

CONSTITUTION

MARYLAND MIDDLE SCHOOL ASSOCIATION

ARTICLE I - NAME

The name of this organization shall be the Maryland Middle School Association

ARTICLE II – PURPOSE

The Maryland Middle School Association is a non-governmental, self-supporting organization and is affiliated with the National Middle School Association. The purposes of this Association are to:

- Section 1. Stimulate and promote the development of the middle school as a distinct educational structure for pre- and early-adolescent children.
- Section 2. Serve as a forum for the exchange of ideas and information about contemporary middle school programs, practices and facilities.
- Section 3. Assist in identifying staffing requirements and providing in-service experience for middle school teachers, principals, supervisors, and other professional personnel.
- Section 4. Provide professional leadership in middle school activities throughout the State of Maryland.
- Section 5. Advance middle school philosophy and educational programs by sponsoring research and development activities, establishing position papers, and supporting legislature fostering the middle school concept.

ARTICLE III – MEMBERSHIP

- Section 1. Individual membership in this Association shall be open to all professional educators, lay citizens, and retired educators.
- Section 2. Single institutional memberships in the association shall be available to educational organizations whose purposes are compatible with those of this association.

- Section 3. Membership shall be from September 1 to August 31 of each year.
- Section 4. Regular board attendance is a requirement for all board member. Any board member who misses two consecutive meetings or more than fifty percent of the meetings in any calendar year must respond in writing to the Executive Committee (%Executive Director) as to the reason for absence and submit a request to remain on the board. Within 30 days the Executive Committee will decide on the status of the board member in question. Absence of a request for board continuation after there absences may result in the member in question being dropped from the board.

ARTICLE IV – EXECUTIVE BOARD

The governing body of the Association shall be the Executive Board.

- Section 1. The Executive Board shall consist of the Executive Committee, Directors, Chairpersons of Standing Committee, and representatives of the local education agencies.
- Section 2. The Executive Committee shall consist of the following officers:
- A. President
 - B. President Elect
 - C. Immediate Past President
 - D. Secretary
 - E. Treasurer
 - F. Executive Director
- Section 3. The Executive Director shall be appointed by the Executive Board.
- Section 4. Directors
- A. One Director shall be from a college or university in the State Maryland.
 - B. One Director shall be from the Maryland State Department of Education appointed by the State Superintendent.
 - C. A minimum of four additional Directors shall be from the membership.
 - D. Additional directors may be appointed each year by the president based on the needs of the association.

- E. Additional Directors may be appointed by the President based on the needs of the Association. Presidential appointees must be approved by the majority of the Executive Committee and the six (6) appointed Directors.
- F. Every effort will be made to ensure that the total Director membership reflects the regional diversity of Maryland. The regions are defined as:
 - 1. Eastern Shore – Cecil, Kent, Queen Anne, Talbot, Caroline, Dorchester, Wicomico, Somerset and Worcester Counties.
 - 2. Western Maryland – Allegany, Garrett, Washington and Frederick Counties
 - 3. Southern Maryland – Charles, St. Mary’s , Calvert and Prince George’s Counties
- G. The office of President cannot be filled consecutively by a member from the same LEA.

Section 5. Duties

- A. The duties of the Officers are:
 - a. President
 - i. Shall preside at all meetings of the Association and executive board.
 - ii. Shall provide leadership and direction for the Association.
 - iii. Shall appoint all committees as authorized.
 - b. President Elect
 - i. Shall assist the President in any assigned duties.
 - ii. Shall assume the duties of this office in the absence of the President.
 - c. Immediate Past President
 - i. Shall assist the President in the President’s many duties.
 - ii. The past president shall chair the nominations/elections committee.
 - iii. Shall chair the Annual Fall Conference.
 - d. Secretary
 - i. Shall keep a complete record of the proceedings of the Association and of the executive board.

- ii. Present those reports at the next meeting.
- e. Treasurer
 - i. Shall pay bills upon the authorization of the president and approval of the executive board.
 - ii. Keep accurate record of all financial transactions.
 - iii. Shall prepare and present an annual budget by the September meeting.

- B. The duties of the Directors are:
- a. To assist the officers in conducting the business of the Association.
 - b. To attend all meetings of the Executive Board.
 - c. To plan and participate in all activities sponsored by the Association.

- C. The duties of the Executive Director are:
- a. To review the status of the Association, make recommendations, and provide direction to the Executive Board.
 - b. Serve as official spokesperson for Maryland Middle School Association.
 - c. Initiate and maintain channels of communication between Maryland Middle School Association and other state and national professional organizations in order to encourage mutual understanding, cooperation, and responsive relationships.
 - d. Attend all meetings of the Executive Board of Maryland Middle School Association.
 - e. Attend Maryland Middle School Association committee meetings upon request.
 - f. Receive and coordinate responses to communications directed to the Maryland Middle School Association.
 - g. Prepare at the direction of the President and/or the Executive Board of Maryland Middle School Association:
 - i. Adequate reports to provide needed information
 - ii. Interim and/or final program evaluation reports and recommendations.
 - h. Assist with the planning of dinner meetings of the Association.

- i. Establish a permanent mailing address for the Association. Receive and route all incoming mail.
 - j. Perform other duties as requested by the Executive Board.
 - k. Maintain full voting privileges on the Executive Board.
 - l. Provide direction and support for the completion of all M.M.S.A. activities.
 - m. Serve as the Affiliate Representative to the National Middle School Association.
- D. The duties of the committee chairpersons and appointed directors are:
- a. Membership
 - i. Organize a yearly membership campaign.
 - ii. Establish and regularly update a membership organizational handbook.
 - iii. Present monthly membership reports to Maryland Middle School Association Executive Board.
 - iv. Chair membership committee.
 - v. Coordinate registration at Maryland Middle School Association's events.
 - vi. Regularly attend Maryland Middle School Association's Executive Board meetings.
 - b. State/National Liaison
 - i. Keep abreast of national trends in foundation funding, major project initiatives by national organizations, and major national issues.
 - ii. Maintain personal contact with National, Regional, and State spokespeople for middle school topics.
 - iii. Assist Maryland Middle School Association in providing speakers, workshop leaders, and resource people.
 - iv. Regularly attend Maryland Middle School Association's Executive Board meetings.
 - v. Maintain close contact with middle level educators (including non-members) in

the state and region. Encourage mutual assistance.

- c. Higher Education Liaison
 - i. Advise Maryland Middle School Association's Executive Board on issues, events relating to middle level education/higher education.
 - ii. Serve as Maryland Middle School Association's liaison with higher education institutions on matters relating to middle level education, i.e., solicitation of speakers, facilities for programs sponsored by Maryland Middle School Association.

- d. Newsletter Editor
 - i. Edit and publish quarterly newsletter.
 - ii. Prepare yearly budget for newsletters.
 - iii. Present regular reports to Executive Board.
 - iv. Actively solicit articles, pictures for newsletter.
 - v. Regularly attend Maryland Middle School Association's Executive Board meetings.

- e. Historian
 - i. Present regular historical publications to Executive Board.
 - ii. Regularly attend Maryland Middle School Association's Executive Board meetings.
 - iii. Actively support programs sponsored by Maryland Middle School Association.

- f. M.S.D.E. Liaison
 - i. Encourage and foster closer communication with the Maryland State Department of Education on all issues and matters relating to middle level education in Maryland.
 - ii. Make periodic reports to the Maryland Middle School Association's Executive Board on issues and matter relating to middle level education.

- iii. Actively participate in monthly meetings of Maryland Middle School Association's Executive Board.
- g. M.S.D.E Liaison
 - i. Encourage and foster closer communication with the Maryland State Department of Education on all issues and matters relating to middle level education in Maryland.
 - ii. Make periodic reports to the Maryland Middle School Association's Executive Board on issues and matters relating to middle level education.
 - iii. Actively participating in monthly meetings of Maryland Middle School Association's Executive Board.
 - iv. Assist the Executive Director in coordinating a dinner with the Maryland State Board of Education.
- h. Librarian
 - i. Coordinate Speakers Bureau.
 - ii. Coordinate distribution of materials in material library.
 - iii. Prepare regular reports to Executive Board.
 - iv. Actively support programs sponsored by Maryland Middle School Association.
 - v. Regularly attend Maryland Middle School Association's Executive Board meetings.
- i. Regional Representatives
 - i. Advise Maryland Middle School Association's Executive Board on matters pertinent to the counties in the local region.
 - ii. Serve as Maryland Middle School Association's liaison to selected committees as identified by Maryland Middle School Association's President, i.e., CEASOM< MASSP, etc.
 - iii. Regularly attend Maryland Middle School Association's Executive Board meetings.

Section 3. Terms of Office

A. Officers

- a. The officers shall be elected to serve for a two-year term.
- b. The President-Elect shall succeed the President.
- c. No member shall be eligible to serve more than two consecutive terms in the same office.
- d. The retiring President automatically becomes the Immediate Past President for the ensuing term.
- e. Transfer of office shall occur at the summer Executive Board meeting to permit a smooth transition of duties from the time of election to assuming official duties of the office.

B. Directors

- a. The term of office for the six (6) appointed Directors shall be two (2) years, with three being elected each year. The term of office for the Executive Director shall be three (3) years with the opportunity for reappointment.
- b. Directors appointed by the President with Executive Board approval serve a one year term with the opportunity for reappointment.
- c. Transfer of office shall occur at the summer Executive Board meeting to permit a smooth transition of duties from the time of election to assuming official duties of the office.

C. Committee Chairpersons

- a. The term of office for committee chairpersons shall be two (2) years.
- b. Transfer of office shall occur at the summer Executive Board meeting to permit a smooth transition of duties from the time of election to assuming official duties of the office.

Section 7. Vacancies

- A. When a vacancy occurs in the office of the President, the President Elect assumes the office of President and serves in this capacity for a two- year term and until the next election.
- B. When a vacancy occurs in the office of President Elect, the Executive Board shall fill such vacancy through a special election by the members of the Association.

- C. When a vacancy occurs in any other office, the Executive Board, by majority vote, shall fill such vacancy for the unexpired term.
- Section 8. The Executive Board shall meet a minimum of four (4) times each year.
- Section 9. The Executive Board shall conduct all business of the Association.
- Section 10. A simple majority of the Executive Board shall constitute a quorum to transact business.

ARTICLE V – FINANCE

- Section 1. All matters of finance shall be approved by the Executive Board.
- Section 2. The treasurer shall prepare an annual budget for presentation to the Board of Directors by the September meeting. The board of Directors shall adopt the annual budget by the October meeting.
- Section 3. An annual financial report shall be submitted by the treasurer at the end of the membership year.
- Section 4. The Maryland Middle School Association is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 © (3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law).
- Section 5. No part of the net earnings of the Maryland Middle School Association shall insure to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons, except that the Maryland Middle School Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 4 above.
- Section 6. Notwithstanding any other provisions of these articles, the Maryland Middle School Association shall not carry on any other activities not permitted to be carried on (a) by the Maryland Middle School Association exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by the Maryland Middle School Association, contributions to which are deductible under Section 170(c) (2) of

the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law).

- Section 7. Upon dissolution of the Maryland Middle School Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Maryland Middle School Association, dispose of all of the assets of the Maryland Middle School Association exclusively for the purposes of the Maryland Middle School Association in such manner, or to such organization(s) organized and operated exclusively for educational purposes at the time shall qualify as an exempt organization(s) under Section 501© (3) of the Internal Revenue Code (or the corresponding provisions of any United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the Maryland Middle School Association is then located, exclusively for such purposes or to such organization(s), as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE VI- MEETINGS

- Section 1. An annual meeting of the membership shall be held at the time and place designated by the Board of Directors.
- Section 2. Special meetings may be called at he discretion of the Board of Directors of upon the petition of twenty-five (25) per cent of the members in good standing.
- Section 3. All meetings shall be conducted according to the latest edition of Robert’s Rules of Order. A parliamentarian shall be appointed by the Board of Directors for all business sessions.
- Section 4. At any meeting to which due notice has been given to the membership, those present will constitute a quorum.
- Section 5. In the event an Executive Board member misses two consecutive Executive Board meetings, that member must submit in writing to the Executive Director cause for not attending the meetings. The Executive Director has the right to accept the reason for nonattendance or many submit it to a committee composed of the President, President Elect, Past President, and Executive Director for a decision. If the reasons are not accepted, the committee may ask for the member’s resignation.

ARTICLE VII – POLITICAL ACTION

No part of the activities of the Maryland Middle School Association shall be:

- the carrying on of propaganda,
- attempting to influence legislation, other than to advance middle school philosophy and educational programs, or
- participation/intervention in any political campaign on behalf of candidate for public office.

ARTICLE VIII – AMENDMENTS

Section 1. An amendment to this constitution may be proposed in writing by petition of ten (10) members of the Association to the Executive Board. The Executive Board shall act upon the proposal at their next regular meeting. The proposed amendment, together with the recommendation of the Executive Board, shall be presented by mail ballot to the members of the Association within thirty (30) days of the action by the Executive Board.

Section 2. Results of the balloting on the amendments shall be certified by the Executive Board within sixty (60) days after the voting deadline.

Section 3. Amendments to this constitution shall require a two-thirds majority vote of the members responding.

Section 4. Amendments adopted by the membership shall be effective immediately.

BYLAWS

ARTICLE I – ELECTION PROCESSES

- Section 1. The election of officers shall be conducted by mail ballots which shall be sent to all members in good standing.
- Section 2. A nominating/election committee chaired by the immediate past-president shall be appointed by the President, with the approval of the Executive Board.
- Section 3. The chair of the nominating/election committee shall submit to the membership a ballot with at least one candidate for each office. The committee shall solicit candidates from the membership. Candidates must be members in good standing and willing to attend all regularly scheduled Executive Board meetings.
- Section 4. Members shall be allowed at least twenty (20) days for returning ballots.
- Section 5. The Executive Board shall certify the election results to the membership via the June newsletter.
- Section 6. Institutional member schools will be allotted 10 votes per school.