
MARYLAND ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS

An affiliation of the American Association of School Personnel Administrators



CONSTITUTION & BYLAWS

OFFICE AND FISCAL YEAR

Fiscal Year - The fiscal year of the association shall begin July 1 and end June 30. Annual membership dues for Individual and Institutional memberships shall be set by the Executive Board no later than May 1. Members shall pay their annual dues within thirty (30) days of the date set by the Executive Board.

MEMBERSHIP

The Maryland Association of School Personnel Administrators [MASPA] does not discriminate in membership on the basis of race, color, religious creed, national origin, gender, ancestry, age, or disability. Application for active membership shall be made to the Executive Board accompanied by the membership fee. The membership year shall extend from July 1 through June 30. Membership in MASPA does not include or require membership in the American Association of School Personnel Administrators [AASPA].

Individual - An individual member shall be a personnel practitioner who works in a Maryland public school system.

Institutional - A public school system may apply for institutional membership when more than one staff member is actively involved with personnel administration. Each membership shall be limited to one vote. The institution must identify the voting member for the institution.

Retiree - A former active member who is a retired personnel practitioner may retain his/her membership. Such a member shall have the right to participate in all activities of the Association, but shall not have the right to vote or hold office.

Honorary - Honorary membership may be accorded to persons who have distinguished themselves in school personnel work or have contributed to the mission and goals of MASPA. Honorary members shall have the right to participate in all activities of the association, but shall not have the right to vote or hold office.

Any active member wishing to nominate a candidate for honorary membership should submit the name of the person to the Executive Board for consideration.

MEETINGS OF THE MEMBERSHIP

Regular meetings shall be held at least three (3) times year.

Each Local Education Agency [LEA] will be entitled to one vote. A quorum representing one-third ($\frac{1}{3}$) of the LEA's must be present for the conduct of business. Each LEA will be entitled to one vote.

The President, with the advice and authority of the Executive Board, may call special meetings to give consideration to specified professional issues.

OFFICERS

Officers - There shall be five (5) elected officers of the association: President, President-Elect, Membership Chairperson, Treasurer, and Secretary. There shall be in addition, the immediate past President. Officers shall be elected annually by the Membership.

Officers shall take office effective July 1. The President, President-Elect, Membership Chairperson, Treasurer, and Secretary shall serve one year.

Each officer shall be a current personnel practitioner in a Maryland school system and an individual or institutional member of this Association.

The Executive Board shall have the authority to appoint an active member to fill a vacancy should an officer not be able to complete the full term for which he/she was elected.

EXECUTIVE BOARD

Powers - The Executive Board shall have full power to conduct, manage, and direct the business and affairs of the association. Only Board Members may vote at Executive Board meetings.

Composition - The elected officers shall constitute the Executive Board.

Term of Office - The length of terms shall be one (1) year.

Resignation - Any Board Member may resign by submitting a written resignation to the Executive Board. Such resignation shall become effective upon its receipt from such a Board Member or at any later time specified therein.

Vacancies in the Executive Board - Any vacancy occurring in the Executive Board, including those by an appointee who has not commenced the term of office, resulting from the death, resignation, retirement, disqualification, or removal from office of any Board Member or other cause shall be filled by appointment by way of majority vote of the Executive Board attending the meeting.

Board Members Compensation - No Board Member shall be paid any compensation for services as a Board Member and shall not benefit financially in any way solely by reason of being a Board Member or belonging to one of its committees. The Board Membership may provide reimbursement for reasonable expenses incurred by members in connection with authorized association business. Such reimbursement shall require the approval of the Executive Board.

Regular Meetings - The Board shall hold at least one (1) regular meeting during the fiscal year. The fiscal year shall extend from July 1 through June 30.

Special Meetings - Special meetings of the Executive Board shall be held whenever called by the President or by three (3) or more members of the Board. Reasonable notice of such meeting shall be given to each Board Member.

MISCELLANEOUS - FISCAL MANAGEMENT

Checks - All checks or other orders in writing shall be signed by the Treasurer or the President in the absence of the Treasurer.

Deposits - All funds of the association shall be deposited to the credit of the Association in such banks or other financial institution as the Board Members may approve.

Annual Report of the Board Membership - The Executive Board shall prepare and provide an annual report for the membership to include:

1. Status of the membership.
2. Revenue or receipts of the Association.
3. Expenses or disbursements of the Association.

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MISSION STATEMENT

The Maryland Association of School Personnel Administrators, the state organization for school personnel practitioners, presents a unified voice on personnel issues for Maryland public school systems and provides leadership in promoting effective human resource practices through professional activities and broad based networking.