

DRAFT OF WVAEMSP HANDBOOK AND BYLAWS

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EXECUTIVE DIRECTOR'S MESSAGE

Officers

Executive Director: Mickey Blackwell, Ed.D. Box 4785, Charleston, WV, 25364
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President: Cathi Bradley, Principal, Kanawha City Elementary School:
CLBRADLEY@mail.kana.wv.us

Past President: Dr. Sara Stankus, Principal, Union Elementary School,
Upshur County: sstankus@k12.wv.us

Vice President: JoDee Decker, Principal. Nutter Fort Intermediate School,
Harrison County: jkdecker@k12.wv.us

Secretary: David Decker, Principal, Salem Elementary Elementary School,
Harrison County ddecker@k12.wv.us

Treasurer: Deborah Starr, Principal, Kermit PK-8 School,
Mingo County: dstarr@k12.wv.us

National Representative: Open

Federal Relations Coordinator: Open

Executive Committee Members:

- Jennifer Cox-Principal, Skyview Elementary School, Monongalia County: jacox@k12.wv.us
- Vicki Huffman, Principal Johnson Elementary School, Harrison County: vjhuffma@k12.wv.us
- Kelly Haynes, Principal, Kanawha County: ehaynes@mail.kana.k12.wv.us

National Distinguished Principal: Jennifer Cox-Principal, Skyview Elementary School,
Monongalia County: jacox@k12.wv.us

PAST PRESIDENT'S COUNCIL

The past presidents council is chaired by the immediate past president who is still an active principal. The council performs duties as requested by the president so that the Association may benefit from their experience and expertise.

COUNCIL RECOMMENDATIONS

A. Nomination of Officers

1. That WVAEMSP continue the practice of allowing prospective candidates to submit their names for nomination to the executive director prior to the convention and that such names are to be kept confidential until the nominating committee meets.
2. Nominating committees should attempt to nominate at least two members for the position of president-elect and vice president, if available.
3. Nominees should be selected with regional representation in mind.
4. Nominees should be given time to speak or have an opportunity to discuss their qualifications and platform ideas at the convention.
5. Members of the executive committee should not become actively involved in campaigning for candidates.

B. NAESP Delegate Selections

1. President
2. President Elect
3. NAESP Rep
4. Vice President
5. Executive Committee Member
6. Treasurer
7. Research Chairman
8. Immediate Past President
9. Booth Chairman
10. Past Presidents
11. General Membership

Delegates must attend Zone Meetings at NAESP Convention to pick up materials for delegate assembly. Expense form is to be turned in after the convention for payment. At present, delegates are paid \$200.00. This may be changed by a vote of the Executive Board.

WEST VIRGINIA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL PRINCIPALS

CONSTITUTION

PREAMBLE

PREAMBLE We, the members of the West Virginia Elementary and Middle School Principals, believe that the focal point of the school is the education of the child and that the educational program must help all children achieve their potential as contributing members of society. We believe that in providing the foundation for the formal education young Americans receive, our elementary and middle schools must strive for excellence. Further, we accept the finding—and the challenge that goes with it—that the primary responsibility for the development of an effective educational program in each school is vested in the principal. We are dedicated to insuring that every child in America receives quality education. We care about our country by caring deeply about children. We believe that no barrier should separate a child from the best education a school can offer; that race, sex, ethnic heritage, geography, social or economic status may not be used to deny a child the opportunity to acquire a solid foundation in reading, writing, mathematics, critical thinking, and the values of friendship, compassion, honesty, and self-esteem. We are committed to instructional excellence. We support the aspirations of teachers everywhere to give each child a quality school experience. We accept the challenge of the research showing that quality education in every school depends on the expertise, dedication, and leadership of the principal.

ARTICLE I. ---ORGANIZATION

Section 1 The name of this organization shall be West Virginia Association of Elementary and Middle School Principals (hereafter referred to in the Bylaws as the “Association”).

ARTICLE II---OBJECT AND PURPOSE

Section 1. The purposes of the Association are:

- a) To lead in the advocacy and support for elementary and middle level principals and other education leaders in their commitment to all children;
- b) To facilitate positive educational leadership;
- c) To serve as the voice for elementary and middle level;
- d) To enhance the image of the elementary and middle school principal as an educational leader and to promote greater recognition of the professional skill and performance demanded by the

position; e) To serve as an agency for the collection and dissemination of information pertinent to the elementary and middle level principalship; To provide services such as publications, conventions, conferences, research, state and federal relations, individual counseling, and other services authorized by the governing bodies of the Association; g) To promote the principle of equal rights and the elimination of prejudice, bigotry, and discrimination; h) To enhance the unique and harmonious relationships among elementary and middle level principals, teachers, other educators, and other associations; and i) To strengthen positive relationships among principals, schools, parents, and communities.

Section 2.. Governance The Association shall be governed by the Bylaws, and such actions as the governing bodies of the Association may take consistent therewith. Nothing in the Bylaws shall be construed to prevent the Association from pursuing objectives that are consistent with its stated purposes.

ARTICLE III---MEMBERSHIP

Section 1. The Association shall have regular and special categories of membership:

a) Regular membership shall include two classes of membership-active and emeritus membership.. I) Active: Active membership includes principals and assistant principals and other education leaders who support the objectives, pay the active member dues of the Association, and who are employed in professional work related to the elementary and middle level principalship. 2) Emeritus: Emeritus membership includes those former active members who have retired, b) Special categories of membership may be established by the Board of Directors, such as: 1) Associate: Associate membership includes any person who is actively interested in, engaged in, or associated with any phase of education work. 2) Institutional: Institutional membership includes any membership not in the name of an individual. 3) Aspiring principal: Aspiring Principal membership includes anyone actively pursuing the principalship. 4) Honorary: Honorary membership includes any person awarded such membership by the Board of Directors.

Section 2. Rights and Benefits Regular members of the Association shall be entitled to all of the Association's member services and benefits, including the right to vote. Only Active members who are on-line principals or assistant principals may hold office. All special membership categories shall be entitled to the rights and privileges of the Association as determined by the Executive Board except the right to vote, to hold office, and to be counted toward the allocation of delegates for the NAESP Delegate Assembly.

Section 3. No Discrimination

The Association shall not deny membership on the basis of race, creed, national origin, religion, age, disability, or gender. All members of this organization shall have the privilege of attending all meeting of the organization. Sessions of the executive committee may be closed by majority vote of the Executive Committee.

Section 4. Property Interest of Members

All rights, titles, and interests, both legal and equitable, of a member in and on to the property of the Association shall end on the termination of membership.

Section 5. Member Year

Membership shall be effective from the date of receipt of dues by the Association headquarters. July 1 shall be the date for the official membership count to determine delegate allocation and other provisions contingent on the number of members. Dues for active and emeritus members shall be determined by the Association after considering recommendations of the Executive Board. Dues for all special categories of membership shall be established by the Executive Board.

ARTICLE IV—OFFICERS

Section 1. The officers of this Association shall be president, president—elect, vice president, treasurer, NAESP representative, executive board member.

Section 2. The executive committee of the Association shall consist of president, president-elect, vice president, treasurer, research chairperson, executive board member, NAESP representative, and the past president. The executive director shall be an ex-officio member of the committee. The committee shall meet upon the call of the president or majority vote of the committee.

Section 3. The president, president-elect (who shall become president after one year as president-elect), and vice president shall be elected for one year terms by majority vote of the active membership present and voting at the annual convention. These three officers shall be on-line building principals or assistant principals. The one executive board member and treasurer shall be elected in the same manner for a two year term. The research chairperson is to be elected annually by the above names officers at their first meeting. The NAESP representative shall be elected for a three year period. The executive director shall be appointed by the executive committee at the time of contractual agreement. All officers will take office January 1. Any person running for an office does not need to resign an Association office presently held. No person may hold more than one elective office concurrently.

Section 4. Any vacancy occurring in the office of this Association, except that of president, shall be filled for the unexpired term by the executive committee, sitting in a regular meeting of the committee. In the event of a vacancy in the office of president, the immediate past president shall assume that office for the unexpired term. Should the immediate past president be unable or ineligible to assume the office, the president-elect shall assume that office for the unexpired term and continue in the office for the full term for which he/she was elected.

Section 5. The president shall be an ex-officio member of all standing committees. He/She shall call meetings of the executive committee of which he/she shall call meetings of the executive committee of which he/she shall be chairperson, suggest policies and plans of work for all standing and special committees and shall be held responsible for the progress and work of the Association. The president, by and with the consent of the executive committee, shall appoint all standing committees. All special committees shall be appointed by the president. He/she shall preside at all regular meetings of the Association and perform all other duties that properly fall upon the presiding officer.

Section 6. The President-Elect shall preside at meetings and carry on the business of the Association when the office of the president is declared vacant or when such responsibilities are delegated to him/her by the president. He shall have the privilege of exercising the same powers as the president when acting in that capacity. He/she shall be chairperson of the legislative committee. He/she shall also assist with the communication to the membership.

Section 7. The Vice President shall preside in the absence of the president and president-elect, and when so doing, exercise the powers granted the presiding officer. He/she shall also be chairperson of the program committee.

Section 8. The Executive Director shall record the action of all meeting of the association and the executive committee. He/she shall carry on such correspondence as shall be necessary, assume responsibility for editing and publishing the annual report of the research committee and help carry out the recommendations, program and policies of the executive committee in the manner they prescribe. He/she shall be privileged to requisition funds from the treasurer for necessary correspondence, postage, stationery, and such other expenses that might be incurred by his/her office. These expenditures must be budgeted for and approved by the executive committee. He/she is to receive the membership report and include it in his/her annual report.

Section 9. It shall be the duty of the Treasurer to receive all funds of the Association. He/she shall pay all bills of the Association, after they have been approved by the president, subject to confirmation by the executive committee. A strict and accurate record of all funds shall be kept in

order that reports may be made when requested by the president or executive committee. He/she shall submit a proposed budget at the annual convention for the coming year. Such budget shall be approved by the executive committee and the membership at a regular business meeting. The treasurer's annual report shall be printed and distributed to the membership Section 10. The executive Committee Member and the NAESP Representative shall perform the duties regularly falling to them. The executive committee member shall be the resolution chairperson.

ARTICLES V–COMMITTEES

Section 1. There shall be the following standing committees: legislative, research, program, and past president's council.

Section 2. There shall be the following special committees: nominating, resolutions, auditing, and an election committee if one is needed. These committees shall be appointed by the president, except the nominating, which shall be selected as provided in Article V, Section 5.

Section 3. The legislative committee shall cooperate with all legislative committees of all education association in developing and promoting desirable school legislation. The committee will receive, collect, and initiate legislative proposals. This committee will represent the Association any time information pertaining to legislation is required by state officials or legislators. The president-elect shall serve as chairperson of this committee.

Section 4. The research chairperson shall upon the approval of the executive committee select a project for development and study by the Association that will, upon its completion, be a contribution duty of this chairperson to provide for, supervise, and aid in the development of the project.

It shall also be the job of this chairperson to provide, upon written request, each member of the association with an annual written report of the progress, findings, and results of the project, along with their recommendations relative to these findings. This report shall be edited and published by the executive director and may be made in the form of a yearbook if the committee so desires.

The research chairperson shall also act as the publicity chairperson for WVAEMSP

Section 5. A nominating committee consisting of eight members, one from each of the eight regions shall make up the nominating committee. (as representatives are available). The names of the members of this committee shall be certified by the executive director not less than thirty days prior to the annual convention. In the event of the failure of a region to certify a member for this committee, the president is authorized to fill the vacancy.

Section 6. All nominees for office in this Association must be members of the Association two years prior to the year of nomination. A list of members so qualified shall be called the list of eligible members for office as it is defined in this section.

Section 7. The program committee shall consist of three members; two to be appointed by the president. The third member and chairperson shall be the vice president. It shall be the duty of this committee to supervise all programs for which the Association assumes any responsibility.

ARTICLE VI—MEETINGS

Section 1. At least one regional meeting shall be held annually; such meeting to be held prior to the annual convention.

Section 2. All committees shall meet upon call of the president or upon vote of the majority of the executive committee members.

Section 3. The executive committee shall, in times of stress when the Association is deprived of the benefits of assembly, have the power to provide for the continuance of the Association, and determine policies and procedures, which in the judgment of the members are necessary and expedient for carrying on the work of the Association.

ARTICLE VII—EXPENSES

Section 1. The officers of this Association shall receive no salary except the executive director shall receive a sum to be determined by the executive committee in accordance with Article IV Section 3. The treasurer shall receive not more than \$100.00 for expenses. See also Article VI Section 3. (unless approved by the President)

Section 2. The executive committee shall be paid travel expenses incurred while attending meetings of the committee.. Such expenses shall include mileage to and from the meeting(rates to be set by the executive committee), actual expenses of hotel rooms, (limited to one-half the double occupancy rate unless single occupancy rate is approved by the president), meals (up to \$30.00 per day in-state and \$40.00 out-of-state unless a higher rate is approved by the executive committee for areas of extremely high meal process), and necessary incidentals concerning official business of the Association.

Section 3. Members of standing committees shall be reimbursed for expenses incurred for attending authorized meetings as approved by policies adopted by the executive committee.

Section 4. The President of the Association shall be reimbursed for expenses incurred in the discharge of his official duties. Such expenses must have the approval of the executive committee.

Section 5. All other items of expense, not mentioned previously, necessary to the proper function of this organization must be approved by the president for payment.

ARTICLE VIII—DUES

Section 1. Annual dues of this organization are approved for in the by-laws and shall be established annually at the state convention.

ARTICLE IX—AMENDMENTS

Section 1. This constitution may be amended by two-thirds vote of the electorate present and voting at any business session provided the proposed amendment has been read before a business meeting or mailed to each member at least thirty days before the time to vote.

BY-LAWS

ARTICLE 1—GOVERNANCE

All points not specifically covered by this Constitution and By-Laws shall be governed by Robert's Rules of Order.

ARTUCKE II—DUES

The annual dues of this organization shall be \$370.00 for an active member and \$20.00 for emeritus WVAEMSP members or \$118.00 if dues are paid for both WVAEMSP and NAESP, upon receipt of which, each member shall receive a membership card from WVAEMSP and NAESP showing dues paid for the school year. Aspiring: WVAEMSP: \$50.00 + NAESP \$80.00, Central Office: \$370.00, Assistant Principals: \$370.00, Institutional Active \$415.00.

ARTICLE III—LEGISLATIVE ACTION PROCEDURE, STRUCTURE AND COMMUNICATION

Section 1. Legislative Committee

The committee shall include: president-elect, WVAEMSP president, ex-officio; WVAEMSP immediate past-president, nonvoting member; WVAEMSP executive director, ex-officio, other members as needed. The legislative committee will meet as necessary during the year to develop a legislative program to be presented at the annual meeting for approval or amendment. This action

will result in the formation of the official legislative platform to be introduced at the next legislative session through the efforts of the Association leadership and the executive director.

Section 2. Legislative Lobbying Procedures

The legislative committee, with the help of the executive director, will conduct lobbying efforts as necessary to further the cause of legislation pending in the current legislative year—meetings with legislators, dinners, trips to Charleston, etc.

A. When Immediate Legislative Action Is Needed:

1. The executive director shall contact all officers of the Association, legislators, and /or others as necessary
2. County contact personnel shall contact each principal in his/her county, legislators, and /or others as necessary.

B. Other Communication Procedures.

1. Individuals shall be identified in each county who can and are willing to make personal contact with a legislator. County contact personnel shall make a special effort to keep these individuals informed. Communication should flow in both directions to serve as a lobby network and also to serve as a mechanism to ultimately permit feedback to the legislative committee.
2. Each of the regions should have a legislative committee whose purpose it would be to conduct informative sessions with legislators, administer legislative questionnaires or other “needs assessment” devices on a regional level and to conduct other lobby efforts as deemed necessary by the region and the WVAEMSP legislative committee (as finances permit). In some instances these efforts could be held in conjunction with county efforts in some regions where county associations have active legislative committees.

C. Materials for WVAEMSP Legislative Committee

1. Each WVAEMSP officer, county contact person, and others if necessary, should receive a packet of material which would include:
 - a. A list of legislators and the area they represent.
 - b. The name of each House and Senate Committee Chairman as well as the members of each committee.
 - c. The name of each WVAEMSP regional chairman and his/her address.
 - d. The name of each WVAEMSP officer and his/her address.
 - e. A copy of the legislative program adopted by the WVAEMSP at the annual meeting.
 - f. A copy of the WVAEMSP Constitution.

Section 3. Commitment

Acceptance of the position of county contact person constitutes a firm commitment to the furtherance of the legislative objectives of WVAEMSP. In addition they must attempt to find reasons why principals have not joined the Association, promote membership in the Association, and keep the executive director informed of their efforts.

PROFESSIONAL PROGRAMS AND SERVICES

ADVOCACY

WVAEMSP provides representation of the elementary principal before numerous official bodies. The Association is represented at the State Superintendents' Advisory Council, at the State Board of Education meetings, Legislative hearings, House and Senate Education Committee meetings, and WV PTA Council. Upon request, a member of the Executive Committee meets with members for support and council when they have hearings or grievances in job-related conflicts.

INFORMATION SERVICES

In order to serve WVAEMSP members effectively, the Executive Director collects and distributes a variety of information to the members. Upon request, the Association provides information from reference recourses at the National Association of Elementary School Principals.

The Association sends members a news letter (mailed or electronic) four times yearly. Other pertinent information is e-mailed as the Association feels the need to inform members.

WVAEMSP LEGAL ASSISTANCE FOR PRINCIPALS (LAP)

To guarantee each WVAEMSP member due process by providing legal assistance to members relative to job-related legal actions or procedures in which a member is involved. Funded by a portion of membership dues.

General Policies

1. The granting of financial support does not mean that WVAEMSP endorses or judges the correctness of the member's claim
2. The LAP program shall be reviewed and approved annually by the WVAEMSP Executive Committee prior to the school year in which it becomes effective. The LAP program cannot be changed within a school year for which the program has been approved.
3. \$5.00 of membership dues are to go to fund the LAP program. The amount is set by the Expectative Committee and can be changed annually if the need arises.
4. The total responsibility of the LAP program for any one year is 50% of the reserve fund.
5. Members are eligible for up to \$400.00 initially per incident plus up to an additional \$1,000.00 after NAESP reimbursement has been paid and attorney's fees are not paid in full.
6. Records are treated confidentially
7. WVAEMSP reserves the right to initiate class action suits or enter amicus curiae in selected action procedures and to utilize LAP funds for this purpose.
8. The WVAEMSP Expectative Committee is empowered to appropriate monies for legal consultations.

Criteria for Assistance

1. Individuals requesting aid must be members of WVAEMSP (1) at the time of the occurrence of the action for which legal support is sought, (2) of the actual taking of legal action, and (3) of the submission of the request for assistance.

2. A member does not have access to other legal assistance. **Such other assistance is deemed to be the primary source of assistance.** 3. The point at issue, if financial aid is extended, is that the lack of such aid would cause either the establishment of bad precedent or the destruction of presently acceptable precedent which would affect more than the individual administrator involved. 4. The question at issue shall be one which tends to be of concern to the profession. 5. The claim is not duplicative, repetitive, and /or already responded to in another case in that particular county.

EXCLUDED FROM LAP

1. Bargaining unit negotiations.
2. Master Agreement Administration.
3. Criminal Suits and sexual abuse, unless the member is either:
 - a. Not adjudged guilty, or is
 - b. Adjudged innocent.
4. Management decisions whose defense is properly the legal responsibility of the school district.
5. Civil suits initiated by member seeking monetary damages.
6. Any occurrence, action, or legal proceeding prior to 12:01 A.M. September 1, 1977.

FINANCIAL AID FORMULA

1. An initial amount of not less than \$100.00 of legal fees shall be borne by sources other than WVAEMSP. (We strongly urge county associations to provide the first \$100.00 of legal assistance.)
2. WVAEMSP will provide up to \$400.00 maximum to members for approved legal expenses.
3. Initial reimbursement is limited to \$400.00 per member per act or occurrence. If more than one member is involved in the same actor or occurrence under litigation, only one \$400.00 payment will be authorized, except as determined by the WVAEMSP Executive Committee where state precedent is involved.
4. After the initial reimbursement and after NAESP has paid its portion, if there still remains attorney fees, a member is eligible for up to \$1,000.00 in additional funds.

PROCESS

1. The member requests an assistance from WVAEMSP Office, completes and sends to NAESP a written Notification of total Potential Claims
2. With permission of the member. WVAEMSP will forward notification to NAESP with appropriate comments.
3. Upon receipt of a properly completed LAP Information and Financial Affidavit, signed by the member and the member's attorney, guaranteeing the expenditure of the receiving fees and expenses due the attorney, the WVAEMSP Executive Committee shall review all information in relation to WVAEMSP Policy and determine the eligibility of the member for assistance.
4. Upon determining that the member is eligible for assistance, a check for the appropriate amount payable to the member and/or his/her attorney will be sent to the member.

5. If the member is ineligible for assistance, the WVAEMSP executive committee shall so notify the member, including a statement as to the reason(s) why the request was disapproved.

TOTAL LEGAL SERVICES AVAILABLE TO MEMBERS

1. Up to \$400.00 for legal costs for job-related incidents paid for through WVAEMSP dues.
2. Representation upon request for support and council during job-related conflicts.
3. NAESP lap provides legal services for qualifying members for cost over \$500.00..up to \$5,00.00 for any job related action (an additional \$500.00 for each year of continuous membership, maximum of 10 years)... up to \$14,000.00 in legal fees for civil suits... up to \$400,000.00 to assist in damage claims. (to be updated with current information)
4. Up to \$1,000.00 additional fees after exhausting the WVAEMSP initial reimbursement and NAESP'S payment for job related actions. (to be updated with current information)
5. WVAEMSP will provide assistance in requests for NAESP services.

PUBLICATIONS—(will list as available)

Members will receive newsletters, legislative reports, and other publications of special interest regarding WVAEMSP activities. Other services include award certificates, membership certificates, membership cards, and reports concerning activities of the WVDE, the regions, and other of interest to principals.

TERMS OF OFFICERS

The WVAEMSP has practicing, concerned members as your officers. Each officer serves a one year term with the following exceptions: the NAESP Representative serves a three term. The Treasurer and the Executive Committee Member will serve two year terms.

ELECTIONS

The election of state officers in WVAEMSP is held at the annual convention. With the President presiding, he/she will present the slate of officers to the general membership at the convention at which time nominations are opened to the floor. A prospective candidate may submit his/her name for nomination to the executive director prior to the convention.

These names will remain confidential until such time as the nominating committee meets. Regional areas should be kept in mind when selection candidates. It is recommended that there be two nominations for each office. Candidates will be acknowledged and provided with an allotted time to discuss the qualifications and platform during the convention at a time prior to voting.

A member must be in good standing to cast a ballot. Results will be announced during the business session on the last day of the convention.

Members may receive election results upon written request to the executive director.

CONVENTION

The WVAEMSP and WVASSP hold a joint association's convention annually during the fall. The Vice-President serves as the chairperson for the convention receiving a detailed summary of the previous convention to serve as a guideline. The format of the convention summary may include speakers, vendors, presenters, banquet details, dance, entertainment, etc. The Vice President will work with WVASSP to select the theme and visit the site to finalize details. Location of the convention is determined by the executive committee at least two years in advance. The officers in planning the annual Fall Convention of the WVAEMDP strive to provide relevant topics, renowned speakers, and pertinent programs. This conference addresses in-service and staff development needs for the professional; provide opportunities for school principals' dialogue; and assembles valuable learning exhibits. When the schedule permits, an officers' luncheon meeting will be held at the conclusion of the convention. This may be designated as an executive committee meeting.

WVAEMSP CONVENTION SCHEDULE—(UPDATED AS AVAILABLE)

LEGISLATION

The officers of WVAEMSP are actively involved in the legislative process. The Executive Director constantly monitors and lobbies for WVAEMSP priorities during the entire legislative session. The President-Elect coordinates this effort under the direct supervision of the President of the WVAEMSP. A legislative function will occur soon after the convening of the West Virginia Legislature in January or as set by the Executive Committee. Details of the function are to be determined by the Executive Committee. A percentage of membership dues is earmarked for budget expenditures to enhance our legislative initiatives.

DELEGATES TO THE NAESP CONVENTION

The number of West Virginia Delegates to the National Convention is determined by our number of NAESP members. One delegate is chosen for each fifty (50) paid NAESP members. (as financing is available) Delegates are chosen from the following committees in order of appearance.

1. President
2. President-Elect
3. NAESP Rep.
4. Vice President
5. Executive Committee Member
6. Treasurer
7. Research Chair
8. Immediate Past President
9. Booth Chairperson
10. Past President
11. General Membership

In the event a decision must be made in choosing a delegate, an Executive Committee meeting will be called. This committee will determine the regional chairperson and/ or the past president to act as a delegate. In the event that the membership is called upon for a

delegate, or delegates, the Executive Committee will make the selection. The executive committee will at all times be prepared to justify selection of delegates..

NOTE: The Executive Committee reserves the right to appoint delegates at the A National Convention if appointed delegates do not attend. All delegates and anyone wishing to be appointed to replace a delegate must attend the Zone Meeting on the first day of the convention in order to be a certified delegate. Expense forms must be turned in to the treasurer after the convention. Currently delegates are paid \$200.00. (This may be changed by vote of the Executive Board.)

FINANCES

A financial report is submitted at the state convention including a balanced budget. A detailed report containing a summary of expenditures, investment, and income is presented at executive committee meetings. The annual proposed budget is presented for approval at the state convention.

NAESP SERVICES

The National Association of Elementary School Principals—NAESP—is committed to providing children the best possible elementary and middle school education, thereby assuring them a strong foundation for future growth.

This commitment involves several related purposes—among them. To provide opportunities for professional development; to promote and sustain effective educational leadership; and to serve as advocate for elementary and middle school principals with the Congress, with state and federal government agencies, and with the news media.

In carrying out these objectives NAESP offers it's 27,000 members a wide range of services including the following:

LEGAL ASSISTANCE—NAESP—(To be updated)

PROFESSIONAL DEVELOPMENT