**MASSACHUSETTS ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS (MASPA)**

**CONSTITUTION**

**ARTICLE I: NAME**

The name of the organization is Massachusetts Association of School Personnel Administrators (MASPA).

**ARTICLE II: PURPOSE**

The purpose of the organization is to provide a resource for school personnel administrators; to enhance professional development opportunities for the members; to foster the exchange and dissemination of information and best practices in the areas of personnel management, employment matters and negotiations; and to positively impact those bodies (DESE, MASS, MTRS, etc.) which enact regulations that govern personnel practices.

**ARTICLE III: MEMBERSHIP**

Membership is open to all professionals employed in the areas of personnel administration in public, Charter, 766, Independent, or private schools.

**BY-LAWS**

**ARTICLE I: DUES**

The Executive Committee will recommend a proposed budget and set the amount of dues for the following year at the annual meeting. A treasurer's report on the finances of the organization will be available at each general meeting of the organization.

**ARTICLE II: OFFICERS AND EXECUTIVE COMMITTEE**

Section 1: The officers of the organization shall be President, Vice-President for Operations, Vice-President for Professional Associations, Secretary and Treasurer.

Section 2: The President shall be elected for a two-year term at the annual meeting. All other officers shall be elected for a one-year term at the annual meeting.

Section 3: All terms of office begin on July 1 of the year elected.

Section 4: Should the President vacate the office, the Vice President shall complete the unexpired term.

Section 5: The Executive Committee of the organization shall consist of the current officers. The President will serve as chairperson of the Executive Committee. The Executive Committee will meet regularly to guide the practices of the organization, set yearly dues and approve any expenditure of organization funds in excess of two hundred ($200). The Executive Committee shall, as needed, propose and recommend amendments to the by­ laws. These amendments will be voted on at the annual meeting and take effect on July 1st.

Section 6: The President, with approval of the Executive Committee, shall appoint a replacement to complete the unexpired term of any vacated office on the Executive Committee.

Section 7: On a yearly basis, the President, pending funding, with the approval of the Executive Board may appoint an Executive Director for the organization.

Section 8: The President shall appoint working committees to perform functions as deemed necessary by the Executive Committee.

Section 9: The President, with the approval of the Executive Board, may appoint additional officers to perform functions as deemed necessary by the President.

**ARTICLE III: MEETINGS**

Section 1: There will be an annual meeting held at a time and place determined by the Executive Committee.

Section 2: A schedule of meetings will be developed and communicated to the membership during the annual registration period.

Section 3: The Executive Committee will meet regularly to conduct its business. The meetings will be called by the President or at the request of a majority of the Executive Committee. The Executive Director will attend these meetings in a non-voting role.

Section 4: Minutes of the Executive Committee meetings will be taken and be available for the membership to review.

**ARTICLE IV: AMENDMENTS**

Section 1: Amendments to the Constitution shall be recommended by the Executive Committee and voted upon by the membership by either of the following two ways:

A) The members present at the Annual Meeting may vote, provided that all members have been advised in writing of the proposed amendment at least 30 days prior to the Annual Meeting. Two thirds of the votes cast shall be required for passage.

OR

B) The membership may he polled by mail (postal or email). Two thirds of the votes returned shall be required to enact passage, provided that at least 50% of the members shall have voted in writing.

Section 2: The results of the voting shall be recorded by the Secretary and reported to the Executive Committee at its next meeting. The amendments approved shall become effective upon adoption at the annual meeting.

**ARTICLE V: RELATIONSHIP TO NATIONAL ORGANIZATION**

Section 1: The President or his/her designee from the Executive Committee shall serve as the liaison representative to the American Association of School Personnel Administrators.

Section 2: The President and Vice President, with approval of the Executive Committee, pending available funds may attend the annual AASPA convention at MASPA expense.

**ARTICLE VI: HONORARY MEMBERSHIP**

Section 1: Honorary membership may be awarded to persons who have distinguished themselves in the work of MASPA. The Executive Committee is empowered to do this based on a recommendation from a member.

Guidelines:

1. Retirement or career change
2. At least five years of membership in MASPA.

Section 2: Honorary members shall enjoy all the privileges of regular membership, including voting and serving on committees and shall be exempt from annual dues. Honorary members may not serve as officers or on the Executive Committee. An honorary member who returns to active employment will return to active membership status.