
- Demonstrated expertise in curriculum, instruction, and professional development and the ability to construct and deliver high quality professional development for members.
- Keen interest in legislative and advocacy work
- Ability to write briefs and to provide testimony when it serves PA Principals Association's interests.
- Ability to work as a member of a dynamic team.
- A willingness and interest in using technology to support the administrative tasks of the job as well as to provide appropriate professional development for members.
- A visionary leader who can assist with helping Pennsylvania Principals Association remain as a viable and responsive organization.



JOB DESCRIPTION – ASSISTANT EXECUTIVE DIRECTOR

Revised February 2021

The Assistant Executive Director of Pennsylvania Principals Association will report directly to the Executive Director of Pennsylvania Principals Association. The position is a full-time position with time spent both in and out of the headquarters office. Salary and benefits to be set by the Pennsylvania Principals Association Board of Directors.

Office Administration

- Assists the Executive Director with overall office operations including personnel, technology, building maintenance and projects.
- Assists the Executive Director with the preparation and monitoring of the annual budget and working directly with the comptroller in overseeing office accounts.

Relationship with Board of Directors

- Attends Board of Directors meetings and trainings as requested by the Executive Director or the Board President.
- Prepares reports for regularly scheduled Board of Directors' meetings.

Legislative Activities

- The Assistant Executive Director is a registered lobbyist for Pennsylvania Principals Association.
- As directed by the Executive Director, represents Pennsylvania Principals Association at all appropriate legislative and Department of Education meetings
- Works with the Executive Director in efforts to advocate, develop position statements, survey members, influence state and federal decision-makers, and report to the members on these efforts.
- Works directly with our contracted legislative support person.

Legal Assistance

- Assists the Executive Director in responding to member needs with advice and/or legal assistance.
- When warranted, engages in conversations with attorneys retained by the Association and general counsel.

Membership

- Assists members with general information on a variety of topics including, but not limited to: teacher and principal evaluation, Act 93, discipline, retirement, career planning, interpersonal relationships, curriculum, and school laws.
- Assists in the endeavors by all staff and board members in the retention and recruitment of members.

Publications

- Contributes articles to Pennsylvania Principals Association newsletter and other publications as requested by the Executive Director.

- Assists in keeping the Pennsylvania Principals Association updated with pertinent and relative material for members.
- Works with the Director of Communications to keep website up to date with timely and relevant information.

Committee Assistance

- Provides guidance and leadership to the following Board Committees:
 - Professional Development
 - Diversity
 - Alternative Funding
- Provides assistance to the Executive Director in guidance and leadership of other Board Committees.
- Assists the Executive Director in the organization and development of activities related to an annual conference, Leadership Summit, and in-service activities.
- Assists in the association's recruitment goals and activities for both members and sponsors.

Professional Development

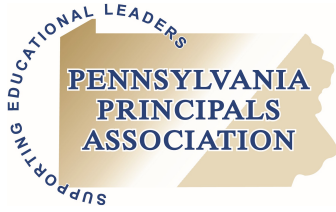
- Provides guidance and leadership with the creation and submission process for all workshops/activities for principal certification hours (act 45)
- Presents and speaks at events when requested by principal groups and other like organizations.
- Assists in surveying members about their needs for topics for professional development.

Other

- Other duties as assigned by the Executive Director.
- Assists with the recruitment and interviewing of Pennsylvania Principals Association staff positions as requested by Executive Director.

Qualifications

- Experience as a school and district leader
- Experience supervising staff (with preference given to candidates who have supervised school principals)
- Experience with the roles and responsibilities of the school principal and an in-depth understanding of the issues facing school leaders.
- Excellent oral and written communication skills
- Demonstrated expertise in curriculum, instruction, and professional development and the ability to construct and deliver high quality professional development for members.
- Keen interest in legislative and advocacy work
- Ability to write briefs and to provide testimony when it serves PA Principals Association's interests.
- Ability to work as a member of a dynamic team.
- A willingness and interest in using technology to support the administrative tasks of the job as well as to provide appropriate professional development for members.
- A visionary leader who can assist with helping Pennsylvania Principals Association remain as a viable and responsive organization.



EXECUTIVE ASSISTANT

Job Description

Reports to: Executive Director and Assistant Executive Director

General Description: Serves as the administrative assistant to the Executive Director and Assistant Executive Director, providing support for programs, services, and events. Works closely with the Board of Directors and serves as the Board Secretary.

Position Type: Full-time, regular employee (35 hours per week); non-exempt

Duties:

General

1. Serves as Executive Assistant to the Executive Director and Assistant Executive Director, providing clerical support, proofreading, filing and copying
2. Assists Executive Director in the maintenance of:
 - a. Legal calls and legal claims
 - b. Regional meetings
 - c. Board meetings
 - d. Advocacy services
3. Assists Assistant Executive Director in the maintenance of:
 - a. Professional development courses and Act 45/48 management
 - b. Regional meetings
 - c. Micro-credentialing courses
 - d. Sponsorship and partnership agreements
4. Assists with answering incoming calls for legal support and maintains the database for those calls
5. Works collaboratively with all office staff in the opening and delivery of mail
6. Works collaboratively with the Director of Membership with database management
7. Works collaboratively with the Director of Communications to disseminate information to the Board
8. Maintains files for legal cases, professional development, and building maintenance

Board of Directors

9. Serves as liaison between the Board and the Enola office
10. Serves as Board Secretary by recording and distributing meeting notices, agendas, board reports and minutes, both electronically and hard copies
11. Tracks attendance for each Board meeting
12. Organizes the room set-up for each Board meeting
13. Requests and receives board reports from regional representatives, reformatting as necessary

14. Assist Executive Director, President, and Board of Directors as necessary
15. Works collaboratively with the Director of Programs to ensure location, accommodations, and travel for Board meetings

Regional Representatives and Specialists

16. Coordinates New Regional Representative training annually
17. Assists Regional Representatives as necessary in gathering names for awards, providing updates for members, etc.
18. Assists Regional Service Specialists in obtaining information for membership outreach

Annual Conference

19. Works collaboratively with the Director of Programs by attending and assisting with registration and exhibit booths
20. Sends invitations for Conference Award Ceremony
21. Orders awards for retirees and outgoing board members

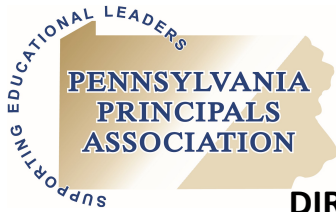
Awards

22. Oversees the State/National award process by logging in, reviewing applications, apprising applicants and committee chairperson of what is needed or what the process is for the following awards (includes follow up of items needed throughout the process):
 - a. Assistant Principal of the Year (Secondary)
 - b. Principal of the Year (Secondary)
 - c. National Distinguished Principal (Elementary)
 - d. National Outstanding Assistant Principal (Elementary)
 - e. Vendor-Specific Awards

Other duties as assigned by the Executive Director and/or Assistant Executive Director

REQUIREMENTS: High school graduate required, post-graduate degree preferred. Must be proficient with Microsoft Office such as Word, Excel, Powerpoint and Outlook. Familiar with databases, especially as they relate to membership. Able to work at times independently, using decision making skills and must be able to sit for extended periods of time with some moderate walking and standing. Must be capable of lifting 35 lbs waist-high occasionally. Ability to handle confidential records and materials, able to talk and hear and have ability to see objects both near and far. Able to bend, stoop, and reach a moderate amount of the time.

Revised May 2022



DIRECTOR OF COMMUNICATIONS AND PUBLIC RELATIONS

Job Description

Reports to: Executive Director and Assistant Executive Director

General Description: The Director of Communications and Public Relations oversees all PA Principals Association communications and marketing efforts including oversight of the Association's website, social media, broadcast emails, marketing materials, and relations with partners and sponsors.

Position Type: Full-time, regular employee (35 hours per week); exempt

Duties:

General

1. Serves as chief editor of all print and on-line publications, including but not limited to *The Pennsylvania Administrator*, *The Advisory*, and other booklets and publications written in the office and by outside authors, including attorneys.
 - a. Writes articles, gather news items, collect and edit articles from others of which are then published in various publications.
 - b. Works with the editorial review board and others to submit articles.
 - c. Works with printer as necessary to ensure the most cost-efficient publication while maintaining appropriate quality.
 - d. Works with advertisers, including creating, placing ads and invoicing advertisers.
 - e. Coordinates publications with printers, mailing house, etc. to ensure timely delivery to members. Bid out publications to various printers and negotiate costs.
 - f. Maintains publications' calendars ensuring all necessary resources are in place for accurate, cost effective and mailing of publications.
2. Serves as webmaster for the PA Principals Association website.
 - a. Provides daily oversight and updating of the website.
 - b. Works with all team members to continuously enhance users experience on the website.
3. Oversees all social media efforts of the PA Principals Association
 - a. Provides daily oversight of Twitter, Facebook, LinkedIn, and any other social media sites.
 - b. Engages and interacts with members via social media.
 - c. Uses social media accounts to market professional development opportunities for members.
4. Produce and send broadcast e-mails to members on various topics.
5. Maintains accounts related to subscriptions for communications and public relations (e.g. podcast, broadcast e-mail, website, etc.).

6. Works collaboratively with the Director of Membership and Finance to distribute information via email and print to members
7. Works collaboratively with the Executive Assistant to disseminate information to the Board
8. Designs and orders all stationery for the office, including envelopes, letterhead, business cards, etc. in print and/or electronic form
9. Designs and orders specialty items for various events and activities.

Partners and Vendors

10. Serves as liaison between the PA Principals Association and the corporate sponsors who provide alternative funding.
11. Works collaboratively with the Assistant Executive Director to maintain corporate sponsor levels and associated benefits to both the PA Principals Association and the corporate sponsor.
12. Ensures all benefits, as outlined in the corporate sponsor levels, are provided to sponsors. This includes sending emails, providing email lists, etc.
13. Supports the Director of Programs by coordinating vendor opportunities at all conferences.
14. Supports the Executive Assistant in publicizing award opportunities, obtaining awards, and scheduling presentation opportunities in the award-winners' districts.

Events

15. Works collaboratively with the Director of Programs and Executive Assistant in the production of media releases for state conference, new officers and staff, award winners and other special events, and serve as spokesperson, when requested.
16. Serves as the communication lead for conferences and regional events including:
 - a. Designing programs
 - b. Sending broadcast emails
 - c. Developing signage as needed
 - d. Maintaining the conference app
 - e. Developing registration materials
 - f. Other tasks as assigned

Board

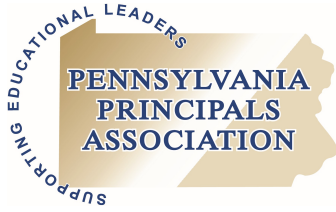
17. Works with nominations' committee and outside vendor on annual electronic election.
18. Supports the conference committee on items related to communications, printing, distributions, etc.
19. Designs, orders, distributes Association apparel to staff and board members.

Regional Representatives and Specialists

20. Supports Regional Representatives and Regional Service Specialists in providing necessary communication and specialty items for members.
21. Assists Director of Programs in publicizing Regional events and efforts

Other duties as assigned by the Executive Director and/or Assistant Executive Director

Revised June 2022



DIRECTOR OF PROGRAMS

Job Description

Reports to: Executive Director and Assistant Executive Director

General Description: The Director of Programs coordinates and provides logistic support for all conferences, events, meetings, and webinars for the PA Principals Association. The Director of Programs supports all other staff members in carrying out the work assigned to them related to conferences, events, meetings, and webinars.

Position Type: Full-time, regular employee (35 hours per week); exempt

Duties

State Conference

1. Manages the oversight and planning of the annual state conference
 - a. Supports collection of outstanding conference and summit invoices
 - b. Negotiates contracts for venue, meals, audio-visual, special needs, etc.
 - c. Handles hotel room assignments for staff, Board members, presenters, etc.
 - d. Assists, as requested, with planning and overseeing menu selection
2. Serves as Staff Liaison to the Conference Committee
 - a. Collect information on speakers.
 - b. Prepare Call for Presenters and collect submissions.
 - c. Attend planning committee meetings and communicate needs to other Association staff.
 - d. Work with the conference chairperson to arrange for planning meetings.
3. Coordinates the registration process
 - a. Collaborates with the Director of Communications and Public Relations in the development of the registration brochure including speaker information, registration form information, and meals chosen and approved.
 - b. Oversees the maintenance of conference registrations into the membership database including registration fees and pre-conference events.
 - c. Handles attendee registrations and confirmations
4. Coordinates the vendor and sponsorship programs
 - a. Maintain the vendor database
 - b. Process vendor registrations
 - c. In collaboration with the Assistant Executive Director, secure sponsors for keynote speakers, special sessions, receptions, etc.
5. Oversees the fiduciary responsibilities associated with the conference
 - a. Maintain records of all invoices, payments, and contracts
 - b. Provide regular updates to the Conference Committee and the Executive Director on financial status of the conference.

- c. In collaboration with the Director of Membership and Finance, provide information to the Accountant to process invoices and payments.
- 6. Coordinate efforts with the Director of Communications and Public Relations in the development of the conference app, programs for banquets, and any other printing or publication needs.
- 7. Oversees all on-site efforts at the State Conference and provides guidance to all Association staff members on duties required of them at the conference.

Regional Meetings and Events

- 8. Assist Regional Service Specialists in the development of activities, events, and meetings at the region level
 - a. Provide logistical support for any events, including arranging for housing, function space, meals, audio-visual, etc.
 - b. Secure contracts with venues as needed
 - c. Compile registration, financial, and statistical information for each event.
- 9. In collaboration with the Director of Communications and Public Relations, communicate events to appropriate members and maintain event registration in the membership database.

Board of Directors

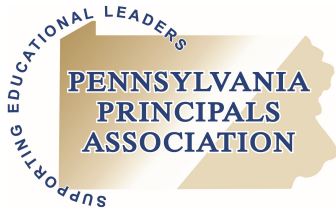
- 10. Support the Executive Assistant by providing logistical support for all Board of Director meetings.
 - a. Arrange housing, function space, meals, audio-visual, etc.
 - b. Secure contracts with venues as needed.
 - c. Compile registration, financial, and statistical information for each event.
- 11. Support members of the Board of Directors attending national conferences.
 - a. Arrange housing, function space, meals, audio-visual, etc.
 - b. Secure contracts with venues as needed.
 - c. Compile registration, financial, and statistical information for each event.
- 12. Attends Board meetings as directed by the Executive Director.

Other duties as assigned by the Executive Director and/or Assistant Executive Director

Revised June 2022

Signature

Date



DIRECTOR OF MEMBERSHIP AND FINANCE

Job Description

Reports to: Executive Director and Assistant Executive Director

General Description: The Director of Membership and Finance oversees all activities surrounding the recruitment and retention of members to the PA Principals Association, including membership processing and accurate record-keeping in the membership database. Additionally, the Director of Membership and Finance serves as the liaison between the PA Principals Association office and the contracted accountants and auditors to provide accurate financial recordkeeping, compliance, and support of the Associations' fiduciary responsibilities.

Position Type: Full-time, regular employee (35 hours per week); exempt

Duties:

Membership General

1. Maintains membership database daily
2. Oversees the process of on-boarding new members including, but not limited to:
 - a. Process all new members' applications
 - b. Process all new members that have applied via national website.
 - c. Create new elementary and secondary membership reports.
 - d. Send out new member email welcome letter.
 - e. Maintain new member reports.
3. Oversees the process for maintaining membership in accordance with state and national requirements, including but not limited to:
 - a. Check all new members with current and non-members database and make any changes.
 - b. Update expiration dates and paid dates in membership database.
 - c. Create membership paid reports and run active members crosstab reports.
 - d. Send NASSP and NAESP transmittals monthly
 - e. Correspond with national on any questions or discrepancies of transmittals.
 - f. Work aggressively to ensure no membership expires without member's knowledge and approval
4. Manages the payment process for new and existing members, including but not limited to:
 - a. Generate invoices for payment by school district and/or member
 - b. Apply payments to members' payment history
 - c. Reconcile all checks processed with cash applications report.
 - d. Provide accountant with checks processed and cash application reports.
 - e. Compare checks with invoices and problem solve with school districts when necessary.
 - f. Bill school districts for purchase orders.
 - g. Create personal installment plans payment forms.
 - h. Make all changes and corrections to member's information.
 - i. Work with larger districts that submit all members on a yearly basis.

- j. Create new members' request invoices in non-member database and send out packets
 - k. Prorate any members and provide custom rates.
 - l. Work with school district and/or member to reconcile invalid checks or credit cards.
 - m. Maintain all cancellations for non-payment.
5. Provides reports to the Executive Director, Board of Directors, and/or staff on membership categories and trends at the state and regional levels
 6. Works aggressively to maintain and increase membership by taking steps, including but not limited to:
 - a. Run lists for regional representatives of delinquent members.
 - b. Work with Regional Service Specialists on the recruitment and retention efforts.
 - c. Investigate and report on new membership strategies, programs, incentives, etc. to executive director.
 7. Maintains lists of retired members and transitions members into retired status.
 8. Ensures smooth transfer for members transitioning between National organizations.

Finance General

9. Serves as liaison between the PA Principals Association and the contracted accountants and auditors
10. Manages association funds by communicating with contracted accountants to:
 - a. Bill for services.
 - b. Pay bills.
 - c. Handle payroll.
 - d. Deposit funds.
 - e. Track investments.
 - f. Prepare monthly financial reports.
11. Works with the contracted accountants and auditor to complete the annual audit.
12. Supports the Executive Director and Executive Assistant to organize and communicate to the Board of Directors, the annual budget.

Events

13. Works collaboratively with the Director of Programs and Director of Communications to provide event registration opportunities on the database.
14. Attends the annual conference and other events as directed by the Executive Director.

Board

15. Provides reports to the Board on membership trends.
16. Provides reports to the Board on financial activities.
17. Attends Board meetings as directed by the Executive Director.

Regional Representatives and Specialists

18. Supports Regional Representatives and Regional Service Specialists in providing information on new, expired, and retired members.
19. Works with Regional Service Specialists on strategies to increase membership.

Other duties as assigned by the Executive Director and/or Assistant Executive Director

Revised June 2022



REGIONAL SERVICE SPECIALIST

Job Description

Reports to: Executive Director

General Description: The Regional Service Specialist provides professional support to Association members, supports Regional Board Members with Region activities, ensures successful operation of professional learning activities, and assists with membership development. The Regional Service Specialist covers three of the nine regions of the PA Principals Association (East, Central, or West)

Position Type: Contracted employee (60 days per year)

Contract Length: One year, with the potential to renew each year

Duties:

Membership

1. Assist with calls to potential new members, expiring members and delinquent members.
2. Place a welcome phone call to all new members.
3. Recruitment – organize and attend events in regions, IUs, districts, etc.
4. Holds annual new member gathering and presents on PA Principals Membership benefits.
5. Handle routine membership questions from members in their regions.
6. In collaboration with the other Regional Service Specialists, the Executive Director and Assistant Executive Director, develop a membership recruitment and retention plan.

Regional Meetings

7. Organize and host two regional membership meetings per year in consultation with Regional Board Members.
8. Organize annual student recognition event in each of the three regions.

Professional Development

9. Assist as necessary with professional development activities in their region.
10. Promotes PA Principals professional development opportunities and works closely with districts, local intermediate units and colleges and universities.
11. Assists with input on potential topics for professional development content, workshops, feedback on current workshops and any other information that may help in making professional development more successful.
12. In collaboration with the other Regional Service Specialists, the Executive Director and Assistant Executive Director, develop opportunities for various member groups

(elementary, middle school, high school principals; assistant principals; diverse school leaders, women leaders, central office leaders, etc.).

Conferences

13. Attends conferences and serves as liaison between the members in the fields and the PA Principals Association staff.
14. Assists where necessary during the conferences.

Other Duties

15. Attend all meetings of the Board of Directors and other meetings as assigned by the Executive Director.
16. Provide comments, suggestions and other ideas that may improve the Regional Service Specialist's job and improve the operations of the Association.
17. Assist with other Regional Service Specialist when call upon.

Other duties as assigned by the Executive Director and/or Assistant Executive Director

Created: June 2022