

**CONSTITUTION AND BY-LAWS OF THE CANADIAN ASSOCIATION FOR  
THE STUDY OF EDUCATIONAL ADMINISTRATION/ASSOCIATION  
CANADIENNE POUR L'ETUDE DE L'ADMINISTRATION SCOLAIRE**

(Adopted at the Annual General Meeting, Toronto, June 6, 1974)

**ARTICLE 1: NAME**

The name of the Association shall be: CANADIAN ASSOCIATION FOR THE STUDY OF EDUCATIONAL ADMINISTRATION (ASSOCIATION CANADIENNE POUR L'ETUDE DE L'ADMINISTRATION SCOLAIRE) hereinafter referred to as the Association.

**ARTICLE 2: OBJECTIVES**

The objectives of the Association shall be: 2.1 To encourage scholarly study and research related to educational administration. 2.2 To provide a national forum for reporting and discussing research findings related to educational administration. 2.3 To associate with other national and international organizations with similar purposes.

**ARTICLE 3: GENERAL ORGANIZATION**

3.1 The Association is one of several cooperating Associations of the Canadian Society for the Study of Education (Société Canadienne pour l'Etude de l'Education).

3.2 The Association shall hold meetings at the time of the Annual convention of the Canadian Society for the Study of Education.

3.3 In the event of dissolution or winding up of the Association, all its remaining assets, after payment of liabilities, shall be granted to the Canadian Society for the Study of Education.

**ARTICLE 4: MEMBERSHIP**

4.1 Membership in CASEA is restricted to those who hold membership in CSSE.

4.2 Candidates for membership shall be engaged in the study or practice of educational administration.

4.3 The amount of annual dues shall be determined from time to time by the membership in the Annual General Meeting.

4.4 All members of the Association in good standing shall have the privilege of (1) voting at the Annual General Meeting, (2) nominating members for office in the Association, (3) standing for office in the Association, (4) benefiting from the services of the Association.

4.5 Members in good standing are regular members whose application and fees have been accepted by the Association. Failure to pay fees for any membership year by a date fixed by the Executive constitutes withdrawal from the Association.

**ARTICLE 5: OFFICERS OF THE ASSOCIATION**

5.1 The Officers of the Association shall be the (1) President, (2) First Vice-President, (3) Second Vice-President, (4) Secretary- Treasurer, (5) Graduate Student Representative, (6) Past-President.

5.2 The President shall (1) preside at meeting of the Executive Committee and of the Association, (2) exercise general direction of the activities of the Association, (3) represent the Association before other organizations, (4) be a member of all Committees

of the Association, (5) have responsibility for arranging the Annual General Meeting.

5.3 The First Vice-President shall assist the President in the performance of duties, shall assume the duties of the President in the absence of the President, and take primary responsibility for the Annual Association Conference.

5.4. The Second Vice-President shall work with the First Vice-President as co-chair of the Annual Association Conference.

5.5 The Secretary-Treasurer shall be responsible for the custody and maintenance of the records of the Association, the Association financial concerns, and the performance of duties assigned to him by the Executive.

5.6 The Graduate Student Representative will serve on the Executive Committee as a voice for the Graduate Student membership of the Association, and organize the annual Graduate Student Symposium held each year at the Annual Association Conference.

5.7 The Past-President will provide the President with support and act as the Chair of Elections for Officer position vacancies.

5.8 Between annual meetings any post of officer of the Association which becomes vacant may be filled by appointment by the President.

## **ARTICLE 6: EXECUTIVE COMMITTEE OF THE ASSOCIATION**

6.1 The Executive shall consist of the Officers of the Association.

6.2 The Executive shall propose policies and conduct business related to the Association.

6.3 The Executive shall be responsible for (1) the finances of the Association, (2) the creation of standing, nominating, and ad hoc committees and the appointment of members to these committees, (3) publications of the Association, (4) the planning of the Annual General Meeting.

## **ARTICLE 7: REGULATIONS**

7.1 The Association may at the Annual General Meeting make By-Law and Regulations under the Articles of this Constitution to govern the business of the Association.

## **ARTICLE 8: AMENDMENTS**

8.1 Amendments to this Constitution shall be made with the approval of at least 60% vote of all members in good standing who respond to an **electronic ballot**.

8.2 Written notice of motion for an amendment to this constitution shall be distributed to all members in good standing ninety days before the Annual General Meeting. **Electronic balloting** shall take place immediately following the Annual General Meeting.

## **ARTICLE 9: COMMITTEES OF THE ORGANIZATION**

9.1 Three committees are formed each year to make selections for three awards: The Thomas B. Greenfield Award Committee to determine the best doctoral thesis/dissertation; **the Margaret Haughey** Master's Award Committee to select the best thesis or project; and The Distinguished Service Award Committee.

9.2 Unless otherwise determined at the Annual General Meeting, the selections of committee members will be at the discretion of the member designated as Chair of the committee.

9.3 Unless otherwise directed, each committee will have at least three (3) members selected from among the CASEA/ACEAS membership.

- 9.4 On each committee, both genders will be represented.
- 9.5 On each committee, members will be selected from across Canada with a view to achieving a geographic balance.
- 9.6 On each committee, at least one francophone member or a member who is fluent in French will be selected.
- 9.7 Prior to starting their work, the Chairs of each committee will forward the list of members to the Executive.
- 9.8 CASEA/ACEAS members approached to sit on either the Thomas Barr Greenfield or **Margaret Haughey** Master's Award Committee should not agree to participate if they know that one of their students will be making a submission to that committee.
- 9.9 For the Distinguished Service Award Committee, a retired member should normally be included.

**By-laws of the Canadian Association for the Study of Educational Administration (CASEA)/Association canadienne pour l'étude de l'administration scolaire (ACEAS)**

(As amended at the Annual General Meeting held on June 4, 2013, at the University of Victoria)

1. Officers shall be elected for a two-year term. **The elections of First Vice-President and Second Vice President will occur on alternate years to ensure that there exists continuity and mentorship in the organization of the Annual Association Conference.**
2. The terms of office shall begin the day following the close of the Annual General Meeting.
3. A committee of not fewer than three members of the Association shall be appointed by the Past President, in consultation with the Officers of the Executive, to act as a Nominating Committee.
4. The election of Officers shall be conducted by ballot at least 30 days before the Annual General Meeting of the Association at which time the results shall be announced.
5. The Executive shall appoint an editor for the Newsletter of the Association.
6. The annual membership fee for the Association shall be set in accordance with Article 4.3 of the Constitution.
7. The membership year shall be from July 1 to June 30.
8. Failure to renew the membership constitutes withdrawal from the Association.
9. Cheques shall be co-signed by the President and Secretary-Treasurer of the Association.
10. There shall be an annual audit of the financial statements of the Association.
11. The quorum for the Annual General Meeting shall be ten members.
12. Minutes of the Annual General Meeting shall be distributed to the Membership.