Texas Association of Secondary School Principals

“Above All, Students First”

Regional Resource Guide
2020-2021

TASSP Vision: To offer Texas principals and assistant principals a forum to explore the best practices in school administration with the ultimate goal of helping facilitate student learning. It is the intent of the organization that we honor our motto “Above All, Students First,” in all that we do.
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It is the policy of TASSP to comply with all federal and state laws concerning non-discrimination and equal employment opportunity, regardless of race, sex, color, religion, national origin, ancestry, veteran status, physical/mental handicap, pregnancy, parental/marital status, or age.
Overview
Adopted by the TASSP Board of Directors January 2016

Mission Statement:
The mission of the Texas Association of Secondary School Principals is to ensure that campus administrators serve as courageous transformative leaders and a unifying voice for all learners, through a dynamic network distinguished by:

- Sharp focus on professional development;
- Proactive mindset of agility, innovation, and decisiveness; and
- Unrelenting commitment to student success.

Statement of Beliefs:

- We believe that all people are created inherently good with noble purpose that transcends self.
- We believe that all human beings have the right and ability to learn and own their learning.
- We believe that each individual is a voice expressed through being, action and/or words.
- We believe that individuals make choices for which they are accountable.
- We believe that serving others is a moral obligation to add value to every individual and to improve the greater good.
- We believe that inspirational leaders are courageous and seek the truth to empower others.
- We believe that unity creates progress towards a common vision.

Parameters:

- We will not compromise our commitment to students
- We will ensure diversity in all our endeavors
- We will uphold, honor and defend the dignity of the principalship
- We will ensure that all decisions are aligned with our strategic plan

Objectives:

- Principals will model, encourage, and support purposeful innovation in the interest of student success.
- Principals will make informed decisions with a sharp focus on comprehensive data.
- Principals will cultivate and empower leaders.
- Principals will foster a culture of inclusiveness and unity.

Strategies:

- We will influence, guide and support the emerging role of the principal.
- We will promote the value of the individual while creating a unifying culture to harness the power of diversity and the energy of education.
- We will position ourselves as visionary leaders focused on relevant service, support and professional development.
TASSP Officer Elections Rotation for Second Vice President

<table>
<thead>
<tr>
<th>Year</th>
<th>Area</th>
<th>Type of School</th>
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<tbody>
<tr>
<td>2020</td>
<td>Area 1</td>
<td>Small High School</td>
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<tr>
<td>2021</td>
<td>Area 2</td>
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<td>Area 5</td>
<td>Junior High/Middle School</td>
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<td>2025</td>
<td>Area 1</td>
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<td>2026</td>
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<tr>
<td>2030</td>
<td>Area 1</td>
<td>Junior High/Middle School</td>
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</tbody>
</table>
Regional Coordinators/Representatives
In meeting the Texas Association of Secondary School Principals goal that the association “confront the reality of and strategies for systemic change,” strength of membership at the regional level is essential. The role of the regional coordinator/representative is to develop a strong local network for administrators that can provide ongoing support and professional development.

A regional coordinator/representative’s vision must align with the Strategic Plan, mission and goals of TASSP to enable school leaders to create a learning environment that challenges all stakeholders to achieve at high levels. To build effective regional leadership and strong network support, the regional coordinator/representative must possess strong communication and collaboration skills thereby encouraging secondary principals to take an active role in the association.

TASSP will provide comprehensive training, support and mentoring of regional leaders.
Map of TASSP Regions

Regional Education Service Centers

1. Edinburg  
2. Corpus Christi  
3. Victoria  
4. Houston  
5. Beaumont  
6. Huntsville  
7. Kilgore  
8. Mount Pleasant  
9. Wichita Falls  
10. Richardson  
11. Fort Worth  
12. Waco  
13. Austin  
14. Abilene  
15. San Angelo  
16. Amarillo  
17. Lubbock  
18. Midland  
19. El Paso  
20. San Antonio
Role and Responsibilities
TASSP Regional Coordinators/Representatives*

I. Serve as a regular member of the TASSP Board of Directors.
   A. Attend the TASSP board meetings as the official representative of a TASSP region.
   B. Share information about TASSP regional activities and TASSP members’ concerns and needs with the leadership of the association during TASSP board meetings and at other times as necessary.

II. Promote membership and participation in TASSP.
   A. Assist the assistant regional coordinator in their efforts as membership chairperson for the respective TASSP Region.
   B. Be responsible for the election of a regional coordinator, regional representative and assistant regional coordinator when terms expire.

III. Provide a variety of regional activities pertaining to each goal area of the TASSP Mission and Goals.
   A. Establish a collaborative regional leadership structure to assist in planning, promoting, and facilitating successful regional activities. The regional leadership structure could include principals and assistant principals from each level as well as representatives from regional education service centers, TEPSA, TMSA, TASCD, TASA, and other educational networks.
   B. Ensure that regional activities are compatible with and effectively address the TASSP Mission and Goals.
   C. Ensure that all regional activities are offered at a time and place which allows for the inclusion of TASSP members and potential members, including both middle level and high school principals and assistant principals. Consider having the regional meetings at the RESC. TASSP regions that have incorporated other educational offerings conducted at the RESC have experienced success.
   D. Establish regional networks which provide effective communication and support among TASSP members and between TASSP and other regional entities such as legislators and the business community.

Resources – Best Practices for Region Meetings (found on TASSP website on Board Member page).

* Representatives assist the coordinator in all regional activities.
Guidelines for Region Meeting
Sponsorships and Presentations

Sponsorships:
Requests submitted to Region Coordinator
TASSP Corporate Partners and other educational-focused consultants/vendors are potential sponsors for a Region Meeting. The request to sponsor the meeting should be submitted to the Region Coordinator. The agreement to sponsor should be designed to fit the type of meeting being planned, i.e. reception, meal, snacks, door prizes or other. The Region Coordinator or designee will recognize the sponsor at the start of the official meeting. The Region Coordinator should encourage the sponsor to arrive early, set up a table with materials, greet attendees face-to-face during the social time but no agreement should be made to allow a presentation by the sponsor during the meeting.

Who are potential sponsors? They are but not limited to:
- TASSP Corporate Partners
- Educational Consultants
- Vendors
- Insurance Carriers

Presentations:
Requests submitted to TASSP Executive Director
The primary purpose of the Region Meeting is to allow principals and assistant principals time to network and share ideas about campus leadership. The secondary purpose of the Region Meeting is to inform members on the status of the association. Equally purpose is the opportunity for the President of TASSP to connect with members by presenting on a topic relevant to secondary school principals. These combined presentations are created with a specific focus on the association as a business, the association as a service organization, and the association as a professional development provider. The presentation is designed to fit the allotted time for the meeting and to consider the commitment of the attendees in the midst or the end of the work day. In order to maintain focus and to allow adequate time for the business of TASSP, requests for presentations at the Region Meeting should be submitted to Archie E. McAfee, TASSP Executive Director. The person submitting the request must be a representative of a current TASSP Corporate Partner representing Silver, Gold, Platinum, Diamond and Executive contributors. The request must be received at the TASSP office no less than two weeks prior to the date of the meeting. If approved, Mr. McAfee will notify the Region Coordinator.

*Approved by TASSP Board of Directors
January 21, 2014
Annual Timeline/Checklist
for
Regional Coordinators/Representatives*

**JUNE**

- Coordinator or designee conduct Regional Organizational Meeting at TASSP Summer Workshop.
- Coordinators/Representatives attend TASSP Board of Directors Meeting at TASSP Summer Workshop. (Please invite newly elected coordinators, representatives and assistant coordinators to attend and observe the TASSP Board of Directors Meeting. Assistant Coordinators will be recognized and hound dog awards will be presented.)
- Newly elected Coordinators/Representatives attend training at the TASSP Leadership Retreat following the Summer Workshop.
- Coordinators/Representatives participate in TASSP Leadership Retreat.
- Schedule yearly regional activities to include one fall regional meeting and one spring regional meeting. Review dates with Executive Director/President. (Have meeting dates in by the end of the retreat).

**AUGUST-DECEMBER**

- Conduct and hold one fall regional meeting
- Review nomination forms for Eddie G. Bull Professional Development Scholarship and Frank Kemerer Award for Outstanding High School Social Studies Teacher.

**SEPTEMBER**

- Review membership lists of TASSP members/potential members in your Region from the list on the Assistant Regional Coordinator (ARC) page on the website.
- Communicate with all TASSP members/potential members concerning membership, fall regional meeting(s), needs assessment, etc.
- Make personal contacts with potential TASSP members in region/invite to meeting.
- Identify and make contact with Texas legislators from the region/invite to meeting.
- Provide TASSP office (FAX 512-442-3343) with copy of Regional Meeting Summary Form. (See page 14.)
Annual Timeline/Checklist
for
Regional Coordinators/Representative*

OCTOBER-DECEMBER

_____ Continue to review membership lists of TASSP members/potential members in your Region from the list on the Assistant Regional Coordinator (ARC) page on the website. Assist the Assistant Regional Coordinator in their efforts to promote TASSP membership.

_____ Contact and recruit potential TASSP members in region.

_____ Coordinators/Representatives participate in online TASSP Board of Directors Meeting in the fall.

JANUARY-MAY

_____ Continue to review membership lists of TASSP members/potential members in your Region from the list on the Assistant Regional Coordinator (ARC) page on the website. Assist the Assistant Regional Coordinator in their efforts to promote TASSP membership.

_____ Communicate with all TASSP members/potential members concerning membership, needs assessment, etc.

_____ Make personal contacts with potential TASSP members in region/invite to spring regional meeting.

_____ Conduct and hold one Spring Regional Meeting.

_____ Provide TASSP office (FAX 512-442-3343) with copy of the Regional Meeting Summary Form. (See page 14).

_____ Coordinators/Representatives attend TASSP Board of Directors Meeting in Austin.

_____ Inform TASSP office of any newly elected or re-elected Coordinators, Representatives or Assistant Coordinators.

PLEASE REFER TO THE PUBLIC RELATIONS SECTION FOR PRINCIPAL/ASSISTANT PRINCIPAL OF THE YEAR TIMELINES
Possible Structure to Support Regional Activities

CHAIRPERSON
• Organize program format. • Select committee members. • Run planning meetings. • Supervise coordinators.

CO-CHAIRPERSON/TREASURER
• Collect all conference revenues. • Itemize all conference costs. • Provide necessary checks for speakers, presenters, refreshments, mailing, etc.

FACILITIES COORDINATOR/COMMITTEE
• Secure building location. • Open/close building site. • Provide building layout map and directions to registration coordinator and program coordinator.

SPEAKER COORDINATOR/COMMITTEE
• Secure program speakers. • Transport speakers to and from conference. • Communicate any costs to co-chairperson.

PRESENTATIONS COORDINATOR/COMMITTEE
• Solicit presentations. • Select appropriate presentations and notify presenters of their selection. • Schedule presentations into rooms and time slots. • Inform AV Coordinator of all AV needs.

AUDIO-VISUAL COORDINATOR/COMMITTEE
• Obtain information from presentations coordinator as to AV needs. • Supply AV needs for the conference. • Supply personnel to move/replace any AV needs. • Have extra AV items on-hand for last minute corrections. Consider this duty for host school if possible.

REFRESHMENT/MEAL COORDINATOR/COMMITTEE
• Solicit bids for meals/refreshments. • Coordinate with chairperson on conference registration counts. • Supply personnel to set-up, serve, and clean-up refreshment areas. • Communicate any costs to co-chairperson.

EVALUATION COORDINATOR/COMMITTEE
• Create evaluation forms. • Distribute evaluation forms at conference. • Compile results and return report to chairperson.

PROGRAM DESIGN COORDINATOR/COMMITTEE
• Obtain presentation schedule and create conference program. • Print conference program. • Distribute conference program. • Communicate any costs to co-chairperson.

REGISTRATION COORDINATOR/COMMITTEE
• Create registration forms. • Distribute and collect registration forms (consider coordinating with ESC to help with mailouts and registration). • Communicate with chairperson about registration counts and limits. • Staff registration tables, providing on-site as well as advance registration tables.

PUBLICITY COORDINATOR/COMMITTEE
• Create conference flyer to promote the event. • Distribute flyer to advertise the conference (consider coordinating with ESC to help with mailouts and news releases).

AWARDS COORDINATOR/COMMITTEE
• Promote members to nominate/apply for the Eddie G. Bull Professional Development Scholarship (1-3 years experience) and the Frank Kemerer Award.
Suggestions for Effective Regional Activities

1. Hold organizational meeting, ask for volunteers and delegate responsibilities.

2. Collaborate with other regional leaders (TEPSA, TASA, TMSA, mentor schools, ESC’s, etc.) to fulfill regional needs.

3. Establish detailed timeline for planning/implementing meetings/activities.

4. Establish list of suggested committees, members and job responsibilities for each committee.

5. Survey the region's educational needs.

6. Design the scope of regional activities and delegate responsibilities to meet commitments.

7. Develop a matrix of best practices in the region.

8. Develop a list of possible speakers and resources.

9. Plan each regional activity thoroughly.

10. Evaluate regional activities.

Resources – Best Practices for Region Meetings (found on TASSP website on Board Member page).
TASSP Region Report Form
TASSP Fax: 512-442-3343

Meeting Date (Fall/Spring) mo/da/yr: ______________________ Region ______

Regional Coordinator: ____________________________________________

Regional Representatives(s): _________________________________

Assistant Regional Coordinator: _______________________________

Number in Attendance: ________________ Distribute TASSP volunteer form?: Y N

Agenda Item for Spring Meeting

Election of Principals of the Year:
Deadline to TASSP office: By end of Summer Workshop (Section 6: Public Relations)

Election of Regional Coordinator/Representatives/Assistant Coordinator (If applicable):
Deadline to TASSP office: Before the end of school year.

Regional Coordinator
Name: ___________________________ Phone: ___________________________
School: ___________________________ Address: __________________________ ISD: _______

Regional Representative
Name: ___________________________ Phone: ___________________________
School: ___________________________ Address: __________________________ ISD: _______

Assistant Regional Coordinator
Name: ___________________________ Phone: ___________________________
School: ___________________________ Address: __________________________ ISD: _______

Report Items

Activities that support secondary principals by region:
1. __________________________
2. __________________________

Activities that encourage TASSP membership:
1. __________________________
2. __________________________

Evolving principal/legislative issues:
1. __________________________
2. __________________________

Other issues/topics of discussion:
1. __________________________
2. __________________________

According to board policy, regions may receive rebates for sustaining/increasing membership in TASSP. If your region received a rebate, please indicate the amount and how the money was spent or will be spent. __________________________
TASSP Volunteer Participation Form

The Texas Association of Secondary School Principals believes that all persons have inherent value, gifts and strengths. These attributes are often left undiscovered unless an individual takes the risk to become more visible at the state level. One way to become more visible at the state level is to volunteer. Please consider these areas of service and return this form to the TASSP office (Fax: 512-442-3343). This volunteer form is online as well.

COMMITTEES

Indicate committee choice here:

___ Any Committee  ___ All State Academic Team  ___ Assistant Principals
___ Legislative  ___ Instructional Leadership  ___ Principal’s Image
___ Small Schools  ___ Student Activities  ___ Technology and Innovation
___ Teens Serving Texas  ___ Texas Study  ___ Urban Schools

PRESENTATIONS

Session proposal forms can be submitted online on the TASSP website at www.tassp.org. Proposals are accepted for the TASSP Summer Workshop. Check the website for the deadline for consideration.

TASSP EVENT FACILITATOR OR HOST

Indicate event choice here:

___ Fall/Spring Summit  ___ Summer Workshop  ___ Assistant Principal Workshop
___ Making Middle School Matter Workshop

(Please note: Early registration for the conference is helpful in placing Facilitators and Hosts)

TEXAS STUDY WRITERS’ GUIDELINES

Texas Study guidelines can be downloaded from the TASSP website at www.tassp.org

CONTACT INFORMATION

First Name: ___________________________ M.I.:____ Last Name: ___________________________

Position: ________________________________________________________________

School: ________________________________________________________________

School Address: __________________________________________________________

City: ___________________________ State:____ Zip:________________________

Work Phone: _________________________ Cell Phone: _________________________ Fax: _________________________

School District: _________________________ TEA Region Number: _________________________

School E-Mail: _________________________ Signature: _________________________

Personal E-mail that is not likely to change should you change schools:______________________________
Section 3

Assistant Regional Coordinator
Overview

TASSP Assistant Regional Coordinator

Preface

To meet the goals of the Texas Association of Secondary School Principals a strong regional and state association membership is essential. The role of the regional assistant coordinator is to increase membership for the purpose of maintaining a unified legislative presence and to provide opportunities for professionals to acquire the knowledge and skills necessary to provide the school leadership in the 21st century.

Assistant regional coordinator’s vision must align with the Strategic Plan, the mission and goals of TASSP to enable school leaders to create a learning environment that challenges all stakeholders to achieve at high levels. To build effective regional leadership and strong network support, the assistant regional coordinator must assume the responsibility of marketing TASSP membership and possess strong communication and collaboration skills thereby encouraging secondary principals to take an active role in the association.

TASSP will provide comprehensive training support and mentoring of regional leaders.
Roles and Responsibilities
Assistant Regional Coordinator

Market TASSP Membership

• Organize a membership network to assist in promoting TASSP membership within the region. (In large regions, this may require recruiting school district chairs that are willing to contact individual campuses.)
• Be familiar with classifications of membership in TASSP/NASSP. Understand eligibility for active membership.
• Monitor periodic region lists provided by TASSP to review membership within the regions. Make contacts where appropriate.
• Update the list frequently. Report to TASSP all additions/deletions to the regional list.
• Cooperate with regional coordinator on communication to regional members to insure that potential members in the region are aware of TASSP and its member services.

Recruit for TASSP Membership

• Invite potential members to regional meetings.
• Recruit a School District Membership Coordinator.
• Consider having the regional meetings at the RESC. TASSP regions that have incorporated other educational offerings conducted at the RESC have experienced success.
• Dialogue with administrators, identify issues, and explain membership services provided by TASSP.
• Work with TASSP State Office to conduct an email campaign to recruit membership.

Participate as a Member of State-Wide Membership Committee

• Reference Section 4 Committees for purpose and activities.
• Attend Assistant Regional Coordinator training at the Summer Workshop.
Membership Recruitment Suggestions

- Invite potential TASSP members to the regional meetings.
- Identify a contact person(s) in each school district who can help recruit potential members.
- Coordinate meeting schedules and mailouts with the service center liaisons. Some regions schedule association meetings in conjunction with other meetings at the service centers.
- Communicate the TASSP mission and goals to members and potential members.
- Remind potential members of possible payroll deductions through the school district payroll office if they prefer to pay over a period of time; or remind them that TASSP accepts all major credit cards.
- Inform the TASSP office of regional administrative changes: new people who need to be added to the computer, and administrators who have moved from your region. (Any other information about the latter is appreciated...i.e., where did they move to? still in administration? retired? )
- The TASSP office provides updated membership lists for Regional use on the Assistant Regional Coordinator (ARC) website page. Some ARC’s have developed their own computerized database of members and potential members.
TASSP can succeed only by maintaining a broad membership base among secondary school administrators in the state. To that end, the state office works closely with Assistant Regional Coordinators to promote membership among the eligible class of educators.

**JUNE**

- Attend/participate in the Assistant Regional Coordinator training during the TASSP Summer Workshop.
- Attend the TASSP Board breakfast and Board of Directors Meeting at the TASSP Summer Workshop. (The hound dog awards will be presented at the June Board Meeting.)
- Assist Regional Coordinator in conducting/holding a Regional Meeting at the TASSP Summer Workshop.
- Assist your Regional Coordinator with scheduling and marketing the fall and spring regional meeting.

**JULY - AUGUST**

- TASSP State Office emails renewal invoices to all members from the previous school year. (July)
- TASSP emails out newsletter to all members, previous members, and other potential members. (August)
- Membership renewal reminder sent out to all previous members. (August)

**SEPTEMBER**

- Grace period membership status emails sent out to all previous year members that have not renewed by September 1st.
- Review your regional membership list on the TASSP website in the Assistant Regional Coordinator (ARC) page. (trouble with access, please contact TASSP offices).
- Participate in the online Assistant Regional Conference Call.
- Communicate via email or other means with all TASSP members/potential members concerning membership, fall and spring regional meetings, and other important TASSP news.
- Identify and make contact with Texas legislators from your region and invite to the fall regional meeting.
Annual Timeline/Checklist for Membership Promotion
Assistant Regional Coordinators

OCTOBER – DECEMBER

_____ Grace period membership status emails sent out to all previous year members that have not renewed for the current year. (October)
_____ Continue to review your regional membership list on the TASSP website in the Assistant Regional Coordinator (ARC) page. (trouble with access, please contact TASSP offices).
_____ Contact and recruit pass and new potential TASSP members in your region.
_____ Participate in the online Assistant Regional Conference Call.
_____ Lapsed membership emails sent out to all previous year members that have not renewed by November 30th.

JANUARY – MAY

_____ Executive Director sends out courtesy letter to those who paid last year but who have not paid for current year.
_____ Continue to review your regional membership list on the TASSP website in the Assistant Regional Coordinator (ARC) page. (trouble with access, please contact TASSP offices).
_____ Participate in the online Assistant Regional Conference Call.
_____ Assist your Regional Coordinator with scheduling and marketing the fall and spring regional meeting.
_____ Identify and make contact with Texas legislators from your region and invite to the fall regional meeting.

*Resources – additional resources are available on the TASSP ARC web page.
TASSP Membership Classifications

Fees are renewed annually and are posted in the TASSP website.

ACTIVE MEMBERSHIPS: LIMITED TO INDIVIDUALS ACTIVELY ENGAGED IN SECONDARY SCHOOL ADMINISTRATION

• TASSP STATE MEMBERSHIP:
Includes subscriptions to TASSP News Highlights, Texas Study of Secondary Education and other publications. Membership includes reduced fees for state conferences and workshops; e-mail/internet access to website; job placement service; and answers to individual inquiries on administrative and legal questions. Members are reimbursed for defense fees in circumstances defined by the master liability insurance policy. Membership non-transferable.

• NASSP INDIVIDUAL MEMBERSHIP:
Includes professional liability insurance, up to $10,000 for attorney fees, ($1000 for each year of continuous membership), all NASSP publications and discounted conventions/meetings. Individual retains membership. Not transferable.

• NASSP INSTITUTIONAL MEMBERSHIP:
Same benefits as Individual. School retains membership. Membership is transferable.

ASSOCIATE MEMBERSHIPS: AVAILABLE TO THOSE IN NON-ADMINISTRATIVE POSITIONS OR OTHERS INTERESTED AND INVOLVED IN SECONDARY EDUCATION.

• TASSP ASSOCIATE
Includes all TASSP services except TASSP Professional Liability Insurance.

• NASSP ASSOCIATE

RETIRED MEMBERSHIPS: AVAILABLE TO INDIVIDUALS WHO WERE ACTIVE OR ASSOCIATE MEMBERS BEFORE THEY RETIRED.

• TASSP RETIRED MEMBERSHIP: $100 for Lifetime Status.
Includes all TASSP services except TASSP Professional Liability Insurance.

• NASSP RETIRED MEMBERSHIP:
Open to former active members who retired. Non-transferable. Includes liability coverage for claims based upon incidents occurring prior to retirement during active membership. Free Newsleader only, reduced rate for conventions/meetings and other publications.
Texas Association of Secondary School Principals
Summary of Professional Liability Insurance Coverage

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<tr>
<th>WHAT THE POLICY COVERS:</th>
<th>WHAT THE POLICY PAYS:</th>
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<tbody>
<tr>
<td><strong>Coverage A - Liability Coverage</strong></td>
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<tr>
<td>A. The company will pay on behalf of the INSURED all sums which the INSURED shall become obligated to pay by reason of liability imposed by law for monetary damages resulting from any CLAIM made against the INSURED arising out of an OCCURRENCE in the course of the ACTIVITIES OF THE INSURED IN HIS/HER PROFESSIONAL CAPACITY and caused by any acts or omissions of the INSURED or any other person for whose acts the INSURED is legally liable. The Company shall defend any suit seeking monetary damages which are payable under the terms of the policy, even if such suit be groundless, false or fraudulent; but the Company may make such investigation, negotiation and settlement of any CLAIM or suit as it may deem expedient.</td>
<td>$1,000,000 per insured per occurrence, with limit of $3,000,000 per occurrence.</td>
</tr>
<tr>
<td>B. As respects Coverage A, this policy applies only to OCCURRENCES (as defined) during the policy period.</td>
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**Coverage B - Reimbursement of Attorney Fees**
In accordance with TASSP policy, an active member must receive written approval from the Executive Director to employ an attorney.

| A. The Company will reimburse the insured for a CLAIM for reasonable and necessary attorney fees which the insured is legally obligated to pay to an attorney, but without obligation to furnish such attorney, for the defense of any action brought against such insured arising out of the following activities: | Annual aggregate of $1,000,000 for all claims. |
| 1. Incurred in the defense of a criminal action or proceeding against the insured, including an investigation of the insured by a law enforcement authority or agency, arising out of activities of the insured in his/her professional capacity; | $5,000 limit and $5,000 limit when combined with B.A.5. |
| 2. Incurred in the defense of an action or proceeding against the INSURED involving dismissal, tenure, salary, leave of absence, assignment, resignation or other professional rights, duties and responsibilities, arising within the scope of employment, provided, however that final judgment is rendered in favor of the INSURED. However, the company will pay a maximum of $500 for reimbursement of attorney’s fees without regard to final judgment. | $15,000 limit if the insured prevails; $5,000 limit without regard to final judgment at local board level in instances of dismissal, non-renewal or termination of a non-probationary contract. $1000 limit without regard in other instances. |
| 3. Incurred in the defense of an action or proceeding against the INSURED involving the issuance, suspension, cancellation or revocation of any credential, life diploma, or certification document issued by the State Board of Education or Commission on Credentials, provided, however, a final judgment is rendered in favor of the INSURED. However, the company will pay a maximum of $500 for reimbursement of attorney fees without regard to final judgment; | $15,000 limit if the insured prevails. $1000 limit without regard in other instances. |
| 4. Incurred in the defense of an action or proceeding based upon an alleged violation of civil rights guaranteed by the Constitution or civil rights statutes of the United States or of any state arising out of ACTIVITIES OF THE INSURED IN HIS/HER PROFESSIONAL CAPACITY and not otherwise covered; and | $15,000 limit. |
| 5. Incurred in the defense of an action or proceeding alleging intentional or negligent sexual misconduct; | $5,000 limit and $5,000 limit when combined with B.A.1. |
| B. As respects Coverage B, this policy applies only to actions resulting from activities of the INSURED which first take place during the policy period. | |

**Coverage C - Bail Bonds**
A. The company will pay the premium for Bail Bond(s) required of the INSURED arising out of ACTIVITIES OF THE INSURED IN HIS/HER PROFESSIONAL CAPACITY, but without obligation to apply for or furnish such bond(s). | $1,000 limit. |
| **Identity Theft: Reimbursement of Attorney fees.** | $10,000 limit. |
| **Assault Related Personal Property Damage.** | $2,500 limit. |

This brief description of the policy is to provide information only to members and in no way alters or modifies the policy on file with the Association.

Updated: September 1, 2020
Committees
Overview

TASSP Committees

Preface

Committees have been created to help TASSP meet its goals and mission. Committees function to monitor the operations/functions of the Association, perform identified task(s) in regard to the committee's area of interest/expertise. It is a basic premise that each committee will develop competence and breadth of knowledge in that area of expertise to better advise the Board.

Committee leadership must align their vision with the TASSP mission and goals and exhibit leadership, communication, and organization skills to effectively facilitate the accomplishment of the committee's purpose(s) and activities.

TASSP is committed to provide opportunities for committee leadership that will enable them to successfully meet their responsibilities as leaders in the Association. TASSP will provide comprehensive training, support and mentoring of committee chairs.
TASSP Committees

Academic Excellence Committees
   All-State Academic
   Teens Serving Texas
Assistant Principals Committee
Finance Committee
Legislative Committee
Instructional Leadership Committee
Nominating Committee
Principals Image Committee
Small Schools Committee
Student Activities Committee
Technology and Innovation Committee
Texas Study Committee
Urban Schools Committee
TASSP Committees - PURPOSE AND ACTIVITIES

Academic Excellence Committees

All State Academic Team Committee

Purpose: To read and rank student essays from the highest scoring applications
To identify 20 members for the All State Team and 30 finalists for recognition
To select the essay topic for the following year

Committee Membership: Ten members with Chairs

Activities: Identify ways TASSP can reflect a positive attitude toward academics and can improve student achievement
Review nominations and select winners of the Academic Excellence Awards Program
Select essay topic for the next year's Academic Excellence Awards Program
Attend recognition programs at summer workshop

Teens Serving Texas Committee

Purpose: To read and rank student applications
To identify 5 graduating Texas seniors for scholarship and to identify 25 finalists for recognition
To review application criteria

Committee Membership: Ten members with Chairs

Activities: Identify ways TASSP can reflect a positive attitude toward student leadership and community service
Review applications and select winners of Teens Serving Texas
Review and make changes in criteria if needed
Attend recognition programs at summer workshop

Meeting Dates:** All-State Academic Team Committee and Teens Serving Texas Committee meets at the same site in the early spring and at the call of the two chairpersons.

Assistant Principals Committee

Purpose: To create a forum for assistant principals
To provide input regarding Association services to assistant principal membership
To provide input to staff for workshops/conferences and publications
To facilitate sessions at workshops/conferences
To promote membership among secondary school assistant principals
To encourage membership to present sessions at workshops and submit articles for publication
Assist APs in exploring methods of restructuring schools and promote concepts that prepare students for academic success.

Committee membership: Ten members with Chairs* (Chairs serve on the Instructional Leadership Committee)

Activities: Identify specific needs of assistant principals
Provide input to staff for workshops/conferences and publications
Develop both immediate and long range plans for TASSP

Recommend strategies to: Plan sessions for Assistant Principals Workshop

Meeting Dates** This Committee meets during the TASSP Summer Workshop.
Constitution Committee
Purpose: To make recommendations for amendment(s) to the Constitution
Committee Membership: Eight members with the Second Vice-President as the Chair
Activities: Review the nominating and election process
Review and update the Constitution as needed
Meeting Dates:** This Committee meets as the need of the Association warrants

Finance Committee
Purpose: To review the auditors report
To review staff recommendations for the budget
To determine the financial commitment necessary to support the budget
Committee Membership: Seven members with a Chair (President-Elect as Chair, Past President, President, First Vice-President, Second Vice-President, and two regional coordinators)
Activities: Check and verify adequacy of bookkeeping procedures, internal controls and CPA audit
Review the financial condition of the Association
Develop an operational budget for the coming year
Recommend the budget to the Board of Directors
Meeting Dates:** This Committee meets in the spring (budget/audit).
Potential Resources: TASSP financial records
Audit performed by CPA
Proposed budget
Previous year's budget
Long-range projections

Legislative Committee
Purpose: To listen to member concerns in the region
To create a draft state-wide policy program for the approval of the TASSP Board of Directors
To communicate with legislative contacts and testify before committees as a resource as requested by the chairperson.
To respond to TASSP requests with statements, evidence and/or data to support the Association’s state-wide policy program.
Committee membership: 20 members with a Chair
Activities: Serve as legislative liaisons to general membership in TASSP regions
Participate in the development of the TASSP state-wide policy program
Monitor legislative session
Participate in the promotion of the state-wide policy program
Meeting Dates:** This Committee meets during the TASSP Summer Workshop during legislative years.
Legislative Policy Training: Fall prior to the opening of the State of Texas Legislative Session

Membership Committee
Purpose: To promote membership in the Association
Committee membership: 21 members with a Chair (Assistant State Coordinator)
Activities: Market membership to all eligible school personnel in each region
Increase membership to 80-90%
Promote membership of assistant principals at the middle level and high school
Promote value of membership to middle level principals
Focus on increasing membership of urban principals
Conduct effective regional membership campaigns
Coordinate mailings with the regional coordinator, and send letters to non-members encouraging membership and attendance at state as well as region activities
Meeting Dates:** This Committee meets at the Summer Workshop and through conference calls during the year.
**Middle Level/High School Instructional Leadership Committee**

**Purpose:**
To identify needs and provide input to staff for planning workshops/conferences and publications
To facilitate sessions at workshops/conferences
To encourage members to present sessions at workshops and submit articles for publication
To promote membership

**Committee membership:**
26 members (10 middle level and 10 high school principals and the Chairs from the Assistant Principals, Small Schools and Urban Schools Committees)

**Activities:**
Provide leadership for academic excellence in secondary education in Texas through a variety of strategies such as:
- Review of the current research findings on curriculum, instruction and supervision at the secondary level
- Development of TASSP research efforts in cooperation with universities and other entities in the state to reliably define current/future needs and successful practice
- Identification of possible trends for future change/adaptation to more fully meet student needs in middle and high school
- Compilations of research findings and best practice in secondary education in publications
- Explore membership potential for secondary curriculum and instruction roles and develop strategies for reaching out to that target group
- Develop/solicit sessions for conferences/workshops and publications that inform members of future trends and opportunities in secondary education
- Coordinate efforts with the Office of Statewide Initiatives, Regional Education Service Centers, etc. through TASSP staff
- Assist principals in exploring methods of restructuring schools and promote concepts in Turning Points and Breaking Ranks

**Meeting Dates:**
This Committee meets during the Summer Workshop

**Nominating Committee**

**Purpose:**
To nominate state officers of the Association

**Committee membership:**
Five members with a chair (The chairman is selected from the region of the nominee for Second Vice-President and four members from the remaining four regions)

**Activities:**
Seek recommendations for the nomination of Second Vice-President from members within the designated region
Nominate all officers of the association according the Constitution

**Meeting Dates:**
This Committee meets during the Summer Workshop.

**Principals Image Committee**

**Purpose:**
To improve the public image of the principalship

**Committee membership:**
Ten members with Chairs *

**Activities:**
Make recommendations that improve the image of secondary school principals and TASSP at local, state and national levels
Screen, interview and select the state outstanding principal and assistant principal from the regional nominations, select the state principal of the year to represent Texas at the national level and select the finalists for the Frank Kemerer Award

**Meeting Dates:**
This Committee meets in December to interview the finalists for the Texas Assistant Principal, High School Principal and Middle School Principal of the year.
Small Schools Committee

Purpose:
- To create a forum for principals in small schools
- To provide input regarding Association services to principals in small schools
- To facilitate sessions at workshops/conferences
- To promote membership among principals and assistant principals in small schools
- To encourage members to present at workshops and submit articles for publication

Activities:
- Identify specific needs of small schools
- Develop both immediate and long range plans for TASSP
- Recommend strategies to implement plans such as:
  - Developing special information mailings for TASSP small school members
  - Establishing subcommittees to address specific concerns of small schools
- Planning Small Schools Workshop pre-conference that target identified needs through appropriate presentations and speakers
- Explore possibilities for cooperative efforts with TEA and Regional Education Service Centers to deal with needs specific to small schools
- Suggest specific strategies for improving small school principals’ membership in TASSP
- Assist principals in exploring methods of restructuring schools and promote concepts that prepare students for academic success.

Meeting Dates:**
This Committee meets during the TASSP Summer Workshop.

Student Activities Committee

Purpose:
To promote student leadership opportunities among secondary school students

Activities:
- Inform the Board of Directors of action of the UIL Legislative Council
- Make recommendations to the Board on items that TASSP should pursue with the UIL, TASC, N(J)HS, TAFE, etc.

Meeting Dates:**
This Committee meets during the TASSP Summer Workshop.

Technology and Innovation Committee

Purpose:
- To identify needs and support ongoing improvements in computer/network services
- To recommended sessions/programs for workshops that focus on member use of technology
- To encourage members to present at workshops and submit articles for publication

Activities:
- Identify administrative applications
- Promote training opportunities for principals and assistant principals
- Identify curriculum and instructional applications
- Advise staff of possible speakers and presentation topics for conferences
- Encourage members to submit articles on technology for the newsletter and Texas Study
- Provide awareness of available software to assist principals
- Advise on most feasible hardware for educational applications
- Encourage electronic membership networking
- Make recommendations as to the committee structure/issues access
- Recommend links to educational resources

Meeting Dates:**
This Committee meets during the TASSP Summer Workshop.
Texas Study of Secondary Education Committee

Purpose: To review and recommend articles for publication in the Texas Study
Committee membership: Ten members with Chairs*
Activities: Rate articles to be published in the Texas Study of Secondary Education
Recommend theme for publications
Meeting Dates:** This Committee meets on a designated date in the fall and spring.

Urban Schools Committee

Purpose: To create a forum for urban principals
To provide input regarding Association services to urban principals in the state
To provide input to staff for workshops/conferences and publications
To facilitate sessions at workshops/conferences
To promote membership among secondary school urban principals
To encourage membership to present sessions at workshops and submit articles for publication in the News Highlights and the Texas Study

Committee membership: Ten members with Chairs* (Chairs also serve on the Instructional Leadership Committee)
Goals:
Recommend projects for involvement of urban school personnel in workshops and conferences
Identify problems and possible solutions unique to the administration, supervision and curricu-

lum/instructional strategies of urban schools
Identify problems and solutions pertaining to school violence
Assist principals in exploring methods of restructuring schools and promote concepts in Turning Points and Breaking Ranks

Meeting Dates:** This Committee meets during the TASSP Summer Workshop.

*Chairs are to be representative of both middle and high school

** Meeting Dates:
No funds are budgeted for committee meetings held during the TASSP Summer Workshop, Assistant Principal Workshop and the Fall Summit. The President will authorize in writing with a copy sent to the Executive Director any committee to meet other than at the above times.

Committee Responsibility: A report of the findings and recommendations from each committee meeting shall be submitted to the Executive Director for the Board of Director's consideration.
Section 5

Legislation
TASSP Legislative Network

Preface

In meeting the Texas Association of Secondary School Principals goal that the Association “exert a strong positive presence in all matters affecting secondary education,” committed involvement at the regional level is essential. The role of the regional legislative committee member is to develop a strong local network for administrators that can function as a united voice at the regional and state level. The legislative committee member also functions as a state-wide liaison to develop and monitor the policies and programs of TASSP.

The legislative committee member’s vision must align with the mission and goals of TASSP to enable them to respond to political issues and proposed legislation in an effective manner to all educational issues and proposals. Such response must recognize and abide by the limitations on political activities under which TASSP must operate in order to retain its tax exempt status under the Internal Revenue Code. The legislative committee member must possess strong communication and collaborative skills. He/she must also be willing to work in harmony with the regional coordinator and the assistant regional coordinator.

Having outlined the role of the legislative committee, it is equally necessary and vitally important that each member of the committee, as well as all officers, directors and members of TASSP, know and abide by the limitations imposed by law on their political and legislative activities to the extent that they are acting or speaking for TASSP. These limitations will be discussed in more detail later in this section of the Regional Resource Guide.

TASSP is committed to provide training and development opportunities for the legislative committee members that will enable them to successfully meet their responsibilities at both the regional and state levels.

“Get into the game and stay in it. Throwing mud from the outside won’t help. Building up from the inside will.”

Eleanor Roosevelt
Roles and Responsibilities
Regional Legislative Committee Members

• Participate as a member of the state-wide legislative committee (see Section 4 Committees for purpose and activities).

• Participate in the development of a state-wide policy program for approval by the Board.

• Function as the TASSP policy contact person at the regional level.

• Conduct at least one regional policy-program meeting during legislative session. (Can be held in conjunction with regional meeting.)

• Make contact with and be available to members of the Legislature in the region.

• Actively communicate policy and program issues within the region.

• Work with officers at the state level to insure that all activities at the regional level are consistent with the state program and in compliance with all rules and regulations of the IRS under which TASSP is operating.

• Participate in the TASSP Legislative Committee training scheduled prior to the opening of the State of Texas Legislative Session.
Legislative Support Materials
How to be Heard at the Regional Level

As a school principal, your role as an advocate for education cannot be overlooked. Decreasing resources and increasing needs are common dilemmas that educators and legislators—both state and federal—face every day. It is imperative that legislators are well informed about local education issues prior to voting on legislation affecting public school education.

Legislation is affected by our legislators’ attitudes and opinions. Those attitudes and opinions are usually based on knowledge—or lack of knowledge—of the practical effect of the legislation on the public school system. The school principal is uniquely qualified to provide such knowledge to the legislator by informing him/her of the effect, good or bad, of pending legislation on the local school system.

Providing such knowledge is not a one-time project but should be an on-going process. Communicating with your legislator is successful when the message is consistent, credible, clear, understandable, and appropriate to the problem under consideration.

Building Relationships:

Building a relationship and credibility with your legislator(s) will open lines of communication and is no different than building any other human relationship. It takes time, patience, preparation and dedication to the task at hand. Best done on the home turf of the legislator rather than in Austin, the activities and problems of the local schools in his/her district will command more interest and attention than the state-wide problems of public education. Here are some suggestions that may help in developing a good relationship:

- Send congratulatory notes when they are elected or reelected.
- Schedule an appointment, if there is something that needs to be discussed.
- Attend community functions and introduce yourself to legislator(s) when they visit your community.
- Respond to legislator surveys and questionnaires and encourage others who agree to do likewise.
- Forward news clippings of your school’s successes and copies of your school newsletter.
- Write notes of thanks for their support on issues.
- Attend or be represented at your legislator’s meetings, hearings or conferences for constituents.
- If you want to support a candidate or political party of your choice, you must act solely as an individual and not as an officer, agent or member of TASSP. Involving TASSP in a political campaign, either for or against a candidate, will jeopardize its tax exempt status.
- Communicate with legislators who are not returning by sending letters thanking them for their service. Note their contributions to education, if applicable. Remember, their influence will not necessarily stop when they leave the legislature.
- If you want to contribute money to a candidate or political party, you must do so solely as an individual and not as an officer, agent or member of TASSP.

Many legislators regularly send out update newsletters to their constituents. Get on these mailing lists and you will automatically receive the latest information without having to lift a finger.

Involving Your Legislator:

Share what is happening in education with your legislator.

- Extend an invitation to your school for a special function.
- Invite them to speak during an assembly, to classes, for career day, or at a faculty meeting.
- Ask them to present student awards.
- Provide tickets or an invitation to a school concert, play, or event.

Legislators are much more receptive to the appeals of just a few constituents than a chorus of appeals from a team of paid lobbyists.

When a legislator visits:

- Welcome them in a message on your school’s outdoor signage.
- Introduce them to key constituents and thank them publicly for their interest in your school and students.
- Showcase your school and your students successes.
- Provide a picture and article of the legislator’s visit in your local paper, school district bulletin, and/or school newsletter.
- Write a thank you letter and enclose a copy of the newspaper article.

Legislative aides often know more about a subject than legislators themselves; so don’t dismiss the aides! They are your links to contact with legislators.
Make Contact

Consider the following recommendations to generate positive results:

• Read and study legislative bulletins provided by TASSP and participate in the development and communication of TASSP’s legislative positions.
• Learn your legislators’ voting records, pet issues, committee assignments, and background. This information helps to identify possible common interests and activities.

Understand the Issues

• Stay informed. Bills are heard before several committees. Presume that the people involved in each hearing of the bill have not been exposed to your information.
• Make yourself an accurate and credible source of information. Know the entire issue, who it affects, how others feel about it, and what impact it will make in the future, at the district, and state-level.
• If you cannot answer a question with confidence, reply, “I don’t know, but I’ll get back to you.” And follow through.
• Schedule an appointment with your legislator(s). Communicate your message quickly and concisely. Provide a written statement to accompany your verbal presentation.
• Meet the staff in the legislator’s office and in the state agencies. Legislators rely heavily on their staff members for information gathering and analysis. However, many legislative proposals originate in state agencies. You can have an effect on how these proposals are drafted.

If your local paper prints legislative voting records, clip them out and save them. You can use these later when you need to reference the way a certain legislator voted on a bill.

Network

• Designate a staff member to keep up with the legislative scene the identify possible implications for your school. The Texas Education Technology Network (TETN) and the TASSP Legislative Updates are a great source for information on the legislature’s actions.

How to Access the TASSP Legislative Update:
Log on to: www.tassp.org
Click on “News and Legislative Updates” on the left side of the home page.
Click on “TASSP Legislative Update”

• Identify issues important to your district and school. Make your issues other peoples’ issues by building coalitions within your district to identify issues on which you agree. Consult members of the chamber of commerce, employee groups, PTA, business, and professional and community groups that have the same desire for good schools.
• Provide your community with information on how various laws (or lack of laws) affect your district through: legislative forums; articles in the district newsletter; guest editorial in the local newspaper; radio show; and/or community groups talks.
• Keep legislative allies well-informed and be prepared to move rapidly. Legislation changes quickly and it may be necessary to move into action on short notice.

Communicate

• Present information in a positive manner—not only in the information you share, but in the manner in which you share it and the way you respond if your legislator does not agree with you.
• Communicate your message quickly and concisely. Have a thorough understanding of the issue and it’s implications. Predict the effect on local taxes, jobs, and student learning. Personalize your points by using your schools, staff, levy, students, etc., as examples. Make it easy for your legislator to share your views with colleagues.
• Keep the doors of communication open for further discussion, even if the legislator’s attitude seems negative. Avoid backing yourself or the legislator—into a corner neither of you can leave.
• Thank your legislator if you are pleased with a vote on an issue. Everyone likes to be appreciated. Even if you don’t agree, thank your legislator for considering your viewpoint.

Legislators and their staff can’t ignore ringing phones forever, so call away! But remember to be polite to ensure that your message actually reaches its final destination.
Generally Accepted Practices for Writing Letters to Legislators as a Private Citizen:

As a non-profit association, TASSP does not support candidates for office, particular political parties, nor engage in directly influencing legislature. Our role as an association is to be a resource to inform policy makers of the daily life and roles and responsibilities of campus administrators. However, an individual, as a private citizen, has the right to express views as long as those views are solely as an individual and not as an officer, agent, or member of TASSP.

If a private citizen should want to write a letter to express certain views, there are proper and acceptable methods for writing letters to office holders. When writing a letter, include your full name and address to identify yourself as a registered voter in your legislator’s district. Address the legislator properly, i.e., The Honorable ______ ______.

Your letter may be one of hundreds of pieces of correspondence your legislators will receive. Therefore, state your main point in the first sentence, make it easy to scan its contents to get the message. Give each point a separate paragraph. Use subsequent sentences to support your main point.

Short sentences are best, plain words are better than jargon. Limit your letter to a single subject on a single page. Use a typeface that is easily read and use generous spacing.

Practicing our rights as citizens of a democratic society is an acceptable method of relating to local legislators.

Do not use a form letter...say it in your own words!

How to access Texas Legislature ONLINE
http://www.capitol.state.tx.us/capitol/howdoi.htm

Limitations on Legislative Activities

TASSP was chartered as a Texas corporation in 1988 and immediately applied for and was approved by the Internal Revenue Service for tax-exempt status as a corporation “organized and operated exclusively for educational purposes” as authorized by Section 501 (c) (3) of the Internal Revenue Code.

Prior to undertaking any type of legislative or political activity, every officer, director, and/or member of TASSP should be fully aware of the legal limitations imposed by law and IRS regulation if TASSP is to retain its tax-exempt status.

Two broad areas of political activity are prohibited to tax-exempt corporations:

1) Carrying on propaganda or otherwise attempting to influence legislation, and
2) Participation in, or intervention in, any political campaign on behalf of (or in opposition to) any candidate for public office.

“Attempting to influence legislation” does not prevent an organization from researching and discussing issues affecting the school system, providing the results of such research to legislators and/or other governmental officials, or providing technical advise when requested by a government body. Fortunately, this limitation is not absolute but applies only when “a substantial part” is applied on a state-wide basis, it is imperative that all regional and local activities be coordinated with the state office to insure that the total product of political activity does not reach critical mass.

“Participation or intervention in any political campaign” is far-reaching and includes any and all means of political campaigning such as literature, brochures, pamphlets, speaking at public gathering, participating in political events, etc. This limitation is absolute, meaning no participation—period.

All of these limitations, however, apply only when the officer, director or member is purporting to speak as an agent of TASSP. As long as you speak only for yourself as a sole American citizen, and do not identify yourself in any way as a representative of TASSP, you are free to do as you please, subject, of course, to any restrictions which may be imposed by the school district with which you are employed.

“The way to impact legislation in Austin is not in Austin, but at home where principals and assistant principals are in contact with their elected officials.”

Dr. Skip Meno, Former TEA Commissioner of Education
Section 6

Public Relations
To meet the goals of the Texas Association of Secondary School Principals, a strong, unified public relations program must be comprehensive and on-going. The informal public relations program of the Texas Association of Secondary School Principals is conducted by every member, every day, as they perform their duties in their buildings and communities. Through TASSP, the Principal’s Image Committee works in conjunction with leadership to strengthen the state-wide public relations program.

TASSP sponsors the Outstanding Assistant and Outstanding Principals of the Year and the Principal For a Day Program in conjunction with NASSP. The Outstanding Principal recognition conducted at the regional level can provide positive coverage and promote local recognition for member principals throughout the state. Principals recognized at the regional level may participate in the state and national competition. All regional/state winners are recognized at the TASSP Summer Workshop and in a commemorative booklet.

TASSP participates in the Principals PR Network sponsored by NASSP in an effort to support national efforts to promote the principal’s image. TASSP also sponsors the Principal Retirement Recognition Program, All-State Academic Excellence Team and Teens Serving Texas, and the Eddie G. Bull Rising Star Professional Development Scholarship.

TASSP is committed to provide training and development opportunities in public relations for its members through the Summer Workshop, Fall/Spring Summit, Assistant Principal Workshop, Leadership Retreat, Making Middle School Matter Workshop, and the New Principal Academy. The News Highlights and the Texas Study for Secondary Educators are part of the print media used to support on-going training. TASSP has launched a new website that is consistent with the same quality as publications.
Timeline for TASSP and NASSP
Principal and Assistant Principal Recognition Program

August—May
Region Coordinators accept nominations
Region Coordinators conduct reviews, application screening and determine region winner

June or Summer Board Meeting
Region Coordinators submit winners name to TASSP

October
Deadline for applications to TASSP office.
TASSP sends packets for ranking to Principals Image Committee (PIC)

Mid-October
Principal Image Committee screens applications and names State finalists

November
State finalists are invited to interview
PIC selects state winners and sends names to TASSP
Coordinators plan recognition of state winners within region/submit press release
TASSP sends names of state winners to NASSP

State and Regional Winners Recognized at Summer Workshop
Texas Heroes Awards Dinner
Guidelines for the Principal/Assistant Principal of the Year Selection Process

- Must be a current ACTIVE TASSP member
- Do not exclude current TASSP Board members
- Nominations for Principal of the Year/Assistant Principal of the Year may be submitted by any campus and/or district employee. The Principal of the Year nomination application must include a recommendation by the Superintendent; the Assistant Principal of the Year nomination must include a recommendation by the Principal. Both applications must include three (3) letters of recommendation.
- The application for Region POY/APOY should be a reduction of the NASSP application.
- A region committee will review the applications and select the POY/APOY. Selections should be made by a committee of principals with a strong consideration given to include former winners from the region. This committee should be a diverse group that represents multiple districts in the region.

Marketing the Principal of the Year/Assistant Principal of the Year Award

- Promote the TASSP POY/APOY opportunity at TASA Mid-Winter
- Purchase ad in the Program
- Secure exhibit space for promoting TASSP
- Send an email to Superintendents

Publicity/Recognition

- Region Coordinators use press release template designed by TASSP
- TASSP publishes winners in TASSP News Highlights
- Jostens Night of the Stars Texas Heroes Dinner – Summer Workshop

Adopted: January 21, 2014
TASSP Board of Directors Meeting
Regional Nominations for Principal and Assistant Principal of the Year

TASSP Region: __________

**High School Principal:**

Name ____________________________________________

School Name ______________________________________

Street Address of School ___________________________

City and Zip _______________________________________

School District __________________________________

Does this candidate want to be considered for the Texas HS Principal of the Year? Yes_____ No_____

**Middle School Principal:**

Name ____________________________________________

Street Address of School ___________________________

City and Zip _______________________________________

School Name _____________________________________

School District __________________________________

Does this candidate want to be considered for the Texas MS Principal of the Year? Yes_____ No_____

**High School Assistant Principal:**

Name ____________________________________________

School Name _____________________________________

Street Address of School ___________________________

City and Zip _______________________________________

School District __________________________________

Does this candidate want to be considered for Texas Asst. Principal of the Year? Yes_____ No_____

**Middle School Assistant Principal:**

Name ____________________________________________

School Name _____________________________________

Street Address of School ___________________________

City and Zip _______________________________________

School District __________________________________

Does this candidate want to be considered for Texas Asst. Principal of the Year? Yes_____ No_____

Signature of Region Coordinator: ________________________________

RETURN COMPLETED FORM TO BEVERLY KAUFFMANN (Fax: 512-442-3343)
TASSP Sample Press Release for Regional Individual Outstanding Principal/Assistant Principal of the Year

______________, Principal of _____________ School in __________ ISD has been selected to represent the Texas Association of Secondary School Principals as a Region _____ Outstanding Principal (or Assistant Principal) of the year. TASSP recognizes outstanding principals and assistant principals from the twenty regional education centers in the state. As a region _____ winner, ________ is eligible to compete for the state title of Texas Principal (or Assistant Principal of the Year).

School administrators are nominated and chosen by their peers within their regions. Nominations are based upon exemplary performance and outstanding leadership. ________ , a __________ year principal, has headed (or been a member of) the leadership team at ____________ since ________.

He/She attended __________________ University and earned a ____________ degree. He/She attended ________ University and was awarded a Master of Education in___________. ________ sees herself/himself as being a risk taker, a visionary and a leader of learners. He/She is credited with ________ achievements. ________ states, (insert quotation). If ________ is selected as a state winner by the TASSP Principals Image Committee, he/she will advance to compete for the NASSP National Principal of the Year Award.

(or the NASSP National Assistant Principal of the Year Award).
Principal’s Retirement Recognition

TASSP would like to recognize active members in good standing at the time of retirement by presenting them with a plaque and a recognition booklet. These awards will be presented at the Summer Workshop and will be limited to those who have been members of TASSP for at least ten (10) years and who have completed at least twenty-five (25) years of active service in the education profession. If you are retiring this year, please fill out the form below and send it to TASSP.

In preparation for the Texas Heroes awards presentation, submit the completed form by April 1. The Texas Heroes awards presentation is scheduled as part of the Summer Workshop schedule. Provide the information requested. This information will be used in the script at the awards presentation. Include a professional photo of you (yearbook-style headshot) that will be used in the Texas Heroes photo album. If you are unable to attend the awards presentation, TASSP will mail your plaque and the photo album to the address you have provided in this form.

I plan to retire at the end of the school year. I have been a member of TASSP for at least 10 years and have completed at least 25 years of service in the education profession.

PLEASE ANSWER THE FOLLOWING:

Name you want engraved: ________________________________
Name you want announced: ________________________________
Home mailing address: __________________________ City: __________ Zip: __________
Home Phone: ___________ School Phone: ___________ Cell Phone: ___________
Preferred E-Mail: ________________________________
Full name of school: ________________________________
School address: ________________________________
Full name of school district: ________________________________
Number of years of teaching service: ________________________________
Number of years of administrative service: ________________________________
Total number of years of service in education: ________________________________
Number of years at current school: ________________________________

Your service in education will be acknowledged to your peers as you receive your award. Please summarize in a short paragraph what you would like to have read about you. (3-4 sentences) Not applicable if you’re not attending the awards dinner.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

In order for staff to effectively plan and organize the retirement ceremony, please check one:

___ I plan to attend the Awards Banquet at the Summer Workshop in Austin to receive my award.
___ I do not plan to attend the Summer Workshop. Please mail my award to my home address listed above.

You do not have to register for the workshop to participate in the awards presentation.

Return form with a photo by April 1 to TASSP, 1833 South IH 35, Austin, TX 78741
Principal for a Day

TASSP endorses the Principal for a Day program as part of an ongoing effort to improve the image of the principal in the state of Texas. This program invites a community leader to serve as principal for a day.

Of the many principals who implemented this program in their schools and communities, there was not one unfavorable comment concerning this day spent with a respected community leader. Many principals offered the following suggestions for the Principal for a Day program:

- Expand to twice a year, or more frequently (but avoid overexposure of the program);
- Involve community leader in hands-on activities (reading announcements, etc.);
- Provide a certificate of participation in the program;
- Expand to Teacher for a Day;
- Use concept to increase communication between schools and community by planning more of these types of activities; and
- Plan the day well in advance (offer tentative schedule, etc.).

Consider this. Every school building and every school district has a public relations image. The question today is not whether schools have a PR program, but whether it is a planned, systematic program designed to encourage two-way communication between the district or school and its various publics—or whether it just happens.

The Principal for a Day program is an excellent first step in planning public relations activities for your school, one which offers a way for members of the community to gain awareness of the principalship and the schools. It is one of many steps that could be taken to improve school efforts at creating a positive flow of communication between the schools and their various publics (see Suggestions for Getting Started on next page).

Principals may feel that public relations is too time consuming, however, public relations becomes a necessity when there is a crisis or a perceived problem in the community with the schools or school district. Any positive steps taken to create goodwill between schools and the community will help to soften potential image problems.

Public relations efforts today must become more than occasional press releases and letters to the editor. Public relations activities should reflect an ongoing building and maintaining of relationships which benefit the image of the principal as a community leader. This public relations approach can earn trust and motivate supportive behaviors.
Principal for a Day (Continued)

The Principal for a Day Program offers principals an excellent, low-cost method to practice effective public relations and build relationships in the community which will be a support base for the principal for years to come. TASSP encourages all middle level and high school principals to become involved in this event on an annual basis.

Suggestions for getting started:

1) Target a community leader. Meet with staff, or other principals in your district and brainstorm a list of 10 persons. Invite a community leader to participate in the “Principal for a Day” program.

   • Target community leaders with a neutral to positive view about your school, at least during the first year. Eventually, work with those who may have more negative views.
   • Targeted Principals for a Day should be prominent, well-established citizens who represent and influence large groups of people. It is best, however, to ask someone who is not familiar with your role, as opposed to asking a friend.

2) Inform the local media in advance about the Principal for a Day program and encourage event coverage. The media should also be invited to observe the community leader and the principal as they serve jointly in the program. Involve staff and students. Communicate with your superintendent as that he/she will be aware that the community leader will be invited into your school. Share the successes of this project with principals in your region.

   • Alert the local media to expand your coverage.

3) As a host, you must be willing to grant a first-hand view of running a school. Consider a breakfast meeting a day or two after to review and talk about what the community leader learned from his/her experience.

   • Questionnaires for both the principal and the community leader are included. Complete and return these questionnaires to TASSP.
   • Public relations is building relationships that earn trust and motivate supportive behaviors, not mass communication. The Principal for a Day program is perfectly designed to do just that!
Principal’s Questionnaire

Principal for a Day Program

Date: ________________________________

School name: ________________________

School address: ______________________

City/State/Zip: _______________________

Principal’s name: ____________________

Name of community leader: ____________

Leader’s occupation: __________________

Leader’s address: _____________________

City/Zip/Phone: ______________________

1. Do you think TASSP should continue to sponsor the Principal for a Day program?

2. Did the media cover the event? Radio____ Television_____Newspaper_____ 

3. Do you feel a greater understanding of your role as a building principal resulted from this program? Please give examples.

4. What significant activities occurred during the day?

5. Do you have suggestions for improving the program?

6. Please comment below on how your participation in this program was of benefit to you.
Community Leader’s Questionnaire

Principal for a Day Program

Date: ____________________________________________________________

Name: __________________________________________________________

Occupation: _____________________________________________________

Address: _______________________________________________________

City/Zip/Phone: _________________________________________________

School/Principal: _______________________________________________

1. Do you think TASSP should continue to sponsor the Principal for a Day program?

2. What community leader would you recommend the school invite to participate next year?

3. Do you have a greater understanding of the school and the principal’s role as a result of your participation? Please give examples.

4. Do you have suggestions for improving the program?

5. Please comment below on how your participation in this program was of significance or benefit to you.
Section 7

Student Leadership
Texas Association of Student Councils

For more information on TASC see: www.tasconline.org

More than 1,300 secondary school student councils are members of the Texas Association of Student Councils (TASC). Since its organization in 1937, TASC has grown in membership, scope of programs and activities, as well as quality of services and resources available to member schools. Membership and involvement in the association provide students and advisors with opportunities to develop the skills necessary to run an effective student council at the local level. TASC builds leadership abilities in students and promotes civic engagement. It also develops strong councils at the local level, and partners with principals to build successful schools.

RELATIONSHIP TO TASSP

While TASC is sponsored by the Texas Association of Secondary School Principals, it is a separate organization with its own Board of Directors responsible for the policies governing the Association. As a responsibility of sponsorship, TASSP reviews the financial status and approves major policy changes after consideration by the TASC Board of Directors. Any action of the TASC Board may be appealed to the TASSP Board of Directors. TASSP and TASC members have worked together to create the Minimum Standards of Operation for Student Councils, a document outlining the expectations for activities, involvement and responsibilities of student councils on a local campus.

THE ROLE OF THE PRINCIPAL

Principals are asked to take an active role in ensuring the development of student leadership and opportunity for student voice on their campuses. Strong student activity programs require well-trained advisors. Principals are asked to ensure that TASC has contact information for current advisors and that advisors and students attend workshops and conferences. For more information, contact Terry Hamm at terry@tassp.org or call 512-443-2100 ext. 8517.

GOVERNANCE/STRUCTURE

TASC is governed by a Board of Directors which consists of the advisor and student from current officer schools, the advisor of the immediate past president school, three elected high school advisors, two elected middle level advisors, and three members of TASSP. Additionally, the high school conference coordinator school advisor and student and the TASC Director and the TASSP Executive Director serve as advisors to the Board. In order to provide services and activities at a local level, TASC divides Texas into 21 geographical districts. When a school pays membership dues, it automatically becomes a member of a designated TASC district. Each district elects officers, has a constitution, holds conferences, provides training, conducts projects and distributes information from the state office to member schools. The TASSP Board has developed a document outlining best practices for the operation of a TASC District.

ROLE OF THE ADVISOR

TASC emphasizes that a student council is a group of students working with an adult advisor to meet goals and provide service to the school. TASC promotes the adult-student relationship by requiring adult supervision at all TASC functions. Continuing professional education opportunities are provided to adult advisors at all activities, and an adult-only Advisors’ Workshop is held each fall.

TASC CONFERENCES

State Annual Conference (High School)

Texas has the largest state student leadership conference in the United States. The conference hosts almost 5,000 students and adult advisors for a three-day event designed to celebrate, educate and motivate student leaders. Students hear from the top youth speakers in the nation, learn from each other and professionals in breakout sessions, are recognized for the work they’ve done through the TASC Recognition Program, and elect state officers for the next school year. In order to attend, schools must be members of TASC, and students must be accompanied by an adult advisor. A conference fee is required from each student and adult attending.

Middle Level State Annual Conference

On a smaller scale, TASC hosts almost 1,000 middle level student council members, National Junior Honor Society members, and their advisors at the State Annual Conference held in November. The conference is similar in format to the High School conference, but encompasses only one night. All students must be accompanied by an adult advisor. A conference fee is required from each student and adult attending.
Advisor Workshop

TASC provides training for Student Council and National Honor Societies annually at a workshop usually held in September. Advisors hear from nationally recognized speakers and receive specialized training in organizing a student council or honor society, leadership class activities, school law regarding student organizations, and effective project planning and implementation.

Summer Leadership Workshops

TASC offers a variety of summer leadership workshops. School delegations accompanied by an adult advisor are trained by a professional staff in areas of leadership development and running an effective student council or honor society. More than 1,500 students and advisors are trained each summer.

• A number of high school four-night workshops for high school student councils are held at college campuses around Texas. One high school workshop is open to National Honor Society.
• Middle level schools benefit from two four-night workshops on college campuses as well as one day leadership workshops each summer. Student council and National Junior Honor Society members and advisors are invited to the middle level training.

Advanced Leadership Workshops

Advanced Leadership Workshops provide additional leadership training and techniques for students who have attended a Summer Leadership Workshop or who are strong leaders on their council. TASC provides two advanced workshops: one at Palestine’s Lakeview Conference Center in January and in Hunt at Mo-Ranch in February, where students are revitalized and refocus on the council’s goals for the year.

RECOGNITION PROGRAMS

TASC recognizes hundreds of high school and middle level councils each year for their work by providing recognition to schools that achieve Outstanding Student Councils status. TASC also recognizes outstanding work in the areas of pride and patriotism; drugs, alcohol, safety and health awareness; energy and environment; and community service. In addition, TASC recognizes the most outstanding projects and videos submitted by individual schools. TASSP provides two scholarships for high schools, and TASC provides one scholarship for a middle school. These scholarships are awarded to councils based on their partnership with their principals. Through these awards councils are motivated to have well-rounded student council programs on the local campus and in the local community.

TASC Eddie G. Bull State Advisor of the Year Award: TASC recognizes a Middle Level and a High School Advisor of the Year. Applications are submitted through TASC districts.
Texas Star Award: This award is presented on board directive to individuals who have served TASC in an exemplary manner.
Pat Kirschner Award: On board directive, TASC Summer Workshop Consultants or Directors who have served in either position for ten or more years are honored by the Pat Kirschner Award.
TASC Advisor Service Pins/Retiring Plaques: TASC recognizes advisors for years of service to student council and TASC in five year increments. Retiring advisors who have served for five or more years are recognized with a plaque.
Scholarships: TASC recognizes five seniors each year with college scholarships. These students are selected based on their service to their local schools as well as their involvement in the state organization. TASSP provides two scholarships each year to councils who document outstanding partnerships with their principal.

STUDENT LEADERSHIP COURSE

TASC and TASSP have developed a student leadership course approved by the State Board of Education for state graduation elective credit. Upon securing local school board approval, schools must register with TASSP to obtain approval to teach the class for state credit. The course provides opportunities to study, practice and develop group and individual leadership and organizational skills in the areas of decision-making, problem solving, communication, leadership roles, human relations, and civic responsibility. Students apply these skills in dealing with peers, school administration and the community. The teacher’s manual demonstrates a hands-on, active approach to leadership. This course can be customized to meet the needs of a student council or adapted to meet the needs of a broader student population.

TASC STUDENT LEADERSHIP CLASS CURRICULUM ACADEMY

TASC offers a two-day training for instructors of the state credit student leadership class. The fee for the class includes a teacher guide, student workbook, and hands-on training regarding course TEKS and activities, as well as two luncheons. Attendees whose schools currently have a course agreement and curriculum may register for a discounted amount.
Website: www.tafeonline.org

The Texas Association of Future Educators (TAFE) was started in 1984 and is sponsored by the Texas Association of Secondary School Principals (TASSP). With more than 200 member schools, representing all parts of the state, TAFE is a resource for principals who want to encourage future educators on their campus.

As a state affiliate of the national Future Educator Association, TAFE is a recognized Career and Technical Student Organization (like FFA, DECA and FCCLA). This allows districts to use federal Career and Technical Education funding to support student participation in TAFE professional development activities.

As a state recognized CTSO the TAFE organization receives an annual grant to support co-curricular professional development enrichment activities for future educators.

Purpose

The Texas Association of Future Educators is a dynamic student organization which encourages students to learn about careers in education and assist them in exploring the teaching profession while promoting character, service and leadership skills necessary for becoming effective educators.

The Role of the Principal

As the head of the school campus and a prominent future educator role model, principals are asked to take an active role in the development of their TAFE chapter. This entails selection of a TAFE advisor who cares deeply about the teaching profession and has the organizational skills, energy and commitment to developing future educators. We also ask that you make a point to meet with your TAFE chapter to share your career path and educational experiences.

Starting Your Chapter

Principals interested in “Growing Your Own Teachers” can request a new chapter starter kit by calling the state office at (512) 443-2100, Ext. 8512 or e-mailing your request to the TAFE State Program Director Donita Garza at donita@tassp.org.

Membership

Open to all high school, middle school and junior high school students. Chapter affiliation fees: $80 per year per school.

Resources

The state office provides support, training and information for the local organization, publishes four newsletters a year, produces a teacher leader handbook and sponsors the following state-wide conferences and workshops:

• Teacher Leader Workshop - two-day workshop held in late July
• Teach Tomorrow Summit - three-day state-wide conference held in February.
• Officer Training Workshop - Three-day workshop for Region and State Officers held in May.
• Leadership Workshop - workshop held in the summer for student officers and general members.

For more information on TAFE visit: www.TAFEonline.org
$7500 in Scholarships

Two scholarships are awarded at the Teach Tomorrow Summit to the winners of the TAFE Public Speaking Competition. First place is awarded a $1200 scholarship and Second place is awarded an $800 scholarship. One $1000 scholarship is awarded to the TAFE Student of the Year. One $1000 scholarship is awarded to the winner of the Children’s Literature Pre-K Competition. One $1000 scholarship is awarded to the winner of the Children’s Literature K-3 Competition. One $1000 scholarship is open for TAFE students to apply. Dr. Pat McLeod Award: one $1,000 scholarship is open for TAFE members. It’s Your Spice Fundraising: one $500 scholarship is open for TAFE members.

Local Operation

Each school chapter operates independently according to its constitution and school district rules and regulations. For a well-rounded program, we encourage the following activities referred to as TRAFLES:

- Teaching or tutoring experiences with an elementary or middle school
- Recreation and team building activities
- Appreciation activities for teachers and staff
- Fund raising
- Leadership training
- Educational awareness training - coursework in the Education and Training Program of Study
- Service learning projects at school and in the community

State Organization Structure

TAFE is governed by a policy-making Board of Directors which consists of the following people:

1. The Executive Director of TAFE/TASSP
2. State Program Director of TAFE
3. One student and the teacher leader of each of four state officer schools
4. Three elected TAFE teacher leader
5. Three members of the TASSP Board of Directors
6. The advisor of the immediate past president school
7. One elected Jr. HS/Middle School teacher leader
8. One Higher Ed. representative

Contest and Competitions, Awards

HIGH SCHOOL EVENTS
Advisor of the Year
Bulletin Board Contest
Chapter Yearbook Contest
* Children’s Literature Competition - Pre-K
* Children’s Literature Competition - K-3rd
* Creative Lecture Competition
Differentiated Lesson Plan Competition
Educational Leadership Fundamentals Test
* Educators Rising Leadership Award Competition
* Educators Rising Moment Competition
* Ethical Dilemma Competition
* Exploring Education Administration Careers Competition
* Exploring Non-core Teaching Careers Competition
* Exploring Student Support Service Careers Competition
* Impromptu Speaking Competition
* Impromptu Lesson
* Inside Our Schools Competition

* Job Interview Competition
* Lesson Planning and Delivery Competition - Arts
* Lesson Planning and Delivery Competition - CTE
* Lesson Planning and Delivery Competition - Humanities
* Lesson Planning and Delivery Competition - STEM
Outstanding Chapter Contest
Portfolio Contest
Project Visualize Contest
* Public Speaking Competition
* Recruitment & Marketing Presentation Competition
TAFE Student of the Year Competition
Teacher Created Materials

MIDDLE SCHOOL EVENTS
Bulletin Board Contest
Children’s Literature Competition
Job Interview Competition
Teacher Created Materials Contest

* denotes National competitions
Section 8

NASSP
Overview

Texas Association of Secondary School Principals is an affiliate of the National Association of Secondary School Principals. Through an agreement with NASSP, NASSP membership is processed through the TASSP State Office.

**NASSP Vision Statement**

NASSP reaffirms its historical and continuing commitment and support for principals, assistant principals, and other school leaders. Recognizing that technological, social, and political changes in the world are affecting how we educate youth, NASSP provides the professional resources for these leaders to be visionary change agents, collaborators within the school community, and risk takers.

NASSP is the preeminent organization for middle level and high school leaders representing a diverse membership. NASSP will be at the forefront in establishing standards for exemplary schools and leaders by fostering a greater understanding of the global marketplace, the impact of technology, and the effects of the information age on teaching and learning.

NASSP is uncompromisingly committed to the intellectual growth, academic achievement, character and leadership development, and physical well being of youth.

**Member Benefits**

- National Convention of secondary school administrators from all 50 states and several foreign countries.
- $1 million in personal liability protection at no additional cost.
- Up to $5,000 legal assistance (based on length of membership), plus a full-time staff attorney to represent you at the Supreme Court.
- A continual flow of publications including the NASSP Bulletin, NewsLeader, Legal Memorandum, Curriculum Report, Practitioner, Schools in the Middle, High School Magazine and special topic monographs.
- Leadership and professional development programs for principals, administrators and other school leaders.
- Annual report on national salary trends.
- Federal relations program that works continually with Congress and the Department of Education to represent your interest in the nations capital.
- Films, publications, and conferences on student activities developed by the National Association of Student Councils and the National Association of Student Activity Advisors.
- Major scholarship and recognition programs including National Honor Society, National Junior Honor Society, Prudential Spirit of Community and more.
- Conferences and seminars tailored specifically for small, large, urban, rural, middle level, and high schools.
- Research on the principalship and issues relevant to school administrators and leaders.
- Fourteen working committees on national education issues.
- Public relations efforts to build confidence in education with press releases, radio spots and interviews.
- Advice on job protection, professional status, and rights of due process.
- NASSP website with links to pertinent resources for education.
Publications

NASSP NewsLeader: A newspaper focusing on articles and information of interest to educators. Includes articles, summaries of reports, surveys, programs, and educational resources relevant to middle and high school principals and administrators.

Legal Memorandum: A report by NASSP’s legal counsel on schools and the law. Published as crucial issues concerning school administrators arise.

Newsletters: Bimonthly newsletters written by practitioners on issues, best practices, curriculum innovation, and more.

Schools in the Middle: Designed specifically for middle level educators to keep them informed of important trends, issues, and practices in middle level education. Published monthly September-May.

High School Magazine: Supports the visionary leadership of high school principals and provides articles that exemplify best practices, practical hands-on strategies, and the most relevant and timely research available. Published monthly September-May.

Online Social Networks
Section 9

Staff Development
TASSP Workshops & Conferences

The members of the Texas Association of Secondary School Principals may participate in the following workshops and conferences. A member or non-member registration fee is charged for each person in attendance. The association sponsors other training sessions from time to time on topics of current interest.

New Principal Academy
• Held in July

Fall Leadership Academy or Fundamental 5 National Summit
• Held in October

TASSP Legislative Committee Training
• Held in Fall

Assistant Principal Workshop
• Held in February

Making Middle School Matter Symposium
• Held in March

Summer Workshop
• Held in June

Board of Directors Meeting Dates

• Fall Online Meeting in October
• Annual Fly-in Board Meeting in January
• Summer Workshop Board Meeting: June
• Summer Leadership Retreat: June after Summer Workshop
Timeline of TASSP Publications

News Highlights

News Highlights, the TASSP online newsletter, is published five times a year. News Highlights includes news, features and events of interest to TASSP members.

Texas Study

The association’s professional magazine, the Texas Study of Secondary Education, is published in the fall and in the spring. Each issue focuses on one or more broad topics of interest to secondary school administrators. Authors include both state and nationally recognized experts. The Texas Study will include articles on current topics as well as humorous anecdotes contributed by members.

All manuscripts for both editions of the Texas Study are due to the TASSP office in electronic format by the designated deadline. Articles will be peer reviewed and selected articles will be slated for either fall or spring publication.

- The Texas Study Committee is accepting articles that promote best practices, learning and leading, innovative programs, timely developments and technology.
- The reading audience is comprised of over 5,000 school administrators and educational professionals. Campus administrators make up the largest body of the readership. Trainers, university personnel and curriculum leaders are also a major part of the subscription base.
- Articles should be no more than ten pages in length. Use double spacing and 12 point type. References should be formatted in APA style. Articles should be submitted on disc or may be sent via e-mail. Graphics, illustrations and photos are encouraged.
- In order for TASSP to process the submission, a brief author bio must be submitted with the article (3-5 sentences).
- An honorarium coupon valued at $100 will be awarded to the authors of selected articles. The coupon may be used to defray the cost of either a TASSP membership or registration to the TASSP Summer Workshop/Fall Summit. (Only one honorarium will be awarded per article). To qualify for membership, the author must meet the qualifications for either the TASSP membership or associate membership.

For submission deadlines, go to www.tassp.org
Submit all Texas Study materials to:
Emily Mikolaitis, 1833 South IH-35, Austin TX 78741
emily@tassp.org
512-443-2100 x 8509
Section 10

Appendix

- Constitution
- Policies
CONSTITUTION OF THE  
TEXAS ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS  

Article I  
Name and Location  

Section 1. Name. The name of this organization is the Texas Association of Secondary School Principals.  

Section 2. Office. The Association shall maintain an office in Austin, Travis County, Texas, which will be its principal place of business.  

Article II  
Purposes  

Section 1. Primary Aim. The Association is organized exclusively for educational and charitable purposes and the primary aim of this Association shall be promoting the advancement of the secondary school education by providing a clearing house for discussions bearing on the problems of secondary school operations, and by encouraging research in secondary education.  

Section 2. Secondary Aim. A secondary aim of this Association is to serve as the sponsoring organization for the Texas Association of Student Councils and the Texas Association of Future Educators; and to motivate secondary principals, within their respective schools, (1) to promote student council participation and (2) to encourage students to become teachers.  

Section 3. Objective of the Association. In the furtherance of its educational purposes, this Association shall strive to bring about (1) a closer relationship between school principals of the public schools of the State of Texas and the individual members thereof; (2) the interchange of thought and ideas between principals and the individual members thereof; (3) the study of school and school district challenges; (4) the study of the enacted and proposed laws of the State of Texas creating the system of public schools and school affairs in this State; (5) the study and interchange of information about and concerning the function and challenges of schools and the school system of the state; (6) the working toward a general improvement of schools and school systems of the State of Texas; and (7) the broadening and equalizing of school opportunities to and for the children of the State of Texas.  

Section 4. Accomplishing Purposes. The purposes for which the Association is formed may be accomplished:  

(a) By conducting annual meetings, to which all school principals are invited to attend and participate. At these meetings addresses may be made by educators or citizens on matters or problems relating to public school education, to functions and duties of school principals, and to the operation, maintenance, conduct, and financing of local schools and the public school system. Workshops and panel discussions may be held to discuss the same challenges and to encourage friendly and fruitful relations between those in attendance.  

(b) By encouraging the holding of regional meetings of educators, to which invitations will be extended to persons residing in an area contiguous to the place or places at which such meetings will
be held. Such meetings shall include addresses, workshops, panel discussions, and other forms of disseminating information, all of which will be dealing with challenges set out in subsection (a) above. If requested the Association will assist in organizing the meeting and aiding in arranging for speakers.

(c) By publishing and distributing to its members, through various media formats, information which appears in articles, news items, comments, and other publications, dealing generally with the same challenges set out in subsection (a) above.

(d) By sending special bulletins to school principals, for informational purposes only, reporting changes in laws, proposed laws, or rules of regulatory bodies dealing with matters relating to the public school system of Texas, the operation, maintenance, and conduct of public schools, local school principals' organizations and local school principals, without recommending or commenting on the wisdom or desirability of favoring or opposing such laws or rules.

(e) By such other means and methods as the Executive Committee and/or the Board of Directors may from time to time determine to be appropriate in the accomplishment of the purposes for which the Association was formed and which are not contrary to the terms and provisions of this Constitution.

Section 5. Non-Political. No substantial part of the activities which have been or which will be carried on have been or will be used for propaganda or in an attempt to influence legislation or to participate or intervene in any political campaign on behalf of any candidate for public office, including the publishing or distributing of political statements.

Article III

Membership

Section 1. Classes. Membership in the Association is of three classes: active, associate, and retired.

Section 2. Active Members. Active members are those individuals who are engaged in the administration or supervision of education at the secondary level or the teaching of secondary administration at the university level.

Section 3. Associate Members. Associate members are those individuals who are university professors, graduate students majoring in school administration, or other persons interested and involved in secondary education.

Section 4. Retired Members. Retired members are those individuals who were active or associate members of this Association prior to their retirement.

Section 5. Annual Fees. To obtain and retain membership in the Association, each individual must pay an annual membership fee as determined by a two-thirds vote of the Board of Directors at a regularly scheduled Board meeting.

Section 6. Service. All members have the privilege of serving on committees but only active members have the right to vote.
Section 7. Application. To become a member of the Association, an individual must file a written application which is subject to approval by the Board of Directors.

Section 8. Membership Year. The membership year of the Association begins on September 1 and ends on August 31 of the following year.

Section 9. Annual Meeting. An annual meeting of members shall be held in June of each year on a date and at a time and place to be determined by the Board of Directors.

Section 10. Special Meetings. Special meetings of members may be called from time to time by the Board of Directors.

Section 11. Quorum. At all meetings of members, 20% of those registered and entitled to vote shall constitute a quorum for the transaction of business.

Section 12. Notice. Adequate notice of all meetings shall be given to all members. Notice must be in electronic or written form and sent at such time that members shall receive the notice not less than 10 nor more than 60 days prior to such meeting. In case of a special meeting, the notice must state the purpose for which the meeting is called.

Section 13. Manner of Acting. At all meetings of members, a majority of the votes cast, a quorum being present, shall decide any issue, unless a greater proportion is required elsewhere in this Constitution.

Article IV

Board of Directors

Section 1. Membership. The affairs of the Association shall be managed by a Board of Directors, which shall consist of (1) members of the Executive Committee, (2) all Region Coordinators, and (3) representatives elected by regions on the basis of membership.

Section 2. Tenure. Tenure on the Board of Directors is co-extensive with the term of office of the position which qualifies a member for membership on the Board. Such terms of office are proscribed elsewhere in this Constitution.

Section 3. Annual Meeting. An annual meeting of the Board of Directors shall be held in June of each year in conjunction with the Summer Workshop.

Section 4. Regular Meetings. A regular meeting of the Board of Directors shall be held in either December or January and another shall be held in the Fall of each year on dates and at times and places determined by the Board of Directors.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called from time to time by the President, by the Executive Committee, or by one-third of the membership of the Board of Directors.

Section 6. Called by Executive Director. A special meeting of the Board of Directors may be called by the Executive Director only in one or more of the following circumstances:
(a) When the Executive Director believes that an Association policy is being violated by an officer or a
director.

(b) When bonding of officers or employees is jeopardized by actions of an officer or director.

(c) When a dispute arises over interpretation of policy in areas where the Executive Director is directly
responsible to the Board of Directors.

Section 7. Quorum. A majority of the total membership of the Board of Directors shall constitute a
quorum for the transaction of business.

Section 8. Notice. All members of the Board shall be given electronic or written notice at least 10 days
prior to each meeting of the Board of Directors. In the case of a special meeting, the notice must state
the purpose for which the meeting is called.

Section 9. Manner of Acting. The act of the majority of the directors present at a meeting at which a
quorum is present shall be the act of the Board of Directors, unless a greater vote is required by law or
this Constitution.

Section 10. Action by Board Only. The Directors shall act only as a Board and no individual Director shall
have or exercise any power or authority of the Association solely by virtue of his/her membership on the
Board.

Section 11. Presumption of Assent. A director of the Association who is present at a meeting of the Board
of Directors at which action on any matter is taken shall be presumed to have assented to the action taken
unless his/her dissent shall be entered in the minutes of the meeting or unless he/she shall file his/her
written dissent to such action as soon as practicable after the adjournment of such meeting.

Article V

Officers

Section 1. State Officers. The officers of this Association shall be a President, a President-elect, a First
Vice President, a Second Vice President, a State Coordinator, and an Assistant State Coordinator.

Section 2. Election and Terms. The Second Vice-President shall be elected by majority vote at the annual
meeting of members in June and shall serve a term as Second Vice-President of one year. Unless removed
by the Board of Directors, the Second Vice-President shall succeed to the office of First Vice-President,
President Elect and then President. The Assistant State Coordinator shall be elected by majority vote at
the annual meeting of members in June and shall serve a term as Assistant State Coordinator of three
years. Unless removed by the Board of Directors, the Assistant State Coordinator shall automatically
succeed to the position of State Coordinator and shall serve a maximum of three years as State
Coordinator.

Section 3. Duties of President. The president shall serve as the Executive Officer of the Association except
in the areas in which the Executive Director is directly responsible to the Board of Directors.
Section 4. Limited to Principals. Only an active member holding the position of secondary school principal on a full-time basis is eligible for election to any position defined by Section 1 hereof as an officer of the Association. If an officer of the Association vacates his/her position as secondary school principal, he ceases to be an officer at the next meeting of the Board of Directors or in June at the conclusion of the Summer Workshop, whichever comes first.

Section 5. Definition of Principal. A secondary school principal, as that term is used herein, means the head administrative officer of one or more campuses where a majority of the students, during the regular school day, are below the age of 19 years and are enrolled in grades 6 through 12. An assistant principal is considered as being a principal for the purposes hereof.

Section 6. Removal. Any officer may be removed from office at any time by a two-thirds vote of the Board of Directors, a quorum being present.

Section 7. Vacancies. Any vacancy in an officer position, may be filled for the unexpired term by the Board of Directors after receiving a recommendation from the Executive Director.

Article VI

Committees

Section 1. Executive Committee. The Association shall have an Executive Committee which is composed of the President, President-Elect, First Vice President, Second Vice President, State Coordinator, and the Immediate Past President. The Assistant State Coordinator is a non-voting member of the Executive Committee. The Executive Committee shall be responsible for (1) reviewing proposed policies and, where appropriate, making recommendations to the Board of Directors, and (2) taking action on items of an emergency nature where time or circumstance does not permit the convening of the Board of Directors.

Section 2. Finance Committee. The Association shall have a Finance Committee which is composed of the President-Elect as chairperson, the President, the First Vice-President, the Second Vice-President, the Immediate Past President, and two Region Coordinators appointed by the president. The Finance Committee shall be responsible for reviewing the financial condition of the Association, including audits and investments, developing an operational budget for the ensuing year, and recommending such budget to the Board of Directors.

Section 3. Nominating Committee. The Association shall have a Nominating Committee appointed by the President and confirmed by the Board of Directors. Each of the geographical areas established by the Board of Directors for purposes of nominating officers shall be represented by one member, with the Chairman being the representative from the area from which the nominee for Second Vice President is to be chosen. The duty of the Nominating Committee is to nominate State Officers of the Association.

Section 4. Other Committees. The Association shall have such other committees as are determined by the Board of Directors to be necessary to the proper functioning of the Association. All such committees shall be appointed by the President and confirmed by the Board of Directors.
Article VII

Executive Director

Section 1. Position. The Association shall have an Executive Director who shall be a full-time employee selected by the Board of Directors.

Section 2. Tenure. The Executive Director shall be employed on a written contract which may not exceed a period of three years. Such contract may be renewed or extended from time to time by action of the Board of Directors.

Section 3. Duties. The Executive Director shall report and be responsible to the Board of Directors who shall determine his/her duties and the extent of his/her authority and responsibility. Specifically, the Executive Director shall be solely responsible to the Board of Directors for staff, publications, operation of the central office, financial and budget compliance, and policy enforcement.

Section 4. Report. The Executive Director shall make a financial report of income and expenditures on a monthly basis to each member of the Board of Directors.

Article VIII

Finance

Section 1. Depository. All funds of the Association shall be deposited in an account or accounts to be maintained in reputable banking institutions as designated from time to time by the Board of Directors.

Section 2. Expenditures. Expenditures from funds of the Association shall be made only for purposes authorized by the Board of Directors. All expenditures shall be made by check, draft, or through electronic fund capabilities which must be signed in the manner authorized by the Board of Directors. No check or draft shall be signed in blank, but each check and draft shall name the person, firm or corporation to whom said check or draft is payable and shall state thereon briefly the purpose of such expenditure.

Section 3. Budget. The Executive Director is authorized to pay all bills within the approved budget. The President shall sign each bill paid.

Section 4. Fiscal Year. The fiscal year of the Association shall begin on September 1 of each year and shall end on August 31 of the following year.

Section 5. Dedication of Funds. The Association does not have nor will it ever have any capital stock or stockholders. No part of the net earnings of the Association has inured or shall inure to the benefit of any private stockholders or individual. All of the monies and property of the Association shall be, and are hereby, expressly dedicated to, and shall be used exclusively for, the purposes for which the Association was formed.

Section 6. Dissolution of Association. If for any reason the purposes for which the Association was formed can no longer be accomplished, the Board of Directors will terminate its activities, pay its debts, and dissolve the Association. In such event the remaining assets of the Association will be assigned and
conveyed to the Permanent School Fund of the State of Texas as a gift without consideration for the use
and benefit of the school children of Texas.

**Article IX**

**Organization**

Section 1. Geographic Regions. The State of Texas shall from time to time be divided into geographical
regions as determined by the Board of Directors. The Association shall foster the organization of local
units in each such region and the promotion of active participation by such units in the affairs of the Texas
and National Associations of Secondary School Principals. The Association may also recognize
departmental units according to policies established by the Board of Directors.

Section 2. Region Officers. Each region association shall elect a Coordinator and an Assistant Coordinator
who shall serve for terms of three years beginning and ending at the conclusion of the annual meeting of
the Association in June of each year.

Section 3. Staggered Terms. Terms of Regional officers are staggered in such manner that approximately
one-third shall be elected each year. Such elections shall be held as follows: (a) Regions 3, 5, 8, 10, 12, 14,
16, and 20 elect officers to begin terms in 1984 and every third year thereafter, (b) Regions 1, 7, 9, 11, 13,
and 18 elect officers to begin terms in 1985 and every third year thereafter, and (c) Regions 2, 4, 6, 15, 17,
and 19 elect officers to begin terms in 1986 and every third year thereafter.

Section 4. Not State Officers. The Coordinator and the Assistant Coordinator in each region are elective
regional officers but are not state officers of the Association within the purview of Article V of this
Constitution.

Section 5. Limited Tenure. Effective July 1, 1987, no member shall serve for a total of more than six years
as a region coordinator or representative.

Section 6. Regional Representatives. A region may qualify for additional representatives to the Board of
Directors by reason of its membership as of June 30 of the preceding year. A region with fewer than 201
members shall not be entitled to additional representation. A region with 201-300 members shall elect
one additional representative; 301-400, two additional representatives; 401-500, three additional
representatives; and this scale will be continued by increments of 100 to determine additional
representatives.

Section 7. Election and Tenure. Regional representatives shall be elected at a district-wide meeting and
shall serve for terms of three years beginning and ending at the conclusion of the annual meeting of the
Association in June of each year.

Section 8. Limited Representation. From among the Region Coordinators and the Region Representatives
elected within a region, it is encouraged that no two of these members of the Board of Directors be
employees of the same school district.

Section 9. Eligibility to Serve as Regional Officer. Only an active principal as defined in Article V, Sections
4 and 5, may serve as a Region Coordinator, Assistant Region Coordinator, or Region Representative.
Article X

General Provisions

Section 1. Delegates to the National Convention. As authorized by the TASSP Board of Directors, delegates to the National Convention of the National Association of Secondary School Principals shall have necessary travel expenses paid by the Association including transportation, room, board, and tips.

Section 2. Referendum. A referendum must be held on any major action of the Board of Directors if a petition is filed which is signed by 15% of the membership of the previous year provided such 15% includes a minimum of 35 members from each of a minimum of 11 regions. Major action shall be interpreted as any constitutional item. A referendum may be held on any issue without the necessity for a petition if desired by the Board of Directors.

Section 3. Parliamentary Procedure. Robert’s Rules of Order revised shall be authority and shall govern in all meetings of this Association on all questions of parliamentary procedure insofar as such Rules are not inconsistent with the provisions of this Constitution.

Article XI

Amendment

This Constitution may be amended by two-thirds vote of those present and voting at any regularly and legally convened meeting of the Association. A proposed amendment must be submitted in writing at the immediate preceding meeting of members or it must be submitted in printed form to all members of the Association at least thirty days in advance of the meeting at which the amendment will be voted. In case the latter method is used, a proposed amendment must receive the approval of the Board of Directors before it can be printed and sent to the members of the Association.
POLICIES OF THE
TEXAS ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS

ARTICLE I
NAME AND LOCATION

SECTION 1. NAME. THE NAME OF THIS ORGANIZATION SHALL BE THE TEXAS ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS.

SECTION 2. OFFICE. THE ASSOCIATION SHALL MAINTAIN AN OFFICE IN AUSTIN, TRAVIS COUNTY, TEXAS, WHICH WILL BE ITS PRINCIPAL PLACE OF BUSINESS.

The Texas Association of Secondary School Principals is a voluntary non-profit corporation which is tax exempt under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE II
PURPOSES

SECTION 1. PRIMARY AIM. THE ASSOCIATION IS ORGANIZED EXCLUSIVELY FOR EDUCATIONAL AND CHARITABLE PURPOSES AND THE PRIMARY AIM OF THIS ASSOCIATION SHALL BE THE ADVANCEMENT OF SECONDARY EDUCATION BY PROVIDING A CLEARING HOUSE OF DISCUSSION BEARING UPON THE PROBLEMS OF ADMINISTRATION AND SUPERVISION, BY ENCOURAGING RESEARCH, BY UPHOLDING ACCEPTABLE STANDARDS, AND BY FORMULATING A WORKING PHILOSOPHY OF SECONDARY EDUCATION.

SECTION 2. A SECONDARY AIM OF THIS ASSOCIATION IS TO SERVE AS THE SPONSORING ORGANIZATION FOR THE TEXAS ASSOCIATION OF STUDENT COUNCILS AND THE TEXAS ASSOCIATION OF FUTURE EDUCATORS; AND TO MOTIVATE SECONDARY PRINCIPALS, WITHIN THEIR RESPECTIVE SCHOOLS, (1) TO PROMOTE STUDENT COUNCIL PARTICIPATION AND (2) TO ENCOURAGE STUDENTS TO BECOME TEACHERS.


SECTION 4. ACCOMPLISHING PURPOSES. THE PURPOSES FOR WHICH THE ASSOCIATION IS FORMED MAY BE ACCOMPLISHED:

(A) BY CONDUCTING ANNUAL MEETINGS TO WHICH ALL SCHOOL PRINCIPALS ARE INVITED TO ATTEND AND PARTICIPATE. AT THESE MEETINGS, ADDRESSES MAY BE MADE BY EDUCATORS OR CITIZENS ON MATTERS OR PROBLEMS RELATING TO PUBLIC SCHOOL EDUCATION, TO FUNCTIONS AND DUTIES OF SCHOOL PRINCIPALS, AND TO THE OPERATION, MAINTENANCE, CONDUCT, AND FINANCING OF LOCAL SCHOOLS AND THE PUBLIC SCHOOL SYSTEM. WORKSHOPS AND PANEL DISCUSSIONS MAY BE HELD TO DISCUSS THE SAME PROBLEMS AND TO ENCOURAGE FRIENDLY AND FRUITFUL RELATIONS BETWEEN THOSE IN ATTENDANCE.
(B) BY ENCOURAGING THE HOLDING OF REGIONAL MEETINGS OF EDUCATORS, TO WHICH INVITATIONS WILL BE EXTENDED TO PERSONS RESIDING IN AN AREA CONTIGUOUS TO THE PLACE OR PLACES AT WHICH SUCH MEETINGS WILL BE HELD. SUCH MEETINGS SHALL INCLUDE ADDRESSES, WORKSHOPS, PANEL DISCUSSIONS, AND OTHER FORMS OF DISSEMINATING INFORMATION, ALL OF WHICH WILL BE DEALING WITH PROBLEMS SET OUT IN SUBSECTION (A) ABOVE. IF REQUESTED, THE ASSOCIATION WILL ASSIST IN ORGANIZING THE MEETING AND AIDING IN ARRANGING FOR SPEAKERS OR OTHERWISE.

(C) BY PUBLISHING AND DISTRIBUTING TO ITS MEMBERS INFORMATION WHICH APPEARS IN ARTICLES, NEWS ITEMS, COMMENTS, AND OTHER PUBLICATIONS DEALING GENERALLY WITH THE SAME PROBLEMS SET OUT IN SUBSECTION (A) ABOVE.

(D) BY SENDING SPECIAL BULLETINS TO SCHOOL PRINCIPALS FOR INFORMATION PURPOSES ONLY, REPORTING CHANGES IN LAWS, PROPOSED LAWS, OR RULES OF REGULATORY BODIES DEALING WITH MATTERS RELATING TO THE PUBLIC SCHOOL SYSTEM OF TEXAS, THE OPERATION, MAINTENANCE, AND CONDUCT OF PUBLIC SCHOOLS, LOCAL SCHOOL PRINCIPALS ORGANIZATIONS AND LOCAL SCHOOL PRINCIPALS, WITHOUT RECOMMENDING OR COMMENTING ON THE WISDOM OR DESIRABILITY OF FAVORING OR OPPOSING SUCH LAWS OR RULES.

(E) BY SUCH OTHER MEANS AND METHODS AS THE EXECUTIVE COMMITTEE AND/OR THE BOARD OF DIRECTORS MAY FROM TIME TO TIME DETERMINE TO BE APPROPRIATE IN THE ACCOMPLISHMENT OF THE PURPOSES FOR WHICH THE ASSOCIATION WAS FORMED AND WHICH ARE NOT CONTRARY TO THE TERMS AND PROVISIONS OF THIS CONSTITUTION.

SECTION 5. NON-POLITICAL. NO SUBSTANTIAL PART OF THE ACTIVITIES WHICH HAVE BEEN OR WHICH WILL BE CARRIED ON HAVE BEEN OR WILL BE USED FOR PROPAGANDA OR IN AN ATTEMPT TO INFLUENCE LEGISLATION OR TO PARTICIPATE OR INTERVENE IN ANY POLITICAL CAMPAIGN ON BEHALF OF ANY CANDIDATE FOR PUBLIC OFFICE, INCLUDING THE PUBLISHING OR DISTRIBUTING OF POLITICAL STATEMENTS.

ARTICLE III
MEMBERSHIP

SECTION 1. CLASSES. MEMBERSHIP IN THE ASSOCIATION IS OF THREE CLASSES: ACTIVE, ASSOCIATE, AND RETIRED.

SECTION 2. ACTIVE MEMBERS. ACTIVE MEMBERS ARE THOSE INDIVIDUALS WHO ARE ENGAGED IN THE ADMINISTRATION OR SUPERVISION OF EDUCATION AT THE SECONDARY SCHOOL LEVEL OR THE TEACHING OF SECONDARY ADMINISTRATION AT THE UNIVERSITY LEVEL.

SECTION 3. ASSOCIATE MEMBERS. ASSOCIATE MEMBERS ARE THOSE INDIVIDUALS WHO ARE UNIVERSITY PROFESSORS, GRADUATE STUDENTS MAJORING IN SCHOOL ADMINISTRATION, OR OTHER PERSONS INTERESTED AND INVOLVED IN EDUCATION.

SECTION 4. RETIRED MEMBERS. RETIRED MEMBERS ARE THOSE INDIVIDUALS WHO WERE ACTIVE OR ASSOCIATE MEMBERS OF THIS ASSOCIATION PRIOR TO THEIR RETIREMENT.

SECTION 5. ANNUAL FEES. TO OBTAIN AND RETAIN MEMBERSHIP IN THE ASSOCIATION, EACH INDIVIDUAL MUST PAY AN ANNUAL MEMBERSHIP FEE AS DETERMINED BY A TWO-THIRDS VOTE OF THE BOARD OF DIRECTORS AT A REGULARLY SCHEDULED BOARD MEETING. (Membership fees will be determined at the annual January Board of Directors Meeting.)

SECTION 6. SERVICE. ALL MEMBERS HAVE THE PRIVILEGE OF SERVING ON COMMITTEES BUT ONLY ACTIVE MEMBERS HAVE THE RIGHT TO VOTE.

SECTION 7. APPLICATION. TO BECOME A MEMBER OF THE ASSOCIATION, AN INDIVIDUAL MUST FILE A WRITTEN APPLICATION WHICH IS SUBJECT TO APPROVAL BY THE BOARD OF DIRECTORS.
SECTION 8. MEMBERSHIP YEAR. THE MEMBERSHIP YEAR OF THE ASSOCIATION BEGINS ON SEPTEMBER 1 AND ENDS ON AUGUST 31 OF THE FOLLOWING YEAR. (June 2007)

SECTION 9. ANNUAL MEETING. AN ANNUAL MEETING OF MEMBERS SHALL BE HELD IN JUNE OF EACH YEAR ON A DATE AND AT A TIME AND PLACE TO BE DETERMINED BY THE BOARD OF DIRECTORS. ALL ACTIVE MEMBERS OF THE ASSOCIATION ARE ELIGIBLE TO VOTE AT THE ANNUAL MEETING.

SECTION 10. SPECIAL MEETINGS. SPECIAL MEETINGS OF MEMBERS MAY BE CALLED FROM TIME TO TIME BY THE BOARD OF DIRECTORS.

SECTION 11. QUORUM. AT ALL MEETINGS OF MEMBERS, 20% OF THOSE REGISTERED AND ENTITLED TO VOTE SHALL CONSTITUTE A QUORUM FOR THE TRANSACTION OF BUSINESS.

SECTION 12. NOTICE. ADEQUATE NOTICE OF ALL MEETINGS SHALL BE GIVEN TO ALL MEMBERS. NOTICE MUST BE IN WRITTEN FORM AND MAILED AT SUCH TIME THAT MEMBERS SHALL RECEIVE THE NOTICE NOT LESS THAN 10 NOR MORE THAN 60 DAYS PRIOR TO SUCH MEETING. IN CASE OF A SPECIAL MEETING, THE NOTICE MUST STATE THE PURPOSE FOR WHICH THE MEETING IS CALLED.

SECTION 13. MANNER OF ACTING. AT ALL MEETINGS OF MEMBERS, A MAJORITY OF THE VOTES CAST, A QUORUM BEING PRESENT, SHALL DECIDE ANY ISSUE, UNLESS A GREATER PROPORTION IS REQUIRED ELSEWHERE.

ARTICLE IV
BOARD OF DIRECTORS

SECTION 1. MEMBERSHIP. THE AFFAIRS OF THE ASSOCIATION SHALL BE MANAGED BY A BOARD OF DIRECTORS WHICH SHALL CONSIST OF (1) MEMBERS OF THE EXECUTIVE COMMITTEE, (2) ALL REGION COORDINATORS, AND (3) REPRESENTATIVES ELECTED BY REGIONS ON THE BASIS OF MEMBERSHIP.

SECTION 2. TENURE. TENURE ON THE BOARD OF DIRECTORS IS CO-EXTENSIVE WITH THE TERM OF OFFICE OF THE POSITION WHICH QUALIFIES A MEMBER FOR MEMBERSHIP ON THE BOARD. SUCH TERMS OF OFFICE ARE PRESCRIBED ELSEWHERE IN THIS CONSTITUTION.

SECTION 3. ANNUAL MEETING. AN ANNUAL MEETING OF THE BOARD OF DIRECTORS SHALL BE HELD IN JUNE OF EACH YEAR IN CONJUNCTION WITH THE SUMMER WORKSHOP.

SECTION 4. REGULAR MEETINGS. A REGULAR MEETING OF THE BOARD OF DIRECTORS SHALL BE HELD IN EITHER DECEMBER OR JANUARY AND ANOTHER SHALL BE HELD IN THE FALL OF EACH YEAR ON DATES AND AT TIMES AND PLACES DETERMINED BY THE BOARD OF DIRECTORS. ANY ITEM A MEMBER WISHES CONSIDERED BY THE BOARD OF DIRECTORS SHALL BE COMMUNICATED TO THE EXECUTIVE DIRECTOR THREE WEEKS PRIOR TO THE MEETING. THIS RULE MAY BE WAIVED BY A 2/3 VOTE OF THE MEMBERS PRESENT AT THE BOARD MEETING.

SECTION 5. SPECIAL MEETING. SPECIAL MEETINGS OF THE BOARD OF DIRECTORS MAY BE CALLED FROM TIME TO TIME BY THE PRESIDENT, BY THE EXECUTIVE COMMITTEE, OR BY ONE-THIRD OF THE MEMBERSHIP OF THE BOARD OF DIRECTORS.

SECTION 6. CALLED BY EXECUTIVE DIRECTOR. A SPECIAL MEETING OF THE BOARD OF DIRECTORS MAY BE CALLED BY THE EXECUTIVE DIRECTOR ONLY IN ONE OR MORE OF THE FOLLOWING CIRCUMSTANCES:

(A) WHEN THE EXECUTIVE DIRECTOR BELIEVES THAT AN ASSOCIATION POLICY IS BEING VIOLATED BY AN OFFICER OR A DIRECTOR.
(B) WHEN BONDING OF OFFICERS OR EMPLOYEES IS JEOPARDIZED BY ACTIONS OF AN OFFICER OR DIRECTOR.

(C) WHEN A DISPUTE ARISES OVER INTERPRETATION OF POLICY IN AREAS WHERE THE EXECUTIVE DIRECTOR IS DIRECTLY RESPONSIBLE TO THE BOARD OF DIRECTORS.

SECTION 7. QUORUM. A MAJORITY OF THE TOTAL MEMBERSHIP OF THE BOARD OF DIRECTORS SHALL CONSTITUTE A QUORUM FOR THE TRANSACTION OF BUSINESS.

SECTION 8. NOTICE. ALL MEMBERS OF THE BOARD SHALL BE GIVEN WRITTEN NOTICE AT LEAST 10 DAYS PRIOR TO EACH MEETING OF THE BOARD OF DIRECTORS. IN THE CASE OF A SPECIAL MEETING, THE NOTICE MUST STATE THE PURPOSE FOR WHICH THE MEETING IS CALLED.

SECTION 9. MANNER OF ACTING. THE ACT OF THE MAJORITY OF THE DIRECTORS PRESENT AT A MEETING AT WHICH A QUORUM IS PRESENT SHALL BE THE ACT OF THE BOARD OF DIRECTORS, UNLESS A GREATER VOTE IS REQUIRED BY LAW OR THIS CONSTITUTION.

SECTION 10. ACTION BY BOARD ONLY. THE DIRECTORS SHALL ACT ONLY AS A BOARD AND NO INDIVIDUAL DIRECTOR SHALL HAVE OR EXERCISE ANY POWER OR AUTHORITY OF THE ASSOCIATION SOLELY BY VIRTUE OF HIS MEMBERSHIP ON THE BOARD.

SECTION 11. PRESUMPTION OF ASSENT. A DIRECTOR OF THE ASSOCIATION WHO IS PRESENT AT A MEETING OF THE BOARD OF DIRECTORS AT WHICH ACTION ON ANY MATTER IS TAKEN SHALL BE PRESUMED TO HAVE ASSENTED TO THE ACTION TAKEN UNLESS HIS DISSENT SHALL BE ENTERED IN THE MINUTES OF THE MEETING OR UNLESS HE SHALL FILE HIS WRITTEN DISSENT TO SUCH ACTION AS SOON AS PRACTICABLE AFTER THE ADJOURNMENT OF SUCH MEETING.

ARTICLE V
OFFICERS

SECTION 1. STATE OFFICERS. THE OFFICERS OF THIS ASSOCIATION SHALL BE A PRESIDENT, A PRESIDENT-ELECT, A FIRST VICE PRESIDENT, A SECOND VICE PRESIDENT, A STATE COORDINATOR, AND AN ASSISTANT STATE COORDINATOR.


SECTION 3. DUTIES OF PRESIDENT. THE PRESIDENT SHALL SERVE AS THE EXECUTIVE OFFICER OF THE ASSOCIATION EXCEPT IN THE AREAS IN WHICH THE EXECUTIVE DIRECTOR IS DIRECTLY RESPONSIBLE TO THE BOARD OF DIRECTORS.

SECTION 4. LIMITED TO PRINCIPALS. ONLY AN ACTIVE MEMBER HOLDING THE POSITION OF SECONDARY SCHOOL PRINCIPAL ON A FULL-TIME BASIS IS ELIGIBLE FOR ELECTION TO ANY POSITION DEFINED BY SECTION 1 HEREOF AS AN OFFICER OF THE ASSOCIATION. IF AN OFFICER OF THE ASSOCIATION VACATES HIS POSITION AS SECONDARY SCHOOL PRINCIPAL, HE CEASES TO BE AN OFFICER AT THE NEXT MEETING OF THE BOARD OF DIRECTORS OR IN JUNE AT THE CONCLUSION OF THE SUMMER WORKSHOP, WHICHEVER COMES FIRST.
SECTION 5. DEFINITION OF PRINCIPAL. A SECONDARY SCHOOL PRINCIPAL, AS THAT TERM IS USED HEREIN, MEANS THE HEAD ADMINISTRATIVE OFFICER OF ONE OR MORE CAMPUSES WHERE A MAJORITY OF THE STUDENTS, DURING THE REGULAR SCHOOL DAY, ARE BELOW THE AGE OF 19 YEARS AND ARE ENROLLED IN GRADES 6 THROUGH 12. AN ASSISTANT PRINCIPAL IS CONSIDERED AS BEING A PRINCIPAL FOR THE PURPOSES HEREOF.

SECTION 6. REMOVAL. ANY OFFICER MAY BE REMOVED FROM OFFICE AT ANY TIME BY A TWO-THIRDS VOTE OF THE BOARD OF DIRECTORS, A QUORUM BEING PRESENT.

SECTION 7. VACANCIES. ANY VACANCY IN AN OFFICER POSITION MAY BE FILLED FOR THE UNEXPIRED TERM BY THE BOARD OF DIRECTORS AFTER RECEIVING A RECOMMENDATION FROM THE EXECUTIVE COMMITTEE.

ARTICLE VI
COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE. THE ASSOCIATION SHALL HAVE AN EXECUTIVE COMMITTEE WHICH IS COMPOSED OF THE OFFICERS OF THE ASSOCIATION AND THE IMMEDIATE PAST PRESIDENT. THE EXECUTIVE COMMITTEE SHALL BE RESPONSIBLE FOR (1) REVIEWING PROPOSED POLICIES AND, WHERE APPROPRIATE, MAKING RECOMMENDATIONS TO THE BOARD OF DIRECTORS, AND (2) TAKING ACTION ON ITEMS OF AN EMERGENCY NATURE WHERE TIME OR CIRCUMSTANCE DOES NOT PERMIT THE CONVENING OF THE BOARD OF DIRECTORS.


SECTION 3. NOMINATING COMMITTEE. THE ASSOCIATION SHALL HAVE A NOMINATING COMMITTEE APPOINTED BY THE PRESIDENT AND CONFIRMED BY THE BOARD OF DIRECTORS. EACH OF THE GEOGRAPHICAL AREAS ESTABLISHED BY THE BOARD OF DIRECTORS FOR PURPOSES OF NOMINATING OFFICERS SHALL BE REPRESENTED BY ONE MEMBER, WITH THE CHAIRMAN BEING THE REPRESENTATIVE FROM THE AREA FROM WHICH THE NOMINEE FOR SECOND VICE PRESIDENT IS TO BE CHOSEN. THE DUTY OF THE NOMINATING COMMITTEE IS TO NOMINATE STATE OFFICERS OF THE ASSOCIATION.

1. The Nominating Committee will be appointed by July 1 of that year.

2. The selection procedure as to school level (High School, Junior High/Middle School). High School size will be (large, small) and region (map enclosed) should be followed diligently.

3. The Nominating Committee will seek from principals within the designated region, recommendations for the nominee of Second Vice President.

4. Names and addresses of the nominating committee will be published in the August News Highlights along with a request for nominations for Second Vice-Presidential candidates.

5. The nominee for Second Vice President shall have been a member of TASSP for at least three (3) years and have at least three (3) years experience as a Secondary School Principal.

6. The attached map and sequence shall provide a permanent plan for the election of TASSP Second Vice Presidents. (See annual Texas Association of Secondary School Principals Regional Resource Guide.)
7. The nominating committee shall nominate the selected candidate for Second-Vice President at the annual business meeting in June of each year.

8. The nominating slate is always subject to nominations from the floor at the business meeting when presented.

9. The Assistant State Coordinator shall be chosen at large and shall be nominated by the majority committee at the annual business meeting. The assistant state coordinator will be elected each third year, shall serve a term of three years and shall succeed to the position of state coordinator for a single term of three years.

10. Small schools should be defined as A, AA, and AAA schools. Large schools should be defined as AAAA and AAAAA schools.

11. The immediate Past President may not serve on the Nominating Committee.

(1999) The board adopted a provision requiring appointment of “alternates” to the nominating committee, so that if a committee member was unable to attend, the alternate could replace him/her in the interview/selection process.

SECTION 4. OTHER COMMITTEES. THE ASSOCIATION SHALL HAVE SUCH OTHER COMMITTEES AS ARE DETERMINED BY THE BOARD OF DIRECTORS TO BE NECESSARY TO THE PROPER FUNCTIONING OF THE ASSOCIATION. ALL SUCH COMMITTEES SHALL BE APPOINTED BY THE PRESIDENT AND CONFIRMED BY THE BOARD OF DIRECTORS.

ARTICLE VII
EXECUTIVE DIRECTOR

SECTION 1. POSITION. THE ASSOCIATION SHALL HAVE AN EXECUTIVE DIRECTOR WHO SHALL BE A FULL-TIME PAID EMPLOYEE SELECTED BY THE BOARD OF DIRECTORS.

SECTION 2. TENURE. THE EXECUTIVE DIRECTOR SHALL BE EMPLOYED ON A WRITTEN CONTRACT WHICH MAY NOT EXCEED A PERIOD OF THREE YEARS. SUCH CONTRACT MAY BE RENEWED OR EXTENDED FROM TIME TO TIME BY ACTION OF THE BOARD OF DIRECTORS.


SECTION 4. REPORT. THE EXECUTIVE DIRECTOR SHALL MAKE A FINANCIAL REPORT OF INCOME AND EXPENDITURES ON A MONTHLY BASIS TO EACH MEMBER OF THE BOARD OF DIRECTORS.


The Executive Director shall be responsible for the coordination of legislation after legislation is approved by the Board of Directors. At all times possible the Executive Director will confer with the president and/or legislative chairman on controversial issues.

The Executive Director shall employ and discharge staff for positions approved by the Board of Directors.

The Board of Directors of TASSP request that all communications from outside organizations related to TASSP activities in Texas be coordinated through the State Executive Director.
ARTICLE VIII
FINANCE

SECTION 1. DEPOSITORY. ALL FUNDS OF THE ASSOCIATION SHALL BE DEPOSITED IN AN ACCOUNT OR ACCOUNTS TO BE MAINTAINED IN REPUTABLE BANKING INSTITUTIONS AS DESIGNATED FROM TIME TO TIME BY THE BOARD OF DIRECTORS.

SECTION 2. EXPENDITURES. EXPENDITURES FROM FUNDS OF THE ASSOCIATION SHALL BE MADE ONLY FOR PURPOSES AUTHORIZED BY THE BOARD OF DIRECTORS. ALL EXPENDITURES SHALL BE MADE BY CHECK, DRAFT OR TASSP CREDIT CARD WHICH MUST BE SIGNED IN THE MANNER AUTHORIZED BY THE BOARD OF DIRECTORS. NO CHECK OR DRAFT SHALL BE SIGNED IN BLANK, BUT EACH CHECK AND DRAFT IS PAYABLE AND SHALL STATE THEREON BRIEFLY THE PURPOSE OF SUCH EXPENDITURE.

SECTION 3. BUDGET. THE EXECUTIVE DIRECTOR IS AUTHORIZED TO PAY ALL BILLS WITHIN THE APPROVED BUDGET. EVERY BILL MUST BE SIGNED BY THE PRESIDENT.

SECTION 4. FISCAL YEAR. THE FISCAL YEAR OF THE ASSOCIATION SHALL BEGIN ON SEPTEMBER 1 OF EACH YEAR AND SHALL END ON AUGUST 31 OF THE FOLLOWING YEAR.

SECTION 5. DEDICATION OF FUNDS. THE ASSOCIATION DOES NOT HAVE NOR WILL IT EVER HAVE ANY CAPITAL STOCK OR STOCKHOLDERS. NO PART OF THE NET EARNINGS OF THE ASSOCIATION HAS INURED OR SHALL INURE TO THE BENEFIT OF ANY PRIVATE STOCKHOLDER OR INDIVIDUAL. ALL OF THE MONIES AND PROPERTY OF THE ASSOCIATION SHALL BE, AND ARE HEREBY EXPRESSLY DEDICATED TO, AND SHALL BE USED EXCLUSIVELY FOR, THE PURPOSES FOR WHICH THE ASSOCIATION WAS FORMED.


Finance
Investment Policy Statement:

The Texas Association of Secondary School Principals seeks to increase the rate of return on available cash reserves above that available on federally insured deposit accounts while emphasizing safety of principal and retaining sufficient liquidity to meet projected financial needs. The investment portfolio shall be designed to attain a reasonable rate of return throughout budgetary and economic cycles, taking into account the Association’s investment risk constraints and cash flow requirements.

Standard of Care:

Investments shall be made with judgment and care, under prevailing circumstances, that a person of ordinary prudence, discretion and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.

Policy Objectives:

Investment of funds shall be governed by the following objectives in order of priority:

A. Safety of Principal
   1. Safety of Principal is the foremost objective of the Association. Each investment transaction shall seek to ensure that potential capital losses are avoided.
   2. The Association will not make investments for the purpose of trading or speculation.
B. Income

Authorized Investments:

All investments must be restricted to the following:

1. Obligations of the United States or its agencies and instrumentalities.
2. Certificates of Deposit if issued by a state or national bank, or savings and loan association, and guaranteed or insured by the Federal Deposit Insurance Corporation.
3. A money market mutual fund if the mutual fund has included in its investment objectives the maintenance of a stable net asset value.
4. An interest bearing cash account at a brokerage firm, consistent with this investment policy.
5. Mortgage backed securities and collateralized mortgage obligations that are guaranteed by an agency of the US Government.

Investments Not Authorized

The following are investments not to be purchased by the Association:

1. obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
2. obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index; and
4. all other investments not specifically listed under "Authorized Investment."

Finance Committee

The Executive Committee will serve as the Finance Committee to work with the TASSP Executive Director, the TASSP Associate Executive Director for Business Operations, the Associate Executive Director for Professional Development and the approved broker to select appropriate investments. The Executive Director (or Associate Executive Director as named, in the Executive Director’s absence) shall serve as chair of the finance committee.

Review of Investment Policy

This policy including all investment strategies must be reviewed by the Finance Committee not less than annually.

Other Finance Policies

The Executive Director shall have the authority to execute short term loans to avoid penalties of cashing in Certificate of Deposits.

Approved invoices, accounts payable, or other financial obligations of the Association shall be paid on a timely basis by the appropriate personnel under the direction of the Executive Director.

The Executive Director shall prepare checks for all Association bills, due payments, payrolls, and other expenditures. No expenditure of the Association funds over $5,000 shall be made for non-budgeted items without Board of Directors’ approval. Non-budgeted items or items that can cause overruns in budgeted categories must be approved by the president and Executive Director.

All TASSP employees shall be covered by a blanket fidelity bond. The blanket fidelity bond shall be paid by the Association.

TASSP-owned property may be rented to an outside individual or group subject to terms approved by the Executive Director within guidelines established by the Board of Directors. Rental income shall be treated as a general source of Association income.

To facilitate and simplify the handling of these expenses, the Association shall cause to be issued to the Executive Director, Associate Executive Director and to the President a major credit card for the exclusive use of the President during his or her term of office.

The Exhibit Costs and cancellation fees for TASSP conferences and workshops shall be set annually and approved by the Finance Committee and Board of Directors.
TASSP finance records, other than audits and summaries, may be disposed of after five (5) years. All other records may be disposed of after three (3) years.

TASSP opposes any state or regional organizations’ use of school personnel to solicit funds.

Audit

Both an auditing committee, composed of two members, and an outside auditor (CPA) perform complete audits each year, and report findings to the Board of Directors. This policy may be waived by a 2/3 vote of the Board members present at the Board meeting.

The Executive Director is authorized to pay all bills, make deposits, and to perform other necessary financial transactions for the efficient operation of the Association. All bills paid are to be approved by the President.

A financial report including the investment summary is mailed quarterly to members of the Board of Directors.

TASSP pays the salary, salary-related expense, and all travel expenses of the Executive Director. TASSP and TASC share the expense of salaries and salary-related items for supportive personnel. Each Association is responsible for its own operating expenses.

The President is empowered to authorize payment for reasonable items of expense within the framework of the approved budget. This includes expenses of Board members and committee members accrued while performing duties related to Association activities. The Executive Director will negotiate all contracts and issue purchase orders for all expense items other than approved membership expense within available time and facilities. The Executive Director may authorize educationally related work and/or use of facilities at TASSP cost.

It is not the practice to reimburse members for such expenses incurred while attending the Fall Conference or the Summer Workshop. However, the President may authorize reimbursement for such expenses which are over and above those of other members of the Association in attendance at the Conference or Workshop. Such expenses may occur when special meetings are held either before or after the programmed sessions of the Conference or the Workshop.

The Executive Director is authorized to transfer investments from one account to another. The signature of Executive Director and President will be required to remove funds from investments.

President’s spouse’s expenses - Expenses of spouse is paid if invited to officially represent the association in the company of the President.

Mileage Reimbursement – The amount for per mile reimbursement shall be set annually in the TASSP Budget. Should the Internal Revenue Service reduce the allowable per mile rate lower than the amount budgeted by TASSP, TASSP shall reduce the budgeted amount to equal the new IRS allowable rate. Except under unusual circumstances, members attending Board of Director’s, Committees and other meetings on behalf of the Association and claiming reimbursement for mileage, should attempt to share transportation with other members. Also, members staying overnight may wish to share hotel rooms to reduce costs to the Association. Air travel shall be at the lowest available fare unless justified by emergency. (June 2010)

Maximum in state allowance for meals shall be breakfast $10.00, lunch $15.00, and dinner $20.00 or $45.00 for three scheduled meals.

ARTICLE IX
ORGANIZATION

SECTION 1. GEOGRAPHIC REGIONS. THE STATE OF TEXAS SHALL FROM TIME TO TIME BE DIVIDED INTO GEOGRAPHICAL REGIONS AS DETERMINED BY THE BOARD OF DIRECTORS. THE ASSOCIATION SHALL FOSTER THE ORGANIZATION OF LOCAL UNITS IN EACH SUCH REGION AND THE PROMOTION OF ACTIVE PARTICIPATION BY SUCH UNITS IN THE AFFAIRS OF THE TEXAS AND NATIONAL ASSOCIATIONS OF SECONDARY SCHOOL PRINCIPALS. THE ASSOCIATION MAY ALSO RECOGNIZE DEPARTMENTAL UNITS ACCORDING TO POLICIES ESTABLISHED BY THE BOARD OF DIRECTORS. Upon creation of ESC regions by TEA, TASSP regions were modified to be contiguous with ESC regions.
SECTION 2. REGION OFFICERS. EACH REGION ASSOCIATION SHALL ELECT A COORDINATOR AND AN ASSISTANT COORDINATOR WHO SHALL SERVE FOR TERMS OF THREE YEARS BEGINNING AND ENDING AT THE CONCLUSION OF THE ANNUAL MEETING OF THE ASSOCIATION IN JUNE OF EACH YEAR. In the event of a vacancy in the office of Region Coordinator, Assistant Region Coordinator, or Region Representative, a replacement shall be determined at the next regular meeting of principals of the Region. The Assistant Region Coordinator may substitute for the Region Coordinator at any time the Region Coordinator is unable to attend a State Board of Directors’ meeting.  
In order to maintain the integrity of the organization, members elected to the TASSP Board of Directors will be held accountable for attendance at regularly scheduled board meetings. In the event of two consecutive absences, board members will be offered the opportunity to relinquish their position. Following three consecutive absences, the absentee board member shall be removed from office. Conditions of extenuating circumstances shall be reviewed and ruled upon by the TASSP Executive Officers.  
A vacant board position shall remain unfilled until the next scheduled region meeting wherein a replacement shall be elected by TASSP region members. (Oct. 2009)

SECTION 3. STAGGERED TERMS. TERMS OF REGION OFFICERS ARE STAGGERED IN SUCH MANNER THAT APPROXIMATELY ONE-THIRD SHALL BE ELECTED EACH YEAR. SUCH ELECTIONS SHALL BE HELD AS FOLLOWS: (A) REGIONS 3,5,8,10,12,14,16, AND 20 ELECT OFFICERS TO BEGIN TERMS IN 1984 AND EVERY THIRD YEAR THEREAFTER; (B) REGIONS 1,7,9,11,13, AND 18 ELECT OFFICERS TO BEGIN TERMS IN 1985 AND EVERY THIRD YEAR THEREAFTER; AND (C) REGIONS 2,4,6,15,17, AND 19 ELECT OFFICERS TO BEGIN TERMS IN 1986 AND EVERY THIRD YEAR THEREAFTER.

SECTION 4. NOT STATE OFFICERS. THE COORDINATOR AND THE ASSISTANT COORDINATOR IN EACH REGION ARE ELECTIVE REGION OFFICERS BUT ARE NOT STATE OFFICERS OF THE ASSOCIATION WITH THE PURVIEW OF ARTICLE V OF THIS CONSTITUTION.

SECTION 5. LIMITED TENURE. EFFECTIVE JULY 1, 1987, NO MEMBER SHALL SERVE FOR MORE THAN SIX YEARS AS A REGION COORDINATOR OR REPRESENTATIVE.

SECTION 6. REGION REPRESENTATIVES. A REGION MAY QUALIFY FOR ADDITIONAL REPRESENTATIVES TO THE BOARD OF DIRECTORS BY REASON OF ITS MEMBERSHIP AS OF JUNE 30 OF THE PRECEDING YEAR. A REGION WITH FEWER THAN 201 MEMBERS SHALL NOT BE ENTITLED TO ADDITIONAL REPRESENTATION. A REGION WITH 201-300 MEMBERS SHALL ELECT ONE ADDITIONAL REPRESENTATIVE; 301-400, TWO ADDITIONAL REPRESENTATIVES; 401-500, THREE ADDITIONAL REPRESENTATIVES; AND THIS SCALE WILL BE CONTINUED BY INCREMENTS OF 100 TO DETERMINE ADDITIONAL REPRESENTATIVES.

SECTION 7. ELECTION AND TENURE. REGION REPRESENTATIVES SHALL BE ELECTED AT A REGION-WIDE MEETING AND SHALL SERVE FOR TERMS OF THREE YEARS BEGINNING AND ENDING AT THE CONCLUSION OF THE ANNUAL MEETING OF THE ASSOCIATION IN JUNE OF EACH YEAR.

SECTION 8. LIMITED REPRESENTATION. FROM AMONG THE REGION COORDINATORS AND THE REGION REPRESENTATIVES, ELECTED WITHIN A REGION, IT IS ENCOURAGED THAT NO TWO OF THESE MEMBERS OF THE BOARD OF DIRECTORS BE EMPLOYEES OF THE SAME SCHOOL DISTRICT.

SECTION 9. ELIGIBILITY TO SERVE AS REGION OFFICER. ONLY AN ACTIVE PRINCIPAL AS DEFINED IN ARTICLE V, SECTIONS 4 AND 5, MAY SERVE AS A REGION COORDINATOR, ASSISTANT REGION COORDINATOR, OR REGION REPRESENTATIVE.

If the following groups are not represented on the Board of Directors, the president is authorized to appoint, subject to approval by the Board of Directors, an advisor representing each group.

(1) Women  
(2) Black  
(3) Hispanic  
(4) Private Parochial  
(5) Assistant Principal
ARTICLE X
GENERAL PROVISIONS

SECTION 1. DELEGATES TO THE NATIONAL CONVENTION. THE PRESIDENT, THE STATE COORDINATOR, THE ASSISTANT STATE COORDINATOR, AND THE EXECUTIVE DIRECTOR SHALL BE DELEGATES TO THE NATIONAL CONVENTION OF THE NATIONAL ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS. NECESSARY TRAVEL EXPENSES INCLUDING TRANSPORTATION, ROOM, BOARD, AND TIPS SHALL BE PAID BY THE ASSOCIATION. Expenses of all officers and the Executive Director are paid to the national convention, effective June, 1992, by action of the Board of Directors. Expenses for the HS and ML Principal of the Year and the Assistant Principal of the Year are also paid to the National Convention.

SECTION 2. REFERENDUM. A REFERENDUM MUST BE HELD ON ANY MAJOR ACTION OF THE BOARD OF DIRECTORS IF A PETITION IS FILED WHICH IS SIGNED BY 15% OF THE MEMBERSHIP OF THE PREVIOUS YEAR PROVIDED SUCH 15% INCLUDES A MINIMUM OF 35 MEMBERS FROM EACH OF A MINIMUM OF 11 REGIONS. MAJOR ACTION SHALL BE INTERPRETED AS ANY CONSTITUTIONAL ITEM. A REFERENDUM MAY BE HELD ON ANY ISSUE WITHOUT THE NECESSITY FOR A PETITION IF DESIRED BY THE BOARD OF DIRECTORS.

SECTION 3. PARLIAMENTARY PROCEDURE. ROBERT’S RULES OF ORDER REVISED SHALL BE AUTHORITY AND SHALL GOVERN IN ALL MEETINGS OF THIS ASSOCIATION ON ALL QUESTIONS OF PARLIAMENTARY PROCEDURE INsofar AS SUCH RULES ARE NOT INCONSISTENT WITH THE PROVISIONS OF THIS CONSTITUTION.

ARTICLE XI
AMENDING

THIS CONSTITUTION MAY BE AMENDED BY A TWO-THIRDS VOTE OF THOSE PRESENT AND VOTING AT ANY REGULARLY AND LEGALLY CONVENED MEETING OF THE ASSOCIATION. A PROPOSED AMENDMENT MUST BE SUBMITTED IN WRITING AT THE IMMEDIATE PRECEDING MEETING OF MEMBERS OR IT MUST BE SUBMITTED IN PRINTED FORM TO ALL MEMBERS OF THE ASSOCIATION AT LEAST THIRTY DAYS IN ADVANCE OF THE MEETING AT WHICH THE AMENDMENT WILL BE VOTED. IN CASE THE LATTER METHOD IS USED, A PROPOSED AMENDMENT MUST RECEIVE THE APPROVAL OF THE BOARD OF DIRECTORS BEFORE IT CAN BE PRINTED AND SENT TO THE MEMBERS OF THE ASSOCIATION.

TASSP ADMINISTRATION

TASSP is administered by both the TASSP President and the Executive Director. The President serves as executive officer of the association and is responsible for the administration of the association, except in areas indicated below.

The Executive Director is responsible for: 1) employing and directing staff; 2) publishing the newsletter; 3) coordinating legislation; and 4) controlling income and expenditures to the extent that Board policy concerning finances is followed.

The Executive Director is responsible directly to the Board of Directors for the above duties. The Executive Director is responsible to the President for all other administrative functions.

Region Organization

The Region Associations being most vital to the success of any program or project of TASSP, have many direct ties with the State Association. The Region Coordinator is the Chairman of the Region Association and at the same time is a member of the Board of Directors of TASSP. The Assistant Coordinator is the Chairman of the Membership Committee of the Region and a member of the membership committee of TASSP. The Coordinator and the Assistant Coordinator are elected for three-year terms. Regions may qualify for additional voting representatives based on membership in excess of 200.

Every Region Association is expected to hold a minimum of two meetings per year. These regular meetings provide an opportunity for the Region Coordinator and state committee members to channel information concerning activities and programs of the Association to every member and at the same time provide the opportunity for input to the officers and Board of the Association.
The Region Coordinator should appoint chairmen in whatever areas he/she deems appropriate. The Region Coordinator will serve as Legislative Chairman.

Committee Membership

In making committee appointments as authorized by the Constitution, the President shall utilize members varying as to geographical location, job title, and racial background to the extent deemed consistent with the functions of the particular committee.

In order to implement this same concept on the Board of Directors, the President may appoint as Advisors to the Board any member of the Association. The Advisors are expected to contribute to the deliberations of the Board but may not offer motions nor may they vote on any action being considered.

Conferences and Workshops

The Texas Association of Secondary School Principals (TASSP) is the leading provider of professional development and training resources for secondary school principals in Texas. The on-going mission of TASSP is to provide high-quality training based on sound research, with an emphasis on practical strategies and techniques. TASSP provides training for principals and assistant principals, directors and campus teams, members and non-members at events that may include but are not limited to, Summer Workshop, Fall Summit, Assistant Principal Workshop, New Principal Academy, Spotlight on the Middle Symposium, region meetings, seminars and conferences. Updates on information related to secondary school leadership are communicated through the TASSP website, newsletters, e-notes, and region meetings. Articles based on current research and successful programs are published bi-annually in the Texas Study of Secondary Education, the TASSP professional journal. (Oct. 2011)

The TASSP Board of Directors takes action on recommendations made by the Finance Committee at the time the TASSP budget is approved. Registration fees and exhibitor costs are determined in the budgeting and approval process by the TASSP Board of Directors. Exceptions, reductions and/or refunds in registration fees are determined by the Executive Director of TASSP and/or designee per individual request. (Oct. 2011)

Legislation

The total membership of the association is concerned with legislation which is related to education or any other aspect of the lives of the youth of the state. The primary responsibility for developing a legislative position consistent with legal limitations is vested in the Legislative Committee, subject to approval of the Board of Directors. The primary responsibility for coordinating all activities which in any way relate to legislation rests with the Executive Director, who must strive to insure that none of such activities exceeds legal limitations.

Proposed legislation of concern to the Association will be presented to the Board by the Chairman. The President will give direction to the Committee.

When dealing with controversial issues, the President, the Chairman of the Legislative Committee, and the Executive Director are authorized to act for the Association. The President may convene the Executive Committee if desirable. (Oct. 2010)

Insurance

Enrollment for TASSP liability insurance will be from September 1 to August 31. A principal must get written approval from TASSP to employ an attorney.

Principals engaged in litigation after approval of TASSP to realize a profit after all expense is considered, shall pay attorney fees to the extent of profit realized as determined by the TASSP Executive Committee.

Insurance - Defense Fund - The TASSP Defense Fund of up to $1500 for attorney fees will be available in unusual circumstances as determined by the TASSP Executive Committee not covered by TASSP or NASSP Liability Coverage.
Miscellaneous

An automobile is furnished for the Executive Director for Association and in town use. The Executive Director will purchase gas for personal out-of-town use. He/she is required to drive the vehicle home at night since the Association has no garage facility.

TASSP endorses the Administrative Team Concept with each administrative organization maintaining its separate governing body, researching problems affecting its operation and coordinating proposed action with other administrative organizations.

Equipment owned by TASSP/TASC shall be inventoried in July each year.

Recruiting - Hound Dog Awards will be presented to the Assistant Coordinator in the five regions that have the highest percentage of membership and additional recognition be provided for the top three regions that have the highest percentage of membership increase from the previous year.

Association Position: Supports the provision for the Distinguished Achievement and Recommended High School Programs.

Association Position: Opposes collective bargaining, advisory arbitration and mandatory consultation in Texas Schools.

The association provides a plaque to principals retiring from the profession.

Materials not directly related to TASSP and NASSP shall not be distributed on or adjoining registration tables.

TASSP will distribute the newsletter five times a year to all principals and superintendents through January. Distributions are not made to non-members January 15 through April 30.

The Texas Study of Secondary Education Research Journal is mailed twice a year. The subscription rate is determined during the budgeting process for non-members. Effective 1991-92, the research journal format is changed to a magazine format.

TASSP cooperates with the Commissioner of Education in selection of Texas delegates to the Senate Youth Conference. The President of TASC is one of the two nominations made each year to attend this meeting.

Mailing lists may be provided to state non-profit organizations conducting educational activities that are supported by the objectives of TASSP.

TASSP may work with any organization on activities that achieve TASSP goals.

**IRS Form 990 Policies:**

**Texas Association of Secondary School Principals Conflict of Interest Policy and Disclosure Form**

Members of the Board of Directors of the Texas Association of Secondary School Principals ("TASSP"), officers, and key employees each have an affirmative obligation to act at all times in the best interests of TASSP. This policy serves to define the term “conflict of interest,” to assist members of the Board, officers, and key employees in identifying and disclosing such conflicts, and to minimize the impact of such conflicts on the actions of TASSP whenever possible. (Collectively, this policy will refer to directors, officers, and key employees as “Covered Officials.”)

Fiduciary duty. Each Covered Official has a fiduciary duty to conduct himself or herself without conflict to the interests of TASSP. When acting within his or her capacity as a Covered Official, he or she must subordinate personal, business, third-party, and other interests to the welfare and best interests of TASSP.

Conflict of interest defined. A “conflict of interest” is any transaction or relationship which presents, or may present, a conflict between a Covered Official’s obligations to TASSP and his or her personal, business, or other interests.

Disclosure. The Board of Directors recognizes that conflicts of interest are not uncommon, and that not all conflicts of interest are necessarily harmful to TASSP. However, the Board requires full disclosure of all actual and potential conflicts of interest. Each Covered official shall
disclose any and all facts that may be construed as a conflict of interest, both through an annual disclosure process and whenever such actual or potential conflict occurs.

Process and remedy. The Board of Directors will determine whether or not a conflict of interest exists, and whether or not such conflict materially and adversely affects the interests of TASSP. A Covered Official whose potential conflict is under review may not debate, vote, or otherwise participate in such determination. If the Board of Directors determines that an actual or potential conflict of interest does exist, the Board shall also determine an appropriate remedy. Such remedy may include, for example, the recusal of the conflicted Covered Official from participating in certain matters pending before the Board or other TASSP body.

Delegation. The Board of Directors may delegate its authority to review and remedy potential conflicts of interest to the TASSP Executive Officers. Only disinterested members of the Executive Officers may participate in any such review. The Executive Officers shall inform the Board of its determination and recommended action. The Board shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.

Annual disclosure process. On an annual basis, each member of the Board of Directors shall be provided with a copy of this policy, and shall complete and sign the acknowledgement and disclosure form below.

-----SAMPLE FORM-----

Texas Association of Secondary School Principals (“TASSP”) BOARD OF DIRECTORS
Annual Statement of Disclosure

I, ___________________________ (name printed), have read the Conflict of Interest Policy of TASSP.
To the best of my knowledge and belief, neither I nor any person or organization with whom I have a personal or business relationship is engaged in any transaction or activity that may represent a conflict with my obligations to TASSP.

To the best of my knowledge and belief, neither I nor any person or organization with whom I have a personal or business relationship intends to engage in any transaction, to acquire any interest in any organization or entity, or to receive any substantial gift or favor that may represent a conflict with my obligations to TASSP.

To the best of my knowledge and belief, I do not expect to receive compensation from TASSP, or to receive in excess of $10,000 annually from TASSP for services I provide to TASSP as an independent contractor, other than reimbursement of reasonable expenses.

To the best of my knowledge and belief, no member of my family expects to receive any compensation or material financial benefit from TASSP.

To the best of my knowledge and belief, I have no family relationship or business relationship with any current member of the Board of Directors, any officer, or any key employee of TASSP.

Any exceptions to the statements made herein are disclosed in full below.

Without Exception ____ (initial)

With Exception as Described Below ____ (initial)

Signature ___________________________ Date ________________
Whistleblower Policy

Purpose: This Whistleblower Policy is designed to provide a mechanism for employees and other organization leaders to raise good faith concerns regarding suspected violations of law or TASSP policy; to facilitate cooperation in any inquiry or investigation by any court, agency, law enforcement, or other governmental body; and to protect individuals who take such action from retaliation or any threat of retaliation by any other employee or agent of TASSP.

Scope: This Policy applies to all TASSP employees, including part-time, temporary, and contract employees, as well as directors, officers, and other organization volunteers.

Policy: TASSP is committed to maintaining a workplace where employees are free to raise good faith concerns regarding TASSP’s business practices. Employees should be encouraged to report suspected violations of the law on the part of TASSP; to identify potential violations of TASSP policy, including those contained in the TASSP Policies and Procedures Manual; and to provide truthful information in connection with any official inquiry or investigation.

TASSP expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of TASSP policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Procedure: Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality. The TASSP Executive Director will manage such investigation, and may request the assistance of counsel or other outside parties as he or she deems necessary. The TASSP Executive Director will prepare a report of the findings of the investigation and submit such report to the Board of Directors.

In the event that a report concerns the TASSP Executive Director, he or she shall recuse himself or herself from the proceedings, and the Board of Directors shall select an appropriate officer of TASSP to continue the investigation.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report such incident to the TASSP Associate Executive Directors or the TASSP Executive Director. Other staff who receive complaints of retaliation must immediately inform the TASSP Associate Executive Directors or TASSP Executive Director.

Document Retention and Destruction Policy

This Document Retention and Destruction Policy of the Texas Association of Secondary School Principals identifies the record retention responsibilities of executives, officers, staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the TASSP’s documents and records.

1. Rules. TASSP’s executives, officers, staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

2. Terms for retention.
   a. Retain permanently:
      Governance records—Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.
      Tax records—Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
      Intellectual property records—Copyright and trademark registrations and samples of protected works.
      Financial records—Audited financial statements, attorney contingent liability letters.
b. Retain for ten years:
Pension and benefit records -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
Government relations records – State and federal lobbying and political contribution reports and supporting records.

c. Retain for four years (State of Texas):
Employee/employment records – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for four years after departure of each individual).
Lease, insurance, and contract/license records – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for four years after the termination, expiration, non-renewal of each agreement).

d. Retain for one year:
All other electronic records, documents and files – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

3. Exceptions. Exceptions to these rules and terms for retention may be granted only by TASSP’s Executive Director or President of the TASSP Board of Directors.
Compensation Policy

In compliance with Internal Revenue Service guidelines for approval of senior management compensation, the Board of Directors of the Texas Association of Secondary School Principals ("TASSP") adopts the following Compensation Policy for determining compensation of all "Covered Individuals" in its employ.

Coverage: The following individuals are covered by this policy: (1) Elected Officers, (2) Appointed Officers, and (3) Key Employees (collectively defined as "Covered Employees").

Elected Officers: Individuals elected by a vote of the membership of TASSP to govern and set policy for the organization but who have no voice or role in the daily operations of TASSP and who normally receive no compensation for their services. TASSP has seven elected officers:

1. President
2. President-Elect
3. First Vice-President
4. Second Vice-President
5. Immediate Past President
6. State Coordinator
7. Assistant State Coordinator

Appointed Officers: Individuals who have the ultimate responsibility for implementing the decisions of the Board of Directors of TASSP and for supervising the management, administration, and operations of TASSP. TASSP has two appointed officers:

1. Executive Director
2. Associate Executive Director

Key Employees: Individuals who are not an elected officer or appointed officer of TASSP, but who meet all of the following criteria:

1. **$150,000 Threshold.** The individual receives reportable compensation from TASSP and all related organizations in excess of $150,000 for the calendar year ending with or within TASSP's tax year;

2. **Responsibility Criteria.** The individual:
   a) has responsibilities, power or influence over TASSP as a whole that is similar to those of officers, directors, or trustees;
   b) manages a discrete segment or activity of TASSP that represents 10% or more of the activities, assets, income, or expenses of the organization, as compared to the organization as a whole; or
   c) has or shares authority to control or determine 10% or more of TASSP's capital expenditures, operating budget, or compensation for employees.

3. **Top 20 Limitation.** In addition to meeting the $150,000 threshold and the Responsibility Criteria, the individual is one of the top 20 most highly compensated employees (including all income from TASSP and related organizations) for the calendar year ending with or within TASSP's calendar year.

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i. Compensation that is reported on Form W-2, Box 5, or in Box 1 if the employee's compensation is not reported in Box 5, or Form 1099-MISC, Box 7, filed for the calendar year ending within or within the organization's tax year

ii. An organization that stands in one or more of the following relationships to the filing organization: (1) Parent— an organization that controls the filing organization; (2) Subsidiary— an organization controlled by the filing organization; (3) Supporting/Supported— an organization that is (or claims to be) at any time during the organization’s tax year (i) a supporting organization of the filing organization within the meaning of Section 509(a)(3), if the filing organization is a supported organization within the meaning of Section 509(f)(3), or (ii) a supported organization, if the filing organization is a supporting organization.

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Procedure for Approving Compensation

In reviewing and approving the compensation of Covered Individuals, the TASSP Board of Directors, or a delegated committee of the Board ("Approval Body"), will utilize the following process:
1. **Impartial Decision Makers.** The compensation arrangement must be approved in advance (before any payment is made) by the Approval Body of TASSP composed entirely of individuals who do not have a conflict of interest with respect to the compensation arrangement (example: neither the Covered Individual whose compensation is being determined nor any of his/her family members may be present during the discussion/debate or participate in the vote).

2. **Comparability Data.** When the Approval Body is considering compensation to Covered Individuals, it must rely on comparability data that demonstrate the fair market value of the compensation in question. For example, when crafting compensation packages, the Approval Body must secure data that documents compensation levels for similarly qualified individuals in like positions at like organizations. This data may include the following:

   a) expert compensation studies by independent firms;
   b) written job offers for positions at similar organizations;
   c) documented telephone calls about similar positions at both nonprofit and for-profit organizations; and
   d) information obtained from the IRS Form 990 filings of similar organizations.

3. **Concurrent Documentation.** The Approval Body must document how it reached its decisions, including the data on which it relied. To qualify as concurrent documentation, written or electronic records of the Approval Body (such as meeting minutes) must note:

   a) the terms of the compensation and the date it was approved;
   b) the members of the Approval Body who were present during the debate on the compensation that was approved and those who voted on it;
   c) the comparability data obtained and relied upon and how the data were obtained; and
   d) any actions taken with respect to consideration of the compensation by anyone who is otherwise a member of the Approval Body but who had a conflict of interest with respect to the decision on the compensation.

**Joint Venture Policy**

In compliance with Internal Revenue Service guidelines for approval and management of any joint venture entered into by Texas Association of Secondary School Principals (“TASSP”), the Board of Directors adopts the following guidelines.

**Activities Subject to this Policy**

For the purposes of this policy, the term “Joint Venture” is defined as any arrangement, including contractual or more formal arrangements undertaken through a limited liability company, partnership, or other entity, through which TASSP and another entity jointly undertake any activity or business venture, or otherwise agree to joint ownership of any asset. A Joint Venture may include both taxable and tax-exempt activities.

**Approval and Management of Joint Activities**

Before making any decision to participate in a Joint Venture, TASSP will ensure that the Joint Venture furthers TASSP’s exempt purposes and will negotiate at arm’s length contractual and other terms of participation that safeguard TASSP’s exemption from federal income tax. Such terms shall be in writing in the operating agreement of the Joint Venture and shall include the following minimum requirements:

- With respect to any whole joint venture (that is, a joint venture in which TASSP contributes substantially all of its assets to the enterprise), TASSP would obtain control over the Joint Venture through fifty-one percent (51%) or more of the voting rights and/or veto power;
- With respect to any ancillary joint venture (that is, a joint venture to which a portion of TASSP’s resources are contributed), TASSP would, at a minimum, maintain sole control over the tax-exempt aspects of the Joint Venture and would have voting and ownership interests in the Joint Venture that are consistent with TASSP’s capital contributions;
- A requirement that any subsequent contract between TASSP and its partner in the Joint Venture be negotiated at arm’s length and for fair market value;
- A requirement that the Joint Venture give priority to TASSP’s tax-exempt purposes over maximization of profit for the participants of the Joint Venture; and
- A prohibition on activities that would jeopardize TASSP’s tax-exempt status.

Where there is any question as to whether a particular Joint Venture may pose a risk to TASSP’s tax-exempt status, a decision to enter into such Joint Venture will be made only in consultation with legal and/or tax counsel.
Abuse and Molestation Policy

Texas Association of Secondary School Principals
Texas Association of Student Councils
Texas Association of Future Educators

STATEMENT OF POLICY:

Professionals, employees, and volunteers of the Texas Association of Secondary School Principals (TASSP), the Texas Association of Student Councils (TASC), and/or the Texas Association of Future Educators (TAFE) shall not engage in sexual abuse, sexual harassment, sexual misconduct, physical abuse, and/or emotional mistreatment of children, youth and adults.

Persons in the role of leadership with children, youth, and adults shall include all employees and volunteer staff who have direct or indirect contact with any and all who participate in any activities or events sponsored by TASSP, TASC or TAFE.

DEFINITIONS:

1. **Sexual Abuse**: Sexual abuse means unwanted physical contact of a sexual nature, sexual contact or sexualized behavior and may include, by example, touching, fondling, other physical contact and sexual relations. Child/youth/adult sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. It includes, but is not limited to: (1) incest, (2) rape, (3) prostitution, (4) any sexual intercourse, or (5) deviant sexual conduct such as fondling of a child, youth, or adult in the program or at sponsored activities.

2. **Sexual Harassment**: Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender.

3. **Sexual Misconduct**: Sexual misconduct means a chargeable offense.

4. **Physical Abuse**: Any act of omission or an act that endangers a person’s physical or mental health. This definition includes any non-accidental physical injury caused by a caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual’s age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to the physical health of a child, youth or adult.

5. **Emotional Mistreatment**: Persistent or extreme thwarting of a child’s, youth’s, or vulnerable person’s basic emotional needs (such as the need to feel safe and accepted).

Implementation:
Professionals, employees and volunteers shall be provided a copy of this policy and shall receive training information to assist in the implementation of this policy. Said training will comply with the requirements relating to sexual abuse and child molestation training and examination requirements as set forth in Texas Education Code, Chapter 51.

Making a complaint:
Persons who have knowledge of possible violations of this policy by professionals, employees or volunteers should report to appropriate supervisors and administrators. The administration will take action in investigation, reporting and due process, and take action to seek justice.

Introduction:
It shall be the policy and covenant of each organization, TASSP, TASC or TAFE, to do everything in its power to prevent physical, emotional or sexual abuse against children, youth and adults involved in its operations and with any event sponsored by TASSP, TASC or TAFE. Each organization, TASSP, TASC or TAFE, is aware of its legal responsibilities and the need to comply with those responsibilities. Each organization, TASSP, TASC or TAFE will go beyond those responsibilities when necessary to act justly in the best interest of those who have been abused or those who are most vulnerable to abuse.

Scope:
This policy and its provisions shall apply to all professionals, employees and volunteers who have any direct or indirect contact with children and/or youth and/or adults who participate in any activities or events sponsored by TASSP, TASC or TAFE.
Screening for Volunteers or Staff:

Careful screening is one way to prevent the abuse of children, youths and adults. Screening calls for careful gathering and review of information in search of persons who can and will provide safe and caring supervision in a safe environment.

Prior to employment as a paid staff person or acceptance as a volunteer, each prospective worker shall be required to complete and sign the application form. By signing the form, applicant gives the respective organization TASSP, TASC or TAFE, permission to contact references, conduct criminal background check (if indicated), search official records, and perform any other investigation necessary to enable a complete review and evaluation of the application.

All employees directly hired and all volunteers directly accepted by TASSP, TASC or TAFE who are not current employees of a school district will be screened by such organization prior to employment or acceptance.

In all cases where an event or activity sponsored by TASSP, TASC or TAFE involves school districts or school campuses sending students to attend, monitor or participate in such event or activity, it is the responsibility of the school district or school campus administration to conduct the screening process and certify to the sponsoring organization that all sponsors, advisors, directors, or other personnel or volunteers accompanying the students have been properly screened and approved to supervise students.

Incidents occurring at an event or activity sponsored by TASSP, TASC or TAFE which involve school district or school campus employees, volunteers, or students who are attending the event or activity are considered extensions of the school guidelines and policies of the school district sending them to the event or activity, making the resolution of any such incident the primary responsibility of such school district.

The Program Director of the event or activity shall be responsible for the conduct of the screening process:

- He shall receive and review all completed application forms, rejecting those, if any, which are not completed and properly signed.

- He shall evaluate each application form and determine the need for and extent of any investigation necessary to determine eligibility of the applicant.

- He shall check references and conduct other investigation he feels is necessary to determine the fitness of the applicant.

- He shall approve or disapprove each application and promptly notify each applicant of his decision. If the investigation of any application raises a serious question as to the fitness of the applicant, the application shall be disapproved.

Notwithstanding the forgoing, the application must be disapproved by the Program Director if it is determined from the investigation or otherwise that:

- The applicant has been involved in any activity in which he abused or exploited children, youths or adults; or

- The applicant has been convicted of a crime against children, youths or adults.

Notwithstanding the decision of the Program Director, the sponsoring organization of each event or activity reserves the right to disapprove any application.

Results of all screening activities shall be kept confidential.

Reporting Incidents:

1. When the necessity of reporting occurs, the protection of children, youths and adults must be paramount.

2. Reporting:
   a. Immediately upon receipt of an allegation of violation of policy the Director of the Program or the Associate Executive Director or the Executive Director of TASSP shall be notified.
   b. The Executive Director or his/her designee shall notify the insurance carrier.
   c. The Executive Director or his/her designee shall notify the Crisis Management Team.
d. The Executive Director or the Crisis Management Team will facilitate reporting to SRS and/or law enforcement agencies, as appropriate according to State and Federal reporting guidelines.

3. The person against whom an allegation has been made (Respondent) immediately will be suspended from working with children, youth, adults.

4. If a minor is involved, that person’s parent(s)/guardian(s) shall be notified of the alleged violation of policy by a person designated by the Crises Management Team.

5. The Crisis Management Team shall assist the investigation of the complaint and the process to work through the complaint. This may include assistance with legal and public relations issues as well as interviews necessary for the investigation of the complaint. Decisions on all complaints shall ultimately rest with the Board of Directors of TASSP.

6. The Crisis Management Team will determine who needs to be interviewed to determine the nature of the alleged violation and its impact. All conversations shall be documented including such things as (but not exclusive of) date, time, place, and names of person or persons involved. In addition, the substance of the conversation shall be documented, with the person interviewed asked to review notes for accuracy and to sign such notes. In addition, all contacts made and actions taken by the Crisis Management Team are to be documented.

7. If a formal complaint is made, the Crisis Management Team shall provide the Respondent with a copy of the complaint.

8. Those making the allegations (Complainant), the parent(s)/guardian(s) of any minor involved, the Respondent, and any person who supervises such persons shall be notified of any results of the investigation and final decision of the Crisis Management Team. In all cases, all documentation shall be retained in a confidential, personal file.

9. The Crisis Management Team will determine when and with whom information needs to be shared. If investigations or allegations of abuse should come to the attention of the media, a response will come from the Executive Director of TASSP or from his/her designee.

10. It shall be the goal of TASSP to provide supportive care to both the Complainant and the Respondent, and to restore such persons to wholeness. Supportive care can include the procedures of the criminal justice system and appropriate counseling referrals.

11. If the Complainant should desire to appeal the decision of the Crisis Management Team or Board of Directors, legal counsel will be consulted.

The Crisis Management Team

TASSP Associate Executive Director for Business Operations
TASSP Associate Executive Director of Professional Development
TAFE Director
TASC Director
NASSP

Through an agreement with NASSP, NASSP membership is processed through the TASSP State Office at a fee determined by NASSP.

The TASSP Board of Directors requests that NASSP personnel coordinate with the TASSP Executive Director prior to scheduling a National Meeting in Texas.

The TASSP Board of Directors voted to affiliate with NASSP provided that: 1) Affiliation not appear on our letterhead and 2) TASSP will abide by policies and resolutions of NASSP that are approved by the TASSP Board of Directors.

Authorize the appointment of an NASSP/TASSP membership consultant in Texas.

TASSP requests that NASC mailings be made to sponsors rather than students.

Other Organizations

National Honor Society is sponsored by the National Association of Secondary School Principals. NHS is considered a local organization. The Texas Association of Secondary School Principals may support NASSP by providing state sponsor training and NHS Student Leadership training. Since NHS is sponsored by NASSP, TASSP will hear no appeals of local issues concerning selection, placement, removal of students or any other matter of local NHS operations. (June 2008)

T.A.S.C.

A SECONDARY AIM OF THIS ASSOCIATION IS TO SERVE AS THE SPONSORING ORGANIZATION FOR THE TEXAS ASSOCIATION OF STUDENT COUNCILS...AND TO MOTIVATE SECONDARY PRINCIPALS, WITHIN THEIR RESPECTIVE SCHOOLS, TO PROMOTE STUDENT COUNCIL PARTICIPATION.

Sponsorship of the Texas Association of Student Councils rests with TASSP and is a major activity of the Association. The Student Council organization operates with its own State Board of Directors, which includes five elected sponsors, four student officers, four officer-school sponsors, and three principals (the President, President-elect, and Immediate Past President of TASSP). This Board of Directors establishes policies and operational procedures, except for the change affecting its relationship with TASSP or a condition that threatens the organization which must be approved by the TASSP Board of Directors. The TASSP Board of Directors has final authority over the collection and disbursement of TASC funds. (TASSP approves the TASC budget each year in June.) The person serving as Executive Director of TASSP also serves as Executive Director of TASC.

The sponsorship of TASSP is given with the provision that any major action or proposed action that changes the orderly operation, threatens the survival or changes the balance of governing power may be referred by the President of TASSP or the Executive Director to the TASSP Board of Directors for approval prior to consideration by the TASC Board of Directors.

THE PERSON SERVING AS STATE EXECUTIVE DIRECTOR OF THE TASSP SHALL SERVE AS THE STATE EXECUTIVE DIRECTOR OF TASC. SAID STATE EXECUTIVE DIRECTOR SHALL BE RESPONSIBLE TO THE TASC BOARD OF DIRECTORS IN ALL TASC WORK. (TASC CONSTITUTION)

THREE MEMBERS OF THE TEXAS ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS SHALL REPRESENT TASSP ON THE BOARD OF DIRECTORS OF THE TEXAS ASSOCIATION OF STUDENT COUNCILS.

TASC pays an “administrative fee” in lieu of paying salaries, retirement, employee benefits or health insurance.

Since student council district activities vitally affect the State operation, and since TASSP wishes to promote student council work in Texas, and since student council is a cooperative effort between students, sponsors, and the administration, and to provide for administrative review and due process at the District Level, the TASSP Board of Directors requires that, as a condition of sponsorship, any action at the District level may be appealed by a member of the District Executive Committee or member school to a committee composed of the principals of the District Officer Schools and the State Executive Director. This action may be initiated by mailing a request in writing to the TASC Executive Director.
TASSP requested that a conference be held in each school year to train beginning student council sponsors.

No finance matter for TASSP or TASC should be passed unless it is on the respective agenda at least three weeks prior to the Board Meeting. This policy may be waived by 2/3 vote of the Board members present.

The Student Council should be free to manage the affairs of their organization; however, the TASSP Board of Directors should be given at least a sixty-day notice concerning major plans or decisions that need to be considered.

TASC monies can be spent or obligated only with TASC Board of Directors approval.

T.A.F.E.

A SECONDARY AIM OF THIS ASSOCIATION IS TO SERVE AS THE SPONSORING ORGANIZATION FOR ...THE TEXAS ASSOCIATION OF FUTURE EDUCATORS; AND...TO ENCOURAGE STUDENTS TO BECOME TEACHERS.

Sponsorship of the Texas Association of Future Educators is a major activity of the Association. T.A.F.E. operates with its own State Board of Directors which includes three elected sponsors, four student officers, four officer-school sponsors, one MS/Jr.HS sponsor, and three principals (the President, First Vice President and Second Vice President of TASSP).

TASSP authorized the formation and sponsorship of the Texas Association of Future Educators and has budgeted funds to support the organization.

The Executive Director of TASSP will serve also as Executive Director of TAFE.

TAFE pays TASSP an “administrative fee” in lieu of paying any salaries, retirement, health insurance or employment taxes.

TASSP will furnish $2000 needed to fund the scholarships given to the winners of the TAFE State Speech Contest held at the TAFE Annual Conference.