

# THE CONSTITUTION OF THE MISSOURI ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS

(REVISED SEPTEMBER 30, 2003.)

## Article I - Name

The name of this organization shall be the Missouri Association of Secondary School Principals.

## Article II - Mission

The mission of the Missouri Association of Secondary School Principals is to improve secondary education through positive leadership and the enhancement of student performance.

### Basic Beliefs

In pursuing the mission of MASSP, the Association shall be involved in

- providing information and leadership;
- encouraging research and service;
- promoting high educational standards;
- focusing attention on state educational issues;
- providing for the general welfare of principals; and
- working with other educational organizations interested in the solutions to educational challenges at the state level for the welfare of secondary schools and the youth they serve.

## Article III - Membership

Section 1. The membership of the Association shall consist of the following classes: Active, Associate, Student, Retired.

Section 2. Active membership is open to all persons engaged in practicing or teaching secondary school administration and/or supervision, on payment of annual dues.

Section 3. Associate membership is open to all persons interested in secondary education not eligible for active, student, aspiring, or retired membership, on payment of annual dues. Central office personnel and employees of DESE are examples of individuals in this category.

Section 4. Student/Aspiring Principal membership is open to graduate students in college and university secondary school administration programs and those who have completed such programs but are not active administrators, on payment of reduced annual dues.

Section 5. Retired membership is open to former active members who have retired, on payment of reduced annual dues.

Section 6. The term of annual membership shall be from July 1 to June 30 each year.

Section 7. The Board of Directors shall have power to pass upon the qualifications of all applicants for membership.

## Article IV - Organization and Administration

Section 1. The organization shall be comprised of eight districts within the state of Missouri aligned in association with the districts designated by the Missouri State High School Activities Association. These districts shall be Central, Kansas City, Northeast, Northwest, St. Louis, South Central, Southeast and Southwest. The Board of Directors shall have the authority to assign schools to districts.

Section 2. The affairs of the Association shall be conducted by the Board of Directors and the Executive Director.

Section 3. Only active members holding building level administrative positions in secondary education shall have the privilege of serving on the Board of Directors and holding executive office in the Association.

Section 4. The Board of Directors shall consist of the Executive Offices of President, President-Elect, NASSP Coordinator and the Immediate Past President; and a representative from each of the eight districts, as well as, three members elected at-large.

Section 5. The President and President-Elect shall be elected at the annual business meeting. The President and President-Elect shall have served as members of the Board of Directors. The President and President-Elect shall hold office for one year, or until a successor has been duly elected, and shall not be eligible for re-election to the same office. The President-Elect will assume the presidency the succeeding year with the consent of the Association when it acts on the recommendation of the Nominating Committee.

Section 6. The Coordinator shall be elected at the annual business meeting for a three-year term and shall not serve for more than two terms.

Section 7. The District Representatives on the Board of Directors shall be elected to a two-year term by the respective districts. The terms of the District Representatives shall be staggered and no individual shall serve as a District Representative for more than a second two-year term from one district or any combination of districts. In the event of a vacancy, the district association shall appoint a member from that district to complete the unexpired term. A District Representative on the Board of Directors must be employed in the MASSP District from which elected.

Section 8. There shall be three At-Large Representatives. One of these shall be a junior high or middle school principal/assistant principal; one shall be an assistant principal; and the third shall be a building-level administrator of a non-public secondary school. Eligibility for membership on the Board of Directors as an elected member at-large shall cease if at any time during the term, the member ceases to be employed in the position represented. No representative may serve for more than a second two-year term. In the event of a vacancy during a term, the President, in consultation with the Nominating Committee and with the approval of the Board, shall appoint a member to fill the position until the next business meeting at which time a new representative will be elected by the membership.

Section 9. All officers and District Representatives will assume office at the close of the annual business meeting.

Section 10. In the event of a vacancy in an Executive Office, the Executive Committee shall appoint a replacement to serve until the next business meeting, at which time an election will be held to obtain a replacement for the remainder of the term.

## Article V - Duties of Officers and Representatives

Section 1. It shall be the duty of the President to represent the Association at appropriate functions and events at the state and national levels, to preside at all meetings of the Association, to vote in case of a tie, and to work with the Executive Director to prepare agendas for all Association business and Board of Directors meetings.

Section 2. The President-Elect shall preside in the absence of the President and perform other duties designated by the President.

Section 3. The NASSP Coordinator should be a member who can attend the meetings of the National Association of Secondary School Principals with reasonable regularity. He or she shall serve as a liaison officer between the state and national associations, and he or she shall give leadership to any program or project, which is a joint enterprise of the state and national associations. His or her leadership and work shall be subject to the direction and review of the Board of Directors.

Section 4. The Representatives, in addition to serving on the Board of Directors, shall serve as a communications link between the Missouri Association of Secondary School Principals and principals in his or her district or group represented, shall attend all district meetings in his or her district, and shall set up a workable communications network within his or her district for Missouri Association of Secondary School Principals communication purposes.

#### **Article VI - Executive Director**

The Executive Director shall be selected by the Board of Directors. His or her duties, term of office and compensation shall be determined by the Board of Directors.

#### **Article VII - Nominations and Elections**

Section 1. The Coordinator shall serve as chairman of the Nominating Committee. Three Past Presidents of the Association, appointed by the President, will comprise the remainder of the Nominating Committee.

Section 2. The Nominating Committee shall be responsible for nominating candidates for the offices of the Association and at-large representatives of the Board of Directors at the annual business meeting.

Section 3. The election of officers and at-large representatives of the Association shall be conducted at the annual business meeting.

#### **Article VIII - Finance**

The Board of Directors shall administer the finances of the Association. The President shall appoint annually, subject to the approval of the Board of Directors, two members who shall, with the Executive Director, constitute a Finance Committee to conduct an audit, advise on the investment of Association funds, and perform such other functions as may be determined by the President and the Board of Directors.

#### **Article IX - Meetings**

The Association shall hold an annual business meeting at a time and place designated by the Board of Directors but generally approximating October 1. Special meetings may be called by the President with the advice and consent of the Board of Directors if deemed necessary.

#### **Article X - Amendments**

Section 1. The Constitution may be amended by a two-thirds majority vote of members present and voting at the annual business meeting.

Section 2. Proposed amendments shall be submitted in writing to the Board of Directors prior to June 1 for consideration at the next annual business meeting.

#### **Article XI - Rules of Order**

Robert's Rules of Order shall govern in all meetings of the Association.

#### **Article XII - Bylaws**

The Board of Directors of the Missouri Association of Secondary School Principals may, from time to time, enact appropriate bylaws consistent with the Constitution.

#### **Bylaw I - Committees and Liaison Representatives**

The Board of Directors shall have authority to create, to establish terms and to define duties of such permanent and temporary committees, as it deems necessary to achieve the objectives of the Association. The President, with the advice and consent of the Executive Committee, shall appoint committee members and designate committee chairmen.

Section 1. Resolutions Committee: The President-Elect will serve as the chairman of the Resolutions Committee. The President shall appoint three Board members to serve as committee members. This committee, with the knowledge and approval of the Board of Directors, will review the resolutions

for the Association that have been submitted by the District Associations. Upon adoption by the Board of Directors the resolutions shall be voted on by the general membership at the annual business meeting.

Section 2. Missouri School-College Relations Commission: Three members of the Association will be appointed by the Board of Directors to serve as Liaison Representatives to the Missouri School-College Relations Commission. The term of appointment will be for one period of three years. The terms of the representative will be staggered so that a new member will be appointed every year.

Section 3. Missouri State High School Activities Association: Three members of the Association will be appointed by the Board of Directors to serve as Liaison Representatives to the Missouri State High School Activities Association. The term of appointment will be for one period of three years. The terms of the representatives will be staggered so that a new member will be appointed every year.

Section 4. Executive Committee: The Executive Committee, chaired by the President, shall act as an administrative body to facilitate the operation of the organization in the interim between meetings of the Board of Directors. All actions of the Executive Committee shall be subject to ratification by the Board of Directors.

Section 5. Legislative Committee: The function of the Legislative Committee shall be to keep the membership abreast of education related issues in state and national government chambers. The Legislative Committee shall consist of one representative elected from each of the districts. An Association member will be appointed by the President, with the approval of the Board of Directors, to serve as the Legislative Committee Chairman. Terms of all committee members and the chairman shall not exceed two terms of two years each.

Section 6. DESE Liaison Committee: The function of the DESE Liaison Committee shall be to meet with the Commissioner of Education or their designee on a periodic basis to discuss pertinent educational issues and effect cooperative ventures. The DESE Liaison Committee shall consist of the Executive Officers, the Executive Director and two members appointed at-large from the general membership. The terms of the at-large members shall not exceed two three-year terms.

#### **Bylaw II – Dues**

Dues for all members shall be determined annually by the Board of Directors.

#### **Bylaw III – Fiscal Year**

The fiscal year shall be from July 1 to next June 30.

#### **Bylaw IV – Resolutions**

A member may submit a proposed resolution to their District Association. If endorsed by the District Association, the resolution will be forwarded to the Resolutions Committee.

#### **Bylaw V – Amendments**

These bylaws may be amended at any Board of Directors meeting by a two-thirds majority of the members present and voting provided that a quorum has been met. A majority of the voting membership of the Board of Directors shall constitute a quorum. A proposed amendment shall have been submitted in writing at the preceding Board of Directors meeting.