

**CONSTITUTION  
OF THE  
ASSOCIATION OF ASSISTANT PRINCIPALS OF NEW YORK CITY  
(WITH PROPOSED AMENDMENTS)**

**Affiliate of the Council of Supervisors and Administrators  
Local 1 – American Federation of School Administrators AFL-CIO**

**ARTICLE 1**

**Name & Purpose**

**Section 1**

The name of this association shall be “The Association of Assistant Principals – “New York City” (AAP).

**Section 2**

The purpose of this Association shall be:

- (a) to advance the cause of public education:
- (b) to protect and further the professional interests of its members and represent them in matters concerning their working conditions and general welfare.

**ARTICLE II**

**Membership**

**Section 1**

The following are eligible for membership in the AAP upon payment of dues:

- 1.1 Any person holding the license of assistant principal in elementary, intermediate, junior high or middle schools.
- 1.2 Any person appointed as assistant principal to any of the above mentioned schools from a valid license list and/or in accordance with applicable procedures and receiving pay on the salary line of an assistant principal.
- 1.3 Any person assigned as assistant principal to any of the above mentioned schools (section 1.1) in accordance with valid and applicable procedures and receiving pay on the salary line of an assistant principal.
- 1.4 Any person appointed or assigned as assistant principal, or assistant principal (administration) to any of the schools mentioned above (section 1.1), but serving in a temporary capacity in any other assignment.

## **Section 2**

Automatic life membership is extended to all who are members in good standing of the AAP at the time of their retirement. Life members shall be entitled to all privileges and rights except for the right to vote, the right to hold elected office, and the right to participate in special member benefits.

## **Section 3**

- 3.1 Honorary membership may be extended as recommended by the elected officers and granted by the Executive Board. Honorary membership may be extended to all members in good standing upon their promotion to a higher license.
- 3.2 Honorary members shall be entitled to all privileges and rights except for the right to vote, the right to hold elected or appointed office and the right to participate in special member benefits.

## **ARTICLE III**

### **Dues**

#### **Section 1**

Annual dues cover the period from October 1<sup>st</sup> of the current year to September 30<sup>th</sup> of the following year. Annual dues and special assessments shall be set by a 2/3 vote of the Executive Board.

#### **Section 2**

Dues are payable by sending to the membership department of CSA a properly executed check-off card assigning dues to both CSA and the AAP. Alternately, dues are payable by sending to CSA the entire amount assessed by the AAP.

#### **Section 3**

Special assessments of the AAP are to be sent to the treasurer of the AAP

#### **Section 4**

Any member of the AAP who shall be in arrears in dues and assessments to the AAP for three months shall be notified by the Treasurer, and upon failure to make payment for such arrearage within 30 days of the mailing of such a notice so such member, the member will be termed no longer to be in good standing.

## **ARTICLE IV**

### **Officers**

#### **Section 1**

The officers of the Association shall be a President, a first Vice-President, five Vice-Presidents (at least one from the Elementary School Level and at least one from the Junior High School or Intermediate School Level), a Treasurer and a Secretary. All officers must be members of the Association in good standing.

#### **Section 2**

The President shall:

- a) preside at all meetings of the Association and of the Executive Board;
- b) enforce all rules and regulations relating to the Association;
- c) call special meetings of the Association and of the Executive Board when it is deemed necessary or when requested to do so by one-third of the membership of the Executive Board;
- d) appoint chairmen and members of all committees, from among members in good standing;
- e) appoint a committee to audit the Treasurer's books, which committee shall present a report of their audit at the last meeting of the school year;
- f) be, ex-officio, a member of all committees;
- g) assign such duties to the Vice-Presidents as he sees fit;
- h) report periodically to the membership at large;
- i) execute all agreements in the name of the AAP;
- j) sign checks for the AAP;
- k) appoint a member of the Executive Board to serve as AAP parliamentarian;
- l) assign the First Vice-President and each of the other Vice-Presidents to serve as chairperson of one of the six standing committees of the AAP.

#### **Section 3**

The First Vice-President shall:

The first Vice-President shall perform the duties of the President during the latter's absence or disability and all other duties assigned by the President. In the event of the President's and First Vice-President's absence or disability the Executive Board shall designate one of the Vice-Presidents as chairman pro tem.

#### **Section 4**

The Secretary shall:

- a) keep, a true record of all resolutions and proceedings of each meeting;
- b) keep a permanent record of attendance at all meetings;

#### **Section 5**

The Treasurer shall:

- a) receive and deposit all money payable to the Association;
- b) sign all checks;
- c) present financial reports at each meeting and such reports as may be required;
- d) prepare and present the financial records of the AAP for the quarterly and annual audits;
- e) be responsible for maintaining a list of members in good standing;
- f) be responsible for collating, organizing and maintaining files on all business matters, committee reports and correspondence, and for transmitting such files, reports and correspondence to successor administrations;
- g) take such appropriate steps as voted by the Executive Board in connection with death, promotion, retirement and other significant occurrences respecting members in good standing.

### **ARTICLE V**

#### **Standing Committees**

##### **Section 1**

There shall be six standing committees within the AAP: Grievances; Professional, Interests; Educational Policies and Practices; Membership; Finance and Budget; District Liaison; and Political Action.

##### **Section 2**

The Vice-President assigned as chairman of each standing committee will give periodic reports of the workings of the standing committee at Executive Board meetings and in the AAP Newsletter. Each chairman will seek membership of the appropriate CSA committee.

### **Section 3**

The Grievance Committee shall:

- 3.1 monitor maintenance of the CSA contract on a day-to-day basis;
- 3.2 maintain liaison with the CSA Grievance Committee on matters involving assistant principals.

### **Section 4**

The Professional Interests Committee shall;

- 4.1 prepare items for inclusion in CSA contract demands;
- 4.2 monitor liaison with CSA regarding items of professional interest to members of the AAP, including intermediate supervisory job descriptions, excessing, assignments, duties, and other personnel items.

### **Section 5**

The Educational Policies and Practices Committee shall:

- 5.1 develop and publicize professional contributions of members the AAP;
- 5.2 publicize recent articles and trends of interest to members of the AAP;
- 5.3 develop a "Handbook" for members of the AAP;
- 5.4 develop panels and programs for AAP meetings and functions.

### **Section 6**

The Membership, Finance & Budget Committee shall;

- 6.1 maintain liaison with Treasurer of the AAP to review and prepare the budget of the AAP and such financial statements as are requested.
- 6.2 maintain liaison with CSA committees dealing with finances, budget and membership;
- 6.3 develop programs and practices to achieve 100% membership in the AAP of all eligible persons.

### **Section 7**

- 7.1 maintain liaison with all district AAP representatives;
- 7.2 maintain liaison with all CSA district chairmen;
- 7.3 work with the Membership Committee to develop membership lists.

## **ARTICLE VI**

### **The Executive Board**

#### **Section 1**

The Executive Board shall be made up of the elected officers of the Association, one elected representative from each district, and the immediate past President of the AAP, provided he is a member of the Association.

#### **Section 2**

The Executive Board shall be the policy-making body of the Association.

#### **Section 3**

In the event of the unexplained absence of an elected officer or district representative for three consecutive board meetings in any school year, the President shall declare such office vacant. In the event of the vacancy of an elected office the President shall, subject to the approval of the Executive Board, appoint a member to fill the balance of the unexpired term.

## **ARTICLE VII**

### **Meetings**

#### **Section 1**

Regular monthly meetings of the Executive Board shall be held, except during July and August.

#### **Section 2**

Special meetings of the Executive Board shall be held at the call of the President when it is deemed necessary or when directed to do so by one-third of the membership of the Executive Board.

#### **Section 3**

Special meetings of the membership of the AAP shall be held at the call of the President or at the call of one-third of the Executive Board or by written petition of 50 members. Written notice of such meetings shall be sent to all members; such notice shall state the purpose of the special meeting and only such matters as are contained in the notice may be considered.

## **Section 4**

- 4.1 At a special meeting of the Association 40 members shall constitute a quorum.
- 4.2 At a meeting of the Executive Board one more than one-third of its membership shall constitute a quorum.

## **ARTICLE VIII**

### **Nomination & Elections**

#### **Section 1**

A nomination committee shall be appointed by the President at the February meeting of the Executive Board in each even numbered year to prepare and present a slate of candidates for officers of this Association, in accordance with Article IV, Section 1. The President shall designate the chairman of this committee.

#### **Section 2**

The nominating committee shall designate one candidate for each elected office. Nomination for president must be made from among members in good standing of the present Executive Board. The committee shall send its slate for officers to the president in a timely fashion. The president shall incorporate this recommended slate in the notice to members announcing the March meeting of the Executive Board.

#### **Section 3**

Additional nominations as candidates for any elected office may be made by written petition. Such written petition for each office must bear the signature of at least 50 members in good standing. A member in good standing may sign only one nominating petition for each office. The opening date for circulating petitions shall be the post-marked date of notice to members of the March meeting. All nominating petitions must be returned post-marked within 21 days of the opening date.

#### **Section 4**

The names of all candidates for office shall be announced in the notice for election. Election shall be by mail ballot when there is a contest for any elected position and must take place before the April meeting.

#### **Section 5**

When there is a contested election for the presidency, each member voting shall cast a single combined vote for President and First Vice-President.

## **Section 6**

When an election is held, the ballot shall be prepared by the nominating committee and mailed out under the supervision of the Treasurer to all members in good standing. The ballots shall be returned to the Treasurer who will supervise the counting by a chairman and 2 members of a committee appointed by the president for this purpose. They shall tally the ballots so cast and shall announce the results to the President who will present the results in the notice of the May meeting. Ballots shall be retained until after the final meeting of the year. The member receiving the highest number of votes cast affirmatively for any office shall be declared elected to that office. A recount may be petitioned by 25 members, said recount to be done with safeguards. Such safeguards shall include 2 of the petitioning members as tellers.

## **Section 7**

In the event of a tie vote for any office, a new mail election shall take place at once for such office.

## **Section 8**

In the event of an uncontested election the Secretary shall cast one ballot on behalf of the Membership.

## **Section 9**

The officers of the Association shall be inducted at the last meeting of the school year, in each even numbered year, such officers to take office immediately for a term of two years.

# **ARTICLE IX**

## **Amendments**

This Constitution may be amended in the following ways:

### **Section 1**

A proposed amendment may be presented in writing to the President by petition of 25 members in good standing or by a majority vote of the Executive Board.



## **Section 2**

The membership shall be notified in writing of the proposed Amendment. At the Executive Board meeting following written notification, the proposed Amendment shall be voted upon by the Executive Board, or by Executive Board decision, the proposed Amendment shall be submitted to the members for mail referendum.

## **Section 3**

The proposed Amendment shall be deemed adopted as a result of a two-thirds affirmative vote of the Executive Board present and voting, or by a two-thirds vote of the Executive Board present and voting, or by a two-thirds affirmative vote of ballots returned in a mail referendum.

## **ARTICLE X**

### **Rules of Order**

Except as otherwise provided in this Constitution, Robert's Rules of Order shall govern all meetings of the Association.

## **ARTICLE XI**

This Constitution shall be deemed operative when ratified by a three-quarter affirmative vote of the Executive Board and a two-thirds affirmative vote of returned ballots of the membership by mail referendum.

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