

# IPA Policy Manual

## Chapter 3 – Regional Government

### 3.3 IPA Region Constitution or Bylaws

Each IPA Region shall prepare and adopt a constitution or bylaws in accordance with Article IX of the Constitution of the Illinois Principals Association. Such constitution or bylaws shall be in substantially the following form and may contain other sections at the discretion of the Region. The Region Director must be an active administrator in good standing with the IPA and Region during his or her entire term of office.

### **Illinois Principals Association** \_\_\_\_\_ **Region Constitution or Bylaws**

#### **Article I: Name of Region**

The organization shall be known as the \_\_\_\_\_ Region of the Illinois Principals Association.

#### **Article II: Region Mission Statement**

The mission of the \_\_\_\_\_ Region shall be to develop, support, and advocate for innovative educational leaders (*The preceding language mirrors the mission statement of the IPA. Each Region may add additional language reflecting the Region's mission, provided that such language is consistent with the Constitution, policies, and practices of the IPA.*)

#### **Article III: Membership**

All members in good standing of the Illinois Principals Association whose schools are located within the geographic boundaries of the \_\_\_\_\_ Region are considered Region members.

#### **Article IV: Meetings**

The \_\_\_\_\_ Region shall hold at least four (4) board meetings per year and may hold additional meetings called for by the Region Board. Meetings shall be at times and places arranged by the Region Board. Meetings may be held using an online platform, provided that all attendees are able to fully participate. Region Board meetings shall be open to all members of the Region. The Board may, however, go into executive session upon majority vote of the Board members present. All final action must be taken in open session.

For purposes of all meetings, a quorum shall consist of a majority of the voting members of the Board. Unless otherwise provided herein, all actions shall be approved by a majority of Region Board Members present at the meeting where the vote is taken.

## **Article V: Region Board**

### **5.1 Region Board Members**

The Region Board shall consist of the necessary positions required to adequately carry out the mission of the Region and shall minimally include following voting members:

- State Director
- Region Director
- Region Director-Elect
- Immediate Past Region Director
- Region Secretary
- Region Treasurer
- Region Diversity and Equity Chair
- Region Membership Chair
- Region Assistant Principals Chair
- Region Legislative Chair
- Region Retired Administrators Chair
- Region Public Relations or Communications Chair
- Region Awards Chair

Ad hoc non-voting members of the Region Board shall minimally include the following positions:

- Region University Liaison
- Region Ambassador

### **5.2 Qualifications of Board Members**

All Board members must be in good standing with the Illinois Principals Association and the \_\_\_\_\_ Region.

### **5.3 Term of Office**

The State Director shall be elected for a three-year term.

The Region Director and other Region Board Members shall be elected for a \_\_\_\_\_ year term and shall be allowed to serve \_\_\_\_\_ consecutive terms.

### **5.4 Election of the State Director**

*(The State Director may be elected by the general membership of the Region or elected by the Region Board. Regions electing the State Director by region-wide vote should use option 1, below, while Regions utilizing their Region Board to elect board members should use option 2, below.)*

(Option 1:)

The State Director shall be elected by the general membership of the Region. The Region Director shall arrange for all elections and shall notify the general membership of the Region of the time and place of upcoming elections. Elections may be held electronically. Any Region member in good standing may nominate another Region member in good standing for the position of State Director. Elections shall be open to the general membership of the Region. The individual receiving the greatest number of votes shall be elected.

(Option 2:)

The Region Board shall elect an individual to serve as State Director by a majority vote of all Region Board Members holding office at the time of the election.

### **5.5 Nomination and Election of Other Board Members**

*(Region Board Members other than the State Director may be elected by the general membership of the Region or elected by the Region Board. Regions electing board members by region-wide vote should use option 1, below, while Regions utilizing their Region Board to elect board members should use option 2, below.)*

(Option 1:)

Except as provided for in Section 5.4, Region Board Members shall be elected by the general membership of the Region. The Region Director shall arrange for all elections and notify the general membership of the Region of the time and place of upcoming elections. Elections may be held electronically. Any Region member in good standing may nominate another region member in good standing for a Region Board position. Board elections shall be open to the general membership of the Region. The individual receiving the greatest number of votes shall be elected.

(Option 2:)

Except as provided for in Section 5.4, Region Board Members shall be elected by a majority vote of all Region Board Members holding office at the time of the election.

### **Article VI: Powers and Duties of the Region Board**

In addition to the other powers and duties specified in this Constitution or Bylaws, the Region Board shall:

- Create, discontinue and supervise committees
- Prepare and approve a Region budget
- Authorize the payment of bills by the Region Treasurer
- Arrange for Region meetings and events
- Fill vacancies on the Region Board by a majority of Region Board Members holding office at the time of the vacancy

- Assure that all requirements of the State Association are met in a timely manner, including submission of the “region requirements” by July 15<sup>th</sup> and submission of the Region audit by August 1<sup>st</sup>
- Assure communication with all members of the Region
- Select delegates to the IPA Congress meeting
- Keep minutes and records of all Region meetings and events in accordance with the IPA Constitution
- Levy Region dues if approved by two-thirds of the Region’s members
- Make other decisions that impact the operations of the Region, consistent with the Constitution, policies, and practices of the IPA

## **Article VII: Duties of Board Members**

### **7.1 Duties of the State Director**

The State Director shall be the Region’s representative to the Illinois Principals Association Board of Directors and shall perform other responsibilities established by the Region and the IPA.

### **7.2 Duties of the Region Director**

The Region Director shall be the Chair of the Region Board and shall perform other responsibilities established by the Region and the IPA, including submission of the “Region requirements” to the IPA office by July 15<sup>th</sup> of each year.

### **7.3 Duties of the Region Secretary**

The Region Secretary shall assure that minutes and records are kept for all Region meetings and events and shall perform other responsibilities established by the Region and the IPA.

### **7.4 Duties of the Region Treasurer**

The Region Treasurer shall report on the Region finances at all regular Region Board meetings and shall pay all bills, as directed by the Region Board, and shall perform other responsibilities established by the Region and the IPA, including submission of the Region audit to the IPA office by August 1<sup>st</sup> of each year.

## **Article VIII: Finance**

### **8.1 Fiscal Year**

The Fiscal Year of the Region shall be July 1 through June 30.

### **8.2 Interest In Contracts**

No part of any income, revenue, and grants of or to the Region shall inure to the material or pecuniary benefit of any IPA or Region member.

### **8.3 Region Audit**

At each regular Region meeting, the Region Treasurer shall report on the finances of the Region. The Region Board shall reconcile all Region finances on at least an annual basis. All financial records shall be maintained in accordance with the IPA Constitution. The Region audit shall be submitted to the IPA office by August 1<sup>st</sup> of each year.

### **Article IX: Rules of Procedure**

Roberts Rules of Order, newly revised, shall govern all meetings unless specified otherwise in the Constitution.

### **Article X: Constitutional Review**

This Constitution shall be reviewed at least every three years by the Region Board. Adoption of this Constitution and changes hereto shall be recommended by the Region Board and shall be approved by the membership of the Region.

Adopted: June 30, 2009  
Revised: April 18, 2013  
Revised: January 20, 2022