

IPA Policy Manual

Chapter 3 – Regional Government

3.3 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.

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 advance learning through effective educational leadership within the Region and throughout the State.

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. 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. All actions shall be approved by a majority of the voting Board members present.

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 Membership Chair
- Region Assistant Principals Chair
- Region Legislative Chair
- Region Retired Administrators Chair
- Region Public Relations 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 Region Board shall elect an individual to serve as State Director of the Region.

5.5 Nomination and Election of Other Board Members

All other Board members shall be elected by the membership of the Region. The Region Director shall arrange for all necessary Region elections and notify the general membership of the Region of the time and place of all upcoming elections. Any Region member in good standing may nominate another region member in good standing for election to the Board. Board elections shall be open to the general membership of the Region. The individual receiving the greatest number of votes shall be elected.

Article VI: Powers and Duties of the Region Board

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

- Create, discontinue and supervise committees
- Prepare a Region budget
- Authorize the payment of bills by the Region Treasurer
- Arrange for Region meetings and events
- Fill vacancies on the Region Board
- Assure that all requirements of the State Association are met in a timely manner, including submission of the “region requirements” by July 15th and submission of the Region audit by August 1st.
- 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 membership

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 15th 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 1st 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 1st 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: July 30, 2009