



# NATIONAL POLICY BOARD *for* EDUCATION ADMINISTRATION

## **NATIONAL POLICY BOARD FOR EDUCATIONAL ADMINISTRATION BY-LAWS 06-04-15**

### **Preamble**

We, the members of the National Policy Board for Educational Administration, believe that the focal point for improving the education of every child and providing educational programs that help all children achieve their potential as contributing members of society is to improve the capacity of educational leaders in schools and school districts. We serve as organizations dedicated to work together to represent the educational administration profession and improve both the preparation and practice of educational leaders at all levels.

### **Article I - Name**

The name of this organization shall be the National Policy Board for Educational Administration (NPBEA). The NPBEA is a non-profit, 501(c)(3) corporation.

### **Article II - Purpose**

The purpose of the Board is to advance the educational administration field by collective action to:

- Advance national educational administration policy standards and program standards for use by practitioners, states, professional associations, and preparation programs;
- Promote national reviews of educational administration programs at colleges and universities through CAEP accreditation using NPBEA approved program standards;
- Promote high quality educational administrator-preparation programs;
- Encourage the development, implementation, and dissemination of high-quality educational administration professional development programs;
- Foster meaningful dialogue and action on critical issues in education administration;
- Encourage professional growth of educational administrators through advanced levels of certification.

## **Article III – Governance**

The NPBEA Board shall be governed by the Articles of Incorporation, the Bylaws, and such actions that the NPBEA Board may take consistent therewith. Nothing in the Bylaws shall be construed to prevent the NPBEA Board from pursuing objectives that are consistent with its stated purposes.

## **Article IV - Membership**

### **Section 1. Membership**

The Board will consist of the following members: the American Association of Colleges for Teacher Education (AACTE), the School Superintendents Association (AASA), the Council for the Accreditation of Educator Preparation (CAEP), the National Association of Elementary School Principals (NAESP), the National Association of Secondary School Principals (NASSP), the National Council of Professors of Educational Administration (NCPEA), and the University Council for Educational Administration (UCEA). Other members include: the Association of School Business Officials (ASBO), the Council of Chief State School Officers (CCSSO), and the National Board for Professional Teaching Standards (NBPTS).

### **Section 2 Criteria for Membership**

Organizations to be considered for standard membership on the National Policy Board for Educational Administration (NPBEA) should exhibit:

- An appointed executive staff or executive director with continuity in office;
- A program of professional development and advocacy in the field of educational leadership
- A constituency of individuals, organizations, states or affiliated associations that have a primary concern for the improvement of educational administration;
- A constituency not represented on the NPBEA Board.

### **Section 3 - Addition of Members**

The addition of members is accomplished by unanimous action of the members of the Policy Board.

### **Section 4 - Representation of Member Organizations**

Members will be represented on the Policy Board by an organization's chief executive officer or his/her proxy. All members are allowed to have no more than two representatives at any NPBEA Board meeting.

### **Section 5. - Voting Privileges of Members**

Voting privileges at Board meetings are restricted to members of the NPBEA Board. Each association has one vote.

## **Section 6. - Membership Dues**

The membership dues shall be determined on an annual basis by the NPBEA Board members at the annual meeting.

## **Section 7. - Resignation of Members**

A Policy Board member may resign by providing written notification to the NPBEA Chair.

## **Article V - Officers**

### **Section 1. - Chair**

The Chair of the Policy Board will be chosen by the Board from among its CEO members. Proxies will not be eligible for this position. The Chair will serve for a one fiscal year and will not be eligible for re-election in the next fiscal year. At each meeting of the Board the Chair shall preside over the meeting.

### **Section 2. - Chair-Elect**

The Chair-Elect of the Board will be chosen by the Board from among its CEO members. Proxies will not be eligible for this position. The Chair-Elect will serve for a one fiscal year and then become Chair at the start of the next fiscal year. The Chair-Elect will act for the Chair if the Chair is unable to perform the duties of his/her office.

### **Section 3. – Treasurer**

The Treasurer of the NPBEA will be chosen from among its CEO members. Proxies will not be eligible for this position. The Treasurer will serve for three fiscal years.

### **Section 4. - Filling of Vacancies**

In the event an NPBEA Officer is unable to complete his/her term of office, the NPBEA Board shall convene to designate a successor to fill the unexpired term of office.

## **Section 5. - Steering Committee**

The Steering Committee shall consist of the NPBEA's Chair, Chair-Elect, and Treasurer. The Steering Committee shall possess such powers and duties as authorized by the NPBEA Board and may include such duties as:

- Convening together to develop NPBEA meeting agenda items;
- Advising NPBEA's Executive Administrator on matters that arise between regular meetings of the NPBEA Board;
- Setting up special NPBEA conference call meetings, if in the judgment of the Steering Committee, an item under consideration has long-range or immediate implications for the program of the NPBEA.

## **Article VI - Executive Administrator**

The Executive Administrator will consist of personnel approved by the NPBEA Board. The NPBEA Chair will be authorized to contract the services of the Executive Administrator on an annual basis and will determine the duties and location of that position. The Executive Administrator will report to the NPBEA Chair and will be responsible for the day-to-day administration of the NPBEA and other duties as assigned. The official NPBEA records including such things as the Bylaws, Articles of Incorporation, meeting minutes, budget shall be kept on file electronically by the NPBEA's Executive Administrator and the NPBEA fiscal agent.

## **Article VII - Committees**

### **Section 1. - National Educational Leadership Preparation Review (NELP) Sub-Committee**

There are a variety of agencies and agents who share the concern of the National Policy Board for improvement in the training of educational administrators. The NELP has been appointed by the NPBEA Board as a specialized educational provider in the CAEP accreditation process from among members of the NPBEA Board. The purpose of the NELP is to review educational leadership programs at the building and district levels within the CAEP program review process and is authorized to grant "National Recognition" status to those leadership programs that align to NPBEA's educational leadership programs. The NELP Audit Committee shall consist of five members who shall be invited from the NPBEA Board. The term of the Committee members will be three years and rotate among NPBEA members. Duties of the NELP Audit Committee will be to review all team reports and make program decisions on national recognition status; provide NELP staff direction on improvements to team reports; and develop NELP program review policies and provide guidance to NELP staff on interpretation NELP program standards and CAEP policy implementation.

### **Section 2. - Other Sub-Committees**

The NPBEA Board may establish committees as deemed appropriate and shall prescribe the authority of any such committee and the period of its existence.

## **Article VIII - Meetings**

### **Section 1. – Meetings**

#### **Annual Meeting**

There will be an annual meeting each fiscal year. The agenda for the annual meeting will focus on evaluation of the previous year's program, the program for the upcoming year, voting for NPBEA Officers, budget approval, and NPBEA Audit review.

#### **Regular Business Meetings**

In addition to the annual meeting, two regular business meetings will be held at the discretion of the NPBEA Board. If it is the determination of the Steering Committee that a quarterly meeting is unnecessary, then a meeting may be canceled or an electronic conference call meeting will be held in place of the regular business meeting. The NPBEA Board shall meet at least two times in any fiscal year.

#### **Special Meetings for CEO's**

Special Chief Executive Officer (CEO) only meetings of the NPBEA Board may be called by the Chair or the Steering Committee of the NPBEA Board.

#### **Electronic Conference Meetings**

Members may attend meetings in person, by proxy, or through the use of any means of communication by which all members participating may simultaneously hear each other during the meeting. Meetings of the Board or any committee of the Board by electronic conference shall be permitted.

#### **Notice of Meetings**

Written agenda of Board meetings shall be emailed to each member in advance of the date of the meeting.

### **Section 2 - Rules of Order**

Robert's Rules of Order, Newly Revised shall be the authority governing all matters of procedure not otherwise provided for in the Articles of Incorporation and the Bylaws or by the actions of the NPBEA Board.

### **Section 3. - Quorum**

Two-thirds of the membership shall constitute a quorum.

## **Article IX - Finance**

### **Section 1. - Allocation of Budget**

The budget of the NPBEA will be submitted for approval at the annual meeting of the NPBEA Board. NPBEA membership dues shall cover maintenance of NPBEA operations as outlined in each fiscal year's budget. Any additional special projects that are approved by the NPBEA Board should submit a separate project budget. Expenses for the project budget may be paid in one of three ways: a special assessment

from NPBEA members; use of NPBEA reserve funds, obtaining an outside grant source of funding; or a combination of the above.

### **Section 2. - NPBEA Audit**

An audit of NPBEA financial records shall be completed by a certified public accountant within each fiscal year and submitted for approval by the NPBEA Board at the annual meeting.

### **Section 3. Financial Records and Accounts**

NPBEA financial records and accounts shall be maintained by NPBEA's fiscal agent and be the property of the NPBEA. The records and accounts shall be open to inspection by any NPBEA member upon written request to the NPBEA Treasurer.

### **Section 4. Reserve Funds**

The Reserve Funds shall consist of the real properties, savings, and/or long-term investments of the NPBEA Board, together with any other funds or properties received by gift, bequest and devise, and accrued income from Reserve Funds investments. The Reserve Funds shall be in the charge of the NPBEA Treasurer, which shall provide for the investment and safekeeping of such funds. The Treasurer shall report the conditions of the funds to the NPBEA Board.

### **Section 5. Grants and Donations**

The NPBEA may receive grants and may deposit and expend these funds according to terms of the grantor and accepted by the NPBEA Board or Steering Committee.

### **Section 6. Distribution of Assets**

No part of the net income, revenue, and grants of the NPBEA shall inure to the benefit of any member, officer, or any individual except that reasonable compensation may be paid for services rendered. No member, officer, or individual shall be entitled to share in the distribution of any part of the assets of the Association on its dissolution or liquidation. In the event of such dissolution or liquidation, the assets of the NPBEA, after payment of debts and obligations, shall be transferred to one or more membership organizations either with federal tax exemption for charitable and educational uses, or with objectives determined by the NPBEA Board. The receiving membership organization(s) shall be designated by the Board of Directors at its final meeting.

## **Article X - Amendments**

A proposed amendment to the NPBEA Bylaws or Articles of Incorporation must be submitted in writing to the NPBEA Chair or Steering Committee by an NPBEA organization's Chief Executive Officer (CEO), who shall refer it to the NPBEA Board for action. A two-thirds vote of the Board of Directors at which a quorum of the Board is present shall be required to adopt a proposed amendment. An amendment to the Articles of Incorporation shall become effective upon filing the amendment through NPBEA's fiscal agent.