

# TENNESSEE PRINCIPALS' STUDY COUNCIL

## *Organization and Operation Guidelines*

(Updated October 2007)

### **I. PURPOSE**

The purpose of the Principals' Study Council is to promote the continuous improvement of public education in Tennessee by:

1. Communicating to the State Board of Education and/or the State Department of Education suggestions for improving education, including task force reports, position papers, recommendations, etc.
2. Providing inservice education opportunities which are designed to develop the leadership skills of principals.

### **II. AUTHORIZATION**

The Principals' Study Council is an agency of the State Department of Education, and is authorized under Section 49-620 of the Tennessee Code Annotated. The State Commissioner of Education shall appoint a Department of Education staff member to serve as Executive Secretary and to coordinate activities of the council. Also, Department of Education staff in each of the nine Development Districts of the state shall be designated to work with the Area and Regional Study Councils.

### **III. MEMBERSHIP**

Membership in the Principals' Study Council shall be open to every public school principal in Tennessee, as defined in the Rules, Regulations, and Minimum Standards of the State Board of Education. Also, all person serving as assistant principal or other similar position shall be eligible for membership. When any member ceases to hold an eligible position, he/she immediately becomes ineligible for membership. It shall be the responsibility of the Executive Committee to enforce membership policies.

### **IV. ORGANIZATION**

In order to provide a more direct opportunity for active participation in its activities, to keep the council responsive to the needs of its members, and to facilitate more direct cooperation between the Department of Education and the principals of the state, the Principals' Study Council will be organized as nearly as possible along Development District lines.

#### **A. Areas and Regions**

The Principals' Study Council shall be made up of eighteen area councils which are organized into three regional councils representing East, Middle and West Tennessee.

The Area Councils shall be assigned to Regional Councils according to the following plan:

Area Councils 1 - 6	East Tennessee Regional Council
Area Councils 7 - 12	Middle Tennessee Regional Council
Area Councils 13 - 18	West Tennessee Regional Council

The counties included in the various area councils are shown on attached map. The State Steering Committee from each region shall be responsible for planning activities of the council within the region, and for facilitating communication among the area councils. The activities of area and regional councils must be consistent with these guidelines and with other policies of the State Department of Education and the Tennessee Principals' Study Council.

## **B. State Committees**

The **Executive Committee** of the Principals' Study Council shall consist of the three state officers, the three regional chairpersons, and the immediate past chairperson of the Principals' Study Council. This committee is authorized to conduct necessary council activities in accordance with these guidelines and with decisions made by the State Steering Committee and/or the voting delegates in attendance at the annual conference.

Duties of the Executive Committee shall include communicating as necessary with the council membership and with the State Department of Education. It shall also serve as liaison with other agencies as may be necessary. The committee is responsible for authorizing the release of any position statement developed within the Study Council. Working copies of such statements must be clearly labeled as tentative drafts when they are distributed for review.

The **Steering Committee** of the Principals' Study Council shall include the state officers, one representative from each area council, and the immediate past chairperson. Each area council shall choose the steering committee representative. Upon election, each steering committee member will serve a term of two years and be eligible for re-election. The Steering Committee shall serve as the primary policy making body of the council. It is the responsibility of this committee to develop such policies and to take such actions as are essential to the accomplishment of the purposes of the Principals' Study Council.

Duties of the Steering Committee shall include facilitating and reporting the activities of the area and regional councils, assisting in planning and conducting the annual conference, and communicating information to and from the area and regional councils. The committee shall also be responsible for approving activities which require funding, including such things as task force projects, publications, and conferences.

The Executive Secretary shall serve as ex-officio member of all state committees. When council action is necessary outside a scheduled committee meeting, the Executive

Secretary may poll the members of the Executive Committee in order to determine a proper decision.

### C. Election of Officers

The officers of the Tennessee Principals' Study Council shall be a Chairperson, Vice-Chairperson, and a Secretary.

Election of officers shall be held during the annual conference of the Council as which time each office shall be filled for one-year terms. No person may be elected to more than two consecutive terms in the same office. To be eligible to serve as chairperson, an individual must have been a member of the State Steering Committee for at least two years. This office shall be filled on an alternate basis from the three regions of the state (East-Middle-West). The chairperson and secretary shall come from the same region of the state. The three state officers shall be elected by majority vote of the State Steering Committee members in attendance at the time of election and shall take office after the annual conference.

### D. Duties of Officers

The **Chairperson** of a the Principals' Study Council shall preside at all business sessions of the council, and at all meeting of the State Steering Committee and the State Executive Committee. Other duties shall include presiding over general sessions of the Annual Conference except when someone else is designated to do so; keeping the council membership informed of council activities; assisting in planning committee meetings, task force projects, and the Annual Conference; and communicating as necessary with the State Commissioner of Education.

The **Vice-Chairperson** shall preside at any meetings at which the Chairman is not present. This officer is expected to work closely with the Chairperson in the performance of other duties as outlined above.

The **Secretary** shall be responsible for recording the minutes of all business sessions of the Principals' Study Council, as well as the minutes of meetings of the Executive and Steering Committees. Copies of all minutes shall be forwarded to the Executive Secretary who will be responsible for disseminating them. A copy of each set of minutes shall also be sent to the chairperson. The secretary may also be responsible for handling correspondence of the council, except that for which the executive secretary has responsibility.

### E. Areas and Regional Officers and Meetings

Each area and regional council shall elect a Chairperson, a Vice-Chairperson, and a Secretary to serve one-year terms. The regional Chairperson must be a member of the State Steering Committee. Regional officers shall be elected by the delegates in attendance at the Annual Conference from each region. Regional officers shall take office after the annual conference. Area officers shall take office September 1.

It is recommended that area councils meet at least three times a year, and that each meeting include a professional growth topic of interest to the member of the council. The first meeting each school year should be held no later than October or November. The last meeting should be held prior to the first week in May at which time officers for the next year should be forwarded immediately to the State Department of Education liaison person who will send this information to the Executive Secretary.

Each regional council should hold a minimum of two meetings annually, one of which shall take place during the annual conference for the delegates in attendance. It is recommended that one meeting of each regional council be held as a drive-in conference with emphasis on in-service training for principals.

## **V. MEETINGS**

The State Department of Education will sponsor an annual meeting of the Tennessee Principals' Study Council, provided adequate funds are available for such a meeting. The meeting place will be decided by the State Steering Committee, and must be approved by the State Department of Education. All members, as well as other guests, will be invited to attend the annual meetings.

Meetings of the Executive Committee and Steering Committee shall be announced by the State Chairperson and the Executive Secretary. If sufficient funds are available, it is recommended that the Steering Committee meet four times each year with one meeting during the Fall, another in Winter, another in the Spring, and one at the time of the Annual Conference. These meetings are deemed necessary in order to adequately plan and implement meaningful Council activities. The Executive Committee will meet to plan the program of the Annual Conference, and at such other times as may be necessary in carrying out the work of the Council.

## **VI. REPORTS AND RECOMMENDATIONS**

The Principals' Study Council may submit recommendations for improving education in the State to the Commissioner of Education. Any council member may submit recommendations for consideration. Such recommendations must be compiled and edited by the appropriate regional council which shall then present them for consideration by the delegate assembly at the annual conference. Final editing and wording of the recommendation shall be the responsibility of the executive committee. The chairperson and the executive secretary shall be responsible for presenting approved recommendations to the commissioner.

A final report of the proceeding of each annual conference shall be prepared and disseminated by the executive secretary.

The area chairperson shall furnish the State Department liaison with a copy of the minutes of each area meeting. The State Department person shall mail copies of these minutes to the state chairperson, the regional chairperson, and the executive secretary. The executive should receive announcements of all area and regional meetings.

It shall be the responsibility of the area secretary to send the Executive Secretary a summary report of area council activities for the year including the highlights, a list of new officers and delegates to the annual conference with their school and home addresses and telephone numbers, and any recommendations for the coming year.

## **VII. ANNUAL CONFERENCE**

A professional growth conference of the Principals' Study Council shall be held annually. Each area council shall elect delegates to participate in the conference. The number of delegates will be set by the State Executive Committee in accordance with the funds available in a given year.

Each area council must choose conference delegates at the last meeting of each school year. A list of these delegates with appropriate mailing addresses should be sent immediately to the Executive Secretary so that delegates can be furnished with information concerning the conference.

The Vice-Chairperson and the Secretary of each region shall be a delegate to the annual conference without counting against their area's delegates.

## **VIII. CHANGES**

Changes in the Organization and Operation Guidelines may be by a 2/3 vote of the State Steering Committee and approved by the majority of the members present at the annual conference.