

## **Virginia Professors of Educational Leadership (VPEL) Constitution and Bylaws**

### **Mission**

The Virginia Professors of Educational Leadership (VPEL) is a state-wide organization that advocates for the highest quality of education for children throughout Virginia, promotes the development of high quality preparation programs for aspiring school and division leaders, and supports continuing professional development of professors and graduate students preparing to be professors of educational leadership in colleges and universities across the Commonwealth. This mission is accomplished by (1) supporting a collegial forum to discuss common interests and exchange best educational practices; (2) providing channels of communication to identify and discuss current and emerging issues related to administrative licensure programs, educational leadership generally, diversity, and social justice; (3) creating a unified and knowledgeable voice to influence public policy related to educational administration, education generally, and social issues affecting children and families.

### **Goals**

The mission of VPEL is advanced through three sets of goals designed to support a collegial forum, provide channels of communication, and influence public policy.

- In support of a collegial forum to discuss common interests and exchange best educational practices, the organization will--
  1. Provide opportunities for members to explore, discuss, and exchange information on all aspects of education and the preparation of educational leaders, including information on issues of diversity and social justice.
  2. Provide a social forum for members to meet informally to discuss common goals and interests.
  3. Identify opportunities for members to become actively involved in initiatives in education and educational leadership in (a) local, state, regional, and national K-12 schools and (b) institutions of higher education.

4. Provide support for research and development projects in education and educational leadership that are of interest to members.
  5. Provide opportunities for members to (a) stay current with research, policy, and scholarship in educational leadership and (b) maintain professional skills to enhance their teaching, research, and service.
- In support of providing channels of communication on issues related to administrative licensure programs, the organization will--
    6. Provide a forum for members to identify and discuss current and emerging issues regarding (a) the Commonwealth's public policies related to education and educational leadership and (b) other critical issues that affect the professional agenda of VPEL members.
    7. Provide a forum for on-going communication between state policy makers and VPEL members.
    8. Encourage ethical practices that lead to high quality educational leadership programs throughout the Commonwealth.
  - In support of creating a unified and knowledgeable voice to influence public policy, the organization will--
    9. Provide, in all appropriate forums, a unified and knowledgeable voice on critical issues that affect educational leadership programs and education generally in the Commonwealth.
    10. Develop effective alliances with other professional organizations at the state and national levels to promote common interests and influence public policy on education and educational leadership.

## **Bylaws**

### **Name of the Organization**

The official name of the organization shall be the Virginia Professors of Educational Leadership (VPEL).

### **Membership**

**Eligible members:** All professors (regular tenure-track faculty, adjunct faculty, part-time faculty, clinical faculty, and graduate students preparing to be professors of educational leadership) in the colleges and universities in the Commonwealth of Virginia who teach (or take in the case of graduate students)

course work leading to any endorsement in administration or supervision are eligible for membership. **Members** are those who have joined annually in July/August and paid the dues in full (see dues below).

## **Officers**

Six officers shall serve the organization. All officers serve without compensation.

**President:** The president is the chief operating officer of the organization and shall serve a term of two years. The appointment of the president-elect to the position of President will be held during the spring meeting of even years. The president assumes office in the year following his or her term as president-elect and is responsible for all work of the organization between meetings. The president plans the fall and spring meetings of the organization, establishes agenda, presides at meetings, appoints ad hoc committees as needed, manages the finances of the organization, and conducts other business that may arise. The president consults with and involves other members as he or she deems necessary. The president can expect assistance from the president-elect when requested.

**President-elect:** The president-elect is the president-in-waiting and shall serve in this position for a term of two years prior to the year in which he or she serves as president. Elections for the position of president-elect will be held during the spring meeting of even years, beginning with the spring of 2018. If this position becomes vacant over the course of two years, a special election will be held to fill this position before the even year term is completed. The president-elect provides assistance to the president as requested and becomes president in the event that the president is unable to fulfill his or her responsibilities.

**Past-President:** The past president shall serve a two year term beginning at the end of the spring meeting following the year serving as president. The role of the past-president is to provide the current board with guidance and historical precedence that has been set during the term in office.

**Secretary:** The secretary serves a term of two years beginning at the end of the spring meeting in which he or she is elected. Elections for the secretary will be held during the spring meetings of odd years. The secretary records directory information (name, address, email address, phone numbers) for members at each meeting, maintains an email list of eligible members, takes the minutes of meetings, and distributes those minutes to members for review, editing, and approval. Minutes are approved by a majority (51% or more) of those present and voting at any meeting of the organization. The secretary submits all original records to the historian with a copy to the incoming secretary no later than 30 days following the end of his or her term of office. A

copy of the email list of eligible members is submitted to the incoming president no later than 30 days following the end of his or her term of office.

**Treasurer:** The treasurer serves a term of two years beginning at the end of the spring meeting in which he or she is elected. Elections for the treasurer will be held during the spring meetings of odd years. The treasurer is responsible for maintaining a bank account for the organization, collecting annual dues, and paying for and food, service or other items necessary for the operation of the organization. All payments will be made via check, and receipts will be kept. Both the treasurer and the president must approve all payments made by VPEL. An audit of the VPEL accounts will be made upon the election of each new treasurer.

**Historian:** The historian serves an indefinite term, preferably for the duration that the person is willing to serve. The historian's duties are to (a) locate all past records of the organization, (b) locate a suitable site for the records that will permit continuous access to them, (c) archive all minutes and other documents of the organization, (d) create and maintain a website for the organization, (e) maintain the security of all privileged information on members, and (f) report to the members on the status of the records and website at each meeting.

## **Elections**

An Elections Committee shall be established by the president three months before the spring meeting. The committee shall have three members: the president elect and two additional members appointed by the president. The committee shall establish a slate of officers and shall conduct the election at the spring meeting.

In addition to the slate of nominees prepared by the election committee, nominations shall be taken from the floor, and written ballots shall be prepared and cast forthwith

Officers shall be elected by a majority (51% or more) of those present and voting at the spring meeting of the organization. All nominees shall approve their nomination prior to balloting.

Elected officers shall take office at the conclusion of the meeting in which they are elected. All members have the right to vote in elections and on other actions proposed at any meeting.

## **Dues**

At the spring 2015 board meeting, the membership of VPEL voted unanimously to require dues in the amount of \$25 annually for membership in the

organization. The term of membership shall be consistent with the academic year of July 1 to June 30.

### **Expenses**

Each member is responsible for paying any and all expenses incurred for his or her attendance at meetings of the organization, including mileage, hotel accommodations, and food other than that provided by the host institution or VPEL.

### **Meetings**

Two meetings shall be held each year, one in the fall and one in the spring. The President plans the fall and spring meetings of the organization with input from members in attendance at the VPEL meeting. Members may volunteer to host a meeting. Hosts plan the logistics for the meetings, including arrangements for hotel accommodations, meeting space, equipment, parking, and nominal food services. Hosts determine costs to be assumed by their institutions and may request members to pay for some expenses.

Members may schedule future meetings, as appropriate, at any meeting of the organization, and the president may call special meetings to address critical issues by notifying those on the VPEL email list of eligible members at least one week in advance.

Business may be transacted by the members at any regularly scheduled or called meeting, with those members present comprising a quorum.

At each of the regularly scheduled meetings, the agenda shall include a business session that may not constitute more than one-third of the scheduled meeting time.

Whenever possible, meetings shall be scheduled at the colleges or universities of members.

### **Affiliation with the International Council of Professors of Educational Leadership (ICPEL)**

VPEL shall be a state affiliate of the International Council of Professors of Educational Leadership (ICPEL). The president of VPEL shall serve as the official liaison between the two organizations. In the event that the president of VPEL is unable to meet his or her obligations at national meetings of ICPEL, he or she may appoint a designee. The president or the designee is personally responsible for all expenses related to these responsibilities, unless otherwise provided for by the members.

VPEL Constitution and Bylaws Adopted January 31, 1997  
Revisions October, 2008, March, 2015 and March, 2018

The VPEL Constitutional Revision Committee of 2018:

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