

CONSTITUTION
OF
AMERICAN FEDERATION
OF
SCHOOL ADMINISTRATORS
LOCAL 61

Effective August 29, 1983
Amended June 27, 2002
Amended August 15, 2019

CONSTITUTION of the AMERICAN FEDERATION OF SCHOOL ADMINISTRATORS,
LOCAL 61

ARTICLE 1
NAME The name of this organization shall be American Federation of School Administrators, Local #61.

ARTICLE 2
MEMBERSHIP Membership of this organization shall be comprised of Directors and Assistant Directors of the Connecticut Regional Vocational-Technical Schools.

ARTICLE 3
PURPOSE The purpose of this organization shall be to foster the economic, social, educational, and cultural well being of its members, enhance the status and improve the image of the Regional Vocational-Technical Schools, and to improve the working conditions for all members.

ARTICLE 4
OFFICERS The officers of this organization shall be a President, Vice-President, Secretary and Treasurer. Each of these officers shall serve for a three-year term from date of election. In the event an officer position is vacated prior to the end of term, the Executive Board shall retain the option of appointing an interim officer. Any vacancies occurring during the election window (June 1 to August 31st) requires that an election be held.

ARTICLE 5
DUTIES
OF
OFFICERS It shall be the duty of the President to:
A. Preside at all meetings in accordance with Robert's Rules
B. Represent the organization whenever directed to do so by it's members
C. Be *Ex-Officio* member of all committees
D. Appoint all necessary committees
E. Plan agendas for all meetings and at all said meetings called, know and enforce the Constitution and By Laws

It shall be the duty of the of the Vice-President to:
A. Perform all duties of the President in the absence of the President
B. Perform all duties delegated by the President

It shall be the duty of the Secretary to:
A. Keep the minutes of all meetings
B. Conduct all correspondence of the organization including notices of meetings to members
C. Preserve and keep up-dated all records of the organization
D. Assist the President as directed

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DUTIES
OF
OFFICERS

It shall be the duty of the Treasurer to:

- A. Collect and deposit all dues from members
- B. Maintain an up-to-date record of all financial transactions
- C. Pay all bills in a prompt and efficient manner
- D. Forward appropriate assessments to the state and national offices in a timely manner
- E. Present up-to-date financial reports at least once a month or whenever the organization meets but in no event will a report not be submitted to the membership less than once every two months
- F. Assist the President as directed

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ARTICLE 6
EXECUTIVE
BOARD

The Executive Board shall be composed of the present officers and all of the immediate past officers and in no event shall be less than eight members. The President shall appoint members to fill vacancies on the Executive Board.

- A. The Executive Board shall meet at the call of the President and shall advise the President on all matters relating to the good and welfare of the membership
- B. The Executive Board shall keep minutes of its meetings and shall make such minutes available to the membership

ARTICLE 7
ELECTIONS

Elections of officers shall take place at a meeting scheduled between June 1st and August 31st and said officers shall take office September 15, of the election year. Any officer appointed to a position vacated prior to the end of a term shall also be slated for the next election cycle between June 1st and August 31st

ARTICLE 8

A quorum shall consist of a number equal to twice the membership of **QUORUM** the Executive Board.

ARTICLE 9
AMENDMENTS

Amendments to the Constitution may take place at a regular meeting of the organization providing that said proposed amendment is presented to the membership in writing at least two months before it is to be voted on. An affirmative vote of two-thirds of the members present shall amend this Constitution.

EFFECTIVE
DATE

The effective date of this Constitution shall be August 29, 1983.

AMENDED
DATE

Constitution was amended on June 27, 2002.
Constitution was amended on August 15, 2019.