

CONSTITUTION AND BYLAWS
ASSOCIATION OF LUTHERAN SECONDARY SCHOOLS
As Amended and Approved – March 2009

CONSTITUTION

I. NAME

The name of this organization shall be the Association of Lutheran Secondary Schools [ALSS].

II. PURPOSE

The purpose of the Association of Lutheran Secondary Schools is to improve and expand the ministry of Christian education by assisting Lutheran schools, school administrators, and others in leadership positions.

III. OBJECTIVES

- A. To worship and praise God in a setting of speaking and sharing the love and forgiveness that proceed from faith in Jesus Christ
- B. To help all those associated with ALSS to build up one another in their ministries of Christian education
- C. To identify the needs and implement services that are desired by individuals and member schools of the Association
- D. To explore and discuss in depth, mutual problems in the field of Lutheran secondary education, emphasizing the unique opportunities, challenges, and objectives found within the setting of Lutheran education
- E. To study and improve curricular offerings and related programs in Lutheran secondary schools
- F. To cooperate, work with, and assist school departments of our national Lutheran church bodies in gathering and developing information and programs of value to Lutheran secondary schools
- G. To work with the school departments of our national Lutheran church bodies in identifying leadership potential for administrative positions in the Lutheran secondary school
- H. To provide information concerning staff needs to our Lutheran colleges, universities, and seminaries
- I. To encourage regional conferences of Lutheran secondary schools
- J. To assist administrators in Lutheran secondary schools in their leadership roles as professional educators and ministers of Christian education and to this end, to provide them with suggestions and resource materials for effective implementation of their roles
- K. To assist faculty of Lutheran high schools through programs, resources, and materials offered to the schools, and as possible, by including specified personnel in conferences, workshops, or specialized programs to enhance their unique ministries in Christian secondary education
- L. To solicit, administer, and implement grants in support of programs for ALSS and Lutheran secondary schools
- M. To establish and maintain collaborative partnerships with individuals and groups with interests in and the ability to support the purposes of ALSS and Lutheran secondary schools

IV. MEMBERSHIP

A. Schools

- 1. All Lutheran schools engaged in education on the secondary level (grades 9-12) and Lutheran middle or junior high schools (grades 6, 7, 8 or 9) which are organized and administered as separate educational agencies or associations may become active members of this association when their applications are approved by ALSS.

2. Requirements for Membership
 - a. A written request from the head administrator on school letterhead requesting admission to ALSS
 - b. An endorsement from the local Lutheran district or synodical education executive or his/her designee
3. Member Responsibilities
 - a. Elect the Board of Directors
 - b. Set membership dues
 - c. Approve amendments to the Constitution and Bylaws
 - d. Accept new members
 - e. Approve the city for the annual conference location

B. Individual

1. Honorary Lifetime Membership may be granted to any retired, former Lutheran high school administrator who has faithfully served in an ALSS school and who has attended ALSS conventions.
2. Under special circumstances Honorary Lifetime Membership may also be granted to any individual who has made significant contributions to Lutheran secondary education.

V. BOARD OF DIRECTORS

- A. The board of directors shall be composed of seven members.
- B. The officers of the board shall consist of a Chairperson, Vice-Chairperson and a Secretary/Treasurer.
- C. The Board of Directors is empowered to conduct, manage, and administer the affairs of ALSS except as specifically limited in the Constitution and By-Laws.

VI. DISSOLUTION

Upon the dissolution of this Association all properties and general monies of the Association shall become the property of the remaining member schools. Monies designated for specific purposes shall be used as designated, returned to the source of the funds or disposed of in accordance with the desire of the source of the said funds. This disposition of the net Association assets shall be administered by the last elected Board of Directors.

VI. AMENDMENTS

This Constitution may be amended by a vote of two-thirds of the voting representatives present at any annual meeting of the Association, providing that notice of the proposed amendment or revision of the Constitution shall have been given in writing to each member school at least one month before the annual meeting. Amendments to the Constitution shall become effective immediately upon approval.

BYLAWS

I. SELECTION OF OFFICERS

At its first meeting following the annual conference, the Board of Directors shall elect from its membership the following officers:

- A. Chairperson
- B. Vice-Chairperson
- C. Secretary-Treasurer

II. DUTIES OF OFFICERS

A. The Chairperson shall:

1. Serve as presiding officer at the annual meeting.
2. Call all meetings of the Board of Directors and be the presiding officer at these sessions.
3. Make Committee appointments with the approval of the Board of Directors.
4. Assist, encourage, and supervise the work of all committees and be an ex-officio member of the same.
5. Present a full and detailed report of the affairs of the Association at the annual meeting.
6. Direct all officers upon their leaving office to submit all inactive files of official records and documents.

B. The Vice-Chairperson shall:

1. Discharge the duties of the Chairperson in the event of the latter's absence or disability for any cause whatsoever.
2. Carry out whatever assignments the Board of Directors may give.

C. The Secretary/Treasurer shall:

1. In coordination with the ALSS Executive Director, ensure that accurate records are kept for all ALSS proceedings, including: minutes, records, and documents
2. In coordination with the ALSS Executive Director,
 - a) Assess all member schools annual dues in accordance with the ALSS resolutions.
 - b) Be responsible for the collection of all monies due the Association and their proper disbursement, as directed by the Board of Directors and/or the Association.
 - c) Keep accurate financial records of the receipts and disbursements of the ALSS.
 - d) Make financial reports at the meetings of the Board of Directors and at the annual ALSS meeting.

D. The Members-at-Large shall:

1. Along with the Chairperson, Vice-Chairperson, and Secretary-Treasurer, be responsible for the affairs of the ALSS.
2. Perform such responsibilities as designated by the Chair or Board of Directors.

III. QUALIFICATION OF OFFICERS

All elected officers of the ALSS shall be either the chief administrator of an association or principal of a member school.

IV. NOMINATIONS AND ELECTIONS

The Board of Directors shall nominate a slate of candidates following a period of open nominations. The slate shall consist of one nominee for each position to be elected. Elections may be done using a combination of electronic ballot for those members not in attendance at the annual meeting and paper ballot by members in attendance at the annual meeting; elections shall continue until one candidate for each contested position receives the majority of all votes cast. Elections are to be completed no later than the annual meeting therefore electronic votes must be cast before that time.

V. TERM OF OFFICE AND TIME OF ELECTION

- A. All Directors shall be elected for a term of four (4) years, with terms beginning at the conclusion of the annual conference in the year in which they were elected, or until their successors are elected. Directors shall not serve more than one four (4) year consecutive term.
- B. The Directors shall be elected in a manner to assure overlap of terms.
- C. In the event that an elected member should not be able to complete his/her term of office, the Board of Directors is authorized to appoint a successor to complete the term. Appointment to an office to complete a term does not constitute a term of service.

VI. DUTIES OF THE BOARD OF DIRECTORS

- A. Carry out the provisions of the Constitution, By-laws and all policies adopted by the Association
- B. Select and review the performance of the Executive Director
- C. Initiate and promote action on all resolutions enacted at the annual convention
- D. Make plans for the annual meetings and report such plans in advance to the member schools.
- E. Engage in ongoing self-evaluation on the structure and function of ALSS
- F. Engage in ongoing dialogue of the structure, function, and effectiveness of Lutheran secondary schools
- F. Encourage, support, and report on various research projects in secondary education

- G. Aid in identification of significant resources which become available to Lutheran secondary schools
- H. Solicit, administer, and implement grants in support of programs for ALSS and Lutheran secondary schools
- I. Meet with and coordinate programs with other committees, groups, and organizations having similar interests and concerns

VII. THE EXECUTIVE DIRECTOR

The Executive Director of ALSS shall be subject to the authority of the Board of Directors. The Executive Director shall be required to attend all Board and Association meetings and shall be an ex officio member of all committees of the Board.

VIII. VOTING PRIVILEGES

The executive head of a member school, however designated by title, or his/her duly-designated representative, and the executive head of a school association, however designated by title, having more than one member school shall have voting privileges. Duly registered participants have speaking privileges.

IX. VOTING PROCEDURES/PROCESS

At the discretion of the Board of Directors there shall be two methods for members to cast their vote on items that require voting:

- A. Members who are in attendance at the annual meeting shall vote on site.
- B. Members who are unable to attend the annual meeting may be provided the opportunity to vote via electronic ballot prior to the annual meeting

IX. DUES

The Association, upon recommendation of the Board of Directors, shall adopt the schedule of dues necessary to meet the operational and conference expenses of the Association. Dues shall be waived for Honorary Lifetime Members.

X. AMENDMENTS

The By-laws may be amended by a vote of two-thirds of the voting representatives present at any annual meeting of the Association, providing that notice of the proposed amendment or revision of the By-laws shall have been given in writing to each member school at least one month prior to voting. Amendments to the By-laws shall become effective immediately upon approval.

Adopted March 1975
Amended March 1978
Amended March 1981
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